

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**



Date: 4 November 2020	Ref No: 317
Responsible Officer: David Fielding – Deputy Head of Libraries and Archives	
Title/Subject matter: Business Continuity Relating to COVID-19 or Lockdown 4 November 2020	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the council’s policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision a non-key decision (below £100,000, outside the MO definitions)	Yes
Is publication still required? (see guidance)	No
<p>Summary:</p> <p>Options considered:</p> <p>Proposals for the Library Service to continue to offer some of their services in light of the legislation issued in regard to the national lockdown from 5th November 2020.</p> <p>In light of the announcement of a national lockdown from the 5th November 2020 the Library service is seeking permission to continue to provide some of its services as a continuation of services which has been provided since reopening in early October 2020. The proposals listed below outline the mitigations we intend to put in place meet the terms of The Health Protection (Coronavirus, Restrictions) (England) (No.4) Regulations 2020</p> <p>All library buildings are currently closed for general use / browsing of book shelves.</p> <p>We seek permission to :</p>	

1. Library services will continue to be allowed to provide services in digital / virtual form (e.g. e-lending, online rhymetimes). We will continue with our existing provision of ebooks, eaudiobooks, emagazines, other online service and online events.

2. Order and collect service – we will continue to operate an order and collect service. In accordance with the legislation issued customers who have ordered items for collection must not enter the premises and we will operate this service from the front of our buildings.

3. Home Library Services (on a no- or low- contact basis) the Home Library service provides deliveries to housebound residents and we would look to continue this. Residents are housebound and therefore vulnerable but deliveries take place in a non-contact way.



4. Strictly managed access to public PCs in library buildings to assist and combat digital exclusion re issues such as job applications, benefit claims, other public services will be permitted. We currently have risk assessed IT provision in 3 out of four libraries – Ramsbottom, Radcliffe and Prestwich and would continue to provide this for essential use.

All elements of the service comply with the requirements for Track and Trace.

The Archives service will close as they are located in the Gallery/Museum which is closing.

Staff in Resource Services will continue to process deliveries of new stock as this work cannot be done from home.

Decision: To continue to provide the above services as exemptions.

Decision made by:	Signature:	Date:
Executive Director of Operations		05/11/20
Assistant Director		04/11/20
Members Consulted (if applicable) [see note 1 below]		
Cabinet Member	Cllr Jones has been informed and consulted	04/11/20
Lead Member		

Opposition Spokesperson		
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Notes

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.