

Terms of Reference

Service Transformation: Income work stream

Member Reference Group

1. Purpose

The purpose of this group is to consider income generation for the library service in support of the Highways and Community Infrastructure Committee fulfilling its responsibilities in determining the transformation of the service and implementing financial savings to meet business plan savings..

2. Aims and Objectives

The aim of the working group is to review, develop and consider ideas and options for income generation for the Library Service, and to make recommendations to the Highways and Community Infrastructure Committee on commercial aspects of the service.

The objectives of the group are to:

- Identify options for raising additional income
- Challenge assumptions and current practice as necessary
- Ensure that options put forward are robust and have a clear business case
- Ensure that appropriate stakeholder consultation is carried out including with library users and staff
- Report to the Highways and Community Infrastructure Committee clear and viable proposals for income generation in the library service

3. Accountability

The group is accountable to the Highways and Community Infrastructure Committee, which is responsible for decisions relating to Community and Cultural Services, including libraries.

4. Membership

The group will comprise Members nominated by the Committee as it sees fit.

5. Meetings

The group will meet monthly or as otherwise required. The administrative arrangements for the meetings will be undertaken by officers from Community and Cultural Services. It is anticipated that this will be a 'task and finish' group that will make its recommendations to the Committee within 6 months, in order to allow for proposals to be implemented in line with current business planning timescales for the Library Service Transformation (i.e. draft plan finalised by January 2016). Officers from the service will provide professional support to the working group.