

## EXECUTIVE MEMBER DECISION FORM

**DECISION TO BE TAKEN BY:** Councillor Christine Meaden

**KEY DECISION - NO**

**PORTFOLIO AREA:** Health & Wellbeing

**PORTFOLIOS AFFECTED:** Central & Support Services,  
Neighbourhoods Housing & Engagement

**WARDS AFFECTED:** Bebington

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**SUBJECT:** CO-LOCATION OF BEBINGTON ONE STOP SHOP IN  
BEBINGTON CENTRAL LIBRARY TEMPORARY CLOSURE

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### 1. RECOMMENDATIONS:

- 1.1. Bebington One Stop Shop is collocated within Bebington Central Library and is allowed a short period of closure of a maximum of four weeks from 16 June 2014 to allow the move and refurbishment to be effectively completed while not compromising health and safety for public and staff.

### 2. REASONS FOR THE DECISION

- 2.1. To allow Bebington Central Library building work undertaken to merge the library and one stop shop as previously agreed on 21 January 2014. This will allow the merger of the site and staffing to be progressed. It will see four booths created adjacent to the Library counter and two interview rooms. At the same time we will improve the ICT suite and sympathetically modernise the library shelving.
- 2.2. To minimise costs the One Stop Shop facility will remain open until the end of the process and furniture and fittings will be moved to the library while it is closed to be refitted with the required items and include the One Stop Shop.
- 2.3. Work on the Library site is to begin 16<sup>th</sup> June in the Library and will take approximately four weeks to finalise. While work is undertaken in the library the One Stop Shop will remain open until the final week of the process. Library OSS staff will look to minimise disruption and inconvenience as much as possible to users. Formal permission is

sought for closure for a minimum of three weeks, maximum four weeks. The date of the initial closure is set 16<sup>th</sup> June and will be advertised locally and to ward members once agreed.

- 2.4. A small temporary library facility will be maintained during the period of closure to allow book returns initial advice and have a restricted collection of books for loan on site.

### 3. STATEMENT OF COMPLIANCE

- 3.1. The recommendations are made further to legal advice from the Deputy Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been completed. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

### 4. DECLARATION OF INTEREST

None

<p><b>Signed:</b> <i>Chris Meaden</i></p> <p><b>Executive Member: Chris Meaden</b></p> <p><b>Date: 19<sup>th</sup> May 2014</b></p> <p><b>Also present: Malcolm Flanagan</b></p>	<p><b>Signed:</b> <i>Joe Blott</i></p> <p><b>Chief Officer: Joe Blott</b></p> <p><b>Date: 19<sup>th</sup> May 2014</b></p>
<p><b>Date of next Senior Policy Team Meeting(s): June 2014</b></p>	

**A list of background papers on this issue is held with:**

Contact Officer: Malcolm Flanagan  
Date: 19<sup>th</sup> May 2014

**Date of Publication:**

**Date of Expiry of Call-In Period:**

*Form Reference: Executive Member Decision Form May 2012 v 1.0*