

## HAMPSHIRE COUNTY COUNCIL

### Officer Decision Record

<b>Decision Maker:</b>	Nicola Horsey, Assistant Director Community and Regulatory Services
<b>Date:</b>	13 January 2017
<b>Title:</b>	Staff Briefings - 2017
<b>Reference:</b>	8063

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#### 1. The decision:

- 1.1. To close all libraries in the county between 9am and 1pm three times in 2017 to allow for Staff Briefings to take place.

#### 2. Reason(s) for the decision:

- 2.1. The Library Service is currently going through a significant period of change. In order to ensure staff are well informed about current activity, engaged in the transformation work and equipped with the skills and knowledge they need for the future, a new communication strategy has been developed. This includes regular Library Team Manager meetings, a weekly noticeboard to inform staff about operational issues and a blog to update on key strategies and priorities. However, what is missing is the opportunity for the Senior Leadership Team to speak to staff face to face and to afford them the opportunity to ask questions.
- 2.2. It is proposed that a staff briefing is held three times a year, and each briefing is delivered across the 5 geographical areas of the Service. All libraries within the geographical area will be closed between 9am and 2pm on the day of the briefing. Area briefings will be staggered across a week long period to ensure that other libraries within the County are open. Digital resources will still be available.

#### 3. Other options considered and rejected:

- 3.1. Consideration was given to holding briefings in advance of opening hours, but this would not provide time to cover the content needed.
- 3.2. Briefings could be held whilst libraries are open, but this would mean many staff would be unable to attend due to their frontline commitments, and it was considered that all staff hear the same messages at the same time.

3.3. Digital deliver (eg webconferencing) was considered. Whilst this still remains an option for staff who are unable to attend, there are not the IT resources to support large numbers of staff joining such a web conference. This remains an option for future investigation.

**4. Conflicts of interest:**

4.1. None.

**5. Dispensation granted by the Head of Paid Service:**

5.1 None

**6. Supporting information:**

- Functions such as renewals and reservations will still be available through self-service on the website and via HantsDirect
- Access will remain available to the Libraries digital resources for the duration of the closure.

**Approved by:**

**Date:**

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**18 January 2017**

**Nicola Horsey**  
**Assistant Director Community and Regulatory Services**

(on behalf of the Director of Culture, Communities and  
Business Services)