



Wroughton Community Asset Trust AGM

9 March 2023

Wroughton Community Library, Ellendune Community Centre from 6.30 pm

Agenda

1. Apologies for absence
2. Staffing Transition to WPC
3. Future of WCAT and its constitutional position
4. Fixed term post – next steps
5. Financial transition
6. Any other business

In attendance

Brian Boston
Claire Cuthbert
Hannah Dosanjh
Emma Freemantle, WPC Clerk
Debbie Hooper
Cathy Martyn, WCAT Chair
Amanda Woodhead
Tessa Tubb

Minutes of Meeting

1. Apologies for absence – Lisa Campisano

2. Staffing Transition to WPC

EF has met with SBC on a number of occasions. Two different scenarios due to Sally and Paula's current contractual employment status. Emma gave a summary of the status. We are expecting that Sally will apply for this. All agreed wording of the job advert and salary. Emma will act as Line Manager for the library staff. SBC Library IT systems have been signed upto for another year including book stock management and reservations.

All agreed to the revised opening times. We will have a data sharing agreement with SBC for book borrowing stats, member information etc.

We discussed the future of making the library a welcoming community hub and a good start has been made with the new clubs. Knit and Natter was very popular with over 30 people attending. WPC have upto 3 people interested in zero hours library contracts who also work for the Borough – WCAT are happy that these are approached.

Action - EF Advert for fixed term contract will go out to a this week to advertise the role currently held by Sally.

Action -EF will be meeting with Glenda from SBC and Paula with regard to the TUPE transfer next week.

Action – EF will sign and complete the data sharing agreement as required.

Action – EF continues to work in partnership with SBC regarding Paula's timely and smooth TUPE transfer.

Action – EF to liaise with SBC regarding zero hours cover staff

3. Future of WCAT and constitution

All agreed to keep this as it is until WPC take over in April 2023. EF said that she hoped that Trustees would remain as a group to support the smooth transition of the library.

4. Fixed Term Post – next steps

We are expecting that Sally will apply for this. All agreed wording of the job advert and salary.

5. Financial transition

Claire is sorting out year end payments with SBC. We have been spending grant funding on cushions, shelving, new noticeboard – all to improve the library.

Action- EF will check the broadband and library phones are included appropriately in overall contracts.

6. AOB

Library noticeboard has arrived.

Action - Dave Martyn will put this up next to the disabled parking sign.

Action – CF to ask Swindon Stories to add EF to their circulation list

Action – Storywalk date and theme to be discussed at a later date. Maybe May half term or summer holidays (also Willow Brook gardens 10 year anniversary 23 September with food theme)

Date and time of next meeting

Thursday 20 April – 7.30pm – AW to book library

Wroughton Parish Council – Clerks Documents

WPC / WCAT General Trust, Library and Staffing update 09 March 2023

- **Staffing update, Sally Hunter**

- **Staffing update, Paula Dawes**
 - TUPE Timeline
 - Measures imposed by WPC
 - SBC policies, staff handbook and contract – Clerk has these on file

- **New Fixed Term Contract / job advert (FTC) for 18-hour post (Sally's job)**
 - Agree to hours / days: *i.e. no change*
 - Time line for advertising: *13th – 24th March 2023*
 - Locations for advertising: *WPC website and Facebook page*
 - Interview date / time: *TBC – panel incl Clerk and Library Trustee?*

- **Temp / Zero hours staff to be listed on WPC books with a zero hour contract**
 - Vivienne Gurney Vivg67@gmail.com
 - Sharon Brown - TBC
 - Other? TBC
 - All recommendations to be approved by the Clerk, Chair and Vice Chair

- **To note Monday 20th March 2pm – 4pm** Glenda O'Conner will be training WPC Clerk

- **Data Sharing Agreement** – to read, agree and recommend that WPC sign the Data Sharing Agreement

- **Notice Board installation**, outside wall



Wroughton Community Asset Trust
c/o Wroughton Parish Council
Ellendune Community Centre
Barrett Way
Wroughton
SN4 9LW

Swindon Libraries and Information Service
Central Library
Regent Circus
Swindon
SN1 1QG

Tel: 07718918197
Email: sburnett@swindon.gov.uk

December 2022

Dear Emma,

We have been very pleased to work with the Trust and Parish Council to provide library services at Wroughton Library and look forward to another year of providing these services.

Book stock

The book stock ensures residents in the Wroughton area have access to the most up-to-date fiction and non-fiction. We have compiled below pricing for stock and related services for FY 2023/24

Stock: £11,650.04 per annum (This figure includes VAT on service and staff items)

- We have adjusted the amount of stock you purchase based on usage and allowed a percentage for replacing old and out of date stock. If you feel more comfortable working to a number less than what we suggest please let us know and we can work with your team to come up with a number that works for both budget and having adequate replacement stock.
- Service charges for providing stock to your library are included and a detailed breakdown of costs can be found below.
- The Library Management System charge will be frozen for the next 2 years due to our contract that has a fix charged for this period. The Library Management System means your book stock is added to our catalogue. Borrowers can use all Swindon Libraries to borrow library stock, reserve library stock from any library in Swindon.
- Vehicle and delivery charges have been increased in line with fleet and staffing cost increases. The library service will be replacing the delivery van early 2023. We do not have the costs for the new delivery van yet but will let you know if the vehicle charge is to change at the earliest opportunity.
- Your borrowers can access the library catalogue and manage their library account online.



	Librarian Hrs required per year	Library Information Hours	Hourly rate	Net Cost	VAT	Annual Cost (Including VAT)
Wroughton						
Stock Cost based on library stock profile				£6,587.41		£6,587.41
Vehicle and Delivery cost				£828.19	£144.42	£972.61
LMS Charges based on % of loans and stock held				£1,603.27	£1,154.73	£2,758.00
Supplier selection charges				£260.00	£52.00	£312.00
Setting Up stock specifications	4		£26.32	£105.29	£21.06	£126.35
Setting up Rotation Plan	2		£26.32	£52.65	£10.53	£63.17
Reviewing and Monitoring Selections	2		£26.32	£52.65	£10.53	£63.17
Stock Circulation - Admin and Processing		12	£15.09	£181.02	£36.20	£217.23
Processing new stock - Charge based on volume purchased		17.38	£15.09	£262.25	£52.45	£314.70
Contribution to Central Admin costs (SBC Standard)				£196.16	£39.23	£235.39
Totals				£10,128.88	£1,521.16	£11,650.04

The services listed below are free of charge provided by Swindon Libraries and Information Service to borrowers that use your library:

- eBooks
- eAudio Books
- eMagazines
- eComics
- eNewspapers
- Audio Books and Large Print
- Local Studies Central Library- a comprehensive permanent collection of all printed and published material relating to the borough, across all formats
- Online Services

We will need confirmation in writing by Monday, 9 January 2023 if you wish to continue with the current stock beyond 31 March 2023. Please reply to Martin Ponting at: mponting@swindon.gov.uk.

Kind regards

Sally Burnett
Head of Skills & Education Partnerships (E)-Children's Services





Fixed Term Contract (FTC) for 12 Months 04 April 2023 – 31 March 2024

Role Available: Library and Information Assistant
Reporting to: Wroughton Parish Council Clerk.

*Wroughton Parish Council is looking for an outgoing, efficient, organised and self-motivated individual who is keen to promote both the community library and events in Wroughton.
Basic IT skills required and excellent communication skills, with the ability to offer ideas and activities for residents of all ages.*

Essential qualifications: A minimum of at least 5 GCSEs, or equivalent.

We have a vacancy for a Library and Information Assistant role starting on the 04th April 2023. This new opportunity will be offered initially on a fixed term contract for 12 months with a view to extending further into 2024/2025 in line with the needs of the parish council activities.

- ❖ This is a part time role offering 19 hours per week
- ❖ Salary SCP 15 - £13,288.60 (FTE £25,878 pro rata)
- ❖ NJC Terms & Conditions apply, full details on the parish council website.
- ❖ 19 hours per week covering the following times:

Tuesday	10.00 – 14.00	4
Wednesday	11.00 – 17.00	6
Thursday	14.00 – 17.00	3
Friday	09.00 – 12.00	3
Saturday	10.00 – 13.00	3

For a full job description can be found on the parish councils' website <https://wroughton.gov.uk/vacancies/> please send your CV and covering letter to Clerk@wroughton.gov.uk or post to:

Wroughton Parish Council, FAO: The Clerk
Ellendune Community Centre
Barratt Way
Wroughton
SN4 9LW

Application deadline Friday 24th March 2023.

Immediate start available subject to satisfactory references.

Interviews will take place at the Ellendune Community Centre on Wednesday 29th March 2023 to commence work on Tuesday 04 April 2023.





**WROUGHTON PARISH COUNCIL
JOB DESCRIPTION**

LIBRARY AND INFORMATION ASSISTANT

Job Purpose:

- To provide excellent customer service and assist customers to gain maximum benefit from use of library facilities and services.
- This is a customer focused role and responsible for providing library and visitor information to the users and visitors of the Wroughton Library.
- It is a challenging and varied role, helping customers to access physical and online information, encouraging reading, and promoting events and activities.
- Other duties will include carrying out library processes such as library membership, reservations, dealing with direct delivery of stock, and maintaining a welcoming environment.
- To provide a courteous and helpful response to members of the public seeking information and advice

The hours are 19 per week over a Monday to Saturday.

Fixed Term Contract for 12 Months – 03 April 2023 to 31 March 2024

Responsible to:

The Clerk to Wroughton Parish Council.

Reporting to:

Wroughton Parish Council Clerk.

Responsible for:

Supervising and allocating tasks to volunteers

Contacts and Relationships:

Contact with Line Manager - Parish Council Clerk, other parish council officers, Councillors, Trustees, members of the public, volunteers and occasionally external contractors.

Key Accountabilities:

- Assist users to access all library services including the use of library equipment
- Support and train volunteers in relevant duties and to direct the day to day work of volunteers as designated by your manager
- Maintain an awareness of user's needs, listen and responding to comments and complaints, referring those that you are not able to resolve to other colleagues or to your manager
- Provide information and advice in response to customers' enquiries made either by telephone, email, in writing, via social media or face-to-face by searching information through physical and online resources
- Help library users in utilising IT, including access to online resources for leisure, business, job hunting and access to digital forms
- Help users access and use e-books, e-audio and e-magazines
- Take part in a wide range of promotional activities and outreach work with all ages, including active involvement in rhyme-times and story-times, craft sessions, hosting readers groups, helping with author events, school visits and other activities as they arise.
- Be an exemplar of user and service standards
- Carry out all routine clerical and administration tasks to ensure library services are delivered to users effectively, using IT systems to support the public facing operation
- Use the library management system and other IT applications to manage library users accounts
- Handle cash and other receipts and assist with recording, balancing and banking as required, in accordance with the Parish Council's financial regulations.
- Support the libraries and visitor information retail offer, the selling of merchandise, and tickets for events
- Assist with retail stock control and ordering, maintaining records as required by financial regulations
- To carry out all other duties as required and are commensurate with this post
- To act as the representative of the Parish Council as required.

Supplementary Accountabilities:

- Ensure security of the library premises.

- In the absence of the Library Supervisor, take appropriate action to deal with issues arising to ensure continuity and quality of service is maintained
- Weekend and evening working may be required
- To participate in equality and diversity training, information briefings as and when required as part of continuous development
- To promote equality and diversity best practice in all areas of work
- Ensure that any identified personal training needs are discussed with immediate supervisor, including being appraised in accordance with the Parish Council's development and appraisal scheme and to undertake a programme of continuous improvement Knowledge & Experience

Knowledge & Experience:

- Proven track record of good customer service experience
- Enthusiasm for books, promotion of reading, lifelong learning and information provision
- Proven use of Microsoft office packages and internet/ email and the ability to support users in these applications. Ability to assist users in accessing online information and resources
- Ability to assist user in accessing and completing government information online e.g. Universal Job Match, Universal Credit
- Excellent communication skills, able to use a range of appropriate methods effectively
- Literate and numerate
- Ability to engage with a wide variety of people and to work as part of a team or unsupervised
- Flexible approach to working patterns and practices
- Ability to carry out lone working when required
- A positive attitude to training and personal development
- Problem solving skills
- Diversity and equal opportunities awareness and putting this into practice
- Able to cope and function effectively in a pressurised environment and emotionally resilient
- User of digital technologies including social media

Qualifications:

- Good general level of education with a minimum of 5 GCSEs or equivalent

Decision Making:

- Making operational decisions to support library users within defined guidelines
- In the absence of Library Supervisor make decisions regarding health & safety, making the decision to close buildings, evacuate buildings, call emergency services etc in consultation with senior staff.
- Following and explaining library policy and procedures to users
- Ensuring library guidelines are adhered to by users and staff

Creativity and Innovation:

- Actively identify areas of improvement and make suggestions for change
- Promote the library service, including use of social media.
- Take be proactive in running promotional activities, contributing to design and implementation of events with other staff

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.



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V. 4 22 June 2018

1. Introduction

- 1.1 This charter aims to provide Wiltshire partner agencies with a robust foundation for the lawful, secure and confidential sharing of personal information between themselves and other public, private or voluntary sector organisations that they work, or wish to work in partnership with. It will enable all partner organisations to meet their statutory obligations and share information safely to enable integrated service provision across the county and better care outcomes for its residents.

2. Charter Principles

- 2.1 The principles of this charter are to:
- (a) identify the lawful basis for information sharing;
 - (b) provide the framework for security of information and the legal requirements associated with information sharing;
 - (c) address the need to develop and manage the use of Personal Information Sharing Agreements (PISAs);
 - (d) encourage flows of personal data and develop good practice across integrated teams;
 - (e) provide the basis for Pan Wiltshire processes which will monitor and review data flows; and information sharing between partner services
 - (f) reduce the need for individuals to repeat their story when receiving an integrated service.

3. Scope

- 3.1 This charter considers the requirements for all personal information processed by partner organisations that is shared because of partnership and integrated working in order to provide a more seamless service to the individual.
- 3.2 This charter regards all identifiable personal information relating to an individual as confidential that should only be shared if there is a legitimate purpose, statutory obligation or lawful basis and is covered by associated procedures and/or agreements to this document between partners and/or specific services within that provide services to the public.
- 3.3 In line with the General Data Protection Regulation 2016, and the UK data Protection Act 2018 the term "personal data" refers to any information relating to an identified or identifiable natural person, processed wholly or partly by automated means or as part of a filing system.
- 3.4 This charter defines processing as any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction, in writing or through electronic medium including images and photographs.
- 3.5 The GDPR and domestic legislation further define certain classes of personal information as 'special category data', for which additional conditions must be met to ensure the information is processed lawfully. All partners under this charter are expected to treat special category data in line with conditions as set out.

- 3.6 This charter applies to all persons within the partner agencies who manage, share and/or use information as part of established partnership working arrangements and integrated teams or services. It also applies to anyone working in a voluntary or contracted capacity within those arrangements.

4 Partner Commitment

- 4.1 By becoming a partner to this charter, all organisations are making a commitment to:
- (a) accept the principles of this charter as the foundation for sharing information with each other and promote awareness to all staff
 - (b) share information in line with legislation and associated information sharing agreements where the purpose and necessity to share information has been agreed by all parties
 - (c) ensure the sharing of information is agreed as proportionate to meet the purpose
 - (d) ensure all persons working with personal information on behalf of their organisation do so in line with the principles of this charter
 - (e) delegate authority to a nominated lead for their organisation who will act on their behalf for decision making
 - (f) provide a nominated lead to assist the governance of this charter and associated information sharing agreements where required or link with a like-minded partner
 - (g) support on going participation for better information sharing in accordance with the governance protocol. Ensure groups are properly represented and representatives are supported with decision making
 - (h) support the production of shared guidelines and literature associated with information sharing for both staff and the public
 - (i) support the development and provision of joint cross agency training where appropriate
 - (j) provide all staff the appropriate training and support to be able to share information safely and legally as part of their normal duties.
 - (k) Confirm that all staff sharing information under this charter possess the appropriate knowledge and authority and are aware of the legislative and lawful basis requirements.
 - (l) ensure their DPA notification to the Information Commissioner covers the arrangements established under this charter and any associated PISAs
 - (m) follow the Caldicott and/or Data Protection principles
 - (n) understand that the sharing of information under this charter without lawful justification or consent places them at risk of prosecution
 - (o) ensure appropriate organisational policies and procedures are in place to cover the security, storage, retention and destruction of personal information under this charter.
- 4.3 It is understood that signatories to this charter are committing their entire organisation to fully support the principles and carry out their commitments to the full. Any organisation, that for whatever reason is unable to continue their commitments, will be removed as a partner and signatory to this charter. Only partner signatories to this charter will be able to benefit from any integrated agreements, joint development, support and universal resources available.

5 Governance

- 5.1 A governance framework will be put in place to manage this charter and monitor associated procedures and PISAs on behalf of all partners.
- 5.2 The framework will cover:
- Review and monitoring of the overarching charter and PISAs
 - Approval of information sharing procedures and protocols associated to the charter
 - Production of shared guidance and literature
 - Data Privacy Impact Assessments
 - Principles of good practice for information sharing
 - Management of appropriate registers and logs, e.g. data breaches
 - Structure and Terms of Reference for nominated lead persons
 - Information sharing complaints

A two-tier structure is proposed and explained below:

Tier 1 – Strategic level

CEOs/Most Senior Level of each partner organisation

Will commit their organisation to the WiSC via signatory. This will be added to the approvals register

Wiltshire
Information
Sharing Charter

Appendix 1
Approval
Register

Tier 2 – Operational level

Nominated Partner IG Leads

Will form an IG Working Group to:

- Review & maintain the WiSC
- Manage approval register
- Develop training and communications resources
- Maintain WiSC website

Pan-Wiltshire
IG
Framework

Practitioner &
provider tools
& resources

Resources
available at
{web link?}

Practitioners, Staff & Providers

- Will develop & maintain PISAs
- Share information in line with principles of the Charter
- Be able to access resources through the website

- 5.3 By approving the charter, Tier 1 members grant delegated authority to their nominated leads to act on their behalf for management of this charter and all associated operational documents.
- 5.4 Tier 2 is the operational level, where the day to day information sharing decision making and IG support to organisations will operate on behalf of Tier 1 by delegated authority. The governance structure will also provide an overarching assurance role on behalf of all partners to the charter.

6 The Lawful basis and Legal Requirements

- 6.1 Principle legislation and guidance governing the protection and use of personal information is:
- a. General Data Protection Regulation 2016
 - b. Data Protection Act 2018
 - c. Human Rights Act 1998 (article 8)
 - d. The Common Law Duty of Confidentiality
 - e. Caldicott Principles

All partners commit to respect the rights of individuals in line with legislation and the principles of this charter.

7 Personal Information Sharing Agreements (PISAs)

- 7.1 PISAs will be required by any partners that have a need to share specific personal data between their services in order to improve the customer journey and continuity of care. They are intended to define the procedural requirements to share agreed information in accordance with the principles of this charter.
- 7.2 PISAs need to be agreed between participating partners and their nominated lead person. These need to be shared with the Pan Wiltshire IG Group who will provide an assurance role on behalf of all partners to the charter.
- 7.3 Existing PISAs prior to partner agreement of this charter will remain valid until their review date where they must be updated in line with this charter and approved through the agreed governance procedure. However, for good practice and to maintain a consistent approach existing PISAs should ideally be reviewed and updated in line with this charter at the earliest opportunity.
- 7.4 The governance procedures associated to this charter will define agreed processes for the management and monitoring of all PISAs on behalf of partners. However, it will be the responsibility of nominated lead persons to undertake the review and updating of their respective PISAs.

8 Review of the Charter

- 8.1 It is intended that the overarching charter contains high level principles and partner commitments only. It will be reviewed every 5 years by the governance group.

Partners and signatories to the charter will be expected to sign up for the remaining term of the charter at the point of signing.

Subject to there being no significant changes, the charter may be extended by a further 5 years without seeking further approval or new signatures. However, any significant changes will require the full approval process and re-launch.

The planned review dates are: [5years] and [10years]

- 8.2 In addition and as part of their assurance role, the governance group will undertake annual 'light touch' reviews to ensure the charter is up to date and accounts for any changes in government legislation and requirements. These reviews will not require further partner approval unless the principles of the charter and partner commitments are significantly affected.