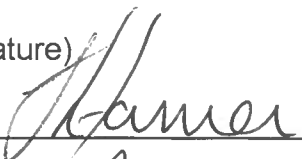



**NORTH EAST LINCOLNSHIRE COUNCIL
LAW AND DEMOCRATIC SERVICES**

**Scrutiny call-in mechanism on Cabinet/Portfolio
Holder decisions**

Date	30/05/25
Cabinet Item (title)	Temporary Library relocation
Decision Notice No.	NA
Reason(s) for Call-in	Choice of Library temporary is not appropriate; Shopping centre is not an appropriate location for a library. Other locations more in keeping with current library offer and resident expectations. Financial detriment to authority if shop unit used is not available as revenue source and available as an opportunity to support the local economy.
Desired outcome for Call-in	Another location is selected because of above issues.
Intended Recommendation to Cabinet	Reconsider with all pertinent information missing from original report.
Details of estimated/actual cost	Cost savings of revenue, business rates, and economic growth through better use of shop unit.
To be referred to which Scrutiny meeting?	Economy, Culture and Tourism

SIGNATURES OF TWO MEMBERS OF THE COUNCIL

(signature) _____
 (1)  _____
 (2)  _____

(printed name) _____
 _____ Sophia Farren
 _____ Matthew Patrick

**NORTH EAST LINCOLNSHIRE COUNCIL
LAW AND DEMOCRATIC SERVICES**

**Scrutiny call-in mechanism on Cabinet/Portfolio
Holder decisions**

Date	16/6/25
Cabinet Item (title)	ODR Temporary Library Relocation
Decision Notice No.	Not Supplied
Reason(s) for Call-in	<ol style="list-style-type: none"> 1. There is no costed option to accelerate the repairs to the library, supported by a plan. 2. There should be an assessment of the short-term options for each service that operated from the library building. 3. A costed appraisal which fully shows the cost of decanting to Freshney Place and recanting to the Library Building is required. 4. A costed appraisal of what needs to be done to Freshney Place to accommodate which services and the potential impact on tenants who may be displaced, is required. 5. We require officers to provide timescales for works on the library building. These are missing. 6. An annual review of the proposed arrangements is a completely unacceptable timescale, and any temporary option (by definition) requires a better view on timescales and deadlines for works to be completed. 7. The preferred option may be skewed by the need to increase footfall in Freshney Place, at the expense of investment in the use of the library building and encouraging footfall to that site and services. 8. The library has been closed for 3 months now. That should have provided sufficient time to allow required surveys and provide an indication of repair costs. A timeline to indicate when full library services can be provided is needed. Costed options for repairs should now be available, particularly given that previous surveys costing large sums of money have been conducted. 9. The officer decision has not been subject to any Member scrutiny. 10. Given the high public profile of the future of library services and the Central Library Building, it is

	imperative that decisions are made transparently, demonstrate due diligence, and which instil public confidence.
Desired outcome for Call-in	<ol style="list-style-type: none"> 1. For members of the relevant scrutiny panel to consider the course of action proposed and make appropriate recommendations, including sending the paper back to officers for a significant redraft to take into account our points above. 2. To provide public assurance that this is not a 'fait accompli' by NELC that is pre-determining the closure of Central Library and its relocation to the Freshney Place Shopping Centre.
Intended Recommendation to Cabinet	<ol style="list-style-type: none"> 1. To take note of the concerns raised in this call-in and provide public assurance that it is currently the intention of NELC to return library services to the Central Library building in an expedient manner so as to continue to provide a full library service. 2. To propose a redraft of this paper and a submission through scrutiny for review, before coming back to cabinet.
Details of estimated/actual cost	Unknown until more information is available
To be referred to which Scrutiny meeting?	Economy, Culture & Tourism

SIGNATURES OF TWO MEMBERS OF THE COUNCIL

(signature)

(printed name)

(1) Paul Henderson

Paul Henderson

(2) Paul Bright

Paul Bright

**NORTH EAST LINCOLNSHIRE COUNCIL
LAW AND DEMOCRATIC SERVICES**

Notes on Scrutiny call-in mechanism on Cabinet/Portfolio Holder decisions

- 1 A Decision Notice of a Cabinet/Portfolio Holder meeting or a key decision made by an officer with delegated authority from the Cabinet will be published within two working days of the meeting/decision and will be sent to all Members of the Council with a copy of this form. That notice will include the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless any two Members of the Council object to it and call it in.
- 2 The notice must be signed by any two Members of the Council (including co-opted members provided the Proposal relates to their area of responsibility) and must give reasons for the suspension and referral of the decision to Scrutiny.
- 3 The notice must be received by the Chief Executive no later than 4.00 p.m. on the fifth working day after publication of the Decision Notice, and must specify the item reference number in question and indicate which Scrutiny meeting the matter will go to with reasons for preference. The Chief Executive will adjudicate on allocation to the appropriate Scrutiny meeting and the decision-taker shall be notified of the call-in.
- 4 A maximum period of 28 days will be set for scrutiny to hear a call-in following receipt of notice. Having considered the decision in question, the Scrutiny Panel must resolve either to:
 - (i) free the decision for implementation (the decision shall take effect on the date of the relevant Panel meeting);
 - (ii) refer it back to the decision making person or body with a recommendation for amendment; or
 - (iii) refer the decision to the Council for approval.
- 5 If referred back to the decision making person or body, they shall reconsider within a further four weeks before adopting a final decision. If decision making person or body resolve to accept the recommendations of the Scrutiny Panel, the decision may be implemented as amended. Otherwise the decision must be referred either back to Cabinet or Council, together with the recommendation of the Scrutiny Panel for determination.
- 6 If the matter was referred to full Council and the Council does not object to the decision which has been made, then no further action is necessary and the decision shall take effect on the date of the Council meeting. However, if the Council does object it has no power to make decisions in respect of a Cabinet decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where a decision was taken by the Cabinet as a whole, a meeting will be convened to reconsider within four weeks of the Council request. Where the decision was made by an individual, the individual will also reconsider within four weeks of the Council request.
- 7 The call-in procedure set out above shall not apply where the decision taken by the Cabinet is urgent. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the community's best interests. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one and the reason for this, and therefore not subject to call-in. The Leader and Deputy Leader of the Council must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Leader and/or Deputy Leader, the head of paid service (Chief Executive) or his/her nominee's consent shall be required. In all cases, the Cabinet will be required to consult with the Chair of the relevant functional Scrutiny Panel to satisfy that person that urgency is justified. In the absence of the Chair of the relevant functional Panel, a Chair of another Panel shall be consulted. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- 8 The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.



Officer Decision Record

1. Cabinet date and copy resolution this key decision relates to

Not Applicable.

This is an operational decision but unusually has “key” impacts due to the subject matter and inherent sensitivities. Therefore, an open and published ODR is regarded as the most appropriate route forward to capture the decision.

The position is exacerbated by an ongoing public consultation around library provision generally and openness and transparency is required.

2. Subject and details of the matter (to include reasons for the decision)

The decision relates to the temporary relocation of the Central Library service within Grimsby Town Centre.

Approval to:

- Complete a temporary relocation of Grimsby central library service during period of current closure.

Grimsby Central Library building had to close at short notice after a water leak created a risk of asbestos disturbance. Further work is now needed with assessments and necessary asbestos removal and the building will remain closed for some time as this is carried out. The safe removal of the local history collection and books is underway to protect them during the work.

Based on the potential length of service closure within the existing building it is appropriate to provide a level of library service elsewhere in Grimsby Town Centre

on a temporary basis. It is important to highlight that the existing Central Library is situated across 3 floor areas (basement, ground, mezzanine) totalling 19,644 sq. ft. Whereas the options available that are viable range from 1,000 to 2,000 sq. ft. On this basis the ambition for the service offer that can be relocated will be condensed, providing core service functions for example a selection of book stock, public access computers/printing, space for digital support, access to Credit Union services, space for groups and activities as part of the library programme.

A high-level options appraisal (see attached appendix) has been undertaken to consider feasible town centre property in the proximity of Central Library that are within the control of the Council to move swiftly to progress a service relocation. Option-4 is the recommendation. This is based on:

- *It presents the largest space available within Council control to deliver library core service provision without the complication of requiring additional pop-up space.
- *Develops a temporary library service offer within the town centre, encouraging footfall within retail areas.
- *Limits service disruption to other existing Council services and the knock-on impact of their displacement.
- *Running costs are not within existing budget but forecast remains within appropriate level of spend (noting potential recovery in other areas).
- *A review period of the temporary library relocation after 12-months or on completion of Central Library works, whatever is sooner.

3. Decision being taken

That the Director of Economy, Environment and Infrastructure in consultation with the Portfolio Holder for Culture, Heritage and the Visitor Economy agrees to relocate core service functions of the Central Library service on a temporary basis and proceed with option-4 (see attached appendix).

4. Is it an Urgent Decision? If yes, specify the reasons for urgency. Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No although an operational response has had to be made at pace.

5. Anticipated outcome(s)/benefits

To agree the temporary relocation of the Central Library service within Grimsby Town Centre to ensure that the core functions of the library service continue for residents during the period of Central Library closure due to water leak and risks around asbestos disturbance.

6. Details of any alternative options considered and rejected by the officer when making the decision (this should be similar to original cabinet decision)

The option to do nothing would leave residents within Grimsby with no replacement library service available in the town centre. Although there are other libraries available in Cleethorpes, Waltham and Immingham, as well as online services and the home delivery service it was viewed as important to provide a level of temporary service provision accessible in the town centre during the period of closure to mitigate the impact.

A range of properties were considered for the temporary service relocation covered in appendix attached.

7. Background documents considered (web links to be included and copies of documents provided for publishing)

N/A

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

No

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

N/A

10. Monitoring Officer Comments (Monitoring Officer or nominee)

Constitutionally all functions in connection with library services fall to the Director for Economy, Environment and Infrastructure. The circumstances around the above meant that matters had to move at pace in order to protect both public safety, in terms of asbestos exposure and water leaks, and also library assets generally. As mentioned in the above preamble this is an operational decision but given the inherent sensitivities and public interest, it is right that the decision be captured in as open and as transparent a way as possible.

In term of governance the decision is consistent with the Officer scheme of delegation embedded in the constitution, carries a clear options appraisal, identifies risks and captures wider ramifications.

It is right that the capture of the decision is retrospective in nature, due to the emergency nature of the circumstances, and this is permitted in the appropriate regulations - **Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012:**

R13 (4).— Recording of executive decisions made by individuals

(4) As soon as reasonably practicable after an officer has made a decision which is an executive decision, the officer must produce a written statement which must include—

- (a) a record of the decision including the date it was made;
- (b) a record of the reasons for the decision;
- (c) details of any alternative options considered and rejected by the officer when making the decision;
- (d) a record of any conflict of interest declared by any executive member who is consulted by the officer which relates to the decision; and
- (e) in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The total costs associated with the preferred option including fitout are estimated to be £80k although this figure excludes the revenue impacts on the existing facility which will be impacted by void management fees net of any operational savings. Additional costs will need to be met from general budget contingency.

12. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications arising from the contents of this report.

13. Risk Assessment (in accordance with the Report Writing Guide)

The risks associated with the temporary service relocation include:

- The temporary service relocation may not operate within existing budgets. This has been considered, and forecasts indicate the temporary service can be delivered within appropriate level of spend, noting potential recovery in other areas.
- The temporary service relocation may not be accessible for residents. This has been considered, and the temporary relocation will provide access to residents to core library service functions during a period of closure of Grimsby Central Library. Therefore, the temporary relocation helps mitigate this risk through providing an accessible town centre location.
- The temporary service relocation could lead to reputational issues with the potential for displacement of an existing tenant. The assessment is that the tenant will be agreeable and retain their presence within the town centre.

14. Has the Cabinet Tracker been updated with details of this decision?

N/A

15. Decision Maker(s):

Name: Carolina Borgstrom

Title: Director of Economy,
Environment and Infrastructure

Signed: REDACTED

Dated: 30/05/2025

**16. Consultation carried out with
Portfolio Holder(s):**

Name: Councillor Hayden Dawkins

Title: Portfolio Holder for Culture,
Heritage and the Visitor Economy.

Signed: REDACTED

Dated:30/05/25