

9. TERMS OF REFERENCE FOR THE REVIEW OF THE LIBRARY AND INFORMATION SERVICES SIGNIFICANT ACTIVITY

Officer responsible Director of Operations	Author Chris Kerr, Business Process Manager, DDI 941-8671
--	---

The purpose of this report is to present the proposed terms of reference for the review of the significant activity Library and Information Services.

BACKGROUND

The Budget Scrutiny and Audit Special Committee, while it was in existence, had approved a rolling programme of reviews of significant activities (as set out in the Annual Plan) and this review is part of that rolling programme. The responsibility for guiding this rolling programme has now transferred to the Strategy and Finance Committee with the dissolution of the Budget Scrutiny and Audit Special Committee.

It is anticipated that each review will generally address the following:

- Identification of current Council resolutions, strategy and policy relating to this and related activities.
- Analysis of forward budget expenditure and funding methods.
- Analysis of ten year capital programme including the status of significant capital projects, implication of programme for operating costs and key drivers of the capital programme.
- Identification of statutory and discretionary activities.
- Projects, programmes and outputs where duplication may exist with other public sector providers, the not-for-profit sector and the private sector.
- Realistic options for changes to services and to levels of service.
- Review of service delivery arrangements, including any changes in the recent past, comparative/benchmark costs where available. Realistic options for methods of service delivery, including co-ordination with other Council services, joint service provision with other agencies.

The above is to be considered in the Council's policy framework for developing a sustainable city.

The base year for comparisons will be the budget for the financial year 2003/04.

The issues identified through the review process will be reported to the Arts, Culture and Heritage Committee for discussion. The final report on the review will be presented to the Arts, Culture and Heritage Committee for their recommendations before the report is submitted to the Strategy and Finance Committee and then on to Council for adoption.

The officer responsible for reporting review issues and outcomes to the Committee is the Unit Manager of the unit under review in conjunction with the Business Improvement Manager or his nominee.

LIBRARY AND INFORMATION SERVICES

Background notes covering the outputs, funding, structures and issues relating to the Library and Information Services significant activity will be presented as part of the review process as will relevant Council resolutions, policy and strategy.

REVIEW OBJECTIVES

The review will report on the following objectives:

1. Review of how effectively the Library and Information Services Strategic Plan (adopted by Council in August 2002) is being met.
2. To identify the major cost (operational and capital) and revenue drivers for next five financial years and based on these to evaluate options to reduce costs and/or increase revenues.
3. To review each output to determine if there are options for alternative levels of service and service delivery methods.

PROJECT REVIEW TIME-FRAMES

The review is to commence in June 2003 and be completed by September 2003.

Staff

Recommendation: That the terms of reference for the review of the Library and Information Services Significant Activity be adopted.

Chairman's

Recommendation: That the Committee endorse the proposed Term of Reference upon the review the Library and Information Services Significant Activity.