



City of Westminster

# Cabinet Member Report

<b>Meeting or Decision Maker:</b>	Cllr Tim Barnes, Cabinet Member for Young People and Learning
<b>Date:</b>	22 <sup>nd</sup> June 2021
<b>Classification:</b>	Not for Publication
<b>Title:</b>	Victoria Business Library
<b>Wards Affected:</b>	Warwick Ward
<b>City for All/Policy Context:</b>	Supports a 'Thriving Economy'
<b>Cabinet Member/Lead Member:</b>	Not required for Cabinet Member reports
<b>Key Decision:</b>	Cabinet member decision
<b>Financial Summary:</b>	Charges for desk and room hire
<b>Report of:</b>	Erin Caseley, Chief Officer Libraries and Archives  ELT member: Sarah Newman, Executive Director Children's Services

## 1. Executive Summary

The first floor of Victoria Library has been reimagined as a business library with a combination of open public business services, events space, meeting room hire and co-working space. The first floor previously housed the Westminster Music Library, which has relocated to Westminster Reference Library to form a more coherent Arts collection. Meanwhile, the Business Information Point has relocated to Victoria from Westminster Reference Library to form a more coherent business offer at Victoria.

The purpose of this report is to gain approval for the hire charges for the co-working services.

## 2. Recommendations

This paper seeks agreement for the following **desk hire** rates:

Desk type	Hire rate
Fixed desk: single (per month)	£195.00
Fixed desk: group of four (per month)	£585.00
Hot-desking: monthly	£95.00
Hot-desking: weekly	£45.00
Hot-desking: daily	£20.00

In a previous conversation with the cabinet member these charges were discussed, and it was agreed that the charges may need to be flexible within a similar range, including offering promotional prices. This is due to this being an entirely new service and space which needs to be launched to understand demand.

## 3. Reasons for Decision

The recommendation is being made due to new charges being required for the new co-working space that will be introduced as part of the new business library. The business library will provide a number of free services (business resources, enquiries and events) as well as a secure co-working space with 'for hire' desk spaces.

## 4. Background, including Policy Context

A BIP or 'Business Information Point' has been in operation in Westminster Reference Library for approximately ten years. The service provides business information resources, online databases, business events and enquiries. A number of factors have led to the decision to create an improved business offer at Victoria Library. City for All has a renewed focus on support for business with its 'thriving economy' aim, and the economic impact of the pandemic has increased the long term need to be supporting small and new businesses to succeed. City for All states: "Residents and local businesses – big and small – will be provided with the tools and knowledge that will enable them to be resilient to future economic change and thrive in a greener, post-covid world". Alongside this, enquiries to the business unit have dramatically increased, and the ways that people are working are changing.

There have also been changes internally within the libraries service. The service has challenging financial targets and a significantly increased need for income generation. There was also an opportunity during some recent works to think differently about the service offer; while the BIP at Westminster Reference Library was a much-valued service it was also incompatible with the rest of the collections and services at Westminster Reference Library, which otherwise has a strong Arts focus that sits well with its location in the heart of the west end. Meanwhile, the first floor of Victoria Library housed the nationally renowned Westminster Music Library which much more strongly aligns to the purpose and scope of the Arts focus of Westminster Reference Library. There was therefore a notable opportunity to relocate the Music Library to create a flagship Arts library at the Reference Library and to utilise the space vacated by the Music Library to create a new Business Library at Victoria.

The new Business Library will provide a combination of open free public business services, including physical and online resources, business information enquiries and business events. The space will also enable the service to generate income through events / meeting room hire and affordable co-working space.

## 5. Financial Implications

### a) Room hire charges

**Room hire** charges are included for information as they are in line with previously agreed charges for other similarly sized rooms:

	Room 1	Room 2
Per hour	£45.00	£35.00
Per half day	£150.00	£120.00
Per day	£280.00	£230.000

These rooms are not solely used for hire, they will also be used by the library service for providing services to the public such as events and business networking/skills-sharing sessions.

### b) Financial impact on the budget

The cost of all activities and services to run the Victoria Business Library are to be contained within the existing Directorate Revenue approved budgets

and no new funds are being sought. The Victoria Library approved revenue expenditure and income budgets (2021/22) are as follows:

Expenditure budget £382,400  
 Income budget (£78,700)  
 Net budget £303,700

All proposed desk & room hire charges in section 2 of this report are exclusive of VAT.

#### Income projections

	100% occupancy	75% occupancy	50% occupancy	25% occupancy
Co-working space	£44,160	£33,120	£22,080	£11,040
Meeting room 1 (based on date rate, 5 days per week, external rate)	£72,800	£54,600	£35,400	£18,200
Meeting room 2 (based on date rate, 5 days per week, external rate)	£59,800	£44,850	£29,900	£14,950
Totals	£176,760	£132,570	£88,380	£44,190

#### b) Financial background

Income from desk and room hire will seek to contribute to the Westminster City Council's Medium Term Financial Savings Plan. The £1m target for Libraries and Archives to be achieved by an increase in income is broken down as follows:

£300,000 (2021/22)  
 £450,000 (2022/23)  
 £250,000 (2023/24)

#### 6. Legal Implications

The Legal department are currently drawing up terms and conditions for the hire of desk space and the service has taken Legal's advice on any requirements of a desk hire service.

#### 7. Consultation

**If you have any queries about this Report or wish to inspect any of the Background Papers, please contact:**

Erin Caseley, Chief Officer, Libraries & Archives  
ecaseley@westminster.gov.uk

**APPENDICES**

**Victoria Business Library Service Offer**

*NB: For individual Cabinet Member reports only*

For completion by the **Cabinet Member** for *Young People and Learning*

**Declaration of Interest**

I have <no interest to declare / to declare an interest> in respect of this report

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NAME: \_\_\_\_\_  
\_\_\_\_\_

State nature of interest if any

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*(N.B: If you have an interest you should seek advice as to whether it is appropriate to make a decision in relation to this matter)*

For the reasons set out above, I agree the recommendation(s) in the report entitled

**Victoria Business Library** and reject any alternative options which are referred to but not recommended.

Signed .....

Cabinet Member for Young People and Learning

Date .....

If you have any additional comment which you would want actioned in connection with your decision you should discuss this with the report author and then set out

your comment below before the report and this pro-forma is returned to the Secretariat for processing.

Additional comment:

.....  
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If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, the Director of Law, City Treasurer and, if there are resources implications, the Director of People Services (or their representatives) so that (1) you can be made aware of any further relevant considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Cabinet Member: Your decision will now be published and copied to the Members of the relevant Policy & Scrutiny Committee. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication to allow the Policy and Scrutiny Committee to decide whether it wishes to call the matter in.

**Other Implications**

- 1. Resources Implications**
- 2. Business Plan Implications**
- 3. Risk Management Implications**
- 4. Health and Wellbeing Impact Assessment including Health and Safety Implications**
- 5. Crime and Disorder Implications**
- 6. Impact on the Environment**
- 7. Equalities Implications – See section 13**
- 8. Staffing Implications – See section 13**
- 9. Human Rights Implications**
- 10. Energy Measure Implications**
- 11. Communications Implications**
- 12. Counter Terrorism and Security Implications – See section 13**

Note to report authors: If there are particularly significant implications in any of the above categories these should be