



Annual return pro-forma: Year ending 31 March 2021

Guidance notes

The return is to be made over three worksheets, together with a Word document. Authorities should take note of the following:

The *Definitions and guidelines for data collection and reporting* document provides guidance for completing the return.

Where data are included in the annual public library actuals return to CIPFA, the same figure should be used for this return.

Only those cells where data are required can be selected; other areas of the return are shaded. The tab key can be used to move to the next available cell.

Culture and Sport reserve the right to request evidence of the information provided in the return to assist with the assessment process.

Context

This sheet requires some descriptive details for the authority, and contact details for the person to whom any queries should be addressed.

Core entitlements

This sheet deals with the 12 core entitlements for the public. Authorities should select their (self-assessed) level of compliance from the drop-down box, and provide further information in the space provided.

Quality indicators

This sheet covers 6 public library standard quality indicators. For some indicators authorities are required to enter the raw data from which quantitative standards are derived

There are no targets to be met in 2020-21

A comparative figure for the year ending 31 March 2020 should be provided for each annually reported PI. Space is provided for authorities to comment on any decline in their performance over the previous year.

Submission

When completed, the return should be submitted via email to Culture and Sport:

CultureAndSport@gov.wales

Closing date for receipt of returns:

Friday 16th July 2021

For more information please contact:

Amanda Bennett

Amanda.Bennett@gov.wales

0300 0252054 (direct line)

0300 062 2112 (C&S main number)

Carys Dawson

Carys.Dawson2@gov.wales

0300 062 2095 (direct line)

0300 062 2112 (C&S main number)