

## **Community Libraries – Applications for Transitional Funding**

### **Introduction**

1. This document sets out information about the process required to access transitional funding to support the development of community-led local library services.
2. As part of its Libraries Strategy, the Council will work with community groups who wish to develop community-led library services, and to support their formation, the Council will make available transitional funding of £500,000, provide enabling support to work with groups to develop their proposals and will provide a menu of services that groups can choose to purchase as part of their local provision

### **Key requirements**

3. Decisions on transitional funding will be made by the Cabinet Member for Communities, based on the criteria and timetable described in this document. Applications for sums less than £10,000 may be “fast-tracked” at the discretion of the Cabinet Member as long as this is not to the detriment of the overall objective of enabling the establishment community-led library services.
4. Transitional funding can either be used to establish community-led library services in areas currently served by non-core libraries, whose funding will be cease from 31 August 2017 or, the development of new forms of community-led library services to complement the Council’s core service.
5. Community-led library services are the priority for those non-core library buildings over other possible uses and if no viable proposal is made the buildings may be made available for other uses.
6. In considering applications, the Council will need to be assured that ongoing revenue incurred as a result of one off investment can be sustained within business plans outlined in appendix A
7. Initial advice and guidance to community groups will be provided by the Council free of charge to enable the design and formation of community-led services.
8. Community organisations may purchase ongoing library services or support from Swindon Libraries as part of their community offer. Library services are in the three key functions of stock, staffing and ICT, and can be adapted to meet local requirements and budgets, within the framework set out in appendix A.
9. Community-led provision must be viable and sustainable in the longer term; transitional funding is available to support the formation of community-led

library services and is not intended to be used for ongoing revenue costs. The Council recognises that it may take time to establish new services, and is willing to discuss ways of supporting groups through this process.

10. The exact nature of community-led library services will vary depending on the area, how the offer is delivered and the nature of the community organisation, but community-led services should include at least one of the following:
- (i) relevant stock provided by the library service or other provider at the point of transition.
  - (ii) activities that encourage literacy and learning, reflecting the skills and interests of the community organisation's main function, reflect the needs and interests of local residents. Examples of these could include:
    - projects to encourage children to read, such as the summer reading challenge and rhyme time.
    - reading groups for all ages and communities of interest
    - school class visits
    - homework/job clubs
  - (iii) Access to IT and digital information. The Council will support groups to understand the options of different approaches.

### **Evaluation criteria and weighting**

11. Applications will be evaluated in two stages. Stage one is against the following requirements which will be scored on a pass/fail basis. Any application that scores "fail" against any of these requirements may be deemed non-compliant and rejected without further evaluation.

Confirmation of receipt of audited accounts demonstrating that the organisation is a going concern	Pass / Fail
Confirmation relating to required insurances	Pass / Fail

Applications remaining will at stage 2 be evaluated in accordance with the evaluation criteria and the information requested within Section 4 'Your Application':

Each question will be scored between 0-10.

- 0 to 2 = not acceptable or major areas of weakness
- 3 to 4 = less than acceptable more weaknesses than strengths
- 5 to 6 = acceptable but with some minor areas of weakness

7 to 8 = highly acceptable strong with few weaker areas  
 9 to 10 = extremely competent, many strengths no weaknesses

<i>Criteria Ref</i>	<i>Question Header</i>	<i>Weighting</i>
4.1	Proposed use	30%
4.2	Organisational capacity	20%
4.3	Capital expenditure & transition funding required	10%
4.4	Financial Sustainability & Governance	30%
4.5	Community & Volunteering Planning	10%

### Submitting an Application

12. Key dates for application will be an expression of interest deadline by 31 January 2017, an application deadline of 31 March 2017, with decisions by 30 April 2017 or as soon as possible thereafter.
13. Applications must be submitted in accordance with these dates and will not be considered afterwards except in the case where additional information has been explicitly requested.
14. Applicants are responsible for obtaining all information necessary and shall bear all costs, expenses and liabilities incurred with the preparation and delivery for which applicants will receive no recourse from the Council.
15. Any questions or clarification about the process can be raised through [librariesfutures@swindon.gov.uk](mailto:librariesfutures@swindon.gov.uk)

### Detailed provisions

16. No warranties or opinions as to the accuracy or completeness of any information provided in, or which accompanies this document or otherwise or as to the powers and/or status of Swindon Borough Council shall be given at any stage by Swindon Borough Council and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by Swindon Borough Council.
17. Any person considering making a decision to enter into an agreement with Swindon Borough Council or any other person on the basis of the information provided by or on behalf of Swindon Borough Council must make their own

investigations and form their own opinion in relation to the status, completeness and accuracy of all such information and in relation to the status and/or powers of Swindon Borough Council.

18. By seeking proposals to take on management of the specified buildings, Swindon Borough Council is in no way committed to entering into any agreement and reserves the right to cancel the process at any point.
19. As previously advised Swindon Borough Council shall not be liable for any costs resulting from any cancellation of this process nor for any other costs incurred by those expressing an interest in or submitting an application whether successful or not.
20. The lease: The terms required by Swindon Borough Council will be determined on a case by case basis following the selection of the preferred Applicant(s) through the Councils Community Asset Transfer Criteria (CAT).
21. Community Library Service Agreement: The terms required by Swindon Borough Council will be determined on a case by case basis following the selection of the preferred Applicant(s).
22. Insurance: Swindon Borough Council will insist upon the successful Applicant(s) ensuring sufficient Public Liability Insurance (PLI) is or will be in place. Applicants must state that they are insured to the required levels, or confirm, if they do not already hold the necessary level of insurance, that they will procure it. Minimum insurance levels for all SBC buildings include Public and Third Party Liability Insurance should be for not less than £5,000,000 with a minimum of £2,000,000 in respect of any one claim.
23. Equal opportunities: Swindon Borough Council is an equal opportunities employer and has various statutory duties to ensure that it carries out its business in a way that promotes equality and eliminates discrimination; in particular Swindon Borough Council must adhere to equality legislation. Swindon Borough Council also expects that the successful Applicant will promote equality, comply fully with all UK equality legislation, or European equivalent, and have an adequate equalities policy and be an equal opportunities employer. Applicants will need to demonstrate that they have relevant Equal Opportunities policies in place and where possible demonstrate a proven track record of equality working.
24. Freedom of Information (FOIA): In addition to Swindon Borough Council's commitment to public disclosure, transparency & accountable government, Applicants should note that Swindon Borough Council is subject to the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR"). This means that, subject to certain exemptions, an individual may request access to any information held by Swindon Borough

Council and Swindon Borough Council may disclose the information sought. This may include information on an application or details relating to the procurement process.

25. If you consider that any specific information supplied by you is either commercially sensitive or confidential in nature, please clearly state this in your Application Pack and mark it as such. You must also give us the reasons for such confidentiality.

## **Applications**

26. Applications must contain a response to all of the questions set out under sections 26.1 to 26.5 below and should also include:
- Constitution/Trust Deed/Memorandum and Articles of Association (as applicable)
  - Most recent audited accounts demonstrating that the organisation is a going concern
  - Details of an adequate equal opportunities policy
  - Evidence of Insurance held or undertaking to obtain necessary insurance

### **26.1 Proposed use:**

Provide details of the proposed use of the Library including:

- a) Which library or libraries your proposal relates to:
- b) The use of the library, and the services that would be delivered:
- c) The length of the lease that you are seeking
- d) If relevant, the estimated number of residents benefiting from each of the services identified and what the community benefit will be:
- e) An identification of the key risks and factors that will affect delivery and/or cost.
- f) Details of how a community-led library service will be offered within the Library.

### **26.2 Capacity**

Provide details of the lead organisation contact that would be responsible for entering into the lease and overall management of the building or buildings and details of partnerships and other arrangements that would be in place to deliver the services and activities.

- a) The name of your organisation & Main Contact (This person shall be the only person the Council will contact):
- b) Copy of constitution/Trust Deed/Memorandum and Articles of Association (as applicable):
- c) The names of partner organisations, what their role would be and whether this arrangement is confirmed or proposed
- d) The solicitors you intend to instruct if your Application is successful:
- e) Details (including names and/or job titles where possible) of the individuals or organisations involved in delivering your proposal:
- f) Confirmation of the relevant accreditation, licences, skills and any other requirements in order to deliver these services:
- g) Details of any previous property management experience:

### **26.3 Capital Funding and Transitional Funding required**

The Council will provide information about building conditions and current running costs. Provide details of the capital expenditure costs anticipated in relation to the buildings:

- a) The amount of capital costs expected in the first 5 years:
- b) Details of funding or grants secured:
- c) Details of the sources of funding secured or proposed sources of funding:
- d) Formal request for one off year 1 Transitional Funding and accompanying evidence that any revenue liabilities can be met for a period of up to 5 years.

### **26.4 Financial Sustainability and Governance**

Provide details of the revenue expenditure anticipated in relation to the buildings:

- a) Expected income and expenditure in year 1 including staffing, management, fees, rates and all other operating costs – add rows as required.

YEAR 1 (1 <sup>st</sup> July 2017-31 March 2018)			
Expenditure		Income	
Identify Expenditure Type	Amount (£)	Identify source of Income	Amount (£)

Total Year 1:		Total Year 1:	

b) Forecast income and expenditure for years 2-5 (excluding Year 1)

YEARS 2-5 (1 <sup>st</sup> April 2018- 31 March 2022)			
Expenditure		Income	
Identify Expenditure Type	Amount (£)	Identify source of Income	Amount (£)
Total Year 1:		Total Year 1:	

**26.5 Description of plans to involve the local community & Volunteering Opportunities**

- a) Provide details of your established links within the local community (including groups) to date and plans to involve local people and organisations in the design and delivery of your services.
- b) This may include plans for recruiting and supporting volunteers, service user groups and links with local voluntary and community groups, clubs and associations:

## Appendix A

### Purchasable services - Stock

The costs for stock are based on the costs for different categories and are very flexible. The Library services can work with communities to tailor the stock in community-led library collection to the evidenced demand in current libraries. Data exists to show the items currently held in stock, how many loans each area of stock receive. The tables for stock costs show illustrative examples of stock that could be purchased and include staff costs for selection and rotation as appropriate.

	Option	Detail	Costs
1	<b>Community book stock - static</b>	<ul style="list-style-type: none"> <li>SBC could provide a base collection of books for a partner organisation to host and allow people to browse and borrow.</li> <li>Customers would be able to donate their own books to the collection and could borrow books through a local system monitored by the partner organisation.</li> <li>This means books would not be linked to the SBC issuing system and book stock would not be refreshed.</li> <li>If a community collection is displayed in a generally accessible area of an existing offer, there are thought to be no additional revenue implications unless partner organisation wished to extend service beyond current opening or operating hours.</li> </ul>	No cost
2	<b>Community book stock – refreshed</b>	<ul style="list-style-type: none"> <li>An initial base collection of books for customers to browse and borrow, which would be refreshed on a regular basis. Costs would include stock refresh and delivery.</li> <li>A refreshed collection would be refreshed on a monthly basis and could include top 20 titles. This means customers would have a regular supply of material. Books would not be linked to the SBC library system but could be borrowed through a local system.</li> </ul>	Refresh monthly with top 20 titles approx. £175 per month (£2100 annually) includes Service charge of 15% to cover staff costs & delivery



	Option	Detail	Costs
		<ul style="list-style-type: none"> <li>If a community collection is displayed in a generally accessible area of an existing offer, there are thought to be no additional revenue implications unless partner organisation wished to extend service beyond current opening or operating hours.</li> </ul>	(Furniture & furnishings would need to be negotiated if appropriate)
3	<b>Core stock access</b>	<ul style="list-style-type: none"> <li>A larger collection of SBC stock for customers to browse and borrow which is refreshed on a regular basis.</li> <li>This would need to be accompanied by a self-serve machine or web-based access for staff or a trained volunteer to issue and return SBC stock items</li> </ul>	<p>Dependent on level of expenditure. Would need to be negotiated on individual basis</p> <p>IT costs – to be provided based on self-service &amp; web access.</p>

### Purchasable services - Staffing

Community-led library services may wish to purchase staffing either on an occasional or a regular basis. The table below shows the costs for different levels and types of staffing.

	Option	Detail	Costs
3	<b>Occasional hours from hub of professional services</b>	<ul style="list-style-type: none"> <li>Trained staff hours could be purchased from SBC 'hub' of professional services on an occasional basis.</li> <li>This could include support and advice to groups that wish to set up and establish reading groups, song and rhyme time training etc.</li> <li>Staffing could also be purchased to provide advice and support to groups wishing to develop funding bids, consider options or promote partnership</li> </ul>	Charge is dependent on hourly rate of staff needed or training rates to be negotiated

		working in their area.	
4	<b>Library service delivery hours – annual</b>	<ul style="list-style-type: none"> <li>Staffing for service delivery would be at the level of Library and information assistant and/ or supervisor level to provide day to day services on an annual basis.</li> <li>Community led libraries could choose to buy additional staffed hours to ‘top up’ the hours of provision at the core libraries, or purchase staff support for community libraries.</li> <li>Hourly costs, including on-costs have been shown</li> </ul>	<p>Hourly rate for Library &amp; Information Assistant = £11.74 (includes on-costs) plus 10% management fee</p> <p>Hourly rate for Library supervisor = £14.23</p>

### Purchasable services – IT

The costs for IT provision in the community led libraries can relate to library related IT costs, or ICT costs relating to Swindon Borough Council's infrastructure such as IT lines, wifi, PCs and callout costs.

	Option	Detail	Costs
5	<b>Book loaning technology</b>	<ul style="list-style-type: none"> <li>Connection to Library Management System to issue, return and reserve books</li> </ul>	Free under existing contract but training fees would be applied
6	<b>Self-serve loans/ returns machine</b>	<ul style="list-style-type: none"> <li>A self-serve machine could be located in a community site. This would enable customers to issue and return SBC core stock books directly through the SBC loans system.</li> <li>Self-serve machines need to connect to the internet through a secure SBC internet line. Annual maintenance and support cost would need to be purchased.</li> <li>Costs also include access to self-service machines and associated hardware, software and licences</li> </ul>	Costs bespoke to each facility
7	<b>Public IT access</b>	<ul style="list-style-type: none"> <li>Provision of a Public IT access point for general use, connected to the internet to support customers to access online information, search for jobs, access resources</li> </ul>	Costs bespoke to each facility

	<b>point – libraries people's network</b>	<p>and complete benefits claims.</p> <ul style="list-style-type: none"> <li>• IT support would need to be purchased to support, maintain, security protocols, firewalls required for a public IT access point.</li> <li>• Groups could independently purchase and local manage and control public IT provision i.e. not through the people's network. Organisations who wish to offer an independent IT service would need to consider specific risks and responsibilities on user policies and protections. Advice can be provided on what these are.</li> </ul>	
8	<b>Printing, copying, scanning</b>	<ul style="list-style-type: none"> <li>• Printing and scanning are a common requirement for customers and would complement a computer</li> <li>• Consumables cost of printing are currently recharged to users.</li> </ul>	Costs bespoke to each facility