

# Expression of Interest Pack

For groups and organisations interested in running a community managed library in Derbyshire



## Introduction

This pack is for community groups or organisations who are interested in running a community managed library (CML) in Derbyshire. It is advised that any interested organisation read the *Community Managed Libraries Information Pack*, the relevant *Library Information Pack* and attend one of the open days before completing the Expression of Interest (EOI) form. A separate EOI will need to be completed for each library you are interested in.

Derbyshire County Council will consider all EOIs submitted and will inform each organisation whether or not it has been accepted. Successful organisations will be invited to submit a Business Case. Guidance on completing the EOI and the scoring of it can be found in Appendix 1 and the minimum specification for CMLs can be found at Appendix 2.

This form can be submitted when the EOI process is open for the library you are interested in. Up to date information is available on our dedicated webpages [www.derbyshire.gov.uk/librariesforderbyshire](http://www.derbyshire.gov.uk/librariesforderbyshire). When processes are opened we will promote the call for EOIs and provide a deadline for their submission, allowing at least 4 weeks for organisations to complete. Forms need to be with Derbyshire County Council by 12.00pm (noon) on the closing date to be considered.

You can print the EOI form at your local library free of charge or you can request a printed copy to be sent to you or if you require the documents in another format please contact us by email at [community.libraries@derbyshire.gov.uk](mailto:community.libraries@derbyshire.gov.uk) or telephone on 01629 536166.

There are 2 ways in which you can send your completed EOI to Derbyshire County Council:

1. Email the completed form to [EOI@derbyshire.gov.uk](mailto:EOI@derbyshire.gov.uk) with the name of the library application in the subject field
2. Or post the form in a sealed envelope addressed to:  
EOI (followed by the name of the library)  
Library Service  
County Hall  
Matlock  
Derbyshire  
DE4 3AG

The EOIs will be evaluated by the Library Strategy Finance and Procurement group after the deadline for submissions.

## Data protection

Derbyshire County Council will store your details securely, and will not access or use these details for any other purpose. Derbyshire County Council will act as Data Controller. Your details are gathered on the basis of Consent. If at any time you would like us to remove your details from our records, you can contact us at [community.libraries@derbyshire.gov.uk](mailto:community.libraries@derbyshire.gov.uk) to arrange this.

For full details of how Derbyshire County Council treats your personal data, see [www.derbyshire.gov.uk/privacynotice](http://www.derbyshire.gov.uk/privacynotice)

## Freedom of Information Act

Derbyshire County Council must provide information requested under the FOIA. Please complete the schedule in **Appendix 3**. If you consider any of the information included in your submission to be either commercially sensitive or confidential in nature, and wish for it to be exempt from FOIA requests, please list in the table provided.

**Derbyshire Community Managed Libraries**  
**Expression of Interest Form**

**Section 1: Information about your organisation**

**1:1 Organisation name and address:**

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**1:2 Please provide details of the person/s we should contact about this EOI.**

	Person 1	Person 2 (if applicable)
<b>Name</b>		
<b>Address</b>		
<b>Preferred telephone number</b>		
<b>Email address</b>		

**1:3 Name of library you are interested in running**

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## **Section 2: Your proposals for the library**

**2:1 Please provide a description of your proposals for running the library, including any intended community benefits of your proposals. (Max 1000 words)**

**2:2 How will you ensure that you are able to run the CML to meet the specification in Appendix 2? (*Max 1000 words*)**

**2:3 How will you raise income to ensure the service will continue as the grants reduce?** *(Max 500 words)*

### **Section 3: Support**

**3:1 What support would your organisation need in order to achieve the proposals you have set out?** *(Max 500 words)*

*Your responses to this question will not be evaluated but will help Derbyshire Libraries to work with you (where possible) to make your proposals viable.*

## **Appendix 1: Expression of Interest Guidance**

Please note: for answers in section 2, Derbyshire County Council will only consider the first 1,000 or 500 words (depending on the question) of your answer.

### **Section 2**

2:1 Please give an overview of your proposals, including:

- Your vision of the CML
- How you will involve the community
- If you are proposing that services are provided in a different way e.g. from a new location or by sharing premises with other organisations please explain.

2:2 Please outline your proposals on:

- How many volunteers do you think you will need in order to meet the minimum opening hours and how will you recruit them?
- What skills and experience do you have to run the CML?
- How will you manage the service?

2:3 Please provide information relating to:

- How will you finance the CML?
- Any additional funding or income you intend to generate to support the delivery of the service
- Please include examples of the assumptions you have made about sources of income and expenditure

### **Section 3**

3:1 This question is not evaluated. Please provide any information on support you may need from Derbyshire County Council, or other partners to help make your proposal viable.

### **Evaluation**

Your answers should give sufficient information to demonstrate that you have fully understood the implications of your proposals.

Derbyshire County Council will award scores between 0 and 10 based upon the quality of applicants' answers to the questions in Section 2. In circumstances where only one organisation has completed an EOI, Derbyshire County Council will invite that applicant to submit a Business Case if the organisation's proposal achieves a minimum of 2 for each question.

In the event of several EOIs being submitted for one library, Derbyshire County Council will encourage the interested organisations to work together if their EOIs meet the minimum requirements.

If organisations are unable to work together then each organisation who meets the minimum requirements will be invited to submit a Business Case.



Scores for each question will be awarded on the following basis:

<b>Scored (0 / 2 / 4 / 7 / 9 / 10)</b>		
<b>0</b>	<b>Unacceptable</b>	Information is either omitted or no relevant information has been provided, or the response is unacceptable to the Council. The answer gives cause for concern and it is unlikely that the concerns can be addressed at the Business Case, or the answer submitted is otherwise wholly inadequate.
<b>2</b>	<b>Poor</b>	Information submitted does not meet the Council's minimum requirements and provides only limited evidence of understanding. The answer gives cause for concern about the feasibility of the proposal, but it may be possible to address these at the Business Case stage.
<b>4</b>	<b>Fair</b>	Information submitted meets the Council's minimum requirements, but provides only limited understanding of what is required to run a library service and no steps have been taken to prepare to take on the service, but it may be possible to address these at the Business Case stage
<b>7</b>	<b>Good</b>	Information submitted meets the Council's minimum requirements and provides sufficient understanding of what is required to run a library service but no steps have been taken to prepare to take on the service.
<b>9</b>	<b>Very Good</b>	Information submitted meets the Council's minimum requirements and provides a very good understanding of what is required to run a library and a few steps have already been taken to prepare to take on the service.
<b>10</b>	<b>Excellent</b>	Information submitted meets the Council's minimum requirements and provides excellent understanding of what is required to run a library service and steps have already been taken to prepare to take on the service.

## **Appendix 2: Minimum specification for CMLs**

1. CMLs must open primarily as a library with access to books, information and ICT for an agreed minimum hours per week.
2. As a minimum, CMLs will be required to be open between 2 and 5 days per week, which is likely to include at least one evening until 6:00pm and 3 hours at the weekends, if this is currently in place. The opening hours can vary from the current timetable and organisations can also increase the overall number of opening hours. Please set out the reasoning behind any proposed changes to the timetable.
3. As the CMLs remain part of the statutory library network, they will need to operate to Derbyshire County Council policies and procedures and provide a core offer:
  - a. By agreeing to comply with legal guidelines and Derbyshire County Council policies, for example around Equality and Diversity, Data Protection and Safeguarding.
  - b. By recruiting and maintaining a sufficient number of trained volunteers to run the library.
  - c. By operating the volunteer version of the Derbyshire County Council library management system for the issuing and return of items and for internet access, ensuring members of any Derbyshire library will only need one library card.
  - d. By retaining an agreed range of stock and facilities. This will include a range a book stock covering adult and children's fiction and non-fiction, Wi-Fi, free public access computers, printing/scanning facilities, copies of free local newspapers, community information and reference resources, including a small local studies collection covering the immediate area
  - e. By agreeing that all resources purchased and provided by Derbyshire County Council would remain the property of Derbyshire County Council. Also that stock included on the library catalogue would be accessible to all Derbyshire Libraries members, and any items identified as being available for loan on the library catalogue may be requested by another library.
  - f. To provide high quality customer service to all library users by complying with Derbyshire County Council's Customer Care Charter.
4. Organisations are encouraged to expand their service offer in line with the needs and requirements of local residents. If organisations raise additional funding, they are able to use these funds to develop their specific library offer in line with community requirements.

## **Appendix 3: Freedom of Information Act Schedule for Community Managed Libraries**

**Name of Library:**

**Group/Organisation:**

**In the event that your Group / Organisation considers that any information supplied as part of their Expression of Interest or Business Case submission is either commercially sensitive or confidential in nature, this should be specifically indicated in the table below, including:**

- the precise elements or information which are considered confidential and/or commercially sensitive;
- the reason for the exemption and which exemption under the Freedom Of Information Act (FOIA) or Environmental Information Regulations (EIR) would apply; and
- the estimated length of time during which the exemption will apply.

**The group / organisation should note that:**

- The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in these processes you agree that the Council should not and will not be bound by any such markings.
- Any information not detailed in this form will be subject to disclosure without prior consultation.
- The Council may be required to disclose information under the Act or Regulations if a request is received, even where it has been indicated that your group / organisation considers the information to be commercially sensitive or confidential in nature.
- Information marked as commercially sensitive or confidential by the group / organisation should not be taken to mean that the Council accepts any duty of confidentiality by virtue of that marking. The decision as to which information will be disclosed is reserved to the Council, notwithstanding of any consultation regarding designation of information as confidential or commercially sensitive or equivalent that may have been made.

**In setting out the information considered to be exempt, the group / organisation should include below where the information is located within their Expression of Interest or Business Case response; entering additional rows if necessary.**

<b>Exempted Elements/Information</b> (Including cross reference to tender response)	<b>Reason for Exemption</b>	<b>Exemption to be Applied</b>	<b>Time Period for Exemption</b>