



## Independent Library Stage 2 - Expression of Interest

### Stage 2 - Expression of Interest Form Guidance:

We would like to take this opportunity to thank you for taking an interest in running an Independent Library and progressing to Stage 2. Please make sure you read the following guidance carefully, which will help make sure your application process runs smoothly.

- Make sure that you have answered each question and check your form carefully before it is submitted.
- If you have any questions regarding the completion on this form please check the website <http://www3.northamptonshire.gov.uk/councilservices/library-service/support-your-library/Pages/independent-libraries.aspx>
- You can also email enquiries to [independentlibraries@northamptonshire.gov.uk](mailto:independentlibraries@northamptonshire.gov.uk). Your enquiry will be responded to as soon as possible by either email or telephone. **Please note that we will not take any further questions regarding this process after Thursday 17<sup>th</sup> May 2018.**
- If your bid requires use of the existing library premises, we have provided you with indicative Heads of Terms for the proposed property transaction to assist you in answering the questions, and providing required evidence for the completion of Stage 2.
- All applications will be consistently evaluated and moderated by two Panels to ensure they are financially sustainable to meet property costs and run an Independent Library.
- We will be contacting you from 18<sup>th</sup> June 2018 onwards to let you know if your Expression of Interest has been accepted to proceed to Stage 3. Stage 3 will consist of the completion of a full business plan and an individual project plan demonstrating affordability, key project milestones and dates of implementation agreed between NCC and the purchaser or leasee. Subject to all key milestones being met, these library buildings will be kept operating until 30<sup>th</sup> September 2018 as staffed libraries. It is expected that any legal process required in relation to the completion of a property sale or a lease agreement will be completed by this date.
- Please email the completed form with the name of your organisation in the subject title as written in question 1.2 to [independentlibraries@northamptonshire.gov.uk](mailto:independentlibraries@northamptonshire.gov.uk) by **12 noon Thursday 31<sup>st</sup> May 2018**. Late submissions will not be accepted.



## 1. Provide your organisations details

1.1. What is the full legal name of your organisation, as shown on your governing document?

[Click here to enter text.](#)

1.2. What is the main or registered address for your organisation?

[Click here to enter text.](#)

1.3. What is the legal structure of your organisation? (Please check the appropriate box)

- Registered Charity
- Co-operative
- Community Interest Company
- Limited Company
- Unlimited Company
- Other – please state below the type of organisation.

[Click here to enter text.](#)

1.4. Please provide any reference or registration numbers you have (for example: Charities Commission for England and Wales, Companies House, Financial Conduct Authority, Health Authority Number etc.)

[Click here to enter text.](#)

1.5. When was your organisation set up? (please give the date when your organisation adopted its current legal status)

[Click here to enter a date.](#)

1.6. What is your VAT status? (if registered, please also provide your VAT registration number)

- VAT Registered       Not VAT Registered

[Click here to enter text.](#)

1.7. Is your organisation independent, or a branch or department of a larger organisation?

- Independent

An independent organisation will have its own governing document and can manage its own funds and staff.

- Branch or Department

To be able to apply to run an independent library, a branch must have its own governing document (or will have adopted the parent organisations governing document), produce its own annual accounts (which may be included in the parent organisations accounts) and have a bank or building society account in the legal name of the branch as shown in the governing document and be responsible for how the funds are spent.



## 2. Governance

2.1. Do you have a constitution? (If yes, please also provide a copy of your constitution)

Choose an item.

2.2. Do you hold regular governance meetings and AGM? (If yes, how frequently are your governance meetings held?)

Choose an item.

[Click here to enter text.](#)

2.3. Do you minute all of your meetings, including noting agreed actions, who will do the work and by when? Are these minutes kept in a safe location and all members of your governing body get a copy of the minutes in good time after the meeting? (If yes, please provide copies of the last 3 meetings held)

Choose an item.

[Click here to enter text.](#)

2.4. Provide documentation to confirm that the organisation;

2.4.1. Has written role descriptions for the governing body and officer roles (Chair, Secretary and Treasurer) and do members of the governing body understand their legal duties?

Choose an item.

2.4.2. Recruits, appoints and retires members of your governing body, following the rules of your constitution and any other written rules.

Choose an item.

2.4.3. Has enough active people on your governing board and you can fill any vacancies on that board if needed.

Choose an item.

2.4.4. Makes appropriate checks on all new members of the governing board including asking to sign a declaration form confirming they are legally able to hold their position, and DBS (if appropriate).

Choose an item.

2.4.5. Manages conflicts of interest, are discussed at each governance meeting and have written conflicts of interest policy.

Choose an item.

2.4.6. Completes the necessary annual returns to the Charity Commission, Companies House and /or other relevant regulators on time and notify of changes including change of trustees or governing body members.



Choose an item.

2.4.7. Has clear aims and objectives and the governing body understand them.

Choose an item.

2.4.8. Has a clear and agreed vision for our organisation, work co-operatively to achieve this and value the different contributions made by all staff members and governing body.

Choose an item.

2.4.9. Plans activities and services to try and meet the needs of the local community and have an annual action plan with a budget.

Choose an item.

2.4.10. Has a written policy and systems in place to manage your money including managing the risk of fraud, paying trustee and volunteer expenses and managing reserves.

Choose an item.

2.4.11. Regularly receives and discusses financial information at trustees meetings and financial reports are understood.

Choose an item.

2.4.12. Employs one or more staff members. (If yes, please provide an organigram).

Choose an item.

2.4.13. Has a written policy and procedure for recruiting, inducting, training, supporting and dismissing volunteers, written role descriptions for volunteers and use volunteer agreements.

Choose an item.

2.4.14. Has up to date safeguarding children and adults policies and procedures and the governing body understand their responsibilities for safeguarding.

Choose an item.

2.4.15. Has the following up to date policies and procedures (please check all relevant boxes):

- Health & Safety
- Data Protection
- Equality & Diversity

2.4.16. Has the right level of insurance and the insurance policies are reviewed regularly.

Choose an item.



### 3. Library Premises

- 3.1. Please confirm that you accept the attached Heads of Terms and have noted and understood the terms that are contained therein, some of which are outside of the control of the Council.

Choose an item.

- 3.2. Is it the intention to:

Use the existing library building (Please re-confirm which building)

[Click here to enter text.](#)

Use an alternative provision

*If you selected use of the existing building, please proceed to questions 3.3 and 3.4. If you have selected use of an alternative provision, proceed to question 3.5 below and then to Section 5.*

*For **Freehold** purchase, please complete question 3.3. For **Leasehold** please complete question 3.4.*

- 3.3. Please confirm that you currently hold funds in order to complete the acquisition of the library premises.

If not, please indicate the intended source(s) for such funds and confirm that these have been secured.

Please note any conditions that relate to the funding sources that may affect your ability to draw down the sums, including timescales.

Please provide suitable proof of funding sufficient for these purposes (e.g. copy of bank statement or offer of funds from third party etc.), please note further Money Laundering checks will be made prior to the Council progressing any sale.

Choose an item.

[Click here to enter text.](#)

- 3.4. Please confirm that you have funding in hand to meet the total costs of leasing and running the building, including the costs of putting and keeping the building in a condition suitable for the intended use and any costs associated with the services to be provided therefrom.

If not, please indicate the intended source(s) for such funds and confirm that they have been secured.

Please note any conditions that relate to the funding sources that may affect your ability to draw down the sums and rely on this funding for at least the initial five years of the lease.

Please provide suitable proof of secure revenue sufficient for these purposes (e.g. copy of bank statement or offer of funds from third party etc.), please note further Money Laundering checks will be made prior to the Council progressing any lease.

Choose an item.

[Click here to enter text.](#)



3.5. Please provide a description of the proposed alternative provision and please indicate if these premises will be in your direct control or an indication of how these premises will be secured.

[Click here to enter text.](#)

#### 4. Finance and Funding

4.1. What is your organisation's current financial position? (Please check the relevant box) Please select one of the following options and fill in the amounts from your accounts or projections. You will need to enclose a copy of your most recent approved accounts. These must be signed and dated by your Chair, Secretary or Treasurer and where appropriate by your auditor or independent examiner. If you have been running for less than 15 months you must provide accounts for the time you have been running and a 12 month projection of your income and expenditure. In addition you will be expected to provide bank statements for the same period and a copy of your credit report.

- Information from the latest accounts approved by your organisation
- 12 months projection because you've been running for less than 15 months

4.2. Account year ending:

[Click here to enter a date.](#)

4.3. Total income for the year:

[Click here to enter text.](#)

4.4. Total expenditure for the year:

[Click here to enter text.](#)

4.5. Surplus or deficit at the year-end:

[Click here to enter text.](#)

4.6. Total savings or reserves at year-end:

[Click here to enter text.](#)

4.7. Have your accounts been independently audited? (If yes, please provide the name and address of your auditor)

Choose an item.

[Click here to enter text.](#)

4.8. What percentage of your income is at risk (i.e. likely to be withdrawn, come to an end) in the next 12 months (please check the relevant box):

- More than 50%
- 20%-50%
- Less than 20%



## 5. Contact Details

### Primary Contact:

(Who we should contact if we have questions about your completed form)

#### 5.1. Title

[Click here to enter text.](#)

#### 5.2. Forenames

[Click here to enter text.](#)

#### 5.3. Surname

[Click here to enter text.](#)

#### 5.4. Job Title or position

[Click here to enter text.](#)

#### 5.5. Primary contact address

[Click here to enter text.](#)

#### 5.6. Day time telephone

[Click here to enter text.](#)

#### 5.7. Mobile phone

[Click here to enter text.](#)

#### 5.8. Email

[Click here to enter text.](#)

### Legally Responsible contact:

5.9. The legally responsible contact must hold one of the following positions, please check the relevant box:

- Company Director
- Company Secretary
- Chair
- Vice Chair
- Treasurer

#### 5.10. Title

[Click here to enter text.](#)

#### 5.11. Forenames

[Click here to enter text.](#)



**5.12. Surname**

Click here to enter text.

**5.13. Primary contact address**

Click here to enter text.

**5.14. Day time telephone**

Click here to enter text.

**5.15. Mobile phone**

Click here to enter text.

**5.16. Email**

Click here to enter text.

**6. Declaration**

- The organisation named in part 1 will deliver the library service as named in part 3
- Your organisation has the legal power to deliver this library service
- The information provided is accurate and true
- You understand that if you make misleading statements or withhold information at any point, your application will be invalid
- You agree that we may use the information provided under the [Data Protection Act 1998](#)
- Any applications submitted are subject to [Freedom of Information](#) requests

I agree

**Name**

Click here to enter text.

**Date**

Click here to enter a date.

**Signature**

Please return this form **by the deadline of 12 noon 31<sup>st</sup> May 2018 to:**

[independentlibraries@northamptonshire.gov.uk](mailto:independentlibraries@northamptonshire.gov.uk)