**Derby Libraries: CML Expression of Interest Process**

**Application template**

Groups / organisations wishing to submit an Application to run a CML should complete the following template. It is available as a Word document and can be downloaded from [www.inderby.org.uk/runalibrary](http://www.inderby.org.uk/runalibrary). Applications to run a CML will be evaluated with reference to the criteria described in section 3.5 of the Application Pack.

The completed template must be submitted as an email attachment to the following address: [libraries@derby.gov.uk](mailto:libraries@derby.gov.uk) **The deadline is midday, Monday 4 December 2017.**

Groups / organisations wishing to apply for an annual Grant from the Council to support the proposal described in this Application should also complete a separate Grant Application, and submit it alongside this form. The Grant Application form, and guidance on completing it, will be available after 9 October 2017, online from [www.inderby.org.uk/runalibrary](http://www.inderby.org.uk/runalibrary).

1. **Your proposal: introducing your group / organisation**

**1.1 What is the name of the library to which this Application applies?**

**1.2 What is the name of the group / organisation submitting this Application? If you have a website please provide the link**

**Name of organisation:**

**Website (if applicable):**

**1.3 Applications must be submitted by a Relevant Body under the Localism Act 2011. Which of these describes the body submitting this Application? [Please TICK ONE BOX ONLY]**

|  |  |
| --- | --- |
| A voluntary or community body |  |
| A body of persons or a trust which is established for charitable purposes only |  |
| A parish council |  |
| Two or more employees of the relevant authority |  |
| Any other person or body as may be specified by the Secretary of State by regulations |  |

**1.4 Contact details. Please provide a name / address / telephone / mobile phone / email for someone who has been nominated as the first point of contact for your group / organisation.**

**Contact name:**

**Role within group / organisation (for example, Chair Person or Secretary):**

**Address:**

**Telephone:**

**Mobile:**

**Email:**

1. **Your proposal: About your group / organisation**

**2.1 Outline when and why the group / organisation was started, and its purpose and aims:**

**2.2 Describe the legal status of your group / organisation. If this is not already in place please indicate the intended legal structure and your plans to implement it:**

**2.3 Tell us about the financial status and/or track record of the group (if appropriate):**

**2.4 Outline the organisational structure of your group / organisation including, if relevant, members, committees / boards (for example Chair / Treasurer / Secretary), volunteers and paid staff**

**2.5 Tell us about the skills and relevant experience of the key people in your organisation:**

**2.6 How have you engaged local people in shaping your Application?**

**3 Your proposal – some basics**

**3.1 Are you likely to sign up to Enhanced Support Package (1): Acquisition and management of book stock, and access to the Library Management System?**

**Yes / No / Not sure [PLEASE DELETE AS APPROPRIATE]**

**3.2 If you have answered “no” or “not sure” to question 3.1, please tell us about your alternative proposals for (a) managing membership and loans, (b) maintaining a catalogue of the library’s stock, and (c) acquiring new stock:**

**Managing membership and loans**

**Maintaining a catalogue of the library’s stock**

**Acquiring new stock**

**3.3 Are you likely to sign up to Enhanced Support Package (2): Internet and wi-fi?**

**Yes / No / Not sure [PLEASE DELETE AS APPROPRIATE]**

**3.4 If you have answered “no” or “not sure” to question 3.3, please tell us about your alternative proposals for providing internet and wi-fi access:**

**3.5 What are your proposed opening hours, and how do they reflect the needs of the community?**

**3.6 How many volunteers will you need to deliver your proposal? Include volunteers who will staff and manage the CML, as well as those carrying out other activities such as fund raising and promotion. How many do you have at present? Between them what range of skills and experience do your volunteers possess?**

**3.7 [IF APPROPRIATE] How will you recruit the extra volunteers needed to deliver your proposal, and/or to fill gaps in the range of skills and experience available to the CML?**

**4 Your Proposal: Contributing to positive outcomes**

The Council wishes to see CMLs in Derby contribute to the following six positive outcomes, which are closely related to the Minimum Standard Resource (see Section 2.2 above). For each, please tell us what you understand by the outcome, and how your proposals will contribute to it. Where appropriate your responses should show how you have taken into account the library’s catchment profile, details of which have been provided in a separate document, when drawing up your proposals.

**4.1 Supporting a diverse and confident local community of readers (maximum 500 words)**

**4.2 Supporting a digitally enabled and connected community (maximum 500 words)**

**4.3 Supporting a connected and well-informed learning community (maximum 500 words)**

**4.4 Ensuring a welcoming and accessible facility (maximum 500 words)**

**4.5 Ensuring a safe and well managed facility (maximum 500 words)**

* 1. **Ensuring a viable and sustainable facility (maximum 500 words)**

**5 Your proposal: Ambition for the service offer**

The Council wishes to encourage organisations to think creatively about how to maximise the advantages and opportunities it provides for local people. Please tell us about your ambitions for the service offer, and the ways – if any – in which you envisage delivering additional community benefits by moving beyond the “traditional” library offer. Include information on any additional services you hope to provide:

**6 Your proposal: Equalities**

**6.1 Welcoming all sections of the community**

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. Under the Act it is against the law to discriminate against anyone because of:

* age
* being or becoming a transsexual person
* being married or in a civil partnership
* being pregnant or on maternity leave
* disability
* race including colour, nationality, ethnic or national origin
* religion, belief or lack of religion/belief
* sex
* sexual orientation.

In recognition of the Equality Act 2010 the Council’s Minimum Standard Resource requires CMLs to provide “a neutral and accessible space that is welcoming to all sections of the community” and to provide “a book lending resource that is relevant to the varied needs and interests of local people, regardless of their age or background.” How will your plans achieve this?

**6.2 Responding to the Equalities Impact Assessment**

As part of the Libraries Review, the Council has undertaken an Equalities Impact Assessment (EIA) to help it explore where and how its proposals may have a disproportionate impact on groups protected under the Equality Act 2010. The EIA observes that because of the demographic and socio-economic profile of library catchments, changes made at the following libraries *may* have a disproportionate impact on the groups listed against them:

* **Allestree** – disproportionate impact on older people
* **Blagreaves** – disproportionate impact on people from minority ethnic communities
* **Chaddesden** – disproportionate impact on older people
* **Mackworth** – disproportionate impact on disabled people
* **Sinfin** – disproportionate impact on people from minority ethnic communities
* **Spondon** – disproportionate impact on older people

If your Application is to run one of the libraries listed above please use the box below to describe what you think are the implications for your proposal. What will you do to avoid or minimise any negative impact on the group(s) in question? How might the Council support you in this?

**7 Your proposal: finance**

Please provide an estimate of cash flow, and a summary of projected income and expenditure covering a period of four years (2018/19, 2019/20, 2020/21 and 2021/22). If you prefer you may append your cash flow forecast and other information on projected income and spending in spreadsheet form.

**8. Your proposal: Timeline / action plan**

Please provide a simple timeline / action plan showing your understanding of the steps leading to the library becoming community managed:

**9. Your proposal: Other**

Please provide any other supporting information you feel is relevant: