

Libraries Need Assessment

Outcome of Expression of Interest Panel – 29th October 2013

Introduction

Within The Lincolnshire Communities Libraries Information Pack any organisations interested in operating their own community library were required to complete and submit an Expression of Interest by 30th September 2013.

The pack contained an Expression of Interest template, guidance on how to complete the form and details on the scoring that would be applied.

The pack also stated a scoring panel would be established to consider, check and score each Expression of Interest form submitted. Organisations were advised for an Expression of Interest to be considered further it would need to score at least 45 points from a maximum of 60.

Panel Membership and Process

The timeline within the Pack stated that LCC would consider Expressions of Interest by 31st October 2013. The scoring panel was established which consisted of the following members:

Finance (Independent of the service area)	David Forbes
Property	Kevin Kendall
Corporate (representative from P&G Directorate)	George Spiteri
Domain / Service Expert	Gary Porter
Community Engagement (Public Health)	Teresa Batty

It is often difficult to provide complete independence within any internal system, however, to enhance the process Internal Audit agreed to provide an independent assurance / moderator role.

On 10th October 2013 each panel member received 42 Expressions of Interest to consider and score.

The panel reviewed each Expression of Interest independently and all scores were returned by 22nd October 2013. These were then collated together with review comments and sent to Internal Audit for review and moderation on 23rd October 2013.

The panel together with Internal Audit met on 29th October 2013 to discuss the Expressions of Interest received, scoring and panel /audit review comments that had been made as part of the process. The panel have now concluded this part of the process and the outcomes of the meeting held on 29th October 2013 are detailed in the below recommendations.

Panel Recommendations

1. The 24 organisations who have achieved the minimum score of 45 or above are notified of this outcome. These organisations are shown within Table 1 of Appendix A.
2. Although Scotter Parish Council withdrew their Expression of Interest on 22nd October 2013 they did achieved the minimum score of 45. They should be notified that they did achieve the minimum score of 45 and be asked if they wish to reconsider their withdrawal from the process.
3. The 9 organisations that have not achieved the minimum score of 45 are contacted and further information is requested where the panel felt there were gaps within their Expressions of Interest. The organisations together with details of what further information should be supplied / expanded upon are shown within Table 2 of Appendix A. Once this information is received the panel will consider and rescore their Expression of Interest.
4. A number of locations attracted more than 1 Expression of Interest from separate organisations. The panel felt that where this was the case these organisations should be notified and given to opportunity to consider joint working with each other. These locations and organisations are shown within Table 3 of Appendix A .
5. The Lincolnshire Co-operative submitted an Expression of Interest for five libraries (Boultham, Cherry Willingham, Nettleham, Spilsby and Welton). As they were the sole bidders for the Boultham and Spilsby sites they are informed that their Expression of Interest can go forward for these two libraries. Depending on the outcome of joint working discussions as detailed in recommendation 4, the panel may wish to revise the Expression of Interest for the remaining three sites.
6. The panel believe that for the Expressions of Interest submitted by Bibliotheca & Greenwich Leisure Limited a full open market procurement exercise would be required if the sort of solutions were to be followed and which was not the purpose of this exercise.
7. Acknowledge Washingborough Academy's potential interest in the Washingborough library site (if it became vacant).

Appendix A

Summary of EOI Panel Scoring**Table 1**

25 organisations achieved the required score of 45 or more out of 60

Of this 25, **1** organisation withdrew their EOI during the process

Library	Organisation
North Hykeham	North Kesteven District Council
Pinchbeck	Pinchbeck PC
Bracebridge	Bridge Church Lincoln
Bracebridge Heath	Bracebridge Heath PC
Holbeach	University Academy Holbeach
Birchwood	Birchwood Access & Training Centre
Skellingthorpe	Skellingthorpe PC
Washingborough	Washingborough PC
Branston	Branston & Mere PC
Ermine	Birchwood Access & Training Centre
Navenby	Navenby PC
Ruskington	Ruskington PC
Crowland	Crowland Community Library c/o Crowland Cares
Nettleham	Nettleham PC
Heckington	Heckington PC
Donington	IDEA
Ingoldmells	Ingoldmells PC
Metheringham	Metheringham PC
Cherry Willingham	Cherry Willingham News Group & Village Centre Partnership
Scotter	Scotter PC – NOW HAVE WITHDRAWN 22.10.13
Cherry Willingham	Cherry Willingham Community Partnership
Wragby	Wragby Centre Community
Wellingore	Wellingore PC
Caistor	Caistor Arts & Heritage Centre
Crowland	Octagon Centre

Table 2

9 organisations did not achieve the required score of 45 out of 60.
Request further information on certain aspects of their submission and then to rescore

Library	Organisation & Further Information Required
Birchwood	Active Nation Q4 - Further explanation required on how the library will operate Q6 – Contract with City of Lincoln runs until May 2016 risk if not awarded after this date Q7 – Further details on financial capacity to be supplied
Nettleham	Nettleham Community Library EOI is a proposal to set up a community interest company. Further details on financials which link to the running of the library and sustainability
Sutton Bridge	Sutton Bridge Community Q7 – Further financial data to support the long term sustainability
North Hykeham	North Hykeham TC Q4 & Q5 – Further details on where the library will be located and how operate when only require 'accounts and employment management system'. Q6 – Further details on risks and sustainability Q7 – Provision of financial data
Swineshead	Swineshead PC Q4 & Q5 – Further details on where the library will be located and how it will operate when no assets are required Q6 – Further details on risks and sustainability
Welton	Welton PC Q5, Q6 & Q7 – Further details on how the library will operate, risks and financial data.
Kirton	Kirton PC Whole EOI requires further information
Burgh Le Marsh	Burgh Le Marsh TC Need to submit an EOI – currently only a letter
Alford	Alford TC Need to submit an EOI – currently only a letter

Table 3

Library locations where more than 1 organisation has submitted an Expression of Interest for running the library.

Library	Organisations
Birchwood X 2	Active Nation Birchwood Access & Training Centre
Cherry Willingham X 3	Cherry Willingham News Group & Village Centre Partnership Cherry Willingham Community Partnership Lincolnshire Co-operative
Crowland X 2	Crowland Community Library c/o Crowland Cares Octagon Centre
Nettleham X 3	Nettleham PC Nettleham Community Library Lincolnshire Co-operative
North Hykeham X 2	North Kesteven District Council North Kesteven Town Council
Welton X 2	Welton Parish Council Lincolnshire Co-operative

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