

**PROPOSED COMMUNITY PARTNERSHIP MODEL FOR  
LEICESTERSHIRE COMMUNITY LIBRARY SERVICES**

Community partnerships will be set up with bodies that are legal entities. These could be existing public sector organisations such as Town and Parish Councils, private sector companies such as post offices, the voluntary sector, or community organisations that are set up as a form of trust or other 'not for profit' organisation.

Based on a Service Level Agreement (SLA), the partnership body and the County Council would agree the minimum level of library service to be provided by the partnership in exchange for an identified level of support from the County Council.

**Premises**

The library service could be delivered either from the existing building or another building as long as the agreed minimum level of service continues to be provided, as would be detailed in an agreement to be drawn up between the Council and organisation.

For library freehold premises these will be leased on an internal repairing basis for a term of not less than 10 clear years, which will enable bids for external funding to be made. The lease will be initially at a peppercorn rent payable to the Council, with a Council contribution to reasonable directly related property operating costs for an initial period of up to five years.

Reasonable property operating costs will include head rent (where applicable), electricity, gas, buildings insurance, water and rates.

There will be an expectation that where the legal body running the library secured charitable status allowing it to claim rate relief, then this relief would then be reflected in a reduction in the contribution towards running costs paid by the County Council.

Where a library is relocated into an organisation's own building then a contribution to reasonable directly related operating costs will be made as above to a maximum of the amount currently paid. There is an expectation that where rate relief is sought then this relief would then be reflected in a reduction in the contribution towards running costs paid by the Council.

**Staffing**

The partnership would provide all staffing resources, presumed to be volunteers, to meet the minimum number of opening hours agreed. The Council would provide initial and refresher training in appropriate ICT and other systems to all volunteers free of charge. The Council would also provide access to professional advice by phone, email, web based resources and by visits.

ICT Support will be via the Council's helpdesk for the equipment identified in the SLA.

### ICT infrastructure

The Council would provide the Library Management System (LMS) – (for computerised loan issue and returns) including one LMS PC within the existing library premises.

The Council will provide a minimum of one public access PC to include access to the 'virtual' library on-line resources. Additional PC's for public access may be provided subject to negotiation but not exceeding the current provision.

Wifi access will be provided.

*Bookstock* – The Council will loan library book stock to a level appropriate to the levels of service being provided.

### Other Equipment

The Council will provide use of existing fixtures and fittings such as shelving, tables, chairs and counters. This would not include any costs of repairs or replacement which would be the responsibility of the community partnership.

### Transition Costs

A one off grant could be available to support any reasonable costs incurred in setting up the service dependent upon the submission of a satisfactory business case. The actual amount would be dependent upon the nature of the work required but examples could include minor alterations to buildings to enable the service to be provided and/or the fees involved in setting up a trust or other legal entity.

### Insurance

The Council will be responsible for insuring the fabric of the building. The partnership would be responsible for arranging insurance cover for the loaned book stock.

The partnership body would be required to take out public liability insurance with a minimum cover of £10 million. Guidance on how to arrange suitable insurance will be issued.