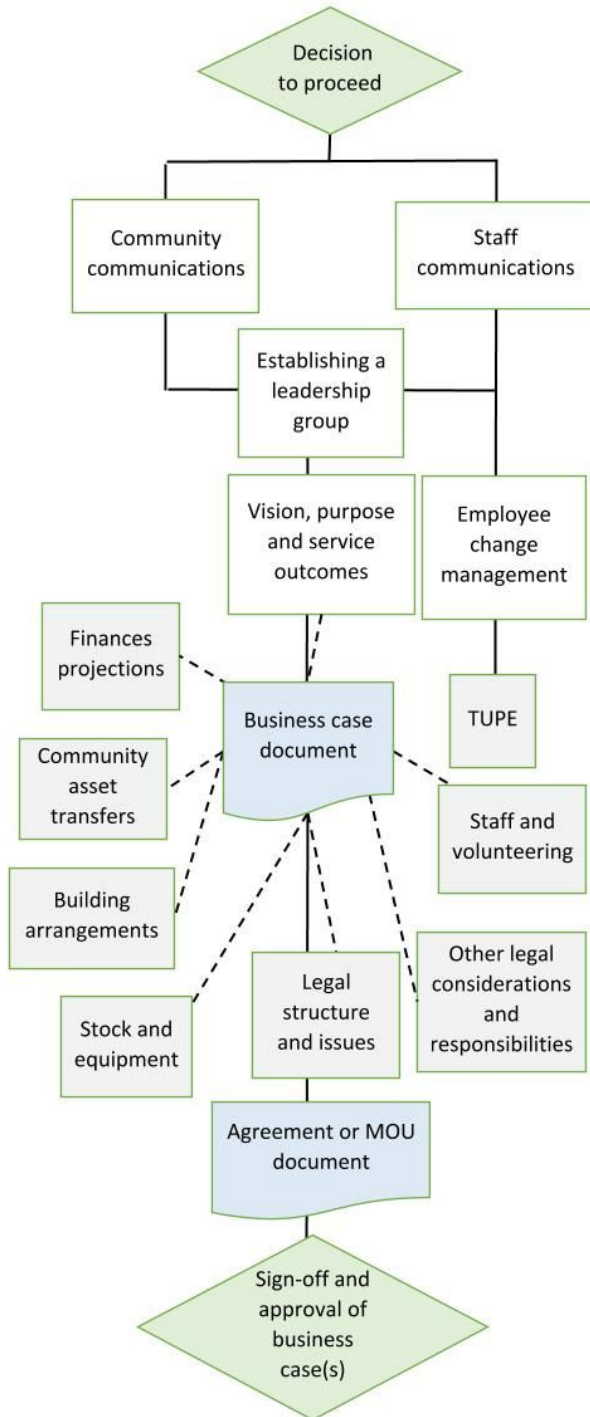


Diagram 2: Setting up a community managed library



Initial decision to proceed

As agreed in Strategic Need and Transformation Approval Report – PID development

Staff and community communications

Use this section to emphasise the importance of communicating the intent as either a council or community group. Particular emphasis on initiating formal processes with staff/TUs and how this process runs through to TUPE issues in some circumstances.

Establishing a leadership group

Evident from case-studies that getting across the line is highly dependent on strong leadership from both emerging groups and the council. Some guidance on governance and appointing and role of chairs.

Service outcomes

Articulating what the new arrangement is anticipated to achieve is crucial and influences many aspects of the business plan. Section outlining the negotiation process required to get agreement between the council and the community.

Developing the business case(s)

- Finance and insurance

Financial projections and statements required – cost considerations – funding

- Building and asset arrangements

Lease vs freehold – compliancy – R&M – using non council buildings –

- Support packages

Nature and scope of potential support from council – core support for different models

- Stock and equipment

Bookfund – membership via LMS – computer equipment software access – wifi – replacement – data

- Legal structure and identity

The need for a legal identity – best-fit with various models –

- Staffing and volunteering

Employment Issues – volunteer roles – recruitment and training – staff & volunteer integration - safeguarding

Agreement/MOU documents

Section to highlight the different types of agreement most appropriate to particular arrangements – guidance on risks

Sign-off and approval

Section looking at different scale/requirement of decision making for LA and community group and subsequent responsibilities and liabilities - Importance of final decision and who can make it.