



**MANOR HOUSE LIBRARY**

**INFORMATION & APPLICATION GUIDANCE**

**September 2016**

# Contents

	<b>Page</b>
<b>1 INTRODUCTION</b> .....	3
<b>2 KEY DATES</b> .....	4
<b>3 PROPERTY – GENERAL INFORMATION</b> .....	5
<b>4 COMMUNITY LIBRARY OFFER</b> .....	7
<b>5 SUBMITTING AN APPLICATION</b> .....	9
<b>6 IMPORTANT NOTICE</b> .....	10
<b>7 LEGAL ISSUES</b> .....	11
<b>8 INFORMATION REQUIRED</b> .....	13
<b>9 APPLICATION EVALUATION</b> .....	18

## Appendices

- 1 Sample Service Agreement**
- 2 Community Profile**
- 3 Buildings information**
  - a. Condition Survey**
  - b. Condition Costs**
  - c. Utilities**
  - d. Repairs and maintenance responsibilities**
  - e. Conservation & Planning Guidance Note**

# 1 INTRODUCTION

Government spending reductions mean that Lewisham will have to reduce its budget by an additional £45million over the next three years by 2018. The scale of the challenge means that every service in the council has been charged with making substantial savings and fundamentally rethinking how their services can be delivered in this new financial climate.

Lewisham has invested heavily in its cultural infrastructure over the last ten years opening new or (fully or partially) refurbished library buildings in Catford, Deptford, Downham, Forest Hill, Lewisham, Manor House, and Torridon. The Library Service response to the Council's financial challenge has been to revisit its planned modernisation programme to enhance the role of community libraries within the service. In 2011 the Council implemented the Lewisham Community Library model, reducing the number of fully staffed libraries from twelve to seven and creating community libraries that provide access to library services in partnership with host organisations. Following further budget challenges the Council is now extending the model to 3 more buildings – Forest Hill, Manor House, and Torridon Road libraries. Preferred partners for Forest Hill and Torridon Rd were agreed in July 2016 and the council is now seeking a partner for Manor House.

Lewisham Council recognises the broader role that library buildings can play within communities, as a meeting place, a source of community information and a focus for community activity. The Council is looking for an enterprising organisation that is interested in taking on the management of Manor House library building and work in partnership to ensure that both library services and wider community benefits continue to be delivered from the building. Manor House is a four storey Georgian manor house with substantial potential for additional uses beyond the current library offer. The Council will not be seeking any rent payment in return for the organisation's support in facilitating the community library offer.

## 2 KEY DATES

Key dates are set out in the table below. Organisations bidding to take on a lease or premises management agreement for Manor House will need to send a representative to a Community Stakeholders Meeting on Saturday 10<sup>th</sup> December, venue tbc. This will be an opportunity for community stakeholders to view and comment on the proposals. The comments will be taken into consideration in assessing the community benefits and community involvement aspects of the bids.

### Summary of Key Dates

The proposed timetable below is subject to change and is provided by way of guidance only. Lewisham Council reserves the right to amend this timetable at its absolute discretion at any time during the tendering process.

EVENT	DATE
Application Pack available	19 <sup>th</sup> September 2016
Pre Application Appointment Days	10 <sup>th</sup> October and 7 <sup>th</sup> November 2016
Deadline for pre application clarification questions	8 <sup>th</sup> November 2016
Deadline for Applications	21 <sup>st</sup> November 2016
Shortlisted clarification meetings	30 <sup>th</sup> November 2016
Community Stakeholders Meeting	10 <sup>th</sup> December 2016
Decision by Mayor & Cabinet	11 January 2017
Agreement of lease/partnership arrangements with preferred Applicant(s)	12 January – 15 March 2017
Start of lease/transition arrangements with successful Applicant(s)	15 March 2017
Library building reopened	31 March 2017

### **3 PROPERTY – GENERAL INFORMATION**

Manor House is a Grade II\* listed Georgian building overlooking Manor House Gardens. Originally built in 1772 it was acquired by Lewisham Metropolitan Council in 1901 and converted into a library. It was re-furbished in 2008/2009, with structural repairs undertaken, lifts installed and redecoration throughout. Rooms on the first and second floors were restored and are now available for hire. Part of this redevelopment included co-location with a Children's Centre in the lower ground floor which is contracted until April 2017 and pays rent of £10k per annum.

The Council is the freeholder and is prepared to transfer the building on a long lease or enter into a premises management agreement. The Council is seeking proposals on how the building can be used that will continue to offer scope for community library service facilities and other benefits to the local community.

Further information about the local communities around Manor House and the aspirations of community stakeholders in the area is contained at Appendix 2.

The information available for the building includes:

- a recently undertaken Condition Survey (Provided for information purposes only, organisations entering into a lease will need to obtain their own independent advice on condition).
- a spreadsheet setting out indicative running costs
- A listed building guidance note

Each are included as appendices to this pack as separate PDF files.

The Council is offering two possibilities for the property agreement:-

- i) A lease with full responsibility for the costs of the building, including the costs of building insurance, repairs and maintenance as well as any national non domestic rates liability to the new occupier. The lease would be for a peppercorn rent for up to 30 years.
- ii) A premises management agreement with the day to day running costs of the building such as utilities, rates and minor repairs being the responsibility of the new occupier and major repairs liability remaining with the council. A list of the potential division of responsibilities for a premises management agreement is contained at appendix 3d.

#### **Planning considerations**

Manor House is designated, for planning purposes, as use class D1 Non Residential Institutions. Where Applicants anticipate a change of use they will be responsible for discussing any relevant issues likely to arise with the Council's Planning Service. It should also be noted that any planned alterations to the building and its surrounds would need to take into

consideration the Grade II\* listed status and the need for listed building consent. Please see guidance note in appendix 3 for further details.

### **Viewing the libraries public areas**

If you would like to view the public areas of the library then please note the opening times contained on the Council website:

[www.lewisham.gov.uk/libraries](http://www.lewisham.gov.uk/libraries)

## 4 COMMUNITY LIBRARY OFFER

An essential element of any bid to take on a lease or management agreement for Manor House is the requirement to work with the Council to facilitate the delivery of library services. In particular the organisation would be required to grant appropriate rights to the Council in relation to part of the premises for the provision of library services. It is anticipated that an agreement will be developed between the Council and the organisation in respect of the library services to clarify roles and responsibilities. Further details of anticipated roles and responsibilities which would form part of this agreement are contained in Appendix 1.

The Council's vision for community library services includes a local library resource that is supported and facilitated by a third party but linked to the Council's library service. The exact nature of these library services will vary depending on the locality in which the offer is based and the nature of the host organisation but all library service provisions will reflect the basic principles of free public access to reading and information for all.

A community library presence will include a stock of quality, relevant books provided by the library service. Stock will be selected based on usage and need and will be catalogued by the library service and delivered to the building ready to go on the shelves. In addition to the stock held within the building, local residents will have access to over 5 million items through the London Libraries Consortium which can be reserved in any library and online.

The Council will work with each host organisation to develop a programme of reader development activities that complement other activities taking place in the building, reflect the skills and interests of the host organisation, reflect the needs and interests of local residents, and provide access to national and regional programmes. Examples of these include:

- Projects to encourage children to read, such as Chatterbooks, Bookstart, Bookcrawl, and the Summer Reading Challenge
- Reading groups for all ages and communities of interest
- School class visits
- Black History Month and LGBT History Month
- Homework clubs
- Author visits and readings

Each of the library buildings benefits from self-issue technology. Self issue entails the attachment of Radio Frequency Identification tags to each item of stock which is then 'recognised' by the self-service terminal. This means that users can check out and return their books without the need for a staff presence and have access to the entire library catalogue from which they can select and reserve items. The equipment comprises one or two terminals – each about the size of a commercial cash dispenser – and a set of gates. Self service can currently be seen in operation at Deptford Lounge, Forest Hill, Downham, Catford, Lewisham, Torrison Road and Manor House Libraries.

The Council will explore with host organisations the best way to ensure access to ICT and wifi within the building that reflects the needs of local residents and complements other activities taking place in the building.

The Council and the host organisation will each be responsible for their own costs related to the delivery of community library services. The information contained in this section and at Appendix 1 reflects the current plans for library services within the London Borough of Lewisham. Library services may be subject to change over the term of any lease or premises management agreement and this will be taken into account in the agreement between the Council and the host organisation.

## 5 SUBMITTING AN APPLICATION

The Application must be completed and delivered to **The Executive Director for Community Services, London Borough of Lewisham, Town Hall reception, Catford, London SE6 4RU** for receipt by no later than noon on 21<sup>st</sup> November 2016 or such later date as notified by the Council. Any Application or any accompanying documentation submitted after such time and date may not be considered for acceptance by the Council.

The Application should be submitted to the above address by registered post, recorded delivery or by hand.

The Application and all other accompanying documentation should be submitted in the form of one unbound copy delivered to the address above and a digital copy emailed to [librarybuildings@lewisham.gov.uk](mailto:librarybuildings@lewisham.gov.uk)

Your Application must remain valid and open for acceptance by the Council three (3) calendar months after the date specified for the return or such longer period as may be agreed with the Council.

Applicants are responsible for obtaining all information necessary and shall bear all costs, expenses and liabilities incurred with the preparation and delivery.

Any questions or clarification about the process can be raised through [librarybuildings@lewisham.gov.uk](mailto:librarybuildings@lewisham.gov.uk). The date by which such questions should have been received is 8<sup>th</sup> November 2016. There will also be the opportunity to book a clarification meeting on either 10<sup>th</sup> October 2016 or 7<sup>th</sup> November 2016 where you can discuss your application with council officers. To book an appointment please email [librarybuildings@lewisham.gov.uk](mailto:librarybuildings@lewisham.gov.uk) .

## 6 IMPORTANT NOTICE

This document has been prepared by Lewisham Council for the purpose of seeking proposals to take over the management of Manor House and in doing so make provision for community library services.

No warranties or opinions as to the accuracy or completeness of any information provided in, or which accompanies this document or otherwise or as to the powers and/or status of Lewisham Council shall be given at any stage by Lewisham Council and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by Lewisham Council.

Any person considering making a decision to enter into an agreement with Lewisham Council or any other person on the basis of the information provided by or on behalf of Lewisham Council must make their own investigations and form their own opinion in relation to the status, completeness and accuracy of all such information and in relation to the status and/or powers of Lewisham Council.

Your attention is drawn to the fact that by seeking proposals to take on management of the specified buildings, Lewisham Council is in no way committed to entering into any agreement and reserves the right to cancel the process at any point. Lewisham Council shall not be liable for any costs resulting from any cancellation of this process nor for any other costs incurred by those expressing an interest in or submitting an application.

## **7 LEGAL ISSUES**

### **The lease/premises management agreement**

The terms required by Lewisham Council will be determined on a case by case basis following the selection of the preferred Applicant(s).

### **Community Library Service Agreement**

The terms required by Lewisham Council will be determined on a case by case basis following the selection of the preferred Applicant(s).

### **Insurance**

Lewisham Council will insist upon the successful Applicant(s) ensuring sufficient insurance is or will be in place. Applicants must state that they are insured to the required levels, or confirm, if they do not already hold the necessary level of insurance, that they will procure it. Minimum insurance levels for all buildings include Public and Third Party Liability Insurance for not less than £5 million pounds with a minimum of £2 million pounds in respect of any one claim. Applicants will also be required to confirm that they are able to arrange adequate buildings insurance for the building or buildings in joint names with Lewisham Council in respect of the usual perils.

### **Equal opportunities**

Lewisham Council is an equal opportunities employer and has various statutory duties to ensure that it carries out its business in a way that promotes equality and eliminates discrimination; in particular Lewisham Council must adhere to equality legislation.

Lewisham Council also expects that the successful Applicant will promote equality, comply fully with all UK equality legislation, or European equivalent, and have an adequate equalities policy and be an equal opportunities employer. Applicants will need to demonstrate that they have relevant Equal Opportunities policies in place.

### **Freedom of information**

In addition to Lewisham Council's commitment to public disclosure, transparency and accountable government, Applicants should note that Lewisham Council is subject to the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR"). This means that, subject to certain exemptions, an individual may request access to any information held by Lewisham Council and Lewisham Council may disclose the information sought. This may include information on an application or details relating to the procurement process.

If you consider that any specific information supplied by you is either commercially sensitive or confidential in nature, please clearly state this in your

Application and mark it as such. You must also give us the reasons for the sensitivity or confidentiality. Block marking of whole Applications is not acceptable. Please note, however, that Lewisham Council may still be required to disclose such information in accordance with FOIA or EIR.

Lewisham Council will use reasonable endeavours to consult with you prior to making its decision on whether to disclose under FOIA or EIR information you have identified as commercially sensitive or confidential.

If you are unsure as to Lewisham Council's obligations under FOIA and EIR regarding the disclosure of commercially sensitive or confidential information please seek independent legal advice.

### **Conflict of interest**

Lewisham Council expects Applicant(s) to have due consideration for the Council's interests and to declare any actual or potential interest which might conflict with our interests. If, in our opinion, there is a conflict of interest that cannot be mitigated, this may result in an Application being rejected.

## **8 INFORMATION REQUIRED**

### **General**

Your Application must contain a response to all of the questions set out in this section, clearly referenced following the order set out in this section.

Your Application response should also include:

- Constitution/Trust Deed/Memorandum and Articles of Association (as applicable)
- Most recent audited accounts demonstrating that the organisation is a going concern
- Details of an adequate equal opportunities policy
- Evidence of Insurance held or undertaking to obtain necessary insurance

You should note that your Application will be evaluated according to the criteria set out in section 9.

If Applicants wish to seek clarification in relation to any provision, they should do so by asking a clarification question and submitting that question in accordance with section 5 above. Applicants should note that responses to clarification questions may be provided to all Applicants.

### **Information to be provided**

Applicants must provide the following information in their Application and should respond with clear and concise responses. Your Application should follow the same sequence below.

### **Proposed use of the building**

Provide details of the proposed use of the building including:

---

- a) The use of the building, and the services that would be delivered.
- b) Whether you would be seeking a lease or premises management agreement for the building and the number of years you would like the arrangement to run for.

- c) If relevant, the estimated number of residents benefiting from each of the services identified and what the community benefit will be.
  
- d) An identification of the key risks and factors that will affect delivery and/or cost.
  
- e) Details of how a community library service will be offered within the building.

Note: it is envisaged that Lewisham Council Library and Information Service will provide specialist equipment and expertise while the host organisation will be responsible for maintaining the building, providing public access to the building and the management systems for running a safe and successful community library service facility. Further details of this are set out in section 4 above and Appendix 1.

### **Capacity**

Provide details of the lead organisation that would be responsible for entering into the lease and overall management of the building or buildings and details of partnerships and other arrangements that would be in place to deliver the services and activities.

- a) The name of organisation.
  
- b) Copy of constitution/Trust Deed/Memorandum and Articles of Association (as applicable)
  
- c) The names of partner organisations, what their role would be and whether this arrangement is confirmed or proposed.

- d) The solicitors you intend to instruct if your Application is successful.
  
- e) Details (including names and/or job titles where possible) of the individuals or organisations involved in delivering your proposal.
  
- f) Confirmation of the relevant accreditation, licences, skills and any other requirements in order to deliver these services.
  
- g) Details of previous property management experience.

## Forecast 5 year revenue and expenditure

Provide details of the revenue expenditure anticipated in relation to the buildings:

- a) Expected income and expenditure for each of the first five years operation including staffing, management, fees, rates and all other operating costs – add rows as required.

b)

Annual costs for each of years 17/18 to 20/21			
Expenditure		Income	
<i>Identify expenditure type</i>	<i>Amount</i>	<i>Identify source of income</i>	<i>Amount</i>
Total		Total	

- c) Forecast income and expenditure in a typical year after 5 years operation.

Typical year 2020/21 onwards			
Expenditure		Income	
<i>Identify expenditure type</i>	<i>Amount</i>	<i>Identify source of income</i>	<i>Amount</i>
Total		Total	

### **Description of plans to involve the local community**

Provide details of contact within the local community to date and plans to involve local people and organisations in the design and delivery of services. This may include plans for recruiting and supporting volunteers, service user groups and links with local voluntary and community groups, clubs and associations.

### **Additional information**

Applicants can, if they wish provide any relevant additional information to their submission not covered by the preceding headings.

## 9 APPLICATION EVALUATION

Applications which are not substantially complete or which do not comply with the requests set out in this Guidance will give sufficient grounds to be rejected. There is no right of appeal where Applications are rejected.

### Evaluation criteria and weighting

Applications will first be evaluated against the following requirements which will be scored on a pass/fail basis. Any Application that scores “fail” against any of these requirements may be deemed non-compliant and rejected without further evaluation.

Confirmation of receipt of audited accounts demonstrating that the organisation is a going concern	Pass/Fail
Confirmation of an adequate equal opportunities policy	Pass/Fail
Confirmation relating to required insurances	Pass/Fail

Remaining Applications will then be evaluated in accordance with the evaluation criteria and the information requested in section 8.

Each question will be scored between 0-10.

A score of 0 to 2 = not acceptable or major areas of weakness

A score of 3 to 4 = less than acceptable more weaknesses than strengths

A score of 5 to 6 = acceptable but with some minor areas of weakness

A score of 7 to 8 = highly acceptable strong with few weaker areas

A score of 9 to 10 = extremely competent, many strengths no weaknesses

Criteria reference	Question title	Weighting criteria
1	Proposed use of the building and associated community benefits including community library service	30%
2	Organisational Capacity	30%
3	Ability to take on financial responsibilities of running the library building including income and expenditure forecast	30%
4	Plans to involve the community	10%