

Report of **Library and Information Service**

Report to **Chief Officer Culture and Sport.**

Date: **31/12/2014**

Subject: **Supply of Library Materials LCC8999**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. This report seeks approval to extend the contract for the Supply of Library Materials for 12 months for the period 3rd August 2015 until 2nd August 2016

Recommendations

2. The Chief Officer Culture and Sport is recommended to approve the invocation of Contracts procedure rule 21.1 to enable the Current contract with Askews and Holts Library Services which Supplies Library books, DVDs, CDs and promotional material for the Library Service, School Library Service and Prison Service be extended until 2nd August 2016 at a cost of approximately £750,000.

1 Purpose of this report

- 1.1 The purpose of this report is to seek approval to extend the contract for the Supply of Library Materials for an additional 12 months, for the period 3rd August 2015 until 2nd August 2016.
- 1.2 To confirm and record that there is no internal provider

2 Background information

- 2.1 The current contract is serviced by Askews and Holts Library Service and is due to expire on 2nd August 2015.
- 2.2 Contract extensions are only permitted if they are put in place before the contract expiry date and where the proposed extension is in accordance with the contract terms.
- 2.3 There is provision under the terms and conditions of the contract to extend for one period of twelve months subject to satisfactory performance and value for money consideration.

3 Main issues

- 3.1 The main contract expires on 2nd August 2015. The service would like to take the opportunity to extend the contract for one further year.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.2.1 Previously a full tender exercise via the council's system was carried out in April 2012 using the open procedure that made them accessible to any potential tenderer. The tender process resulted in the award of the contract to Askews and Holts Library Service for the supply of books, dvd's, cd's and promotional material for the Library Service, School Library Service and Prison Service.

4.3 Equality and Diversity / Cohesion and Integration

- 4.3.1 An equality impact assessment screening form (attached as an appendix) has been carried out and due regard for equality, diversity and cohesion has been considered with no negative impacts being identified. The established contract monitoring procedures will ensure that any issues arising are addressed appropriately.

4.4 Council policies and City Priorities

- 4.4.1 Library materials are the cornerstone of library provision and provide an increased opportunity for participation in cultural activity, enabling a love of reading for pleasure, supporting the development of literacy skills as well as providing access to learning and information.

4.5 Resources and value for money

- 4.4.1 A competitive tendering exercise was completed in 2012 in accordance with the appropriate rules and provides best value within the market.

4.5.2 Full Scheme Estimate

- 4.4.1 The expenditure available is £750,000 per annum.

4.6 Legal Implications, Access to Information and Call In

- 4.6.1 This is a key decision as defined under article 13 of the constitution, which requires publication and is subject to call-in.

4.7 Risk Management

- 4.7.1 During the initial contract period there have been no major concerns with the service provider, minor issues have been resolved through regular discussions and review meetings with the supplier.

5 Conclusions

- 5.1 The supply of library materials for all 3 service points is still required by the service and is a vital part of the library service provision.

6 Recommendations

- 6.1 The Chief Officer Culture and Sport is recommended to approve the invocation of Contracts procedure rule 21.1 to enable the Current contract with Askews and Holts Library Services which Supplies Library books, DVDs, CDs and promotional material for the Library Service, School Library Service and Prison Service be extended until 2nd August 2016 at a cost of approximately £750,000.

7 Background documents¹

- 7.1 N/A.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.