

Report of Deputy Head of the Library Service

Report to Chief Officer, Culture and Sport

Date: 27 April 2016

Subject: Report to seek approval to waive Contract Procedure Rules 8.1 and 8.2 in order to renew the licences for Netloan, the PC booking system.

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 type="checkbox"/> Yes	<input checked="" 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

A waiver to contracts procedure rules is required in order for the Library and Information Service to renew the annual licence agreement for Netloan, the PC bookings system which is installed on the public access PCs in libraries and community hubs.

The Best Council Plan seeks to improve digital literacy. The Library and Information Service uses Netloan to allow customers to book sessions on public access PCs. It is an integral part of the public access solution. Netloan links to the Library Management System to ensure the correct level of filtering, and customers can book time on library PCs either from one of the existing library PCs, or from home. The system also controls the printing from public access PCs.

Recommendations

The Chief Officer, Culture and Sport is recommended to approve the waiver of the following Contracts Procedure Rule(s):

Contracts Procedure Rule Nos 8.1 and 8.2 - Intermediate Value Procurements

Enabling the renewal of the annual licence agreement for Netloan, the PC bookings system which is installed on the public access PCs in libraries and community hubs.

1. Purpose of this report

- 1.1 The purpose of this report is to provide evidence in support of a request to waive contracts procedure rules in the respect of annual licence renewal for Netloan, the PC booking system in use by the Library and Information Service.

2 Background information

- 2.1 The Library and Information Service has used Netloan to control the bookings on over 500 public access PCs for several years. The system is easy to use by customers and staff and ensures that customers are able to pre-book time on PCs, book ad hoc sessions on the day if the PCs are not booked or in use, and log on using their library card and PIN, ensuring that the correct level of age related filtering is applied for internet access. The system controls approximately 600,000 sessions each year.
- 2.2 Additional Netloan licences have also been bought by the Community Hubs.

3 Main issues

- 3.3 Netloan integrates with the Library Management System to authenticate user age etc. to apply the correct level of filtering and it also integrates with the council-wide print solution to enable paid for printing.
- 3.4 Without this facility customers will not be able to book a PC in advance, get the correct level of internet filtering appropriate for their age or pay for printing.
- 3.1 A waiver is required in this case as the Library and Information Service needs to be able to renew the licences on an annual basis in order to continue using the system.
- 3.2 At £10,300 this supported service offers good value. The level of complexity of the integration of Netloan with the other existing platforms outlined above means that any procurement exercise to deliver a similar service would be disproportionately costly for both the procurement and its implementation in terms of the level of saving which may or may not be achieved in consideration of the officer time and charges levied by the other suppliers to integrate those systems.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The system is utilised for almost 600,000 public computing sessions per year. Consultation with colleagues in Community Hubs suggests that the need for the system is likely to increase with the inclusion of job club and other public access PCs to enable these resources to be booked by library users at times when the job club is not operating.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 This decision is to enable the continuation of an existing service and has no overt implications. However, public access computing ensures city-wide access to internet connectivity and enables community based digital skills training, this particularly benefits those who are unable to access digital services and internet provision.

4.3 Council policies and the Best Council Plan

- 4.3.1 Public access computing ensures city-wide access to affordable internet connectivity and enables community based digital skills training. This service helps to deliver the Best Council Plan key indicator of ‘% of adults in Leeds who have all 5 basic digital skills’.

4.4 Resources and value for money

- 4.4.1 There is a budget held within the Library and Information Service to ensure the provision of a bookable public internet service. This budget equates to licences for 535 PCs. Any expansion in bookable public access computing necessitating an increase in licences beyond the 535 will be the financial responsibility of Community Hubs; this is currently 37 additional licences.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This decision is a significant operational decision taken by an officer, and is not open to call-in.

4.6 Risk Management

- 4.6.1 If the proposed action is not approved the Library and Information Service will not be licenced to use the PC booking system. Customers would be unable to use the public access PCs until such time as another solution could be implemented.
- 4.6.2 Without the Netloan system there would be no integration with the Council wide printing solution resulting in a loss of income.

5 Conclusions

- 5.1 The Netloan PC bookings system has been delivered to the Council’s requirements and is an integral part of the public access service. Licences need to be renewed on an annual basis.

6 Recommendations

- 6.1 The Chief Officer, Culture and Sport is recommended to approve the waiver of the following Contracts Procedure Rule(s):

Contracts Procedure Rule Nos 8.1 and 8.2 - Intermediate Value Procurements

Enabling the renewal of the annual licence agreement for Netloan, the PC bookings system which is installed on the public access PCs in libraries and community hubs.

7 Background documents¹

- 7.1 None

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.