

**Report of Chief Librarian**

**Report to Chief Officer Customer Access and Welfare**

**Date: 03/10/2018**

**Subject: Approval to participate in a procurement conducted by another public body for Library materials procurement via the regional consortium contract in accordance with CPRs 5.1 to 5.3**

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. New contract arrangements are required from 1<sup>st</sup> August 2019 to ensure the continued supply of appropriate library materials.
2. The library service is seeking permission to enter the North West Libraries Consortium (NWLC) / Yorkshire Book Consortium (YBC) to participate in and benefit from a joint Contract Agreement for the supply and servicing of library materials.
3. The agreement offers the member local authorities a simple route to establishing supply arrangements for the provision of all types of library stock materials, achieving greater economies of scale, and removing the need for each authority to undertake their own tendering exercise.
4. This process has been used to great effect for several years by many of the other authorities within the Yorkshire region.
5. Approval is sought in accordance with CPRs 5.1 – 5.3 which state that any joint procurement for the benefit of the Council together with one or more public bodies will be formally approved by the relevant Chief Officer as a Delegated Decision before the procurement commences.

## **Recommendations**

6. The Chief Officer Customer Access and Welfare is recommended to approve: the library service joining the North West Libraries Consortium (NWLC) / Yorkshire Book Consortium (YBC) and under CPR 5 (5.1 and 5.3), the procurement of library materials through the re-tendering of the consortium's contract in 2018-19.

### **1 Purpose of this report**

- 1.1 The purpose of this report is to seek approval for the library service to join the North West Libraries Consortium (NWLC) / Yorkshire Book Consortium (YBC)
- 1.2 If 1.1 is agreed, approval is also sought, under CPR 5, for the supply of library materials through the North West Libraries Consortium (NWLC) / Yorkshire Book Consortium (YBC) following re-tendering of the contract in 2018-19.

### **2 Background information**

- 2.1 The existing contract for the supply of library materials was awarded via a secondary competition within the ESPO framework. This was awarded to Askews & Holts Library Services Ltd for the period 3<sup>rd</sup> August 2016 to 2<sup>nd</sup> August 2019 (with the option to extend by a further 12 month period). The value of this contract is approximately £585k per annum.
- 2.2 Although the ESPO framework contract has a further year to run, plus an optional one year extension, the Library Service is undertaking wider discussions regarding the value of greater regional working to achieve the financial benefits that the increased economies of scale could offer.

### **3 Main issues**

- 3.1 There is an existing consortium within the region for library materials and this runs until the end of May 2019. The contract is run by the North West Libraries Consortium (NWLC) / Yorkshire Book Consortium (YBC) who are about to begin a new tender process for the supply of materials from 1<sup>st</sup> June 2019. As such, this offers a timely opportunity for Leeds to join the consortium for the next period of its supply contract.
- 3.2 The key objective for authorities participating in the new tender process will be to enter into Supply Contracts for the period 1st June 2019 until 31st May 2022 (with the option to extend of a further 12 months) and to carry out all the necessary processes to enable them to administer these contracts.
- 3.3 There will be no requirement for each local authority to enter into separate Contracts with each supplier. The Terms and Conditions that apply to each order under the Contract will come into effect when an order is placed by a member of the NWLC or YBC.
- 3.4 This will offer savings in terms of procurement process as well as the economies of scale achieved from participating in a contract of this size.

3.5 The agreement offers the member local authorities a simple route to establishing supply arrangements for the provision of all types of library stock materials, achieving greater economies of scale, and removes the need for each authority to undertake a tendering exercise.

3.6 This process has been used to great effect for several years by many of the other authorities within the Yorkshire region.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Advice on the re-letting of the contract for supply of Library materials has been sought from colleagues in the Procurement Unit who have identified the use of the consortium contract as a possible source of additional savings through minimising officer time required for managing the tendering process.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 An equality impact assessment screening form has been carried out for the supply of library materials 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.

### **4.3 Council Policies and City Priorities**

4.3.1 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.

### **4.4 Resources and Value for Money**

4.4.1 In using the consortium contract, Leeds Libraries will be exempt from having to undertake any further advertising, supplier assessment or adherence to lengthy procurement procedures, therefore, procurement costs and timescales will be minimised.

4.4.2 Pricing is on the normal library supply basis of a discount off publishers' recommended retail prices, plus a small charge for servicing. The exact terms under the consortium contract will depend upon estimated volumes of business, and the nature of our requirements (for example, level of servicing and proportion of delivery to a central point vs. delivery direct to branch, etc).

### **4.5 Legal Implications, Access to Information and Call In**

4.6 The procurement will comply with the following parts of Contract Procedure Rule 5 –

“5.1. Any joint procurement for the benefit of the Council together with one or more public bodies will be formally approved by the relevant Chief Officer as a Delegated Decision before the procurement commences.

5.3. Where the Council is going to take part in a procurement that is conducted by another public body the procurement must be carried out in accordance with the procuring body's procurement rules and the Public Contracts Regulations, but the Authorised Officer will in any event comply with CPRs 3.1 to 3.3 (except for 3.1.13, 3.1.19 and 3.1.20)."

4.6.1 This is a key decision and as such is eligible for call-in.

#### **4.7 Risk Management**

4.7.1 The Library Service must review stock supply prior to August 2019 to ensure continuation of services to the public and to meet statutory obligations under the Public Libraries and Museums Act 1964.

4.7.2 The consortium contract provides an opportunity to enter into contracts with suppliers without the cost and time implications of a tender exercise.

#### **5 Conclusions**

5.1 The consortium contract will provide the opportunity to ensure the continued provision of library stock materials with limited cost and time implications, with the additional benefits expected from increased economies of scale.

#### **6 Recommendations**

- The Chief Officer Customer Access and Welfare is recommended to approve the library service joining the North West Libraries Consortium (NWLC) / Yorkshire Book Consortium (YBC) and under CPR 5 (5.1 and 5.3), the procurement of library materials through the re-tendering of the consortium's contract in 2018-19.

#### **7 Background documents**

7.1 None.