

CABINET

17th September 2019

LIBRARY STOCK SUPPLY CONSORTIUM

Report of the Strategic Director for Places

Strategic Aim:	Sound Financial Planning	
Key Decision: Yes	Forward Plan Reference: FP/120719	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mrs L Stephenson, Portfolio Holder for Culture and Leisure, Highways, Transportation & Road Safety	
Contact Officer(s):	Robert Clayton, Head of Culture & Registration	01572 758435 rclayton@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet:

1. Approves participation in the East Midlands/East Anglia Library Stock Supply Consortium.
2. Authorises the Head of Culture and Registration, in consultation with the Portfolio Holder for Culture & Leisure, the Portfolio Holder for Finance, and the Director of Resources, to agree the award of the resulting contract.

1 PURPOSE OF THE REPORT

- 1.1 To approve the participation of the County's Library Service in a new consortium to procure library stock, with the aim of securing improved terms and levels of service. The indicative value of the contract is £43,000 per annum, which is £172,000 over a 4 year contract. The Council's Contract Procedure Rule 12 requires contracts of this value to be approved by Cabinet prior to the tendering process being undertaken. Rule 1.5 allows the use of collaborative joint purchasing.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 Rutland County Council has a statutory duty under the Public Libraries Act 1964 to provide a comprehensive and efficient library service. The Rutland Library Service contributes to the strategic aim of increasing our cultural, sport and recreational offer. Securing discounts on the cover price of books and other materials by operating as part of a consortium will lever the best value from the library stock fund
- 2.2 The current stock supply contract for Rutland Libraries ends on 31st March 2020. A consortium of local authorities is being developed to maximise buying power and generate economies of scale. The tender process will be run by Nottinghamshire County Council, for a 4 year contract (in the format of 2 + 1 +1). The tender will incorporate break clauses, and the consortium is considered to be an appropriate mechanism to reduce the risk associated with entering in to a 4 year contract.
- 2.3 Nottinghamshire County Council has formed a consortium for the supply of library stock consisting of Nottinghamshire, Nottingham City, Derbyshire, Derby City, Leicester City, Leicestershire, Cambridgeshire and Peterborough City library authorities. Commissioning officers and Librarians from each service will meet to agree the terms of the tender and the appraisal framework. Rutland has in the past procured stock in partnership with Leicestershire, Cambridgeshire and Peterborough Libraries, and has secured discounts on the cover price of books and DVDs which has enabled improved purchasing power.
- 2.4 There has been a significant contraction in the library supplier market in recent years, and it is therefore thought to be prudent to procure stock as part of a larger consortium, with rationalised procedures, in order to secure economies of scale and maintain significant levels of discount, greater than those that could be achieved independently.
- 2.5 Nottinghamshire have agreed to run the tendering process for a one-off fee of £3,700 split between the participants on the basis of population size. Rutland's share will be only £35.73. The indicative total value of the contract from Rutland will be around £172,000, whereas the total consortium value over 4 years will be around £9.58 million, making the contract much more attractive to potential bidders.
- 2.6 Each authority will contract with the successful supplier(s) individually following the outcome of the tender to allow maximum flexibility, and break clauses will be incorporated in the contract. The tender documentation and contract will be reviewed and approved by Rutland's legal team. The Head of Culture and Registration will consult with the Portfolio Holder for Culture & Leisure, the Portfolio Holder for Finance, and the Director of Resources, following the outcome of the tendering process to agree the award of the resultant contract.

3 CONSULTATION

- 3.1 The proposal has been discussed with the Portfolio Holder for Finance, the Portfolio Holder for Culture, the Strategic Directors Resources and Places, and the Deputy Director Corporate Governance.

4 ALTERNATIVE OPTIONS

- 4.1 The library service could seek to procure library stock independently of other authorities, however this would create a significant risk of poorer discounts, fragile supply arrangements, and considerable additional staff workloads.

5 FINANCIAL IMPLICATIONS

- 5.1 Nottinghamshire County Council have agreed to undertake the lead procurement role, and will charge an administration fee of £3,700, split between the 9 participating authorities. Rutland's share will be a fee of just £35.73, based on our population as a percentage of the consortium.
- 5.2 The terms of the tender will ensure that stock expenditure levels are indicative only, and no guarantee of levels of spending is made. The £43,000 annual value is within the current library service stock budget allocation.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 The Council's Contract Procedure Rule 12 requires that tendering of a contract of between £50,000 and the EU Procurement threshold must be approved by Cabinet. The value of this contract over 4 years is £172,000. Rule 1.5 allows the use of collaborative joint purchasing.

7 DATA PROTECTION IMPLICATIONS

- 7.1 A Data Protection Impact Assessments (DPIA) has not been completed because no personal data is being processed.

8 EQUALITY IMPACT ASSESSMENT

- 8.1 An Equality Impact Assessment has not been completed as there is no identified impact on different groups.

9 COMMUNITY SAFETY IMPLICATIONS

- 9.1 None.

10 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 None.

11 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 11.1 Participating in the proposed consortium will realise significant benefits to the Council by maximising the stock resources that can be procured with the allocated library stock budget.

12 BACKGROUND PAPERS

12.1 None

13 APPENDICES

13.1 None

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