

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	2599
Author:	Elaine Dykes
Department:	Communities
Contact:	Elaine Dykes (Job Title: Service Manager Libraries South, Email: elaine.dykes@nottinghamcity.gov.uk, Phone: 0115 8761934)
Subject:	Supply of books and DVDs to Nottingham Library Service, including library in HMP Nottingham, over 4 years
Total Value:	Maximum £828,000 expenditure over 4 years (Type: Revenue)
Decision Being Taken:	To approve the procurement of a new contract for a period of up to 4 years (2yrs initially, plus one year plus one year), to provide books for loan and reference to citizens via 15 public libraries across Nottingham plus books and DVDs via the prison library at HMP Nottingham. This will be through a consortium approach led by Derbyshire.
Reasons for the Decision(s)	A successful and efficient consortium with library services in Derbyshire, Derby City and Nottinghamshire (Inspire) ends in March 2017 selecting and purchasing stock from recognized library suppliers. This approach has enabled us to gain significant discounts on the majority of items purchased. To maintain a robust and thriving library service the stock needs to be continuously refreshed and developed. Books are provided for all ages from birth and are chosen for leisure and academic value. The library service plays a vital role in supporting language and literacy development for Nottingham citizens enhancing early years and education targets, which in turn leads to a more highly skilled workforce. Using a library supplier not only provides a wide range of materials, they offer online ordering facilities and stationery (date labels, book jackets to ensure longer life for the purchased material). A general book seller does not offer these services.
Other Options Considered:	1. Do nothing - Nottingham will be unable to purchase new books resulting in a significant reduction in service for Nottingham citizens. 2. MAC the Mid Anglian Consortium - working with a larger consortium has been investigated but our membership could not be secured. 3. Individual procurement - This would entail greater work for our Procurement Team, paying an additional fee to ESBO , and the strong likelihood that with our own single budget we would not get the discounts a bigger spending Consortium approach would offer.

Background Papers: **None**

Published Works: **None**

Affected Wards: **Citywide**

Colleague / Councillor Interests: **None**

Consultations: **Those not consulted are not directly affected by the decision.**

Crime and Disorder Implications: **There are no crime and disorder implications**

Equality: **Please login to the system to view the EIA document: EIA Library Purchase Bookfund 2017.18.doc**

Decision Type: **Portfolio Holder**

Subject to Call In: **No**

The call-in procedure does not apply to the proposed decision because the delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The Chair of the Overview and Scrutiny Committee (or Vice-Chair) in his/her absence has been consulted and agreed both that the decision proposed is reasonable in all circumstances and that it should be treated as a matter of urgency.

Person Consulted: Cllr Brian Parbutt

Consultation Date: 15/09/2016

NCC is part of a consortium. This will provide significant savings (up to 30-35% discount on books) However the deadline for submission of the consortium bid is on 20 September, and the lead authority, Derbyshire CC requires approval from all the authorities by this date if they wish to be part of the consortium bid.

Advice Sought: **Legal, Finance, Procurement, Equality and Diversity**

Legal Advice:

Derbyshire County Council (DCC) is taking the lead for this procurement on behalf of four councils, including Nottingham City Council (NCC). DCC needs to ensure both the OJEU notice, which advertises the contract opportunity to the market, and the Invitation to Tender issued to bidders name NCC as an organisation which will be able to enter into a contract in its own name with the successful bidder. It is understood that the NCC Procurement team is liaising with DCC to ensure this is done. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 13/09/2016.

Finance Advice:

This decision seeks approval to incur expenditure up to a maximum of £0.828m over a period of 4 years. The current Medium Term Financial Plan (MTFP) includes budget provision to purchase new stock for the Council's library service. Continuing with this collaborative tendering approach will ensure the Council secures the best value.

The resources available in future years will be subject to the annual refresh of the MTFP, and therefore the Head of Service for libraries will need to ensure there are adequate funds before making purchases.

Advice provided by Maria Balchin (Finance Analyst) on 14/09/2016.

Procurement Advice:

This is a collaborative tendering exercise being led by Derbyshire County Council, the other members of the group are Derby City Council, Nottinghamshire County Council and Nottingham City Council.

Nottingham City Council libraries should benefit from the economies of scale in order that we receive a higher % discount for our library stock demand and lower cost of the services required.

Nottingham City Council's procurement team will oversee the process to ensure that our interests are best met in terms of value for money and compliance with our EU procurement obligations. Advice provided by Paul Ritchie (Lead Procurement Officer) on 09/09/2016.

Equality and Diversity Advice:

There are opportunities here in line with our public sector equality duty to advance equality by ensuring that materials purchased reflect and meet the complex and diverse needs of communities, particularly those who are protected under Equality Act legislation, to ensure that the library service remains inclusive. Materials purchased should be available in a range of accessible formats, meeting the needs of Disabled people and people with additional needs.

Regular contract monitoring should take place to review the impact of this decision on protected groups.

Advice provided by Imogen Denton (Senior Equality Specialist) on 16/09/2016.

Signatures

David Trimble (Portfolio Holder for Leisure and Culture)

SIGNED and Dated: 16/09/2016

Andrew Vaughan (Corporate Director Commercial and Operations)

SIGNED and Dated: 16/09/2016

Equality Impact Assessment Form

Name and brief description of proposal / policy / service being assessed

Supply of books and DVDs to Nottingham Library Service
 To approve the procurement of a new contract for a period of up to 4 years (2yrs initially, plus one year plus one year), to provide books for loan and reference to citizens via 15 public libraries across Nottingham plus books and DVDs via the prison library at HMP Nottingham. This will be through a consortium approach led by Derbyshire.

Information used to analyse the effects on equality in the purchase decisions of books.

- Agreed priorities for the library service and the City Council
- Demand as demonstrated by issue figures for different categories of stock and user satisfaction levels through public feedback
- The information in which decisions are influenced by is provided through the Library Management System, the national Library User Survey (PLUS) staff monitoring and user/community profile of the service, including, age disability and BME background
- To ensure best value for money, contracts are awarded with book and media suppliers usually for 3 years. Some elements of the book fund are not included within these contracts to allow for greater flexibility e.g. purchase of non-English language materials

	Could particularly benefit (X)	May adversely impact (X)	How different groups could be affected: Summary of impacts	Details of actions to reduce negative or increase positive impact
People from different ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	The proposed procurement route for the supply books will have no adverse effect on this specific group	<p>Develop existing stock of community language material in line with needs of community.</p> <p>Increase , rotation and circulation of the physical stock will make sure that customers see a wider, more diverse range of titles on library shelves</p> <p>Some elements of the book fund are not included within this purchasing contracts to allow for greater flexibility e.g. purchase of non-English language materials</p>

Equality Impact Assessment Form

	Could particularly benefit (X)	May adversely impact (X)	How different groups could be affected: Summary of impacts	Details of actions to reduce negative or increase positive impact
Men, women (including maternity/pregnancy impact), transgender people	<input type="checkbox"/>	<input type="checkbox"/>	The proposed procurement route will have no adverse effect on this specific group	
Disabled people or carers	<input type="checkbox"/>	<input type="checkbox"/>	The proposed procurement will have no adverse effect on this specific group	Develop existing stock of books in alternative formats and increase rotation of stock to ensure maximum usage.
People of different faiths/beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>	The proposed procurement route will have no adverse effect on this specific group	
Lesbian, gay or bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	The proposed procurement route will have no adverse effect on this specific group	Develop existing stock of LGBT literature in line with needs and increase rotation of stock to ensure maximum usage
Older or younger people	<input type="checkbox"/>	<input type="checkbox"/>	The proposed procurement will have no adverse effect on this specific group	
Other (e.g. marriage/civil partnership, looked after children, cohesion/good relations, vulnerable children/adults)	<input type="checkbox"/>	<input type="checkbox"/>	The proposed procurement will have no adverse effect on this specific group	Publications can be requested if needed.

Outcome(s) of equality impact assessment:

No major change needed Adjust the policy/proposal Adverse impact but continue Stop and remove the policy/proposal

Equality Impact Assessment Form

Arrangements for future monitoring of equality impact of this proposal / policy / service:

On-going review of users and community profile of our libraries as well analysis of ongoing users survey to ensure book fund allocation responds to and reflects the needs and priorities of our users

Approved by (manager signature):

Hugh White

Director of Sport, Culture & Parks

10 September 2016