

# **MINUTES OF THE MEETING OF THE CABINET MEMBER SIGNING HELD ON MONDAY, 26TH MARCH, 2018, 12.00pm**

**PRESENT: Councillor Bernice Vanier – Cabinet Member for Adult Social Care and Culture**

**Also Present : Judith Walker, Sebastian Dacre, Ayshe Simsek**

## **43. FILMING AT MEETINGS**

The Cabinet Member referred to agenda item 1, as shown on the agenda in respect of filming at this meeting and Members noted this information.

## **44. URGENT BUSINESS**

There were no items of urgent business.

## **45. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **46. ALCOHOL SUPPORT SERVICE CONTRACT NOVATION**

The report sought Cabinet Member approval to novate the existing contract for the provision of an Alcohol Support Service from Haringey Advisory Group on Alcohol (HAGA) to Blenheim CDP (Blenheim) as allowed under Contract Standing Order (CSO) 9.07.1(d) "All contracts valued at £500,000 (five hundred thousand pounds) or more at the time of award may only be awarded, assigned, or novated by the Cabinet"; and CSO 10.03 "In circumstances permitted in Regulation 72 of the Public Contract Regulations or Regulation 43 of the Concession Contracts Regulations or where the value of a contract is below the applicable threshold pursuant to the Regulations the Council may agree to the novation or assignment of a contract".

In response to a question from the Cabinet Member, it was noted that there would be no change to the delivery of the Alcohol support service and HAGA would continue to provide this support service from their existing location but would come under the umbrella of services provided by Blenheim.

## **RESOLVED**

To approve the novation of the existing contract for the provision of an Alcohol Support Service contract from HAGA to Blenheim in accordance with CSOs 9.07.1(d) and 10.03 so that the contract can continue to be delivered without interruption.

## **Reasons for decision**

As of 1<sup>st</sup> April 2018, HAGA and Blenheim will merge and HAGA will cease to be an independent charity. All existing HAGA contracts will need to be transferred into Blenheim's name. This is an administrative change. Blenheim's contractual responsibilities will remain the same as HAGA's.

All HAGA staff members are moving into the merged organisation and so there will be continuity in terms of the staff delivering the Alcohol Support Service contract.

## **Alternative options considered**

Not to agree to novate the contract. As the Alcohol Support Service would be disrupted, with a negative impact for service users, this option was dismissed.

## **47. SPECIALIST ALCOHOL SERVICE CONTRACT NOVATION**

The report sought Cabinet Member approval to novate the existing contract for the provision of Specialist Alcohol Service with Haringey Advisory Group on Alcohol (HAGA) to Blenheim CDP (Blenheim) as permitted under Contract Standing Order (CSO) 10.03 (Novation of contracts in circumstances permitted under Regulation 72 of Public Contract Regulations 2015)) in accordance with the provisions of CSO 9.07.1(d) which provides that only Cabinet may award, assign or novate contracts valued at £500,000 or more.

This report was required in order to support the merger of HAGA and Blenheim and to enable continuation of the delivery of the community and housing related support alcohol services to Haringey residents. Novation of the contracts as requested will avoid any break in services for vulnerable users with alcohol needs.

## **RESOLVED**

To approve the novation of the existing contract for the provision of a Specialist Alcohol Service with HAGA to Blenheim in accordance with CSOs 9.07.1(d) and as permitted under CSO 10.03 so that the contract can continue to be delivered without interruption. The value of the contract is £419,000 per annum.

## **Reasons for decision**

By 1<sup>st</sup> April 2018, HAGA and Blenheim will merge and HAGA will cease to be an independent charity. All existing HAGA contracts will need to be transferred into Blenheim's name. This is an administrative change. Blenheim's contractual responsibilities will remain the same as HAGA's.

All HAGA staff members are moving into the merged organisation and so there will be continuity in terms of the staff delivering the contract for the provision of a Specialist Alcohol Service.

## **Alternative options considered**

To not agree to novate the contract. As the Specialist Alcohol Service would be disrupted, this option was dismissed.

#### **48. AWARD OF CALL-OFF CONTRACT FOR THE PURCHASE OF LIBRARY STOCK TO ASKEWS AND HOLTS LIBRARY SERVICES LTD AND PETERS LIMITED**

The previous December Cabinet decision report had been amended to correct a minor error. The narrative 'Peters Book Selling Service[ incorrect name of the supplier] had been replaced with Peters Limited[ correct title of the supplier] and approval was sought to accept this amendment.

This was to allow the entering of a call-off contract for the purchase of Library Stock with the preferred Contractors (Askews and Holts Library Services Ltd and Peters Ltd) for a period of 3 years with an option to extend for a further 2 years as allowed under the Council Contracts Standing Order (CSO) 9.07.1(d) for a total contract value of not exceeding £1,000,000.

Further to consideration of the exempt information at 9,

#### **RESOLVED**

1. That approval be given for the Council to enter into Call-off contracts with Askews and Holts Library Services Ltd and Peters Ltd for purchase of library stock in accordance with CSO 7.01(b) as permitted under CSO 9.07.1(d) for a maximum value of £1,000,000.
2. The contract period is 1 January 2018 – 31 December 2020 (with option to extend for up to a further 2 years.

#### **Reasons for decision**

Library services contribute to key priorities 1, 2 & 3 by providing access to education, learning and employment opportunities through the resources they provide and staff expertise. They are at the heart of communities and help to foster a sense of place, helping to combat social isolation.

The purchase of stock is budgeted for and forms a fundamental part of Business As Usual. Library stock is a core element of the service. It provides communities and individuals with access to materials that facilitate learning for all ages, it supports educational attainment, helps to improve literacy levels and to get people into further education and the work place. It combats social isolation, for example through book groups and baby and toddler storytimes.

Failure to provide quality library stock impacts significantly on the levels of use and the ability of libraries to contribute to the Council's priorities; it carries a reputational risk for the Council and compromises our ability to comply with the Public Libraries Act of 1964.

In order to ensure compliance with procurement legislation and ensure value for money, strategic procurement led a Mini Competition exercise in accordance with CSO 7.01(b). The ESPO Framework, Library Stock supply (ref 376F) was used. The tender was sent to six suppliers (industry leading suppliers) that were registered in the Framework Agreement. The Mini Competition was based on:

Price 50%  
Quality 50%

The reason the above evaluation weighting was applied was to ensure the Council's requirement for high quality, sensitive, accurate and critical data was met by the winning supplier/s.

The Pricing Schedule for each Lot was a shopping basket of 50 books (for Lots 1 and 2 and audio visual material for Lot 3), that suppliers were asked to bid for (net of discount of retail price).

### Suppliers

The following is the summary of the outcome of the tender evaluation and clarification process for all Suppliers that tendered for the various Lots:

#### Lot 1

Supplier	Price Score	Quality Score	Final Score	Ranking
Askews and Holts Library Services Ltd	47	45	92	1st
Supplier B	50	41	91	2nd

#### Lot 2

Supplier	Price Score	Quality Score	Final Score	Ranking
Peters Ltd	50	45	95	1 <sup>st</sup>
Supplier A	49	45	94	2 <sup>nd</sup>
Supplier B	49	44	93	3 <sup>rd</sup>

#### Lot 3

Supplier	Price Score	Quality Score	Final Score	Ranking
Askews and Holts Library Services Ltd	50	40	90	1st
Supplier D	49	39	88	2nd

**Alternative options considered**

Do nothing

This was not an option as purchase of new library stock is essential to ensure that library provision is current and in the case of non-fiction and reference materials accurate.

Direct Award as an alternative to a mini competition

This was not considered as viable option as the mini competition would yield a better cost effective (value for money) outcome.

**49. URGENT BUSINESS**

None

**50. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

That the press and public be excluded from the remainder of the meeting as the items contained exempt information, as defined under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

**51. AWARD OF CALL-OFF CONTRACT FOR THE PURCHASE OF LIBRARY STOCK TO ASKEWS AND HOLTS LIBRARY SERVICES LTD AND PETERS LIMITED**

As per item 48.

**52. EXEMPT URGENT BUSINESS**

None

CHAIR: Councillor Bernice Vanier

Signed by Chair .....

Date .....

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