

## **MINUTES OF CABINET MEMBER SIGNING MEETING HELD ON MONDAY, 7TH FEBRUARY, 2022, 11.30 - 11.35 AM**

**PRESENT:** Councillor Zena Brabazon, Cabinet Member for Early Years, Children, and Families.

**In attendance:** Sara Khan, Development Manager; Flo Armstrong, Library Strategy Development Manager; and Fiona Rae, Principal Committee Co-ordinator.

### **103. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **104. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **105. AWARD OF CONTRACT FOR THE PURCHASE OF LIBRARY STOCK**

The Cabinet Member for Early Years, Children, and Families considered the report which sought to enter into call-off contracts for the purchase of Library Stock with the preferred Contractors Supplier A and Supplier B 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.

It was noted that the contract was broken down in the following Lots:

Lot 1 (Adult Stock & Reference) – Supplier A

Lot 2 (Children's Stock) – Supplier B

Lot 3 (Audio Visual Stock) – Supplier A

#### **The Cabinet Member RESOLVED**

1. To give approval for the Council to enter into Call-off contracts with Supplier A and Supplier B for purchase of library stock in accordance with Contract Standing Order 7.01(b) and Contract Standing Order 9.07.1(d) for a maximum value of £1,000,000. Details of Suppliers A and B are outlined in Appendix 1 - Part B (exempt information) of the report.
2. To agree that the contract period is 1 April 2022 – 31 March 2025 (with an option to extend for up to a further 2 years).

#### **Reasons for decision**

Library services contribute to key priorities 2, 3 & 4 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, improving wellbeing and growing local economy by increasing access to business opportunities.

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\_18) was used. The tender was sent to three 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), processing costs and supplier selection costs.

### **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.

## **106. EXCLUSION OF THE PRESS AND PUBLIC**

### **RESOLVED**

That the press and public be excluded from the remainder of the meeting as item 5 contained exempt information, as defined in Section 100a of the Local Government

Act 1972 (as amended by Section 12A of the Local Government Act 1985); paras 3 and 5, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

**107. EXEMPT - AWARD OF CONTRACT FOR THE PURCHASE OF LIBRARY STOCK**

The Cabinet Member considered the exempt information.

*The Chair of Overview and Scrutiny has been informed that it was impracticable to give 28 days' notice of the decision. The purchase of new library stock is essential to ensure that there is continuous library provision. The existing contract for library stock is due to expire on 31 March 2022 and a decision must be made with sufficient time for implementation in order to ensure continuity of service. As a result, it is impractical to provide 28 days' notice of this decision without risking interruptions to library services.*

CABINET MEMBER: Cllr Zena Brabazon

Signed by Cabinet Member .....

Date ...7 February 2022.....