

## NOTICE OF MEETING

# CABINET MEMBER SIGNING

**Monday, 26th March, 2018, 12.00 pm - Civic Centre, High Road,  
Wood Green, N22 8LE**

**Councillor Bernice Vanier - Cabinet Member for Adult Social Care and Culture**

Quorum: 1

### **1. FILMING AT MEETINGS**

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on.

By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

### **2. URGENT BUSINESS**

The Leader/Cabinet Member will advise of any items they have decided to take as urgent business.

### **3. DECLARATIONS OF INTEREST**

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

(i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and

(ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

4. **ALCOHOL SUPPORT SERVICE CONTRACT NOVATION (PAGES 1 - 6)**
5. **SPECIALIST ALCOHOL SERVICE CONTRACT NOVATION (PAGES 7 - 12)**
6. **AWARD OF CALL-OFF CONTRACT FOR THE PURCHASE OF LIBRARY STOCK TO ASKEWS AND HOLTS LIBRARY SERVICES LTD AND PETERS LIMITED (PAGES 13 - 20)**

7. **URGENT BUSINESS**

As per item 2.

8. **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.

9. **AWARD OF CALL-OFF CONTRACT FOR THE PURCHASE OF LIBRARY STOCK TO ASKEWS AND HOLTS LIBRARY SERVICES LTD AND PETERS LIMITED (PAGES 21 - 24)**

To consider exempt information relating to item 6.

10. **EXEMPT URGENT BUSINESS**

As per item 2.

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Bernie Ryan

Assistant Director – Corporate Governance and Monitoring Officer  
River Park House, 225 High Road, Wood Green, N22 8HQ

Friday, 16 March 2018

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**Report for:** Cabinet Member Signing 26 March 2018

**Title:** Request for approval to novate the contract for the provision of an Alcohol Support Service in accordance with Contract Standing Order (CSO) 9.07.1(d) and 10.3



**Report authorised by :** Charlotte Pomery – Assistant Director Commissioning

**Lead Officer:** Sebastian Dacre, Commissioning Manager  
Tel:020 8489 2308 E-mail: [sebastian.dacre@haringey.gov.uk](mailto:sebastian.dacre@haringey.gov.uk)

**Ward(s) affected:** All

**Report for Key/  
Non Key Decision:** Key Decision

## 1. Describe the issue under consideration

- 1.1. This report requests 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”.

## 2. Cabinet Member Introduction

- 2.1. This report is 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.

## 3. Recommendations

- 3.1. For the Cabinet Member for Adult Social Care and Culture 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.

**4. Reasons for decision**

- 4.1. 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.
- 4.2. 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.

**5. Alternative options considered**

- 5.1. 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.

**6. Background information**

- 6.1. The Haringey Alcohol Support Service provides outreach and engagement services to minimise harm from alcohol use and support abstinence. The service delivers support to service users to prevent homelessness and sustain independent living and to bring about improved health, social, economic wellbeing and community involvement outcomes. The Service has a wide strategic focus on prevention and early intervention, which minimises the need for more intensive interventions and complements other commissioned alcohol services. The service works closely with other providers and agencies to ensure a seamless service and delivers against the Council's priorities and cross cutting themes as set out in the Corporate Plan, Building a Stronger Haringey Together.
- 6.2. The outreach service prevents homelessness, minimises street drinking and alcohol related Anti-social behaviour and works in the community to raising awareness of the harmful affects of alcohol.
- 6.3. The engagement service is a non-clinical intervention, which reduces harmful levels of drinking or supports abstinence.
- 6.4. HAGA works with and on behalf of people, families and communities affected by alcohol. Founded in 1981, they are one of the very few in Haringey to focus exclusively on alcohol. Their services fall into three key areas: early intervention, treatment, and recovery.
- 6.5. Blenheim is a charity that provides support to over 10,000 drug and alcohol users, their families and carers across London. With over twenty projects across fourteen London boroughs, Blenheim provide a range of recovery services designed to meet the unique needs of individuals and their families, friends and communities.
- 6.6. Blenheim and HAGA share similar objectives and values, putting service-users at the heart of everything they do. Working together will mean that they will be

able to share resources, make cost savings, share knowledge, offer a wider range of innovative services.

- 6.7. HAGA made the Council aware that they would have to novate the contract over on the 5<sup>th</sup> March 2018.
- 6.8. Approval to award the contract was agreed at Cabinet for a value of £969,691 for an initial term of 2 years and 9 months on 10 November 2015.
- 6.9. The current contract with HAGA is due to expire on 31st December 2018. The value of the contract between 1 April 2018 and 31 December 2018 is £264,853.
- 6.10. There is an option to extend the contract on the same terms and conditions for a further period or periods of up to two years with a further value of up to £706,342 for two full years.
- 6.11. The Council will not be looking to take up the options to extend the contract. The Council is jointly recommissioning its substance misuse service - of which the alcohol Service is a part - and the new service is due to start on the 1<sup>st</sup> January 2019.

### **7. Contribution to strategic outcomes**

- 7.1. This service is linked to the Corporate Plan, Building a Stronger Haringey Together 2015- 18, in particular:
  - 7.1.1. Priority 2 – Enable all adults to live healthy, long and fulfilling lives: All residents will be as healthy as possible for as long as possible. Health related quality of life will improve over time ( including mental health and wellbeing).
  - 7.1.2. Priority 5 - creating homes and communities where people choose to live and are able to thrive: Prevent homelessness and support residents to lead fulfilling lives. More people, including vulnerable people and those with complex housing needs, will be able to maintain their tenancies successfully and have greater independence.

### **8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

#### **8.1 Finance**

- 8.1.1 There are no financial implications to this proposal as the contract will be novated at current cost and will be funded from existing resources.

#### **8.2 Procurement**

- 8.2.1. This contract novation is in line with the Council's Contract Standing Orders and the Procurement Code of Practice.

8.2.2. And it is one of the permitted modifications allowed under s72 1 (d) of the Public Contract Regulations provided that scope of the service including the duration of the contract and value remain the same, there are no further substantial contract modifications and that the new contractor would have met the same selection criteria as the original one

8.2.3. The scope of the service including the duration of the contract and value remain the same, therefore there are no procurement issues with this proposed novation.

8.2.4. Furthermore, novating the contract will minimise the risk of service failure, ensure compliance with service standards, as well as provide sufficient time for the re-commissioning of Alcohol Support Service with partners which should improve the Council's buying power and realise some cost efficiencies.

### 8.3. **Assistant Director of Corporate Governance**

8.3.1. The Assistant Director of Corporate Governance notes the contents of the report.

8.3.2. The award of the contract to HAGA for the sum of £969,691 was previously approved by Cabinet on 10 November 2015. Under CSO 9.07.1(d) Cabinet must approve the novation of a contract which was valued at over £500,000 at the time of the award, and under CSO 10.03 the Council may agree to the novation of a contract in the circumstances permitted under Regulation 72 of the Public Contracts Regulations 2015.

8.3.3. The novation of a contract following a merger is permitted under Regulation 72(1)(d)(ii) of the Public Contracts Regulations 2015, provided that the novation does not entail other substantial modifications to the contract. The service has confirmed that the terms of the contract will not be varied.

8.3.4. The novation of the contract is a Key Decision. The service has confirmed that a General Exception Notice will be issued as allowed under Part 4, Section D, Para 16 of the Council's constitution.

8.3.5. The Assistant Director of Corporate Governance sees no legal reasons preventing the Cabinet Member for Adult Social Care and Culture from approving the recommendations in this report.

### 8.4. **Equality**

8.4.1. The Council has a public sector equality duty under the Equalities Act (2010) to have due regard to:

- Tackle discrimination and victimisation of persons that share the characteristics protected under S4 of the Act. These include the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation;
- Advance equality of opportunity between people who share those protected characteristics and people who do not;



- Foster good relations between people who share those characteristics and people who do not.
- 8.4.2. This report relates to the novation of a contract that was already awarded for an alcohol support service through a competitive tendering process. The service by its nature provides support to vulnerable people, including those with the protected characteristics.
- 8.4.3. The contract specification clearly sets out the supplier's responsibilities under equalities legislation, including a requirement to have in place up to date equalities policies and to ensure that the service is accessible to all sections of the community.
- 8.4.4. The contractor had to demonstrate compliance with relevant equalities legislation through the tendering process. The contractor was also required to demonstrate how they would meet the needs of different service users and ensure the service provided would be accessible to all sections of the community. The contractor's compliance with equalities legislation will continue to be quality assured through regular contract monitoring and service review.
- 8.4.5 A full Equality Impact Assessment was conducted as part of the original tendering process. It found that clients of the alcohol detox service are more likely to be male, more likely to be older and more likely to be White British or White Other – including Irish and Eastern Europeans; however, women, younger groups and other ethnic groups also access the service and there is equality of access. The Alcohol Support Service is a service provided to some of the most vulnerable and excluded residents, including from the protected groups.

**9. Use of Appendices**

9.2. None

**10. Local Government (Access to Information) Act 1985**

10.2. Not Applicable

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**Report for:** Cabinet Member Signing 26 March 2018

**Title:** Request for approval to novate the contract for the provision of a Specialist Alcohol Service in accordance with Contract Standing Order (CSO) 9.07.1(d) and 10.3

**Report authorised by :** Jeanelle De Gruchy – Director of Public Health

**Lead Officer:** Sarah Hart, ext 1450, [sarah.hart@haringev.gov.uk](mailto:sarah.hart@haringev.gov.uk)

**Ward(s) affected:** All

**Report for Key/  
Non Key Decision:** Key Decision

## 1. Describe the issue under consideration

- 1.1 This report seeks Cabinet 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.

## 2. Cabinet Member Introduction

This report is 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.

## 3. Recommendations

- 3.1. For Cabinet Member for adult social care and culture 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.

## 4. Reasons for decision

- 4.1 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.

- 4.2 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 .

### **5. Alternative options considered**

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

### **6. Background information**

- 6.1 Haringey has high levels of problematic alcohol misuse, it is estimated that 10,000 residents are dependent drinkers with a further 60,000 drinking at levels that would require some level of alcohol intervention. Harmful alcohol use if not addressed leads to alcohol-related conditions, including cardiovascular disease, liver damage. It also contributes to problematic levels of alcohol crime and anti-social behaviour.
- 6.2 The Specialist Alcohol Service forms part of an integrated treatment system for those experiencing problems with substances. It provides a large range of clinical alcohol services which includes early identification screening, compressive assessment and access to community based detoxification and ongoing counselling. Demand for services remains stable, with the service reaching its annual target of seeing 600 residents each year. Haringey performs in the top quartile of the country for successful completions: 42.8% of the total number in alcohol treatment in 2016/15 (n=600) exited successfully.
- 6.3 The contract does not include non-clinical intervention, including street outreach or harm reduction interventions to manage harmful levels of drinking. These services are delivered through the Council's contract with HAGA for the Alcohol Support Service
- 6.4 HAGA was founded in 1981, they are one of the very few to focus exclusively on alcohol. Their governing board has taken the decision that it is in the charities best interest to merge with a larger drug and alcohol charity.
- 6.5 Blenheim is a charity that provides support to over 10,000 drug and alcohol users, their families and carers across London. With over twenty projects across fourteen London boroughs, Blenheim provide a range of recovery services designed to meet the unique needs of individuals and their families, friends and communities.
- 6.6 Blenheim has provided treatment services in Haringey since 2016. It is currently running the adult criminal justice service and the young people's substance misuse service. It has therefore been through and passed the Council's Pre-Qualification Questionnaire process.
- 6.7 Blenheim and HAGA share similar objectives and values, putting service-users at the heart of everything they do. Working together will mean that they will be

able to share resources, make cost savings, share knowledge, and offer a wider range of innovative services.

- 6.8 HAGA made the Council aware, that they would have to novate the contract over, on the 5<sup>th</sup> March 2018.
- 6.9 In 2013, Cabinet awarded the contract to HAGA for 3 years with the option to extend for a further 2 years. In 2016, Cabinet extended the contract as it was satisfied that the provider had met the expected outcomes. The contract is due to end on 31st December 2018. The value of the contract between 1 April 2018 and 31 December 2018 is £314,250.
- 6.10 The Council's intention is to combine and re-tender its two alcohol service contracts for a new service to start on the 1<sup>st</sup> January 2019; joining the current Alcohol Support Service Contract and Specialist Alcohol Services.

## **7 Contribution to strategic outcomes**

- 7.1. The service is a key element of delivery of reduction in substance misuse, which is an outcome within the Corporate Plan Priority 2, and reducing reoffending and antisocial behaviour contributes to Priority 3. This service is linked to the crosscutting themes: 'Prevention and early intervention', 'a fair and equal borough', 'Working in Partnership' and 'Working together with communities'.

## **8 Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

### **8.1 Finance**

There are no financial implications to this proposal as the contract will be novated at current cost and will be funded from existing resources.

### **8.2. Procurement**

- 8.2.1 This contract novation is in line with the Council's Contract Standing Orders and the Procurement Code of Practice.
- 8.2.2 It is also one of the permitted modifications allowed under s72 1 (d) of the Public Contract Regulations provided that scope of the service including the duration of the contract and value remain the same, there are no further substantial contract modifications and that the new contractor would have met the same selection criteria as the original one.
- 8.2.2 Moreover, novating the contract will minimise the risk of service failure, ensure compliance with service standards, as well as, provide sufficient time for the re-commissioning of Alcohol Support Service with partners which should improve the Council's buying power and realise some cost efficiencies

### 8.3 Legal

8.3.1 The Assistant Director of Corporate Governance notes the content of the report.

8.3.2 The award of the contract to HAGA was previously approved by Cabinet in November 2013 for the sum of £1,572,342.

8.3.3 CSO 9.07.1(d) gives Cabinet the power to novate a contract where the value of the contract is £500,000 or more as permitted under the provisions of CSO 10.3.

8.3.4 The provisions of Regulation 72(1)(d)(ii) of the Public Contracts Regulations 2015 permits the novation of a contract following a merger, provided that there is no substantial modifications of the contract terms and the service has confirmed that the terms of the contract will remain the same.

8.3.5 The Assistant Director of Corporate Governance therefore sees no legal reasons preventing Cabinet Member for adult social care and culture from approving the recommendation in the report.

### 8.4 Equality

8.4.1 The Council has a public sector equality duty under the Equalities Act (2010) to have due regard to:

- Tackle discrimination and victimisation of persons that share the characteristics protected under S4 of the Act. These include the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation;
- Advance equality of opportunity between people who share those protected characteristics and people who do not;
- Foster good relations between people who share those characteristics and people who do not.
- The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

8.4.2 This report relates to the novation of a contract already awarded for a specialist alcohol service through a competitive tendering process. The service by its

nature provides support to vulnerable people, including those with the protected characteristics.

8.4.3 The contract specification clearly sets out the supplier's responsibilities under equalities legislation, including a requirement to have in place up to date equalities policies and to ensure that the service is accessible to all sections of the community.

8.4.4 The contractor had to demonstrate compliance with relevant equalities legislation through the tendering process. The contractor was also required to demonstrate how they would meet the needs of different service users and ensure the service provided would be accessible to all sections of the community. The contractor's compliance with equalities legislation will continue to be quality assured through regular contract monitoring and service review.

8.4.5 An Equalities Impact Assessment was carried out in 2015 when the service was retendered in 2014. It found that clients of the alcohol detox service are more likely to be male, more likely to be older and more likely to be White British or White Other – including Irish and Eastern Europeans; however, women, younger groups and other ethnic groups also access the service and there is equality of access. The Specialist Alcohol Service is a service provided to some of the most vulnerable and excluded residents, including from the protected groups.

## **9 Use of Appendices**

9.2 None

## **10 Local Government (Access to Information) Act 1985**

10.2 None

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**Report for:** Cabinet member Signing 26 March 2018

**Title:** Award of Call-off contract for the Purchase of Library Stock to Askews and Holts Library Services Ltd and Peters Ltd

**Report authorised by :** Richard Grice – Interim Director for Transformation and Resources

Signed \_\_\_\_\_ date \_\_\_\_\_

**Lead Officer:** Judith Walker, tel: 07817 571503  
e-mail: [Judith.walker@haringey.gov.uk](mailto:Judith.walker@haringey.gov.uk)  
Erica Worth, tel : 0208 489 2764  
email: [Erica.Worth@haringey.gov.uk](mailto:Erica.Worth@haringey.gov.uk)

**Ward(s) affected:** All

**Report for Key/  
Non Key Decision:** Key Decision

## 1. Describe the issue under consideration

1.1.1 THIS REPORT HAS BEEN AMENDED TO CORRECT A MINOR ERROR ON THE ORIGINAL REPORT. THE NARRATIVE “PETERS BOOK SELLING SERVICE” (INCORRECT TITLE OF SUPPLIER) HAS BEEN REPLACED WITH “PETERS LIMITED” (CORRECT TITLE OF SUPPLIER). AN APPROVAL IS SOUGHT TO ACCEPT THIS AMENDMENT.

1.1.2 Approval is sought to enter into 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.

1.1.3 The contract is broken down in the following Lots:  
Lot 1 (Adult Books) – Askews and Holts Library Services Ltd  
Lot 2 (Children’s Books) – Peters Ltd  
Lot 3 (Audio Visuals) – Askews and Holts Library Services Ltd

## 2. Cabinet Member Introduction

At a time when libraries across the country continue to close due to significant

funding cuts by central government, the Council remains committed to library service provision in Haringey and to delivering the high quality library service that our communities deserve. Whether helping learners of all ages, supporting jobseekers to build their skills or through their traditional role as a place to explore the joys of reading.

We are continuing to invest in our libraries through a capital programme that has already seen a circa £3.3m investment in Tottenham at Marcus Garvey Library and there will be a further £2.4m investment in the next 12 to 16 months. This will include improved technology, the upgrade of Hornsey Library, some updating and maintenance works in the six branch libraries, and at Wood Green Library, there will be layout improvements and furniture replacement commensurate with its status as one of the big three libraries, but within the context of the life span of the building.

A quality supply of books is the back bone of our core library provision, with DVDs and CDs also continuing to be popular. Therefore, it is critical that we have robust supplier contracts in place to ensure we get value for money and the books we need in our libraries. I'm pleased to say the award of these contracts for 3 to 5 years is a further demonstration of the Council's commitment to library services.

### **3. Recommendations**

- 3.1 That Cabinet Member approval is 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.
- 3.2 The contract period is 1 January 2018 – 31 December 2020 (with option to extend for up to a further 2 years)

### **4. 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).

## 5 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

## 6. Alternative options considered

6.1 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.

6.2 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.

**7. Background information**

The contract for the supply of library resources (books for adults and children and audio visual material – DVD and CDs) expired in August 2016. As the contract expired at a time when the service was undergoing a full staffing restructure, there was limited capacity to embark on a full procurement process and interim arrangements were put in place in the form of two short term contracts for the purchase of mainstream library stock.

With approval sought from Strategic Procurement, direct awards were made to preferred suppliers via The ESPO Library Stock Framework Agreement. The spend value of each of these direct awards was less than £160,000. The second and current short term direct award was agreed whilst Strategic Procurement led the Mini Competition exercise to provide the most cost-effective long term contract(s) solutions to meet the needs of Haringey Council's library service.

**8. Contribution to strategic outcomes**

This procurement exercise has contributed to achieving value for money and enable the library service to continue to contribute to key priorities 1, 2 & 3 by providing access to education, learning and employment opportunities, sense of place and helping to combat social isolation.

**9. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

**9.1 Finance**

The Stock budget of £336,8000 for Library Resources Stock is held on profit centre C52002 and takes account of the annual cost for Audio, Children and Audio books and Newspapers and periodicals.

The report focuses on the securing suppliers to provide an indicative pricing which reflect the discount and processing cost for a basket of 50 books and audio visual materials for the English language, the budget for which is broken down as an annual budget of Adult(£100k), Children(£70k) and Audio(£30k). these pricing will remain as controllable cost for the 3 years of the contract.

The service will monitor these contracts as part of the budget monitoring process to ensure that they remain in line with budget.

## 9.2 Procurement

This procurement (RFQ) was lead by Strategic Procurement (Corporate supplies & Services) in accordance with CSO 7.01(b) and therefore is supportive of the recommendations made in this report.

## 9.3 Legal

9.3.1 The Assistant Director of Corporate Governance notes the contents of the report.

9.3.2. The contract which this report relates to was procured by undertaking a mini-competition under the Eastern Shires Purchasing Organisation (ESPO) Framework Agreement.

9.3.3 The ESPO Framework Agreement was established in accordance with EU procurement legislation. The terms of the ESPO Framework Agreement provide for contracts to be awarded by undertaking a mini-competition.

9.3.4 Pursuant to CSO 7.01(b) and pursuant to the Public Contracts Regulations 2015, the Council may select one or more Contractors from a Framework established by a public body where the Council has been named in the OJEU Contract Notice.

9.3.5 It is confirmed that the Council is identified as an approved user of this framework contract in the OJEU Contract Notice published by ESPO

9.3.6. Pursuant to CSO 9.07.1(d), Cabinet may approve a contract if the value of the contract is valued at £500,000 or more and as such the Cabinet has the power to approve the award of the Call-Off contract in this Report.

9.3.7 The Assistant Director of Corporate Governance sees no legal reasons preventing the approval of the recommendations in the report.

## 10. Equalities

This award is for written stock in English for all ages and in all subject areas. Other languages and large print stock are procured through a different specialist suppliers. Library books are available and free to all, however historically the usage can be more significant for the disadvantaged and vulnerable.

## 11. Use of Appendices

Equality Impact Assessment Screening Tool – Appendix 1

Procurement submissions - Appendix 2 - This contains exempt information and is not for publication. The exempt information is under the following category: (identified in the amended schedule 12 A of the Local Government Act 1972 (3) information in

relation to financial or the business affairs of any particular person (including the authority holding that information).

**Equality Impact Assessment Screening Tool**

1	Lead officer contact details: Judith Walker, tel: 07817 571503, e-mail: <a href="mailto:Judith.walker@haringey.gov.uk">Judith.walker@haringey.gov.uk</a> Erica Worth, tel : 0208 489 2764, email: <a href="mailto:Erica.Worth@haringey.gov.uk">Erica.Worth@haringey.gov.uk</a>
2	Date: 27 <sup>th</sup> November 2017
3	Summary of the proposal: Award of Call-off contract for the Purchase of Library Stock to Askews and Holts Library Services and Peters Book Selling Services

	<b>Response to Screening Questions</b>	<b>Yes</b>	<b>No</b>	<b>Please explain your answer.</b>
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**a) Type of proposal**

4.	Is this a new proposal or a significant change to a policy or service, including commissioned service?		No	The provision of library stock is core to library service provision in Haringey. Purchase of stock is budgeted for and forms a fundamental part of BAU
5.	Does the proposal remove, reduce or alter a service or policy?		No	The provision of library stock is core to library service provision in Haringey. Purchase of stock is budgeted for and forms a fundamental part of BAU
6.	Will there be a restructure or significant changes in staffing arrangements? Please see the restructure pages for guidance for <a href="#">restructure EqIAs</a> .		No	This decision does not relate to staffing
7.	If the service or policy is not changing, have there been any known equality issues or concerns with current provision. For example, cases of discrimination or failure to tackle inequalities in outcomes in the past?		No	This award is for written English text for all ages and in all subject areas. Other languages and large print stock is procured through a different supplier.

**b) Known inequalities**

8.	Could the proposal disproportionately impact on any particular communities, disadvantaged or vulnerable residents?		No	This award is for written English text for all ages and in all subject areas. Other languages and large print stock is procured through a different supplier
9.	Is the service targeted towards particular disadvantaged or vulnerable residents?  <i>This can be a service specifically for a group, such as services for people with Learning Disabilities. It can also be a universal service but has specific measures to tackle inequalities, such as encouraging men to take up substance misuse services.</i>		No	Library books are available and free to all, however historically the usage can be more significant for the disadvantaged and vulnerable.
10.	Are there any known inequalities? For example, particular groups are not currently accessing services that they need or are more likely to suffer inequalities in outcomes, such as health outcomes.		No	Library books are available and free to all, however historically the usage can be more significant for the disadvantaged and vulnerable
11	If you have answered yes to at least one question in both sections a) and b), Please complete an EqIA.			The service currently is effective in tackling inequalities and it is not changing  Any changes will not have any impact on service users, residents or staff



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is exempt

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