

	<p style="text-align: center;">ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER 9 December 2016</p>
<p style="text-align: right;">Title</p>	<p>Preferred partner organisations for Barnet’s Partnership Libraries</p>
<p style="text-align: right;">Report of</p>	<p>Commissioning Director, Children and Young People</p>
<p style="text-align: right;">Wards</p>	<p>Childs Hill, Mill Hill, East Barnet, Coppetts</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Enclosures</p>	<p>None</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Val White: val.white@barnet.gov.uk Programme Director, Education and Learning Contact Number 020 8359 7036</p>

Summary

On the 4th April 2016, the Council approved Barnet’s Future Library Strategy and within this strategy, four libraries (East Barnet, South Friern, Mill Hill and Childs Hill) will become community run Partnership Libraries from the 1st April 2017. These libraries will continue to form part of the Barnet library network and agreements with partner organisations will last for 10 years. The successful partners will receive an annual enabling grant to support the operation of the service, alongside volunteers which they will recruit from the local community. The council has now concluded the process to identify partner organisations and has identified partner organisations for each of the four Partnership Libraries. A period of transition will now commence during which the preferred partner organisations will be supported to refine and develop their business plans and prepare to operate the library.

Decisions

1. To name the following organisations as preferred partner organisations to operate Partnership Libraries as part of Barnet’s network of libraries.

NW7Hub: Mill Hill Library
Kisharon: Childs Hill Library

**Inclusion Barnet: South Friern Library
Inclusion Barnet: East Barnet Library**

2. To commence engagement with the preferred partner organisations to support the transition of the library service to a Partnership Library service for 1 April 2017.

3. To proceed with detailed negotiations to conclude appropriate contractual arrangements.

1. WHY THIS REPORT IS NEEDED

- 1.1 On the 4th April 2016, the Council approved Barnet's Library Strategy that will deliver savings of £2.2m whilst continuing to maintain continuity of all 14 libraries within the LBB network. Within this strategy, four libraries (East Barnet, South Friern, Mill Hill and Childs Hill) will become community run Partnership Libraries from the 1st April 2017.
- 1.2 This report explains the process to identify preferred partner organisations for the award of Partnership Agreements for the delivery of four libraries within the LBB network. It identifies three partner organisations that have been successful in this process.
- 1.3 An invitation, through release of a light touch regime OJEU notice, was released to attract expressions of interest was issued in June 2016 asking for Expressions of Interest to deliver library services in four libraries: East Barnet, South Friern, Mill Hill and Childs Hill. 11 organisations responded and expressions of interest were considered by a panel of officers.
- 1.4 Following an assessment of these initial expressions of interest, six organisations were invited to submit a detailed business case. All organisations invited to submit a business case did so and specified a preference for individual library sites. This was especially relevant for bidders who are locally based community organisations. All were invited to discuss and explore their submissions. Each submission was scored, assessed qualitatively for financial viability and considered by a moderation panel.
- 1.5 In considering the proposals, the financial criteria was not based upon the offer of a competitive price, the financial offer by the Council is fixed at an annual grant of £35k year 1, £28k year 2 and £25k thereafter for a total of 10 years. The council will also provide book stock, furniture & equipment and premises at a peppercorn rent.
- 1.6 The financial forecasts provided in the business cases have all been reviewed including a ratio analysis of reports and accounts of trading organisations from the last two years which were included in the submissions. Whilst there will be further development work during the course of transition to ensure financial forecasts are as robust as possible to deliver a viable, sustainable service, the

Organisations selected as Preferred Partners have satisfied evaluators that they can meet those requirements.

- 1.7 Overall, the successful partner organisations have been able to offer proposals that are deemed to be satisfactory or good at this stage. There will be further work during transition to further develop business plans to strengthen financial viability and maximise the long term sustainability.
- 1.8 A published weighted scoring frame work was used to evaluate business case proposals. The scores were as follows:

Inclusion Barnet	62
Kisharon	73
NW7	63
Bidder 4	51
Bidder 5	47
Bidder 6	30

2. REASONS FOR DECISIONS

The recommendation follows a light touch regime procurement process to identify partner organisations to operate Partnership Libraries as part of Barnet's Library Strategy.

3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

The alternative option would be not to recommend any of the proposed partner organisations that have applied and to re-tender. This has been rejected as the process has assessed the ability of the partner organisations to develop a Partnership Library.

4. POST DECISION IMPLEMENTATION

Engagement will commence with the preferred partner organisations to support the transition of the library service to a Partnership Library service for implementation from 1st April 2017. Detailed negotiations will take place to conclude appropriate contractual arrangements including:

- Finalisation of Agreement and leases
- Volunteer recruitment
- Briefing and training for Partner organisations on library management (and for LBB staff who will be responsible for contract management and support)
- Revised library lay out arrangements (in line with revised library footprints)
- Development of systems and processes to meet LBB standards of operation
- Contracts are scheduled to be signed in February with a view to commencement on 1 April 2017.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

Continuing to operate 14 libraries across the Borough directly contributes to the Corporate Plan and its stated priorities. Corporate plan priorities include: *'more resilient communities – working with residents to increase self-sufficiency, reduce reliance on statutory services and tailor services to their needs.'* The partners organisations will directly engage with communities in the running of the library and ensure that the services are tailored to local needs.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 As set out above, the council will provide each Partnership Library with an annual grant of £35k year 1, £28k year 2 and £25k thereafter for a total of 10 years and will be funded from within the Libraries budgets in Family service. London Borough of Barnet will also provide book stock, furniture & equipment and premises at a peppercorn rent. As the grant amounts to £263,000 for each library over a 10 year period, the selection process has been governed by OJEU procurement requirements.
- 5.2.2 Arrangements are being made with IT to enable partnership organisations restricted access on to the London Borough of Barnet Library Management system. An Information impact assessment is underway and appropriate information sharing agreements and data protection processes will be put in place during transition.
- 5.2.3 The council will ensure that appropriate insurance arrangements are in place for buildings contents employer and public liability.
- 5.2.4 The Library Strategy provides for two council employed community support officers to liaise and provide on-going advice and support to Partnership Libraries. These posts are accounted for in the Library Service budget. All staffing and volunteer arrangements are the responsibility of the partner

organisations.

5.3 Social Value

Social Value measures were not included as a requirement of the Partnership Library contracts, but during the transition, partners will be encouraged to identify ways and means for capturing social value impact. This will include:

- the value of contribution of volunteers,
- the value of services and facilities – especially those aimed at the hard to engage; and
- opportunities for work and skills experience for disadvantaged groups.

5.4 Legal and Constitutional References

5.4.1 The Public Libraries and Museums Act 1964 provides a general duty for library authorities. Section 7 makes it a duty to provide a comprehensive and efficient library service for the borrowing of books and other materials. The duty is owed to all persons desiring to make use of the service whose residence or place of work is within the borough and those who are undergoing full time education within the borough. As well as this duty there is a power to make these facilities available to any person.

5.4.2 In fulfilling its duty, a local authority must have regard to the desirability of:

- ensuring through its own stocks and by arrangements with other library authorities that facilities are available for the borrowing of and reference to books and other printed material, recorded music pictures films and other materials sufficient in number range and quality to meet the general and special requirements of both adults and children;
- encouraging adults and children to make full use of the library service and of providing advice as to its use and information as may be required by users of the service;
- Co-operating with other authorities on matters of relevance to libraries

5.4.3 Appendix 1 Table A of the Contract Procedure Rules authorises the Commissioning Director, Children and Young People to award contracts over the value of £164,176 subject to:

- Budget provision;
- a compliant procurement process; and
- confirmation of acceptable financial status of the service provider.

The published Scheme of Delegation for Children and Young People also provides the Commissioning Director, Children and Young People, to award contracts over the value of £164,176

5.5 Risk Management

A risk management process has been in place throughout the tendering process and will continue to be added to and updated during transition through to contract and implementation. The Preferred Partners will contribute to this process and be required to run their own risk management systems.

5.6 Equalities and Diversity

All Partners will be required to operate Equalities and Diversity policies in line with LBB requirements. These will be developed and approved during the transition process.

5.7 Consultation and Engagement

As part of their on-going operation of the 10 year Agreement, Partners will be required to conduct annual surveys with the local community to ensure the library is delivering services in line with their needs and interests.

6 BACKGROUND PAPERS

CELS Committee Report - Future of Barnet Libraries - 12 October 2015
CELS Committee Report - Future of Barnet Libraries - 23 March 2015

7. DECISION TAKER'S STATEMENT

I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.

8. OFFICER'S DECISION

I authorise the action as set out in the Decisions Section above

8.1 To name the following organisations as preferred partner organisations to operate Partnership Libraries as part of Barnet's network of libraries.

NW7Hub: Mill Hill Library
Kisharon: Childs Hill Library
Inclusion Barnet: South Friern Library
Inclusion Barnet: East Barnet Library

8.2 To commence engagement with the preferred partner organisations to support the transition of the library service to a Partnership Library service for 1 April 2017.

8.3 To proceed with detailed negotiations to conclude appropriate contractual arrangements.

Signed

Chris Munday
Commissioning Director, Children and Young People

Date

11/01/2017
