

Record of officer decision

Decision title:	Decision to Procure Library Stock Supply Contracts
Date of decision:	
Decision maker:	Director, Community Wellbeing
Authority for delegated decision:	The Chief Executive's Scheme of Delegation
Ward:	Countywide
Consultation:	Consultation on process has been undertaken with Herefordshire Council's Legal and Procurement teams to ensure appropriate processes and procedures have been followed.
Decision made:	That the contract for the supply of library stock materials (adult) and the contract for the supply of library stock materials (children) for Herefordshire county library service be procured as part of the West Mercia Library Stock Consortium. Contract duration: 1 April 2025 to 31 March 2028 (with options to extend up to 31 March 2030). Total value of contract (including optional years) up to £480,000. Current contracts to run until the new contracts commence.
Reasons for decision:	<ul style="list-style-type: none"> • The acquisition and development of appropriate library stock is part of Herefordshire Council's statutory responsibility to provide a comprehensive library service. • Herefordshire Council has procured library stock as part of the West Mercia consortium for several years. This has enabled the library service to source and purchase appropriate library stock and achieve best value for money. • The current contracts for the supply of adult and children's library stock expires 31st March 2025. • A competitive tender process will be conducted using ESPO Framework Agreement 376F_22 Library Stock by West Mercia Library Stock Consortium (Herefordshire Council, Staffordshire Council, Shropshire Council, Telford and Wrekin Council and Worcestershire County Council). • The contract will run from 1 April 2025 to 31 March 2028 (with options to extend up to 31 March 2030).
Highlight any associated risks/finance/legal/equality considerations:	Financial risk if new contracts are not procured that the cost of purchasing library stock will increase. No Health & Safety risks have been identified.
Details of any alternative options considered and rejected:	<ul style="list-style-type: none"> • Negotiate individual contracts as an individual authority <p>This option would not achieve best value for money</p>

Details of any declarations of interest made:	If any officers or members involved or consulted in the decision-making have declared an interest you should include the declaration here.

Signed.....Hilary Hall

Date: 28th October 2024