

**OFFICER DELEGATION SCHEME  
RECORD OF DECISION**

<b>Date:</b> 04/06/25	<b>Ref No:</b> PH010
<b>Responsible Officer:</b> David Fielding Deputy Head of Libraries + Archives	
<b>Title/Subject matter:</b> Sign up to the new GM Libraries LMS contract	
<b>Budget/Strategy/Policy/Compliance:</b>	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the Council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
Is publication still required? (see guidance)	Yes
<p><b>Item for decision:</b> <i>[with reasons]</i></p> <p>We want to sign up to the new framework contract for the GM Library Management system which has a start date of 1<sup>st</sup> April 2025.</p> <p><b>Background</b></p> <p>A Library Management System controls the membership of the library service, the loan of library items to members and the purchasing of library items, (linking with Unit 4). The membership database also verifies access to our eBook collection and public access pcs. The most visible part of the system is the <a href="#">Library Catalogue</a>. Being part of the Greater Manchester consortium means that Bury Library members can borrow items from other Greater Manchester libraries.</p> <p>Bury Libraries joined the GM Libs consortium for a shared LMS in sept 2022 The existing contract runs out in September 2025.</p> <p>The new framework contract was put out to tender by a team led by Trafford and STAR procurement.</p>	

Civica have been awarded the new contract, they are the current supplier and Bury costs are:

Civica (Spydus)	Basic LMS Costs				4 YEAR TOTAL
	Year 1	Year 2	Year 3	Year 4	
	£15,895.6	£16,531.5	£17,192.7	£17,880.4	
Bury	8	1	7	8	£67,500.43

There is the option to renew for a further one plus one years. We do not have those figures but estimate the costs to be £18,595.70 + £19,339.53 based upon the 4% increase over years 1-4.

Six-year total costs if renewed £105,435.70

The contract started 6 months before the current contract ends in order to allow other suppliers time for a set up phase if they were successful. We are still being charged by Civica for this end period, for Bury this is £7947.84

Civica are using the set-up time to deliver four projects – a GM OPAC project, home screen optimisation, further Spydus admin training and a reporting project to improve our reporting – which have 12 days consultancy attached to them

GM Libs chair has met with Civica, but they are not willing to move from this position

It is worth noting that had we changed supplier the fee for set up would have to be paid and generally this is about £30k (this is the fee we paid Civica when we moved onto the system)

These costs are within the approved budget for the service.

We have sent a copy of the contract to Procurement for review, and they have agreed can move forward to award.

### **Finance**

The contract fees set out in this report will be funded from the existing Library Budget provision and therefore will not require additional financial resource.

As part of the monthly budget monitoring cycle, Finance and Budget holders will track the expenditure linked to the Library Management System ensuring that all expenditure aligns to the funding provided.

Any financial risks/pressures identified will be highlighted to the Head of Library services as part of the monthly budget monitoring conversation whereby an action plan will be deployed to mitigate any financial risks/ pressures.

### **Recommendation:**

We therefore wish to award a contract for 4 years with a 1 plus 1 option to extend to the following.

Civica UK Limited

South Bank Central,  
 30 Stamford Street,  
 London  
 SE1 9LQ

Approval to recruit to newly created vacancies  
 NB: Chief Officer graded roles require AD HR and AD Finance approval

Not Applicable

Decision made by:	Signature:	Date:
Executive Director		9 June 2025
Lead Member (for noting)		
Advised by HR Business Partner	NA	
Advised by Finance Business Partner		09/06/2025
Chief Officer graded roles: Assistant Director of HR	NA	
Chief Officer graded roles: Advised by Assistant Director Finance / Chief Accountant	NA	
<b>Member Consulted (only if applicable) [see note 4 below]</b>		

**Notes**

1. In most cases a single signature is required in accordance with the Table below.
2. The form must be published if expenditure is over £100K. However, this must be after all the required contract documentation has been completed. This is to avoid publishing exempt confidential information.
3. A report to Cabinet must be made if expenditure is over £500K.
4. In a small number of cases in accordance with the requirements of the Officer Delegation Scheme, consultation is required from the appropriate Cabinet Member who must sign the form to confirm that they have been consulted and that they agree with the proposed action. Please refer to the Guidance.
5. This form must not be used for urgent decisions.
6. Where there is any doubt officers should always err on side of caution and seek advice from Democratic Services, the Monitoring Officer or Corporate Procurement where applicable.

**EXPENDITURE APPROVAL TABLE**

<b>Approval Limit</b>	<b>Approval By (in consultation with Finance &amp; HR Business Partner)</b>
Over £500,000	Cabinet.
Over£250,000 to £500,000	Chief Executive
Over£100,000 to £250,000	Executive Director
Over £50,000 to £100,000	Director/Assistant Director
Over £10,000 to £50,000	Head of Service
Up to £10,000	Service Lead

**For Chief Officer Graded Roles:**

Assistant Director HR Approval

Assistant Director Finance / Chief Accountant Approval