ABSTRACT: This report provides Members with details of the consultation exercise that was undertaken with regard to the provision of new Angus rural mobile services. The report also seeks authorisation for Officers to move forward with the procurement of new vehicles to deliver this service. These vehicles to replace the existing rural mobile library service.

1. RECOMMENDATIONS

1.1 It is recommended that the Committee:-

(i) note the results of the consultation exercise which took place with regard to the routes and services to be provided by the new Angus rural mobile service provision;

(ii) authorises the Director of Neighbourhood Services to procure two new vehicles to deliver the Angus rural mobile services provision, on the basis as set out in this report.

2. BACKGROUND

2.1 At the meeting of Angus Council’s Neighbourhood Services Committee in November 2009, Members agreed to investigate the potential to develop new mobile services for rural areas of Angus (Report No. 823/09 refers). This report also referred to the necessary replacement of the 2 existing mobile library vehicles.

2.2 Report No. 555/10, entitled “Accessing Services in Rural Areas” was approved by Committee and in so doing, the Committee:-

– Approved, in principle, the concept for the proposed Angus rural mobile services provision;

– Agreed to undertake a public consultation process with regard to the range of services to be available via that service and the proposed routes;

– Approved, in principle, the vehicle specifications;

– Requested that a further report be brought back following the public consultation process.

3. PUBLIC CONSULTATION PROCESS

3.1 A series of public consultation meetings have been undertaken across Angus during November, and staff from Community Planning and Cultural Services gave presentations on the proposed new timetables for the rural mobile service provision vehicles which will incorporate library and ACCESS services.

3.2 Posters advertising meetings were distributed throughout Angus and press-releases also advertised the venues and dates.

3.3 The programme was:-
3.4 At these events, staff responded to comments and questions and recorded people’s views.

3.5 In addition, a questionnaire was devised, and this was made widely available.

3.6 The questionnaires sought views and the Council’s proposals to develop an updated mobile service for rural areas and sought the opinions of local people on the proposed route and timetable.

3.7 People were also asked which additional features and service information would be useful on the vehicles.

3.8 Questionnaires were available for collection and dropping off on the current mobile libraries, as well as ACCESS offices and branch libraries.

3.9 Questionnaires were also left at the following locations for collection and drop off:-

- Edzell
- Hillside
- Ferryden
- Friockheim
- Letham
- Wellbank
- Birkhill/Muirhead
- Newtyle
- Monikie

3.10 In addition, questionnaires were also left at Kingoldrum Hall and Memus & The Glens Hall. Questionnaires were also available at www.angus.gov.uk/publicconsultation. The public were also able to respond electronically by using the Council’s “Have Your Say” facility on the website.

3.11 While the winter weather delayed the return of the questionnaires, some 106 had been received by 24 December 2010.

3.12 All the responses have now been inputted and analysed, and all comments from the questionnaires and the public meetings will be taken into account as we revise the draft timetable and proposals for services to be available, as displayed at the meetings.

4. RESULTS OF QUESTIONNAIRE

4.1 A number of points emerged from the analysis of the questionnaires which had been returned as follows:-

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Number of attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingoldrum Village Hall</td>
<td>Tues 2 Nov</td>
<td>5.30 – 6.30 pm</td>
<td>6</td>
</tr>
<tr>
<td>Memus &amp; The Glens Hall</td>
<td>Tues 2 Nov</td>
<td>7.30 – 8.30 pm</td>
<td>0</td>
</tr>
<tr>
<td>Inglis Memorial Hall, Edzell</td>
<td>Wed 3 Nov</td>
<td>6.00 – 8.00 pm</td>
<td>17</td>
</tr>
<tr>
<td>Legion Hall, Newtyle</td>
<td>Thur 4 Nov</td>
<td>5.30 – 6.30 pm</td>
<td>7</td>
</tr>
<tr>
<td>Muirhead &amp; Birkhill Millennium Hall</td>
<td>Thur 4 Nov</td>
<td>7.30 – 9.00 pm</td>
<td>6</td>
</tr>
<tr>
<td>Letham Village Hall</td>
<td>Tue 9 Nov</td>
<td>5.00 – 6.30 pm</td>
<td>2</td>
</tr>
<tr>
<td>Monikie Memorial Hall</td>
<td>Wed 10 Nov</td>
<td>5.30 – 6.30 pm</td>
<td>0</td>
</tr>
<tr>
<td>Friockheim Church Hall</td>
<td>Wed 10 Nov</td>
<td>7.30 – 9.00 pm</td>
<td>6</td>
</tr>
<tr>
<td>Inchbrayock Church Hall, Ferryden</td>
<td>Thur 11 Nov</td>
<td>5.30 – 6.30 pm</td>
<td>4</td>
</tr>
<tr>
<td>Hillside Village Hall</td>
<td>Wed 17 Nov</td>
<td>7.30 – 8.30 pm</td>
<td>3</td>
</tr>
<tr>
<td>Wellbank Village Hall</td>
<td>Thur 18 Nov</td>
<td>7.30 – 8.30 pm</td>
<td>1</td>
</tr>
</tbody>
</table>
A broadly even spread of returns made came from the Arbroath, Montrose, Brechin, Kirriemuir and Monifieth and Sidlaw ward areas with relatively low return from the Carnoustie and Forfar ward areas;

Almost 86% of the returns made came from users of the current mobile library service provision;

Approx 60% of returns welcomed the introduction of the updated vehicles and the opportunity for the new service to be provided via them;

A large number of comments were made with regard to the routing and timetabling of the new vehicles;

A wide range of suggestions were made as to additional features and service information that might be made available via the new service with the majority preference being that the information be made available via pamphlets and leaflets;

86% of those who responded felt that the additional service of making book deliveries and other service information available on an ‘at request’ basis for those with genuine difficulties in accessing the mobile service provision was welcomed;

55% of those who returned questionnaires felt that overall the new proposals were worthwhile;

Internet accessibility for the public was not viewed as being of significant use in both returns to the questionnaires and during the consultation meetings. Officers would suggest that:-

- Live library catalogue information should be made available along with internet access via the staff member operating the mobile provision, and;

- Public Service Information services advertising service information and events being organised by the public, voluntary and community services be included as a basic service provision on each of the 2 vehicles. (This, of course, would require a commitment by these providers to make the information available and at the same time a commitment on the part of the vehicles operators to keep the community information screens up to date).

- While not considered a priority, investigations regarding public internet access continue, with a view to introducing this service when practical. In the interim, provision would be made within the spacial arrangements so that this could be introduced without disruption.

A point worthy of note is that those who responded that they did not welcome the service came from areas of Angus where part-time library closures have taken place.

5. PROCUREMENT AUTHORITY

5.1 Sourcing Strategy

The Director of Neighbourhood Services considers that the purchase of two vehicles to replace the current mobile library vans is an essential element to meet the requirement for Angus rural mobile services provision. Alternatives to procuring the supply have been considered, namely; Operating Lease as the current vehicles are provided through Operating Lease. It is, however, considered appropriate, given the wider service aspects to be provided, for the replacement vehicles to be purchased rather than leased, using funding from the Capital Replacement Programme.

For the relationship with the Local Single Outcome Agreement - see para.10.1.

The supply market has been analysed and it is considered that there is a competitive market for the supply of the required vehicles via the relevant Scotland Excel Framework Agreement (Heavy Vehicles 27/09-PC/3).
The impact on the locally-based supply chain of going to tender for this requirement has also been considered and a local supplier, Keillor Coachbuilders of Arbroath, is on the relevant Scotland Excel Framework Agreement and will consequently get the opportunity to bid for the supply of the vehicles.

Consultation has not been undertaken with our Tayside Procurement Consortium (TPC) partners, Dundee City Council, Perth & Kinross Council and Tayside Contracts. It is considered that there is no current potential for collaborative procurement of the Council’s requirement at present under the umbrella of the Tayside Procurement Consortium as it is believed that our TPC partners have no requirement at this time for the supply of these types of vehicles. It may, however, be possible to collaborate with the TPC partners for provision of the required supply in the future.

The procurement is not considered to be a “major procurement” in terms of Financial Regulation 16.8.4. Approval of this Report would mean that the contract can be accepted without the need for further approval by the relevant Committee. In accordance with the new arrangements the contract award will be reported to the Corporate Services Committee for noting only.

5.2 **Key Terms Proposed**

It is envisaged that the contracts will be awarded on 25 February 2011 for placing orders for the required vehicles by no later than 01 March 2011. The expected delivery date will be July 2011.

The value of the supply is estimated at £180,000 to purchase the two replacements for the current mobile library vans.

5.3 **Procurement Procedure**

The contractual mechanism will be a mini competition under the Scotland Excel Framework Agreement referred to above (Heavy Vehicles 27/09-PC/3) with award to only 1 supplier.

The contract opportunity does not need to be further advertised as the frameworks have been duly advertised already. It will, however, be issued to all the framework suppliers in accordance with Council policy and as a means of securing good competition to deliver best value for money.

5.4 **Contract Evaluation on Award Basis**

Completed tenders returned to the Council shall be evaluated against the required specification for the vehicles and, thereafter, the contract will be awarded on the basis of lowest price.

The Corporate Procurement Manager has been consulted on the proposed procurement process and outline requirement and is satisfied that that this approach is suitable and likely to produce best value for the Council.

5.5 **Procurement Risks**

A risk assessment has been undertaken for this tender and, other than the normal risks inherent in any contract, no significant risks have been identified.

6. **NEXT STEPS**

6.1 Results of the analysis of the questionnaires will be taken into account and revised timetable and routes will be prepared for the vehicles. Arrangements will also be put in place to prepare the way for the requested additional service information to be made available in time for the new vehicles being in place and operational.

6.2 In terms of procurement of the new vehicles, work will continue in terms of the procurement process leading to the new vehicles being in place by summer 2011. Members are asked to
note that the result of some external applications for grant aid funding to supplement Council
funding for vehicle replacement are still awaited.

7. FINANCIAL IMPLICATIONS

7.1 As noted at 5.2 above, it is estimated that the capital cost of the two vehicles will be some
£180,000. The Neighbourhood Services (Environmental Management) provisional Financial
Plan (approved at the Special Budget Setting meetings on 10 February 2011 - report 109/11
refers) contains provision of £253,000 in 2011/12 for the General Vehicle Replacement
Programme. Within this amount is an allowance of £180,000 for the purchase of the rural
mobile service provision vehicles and the estimated capital cost can therefore be contained
within that allowance.

7.2 Requests have been lodged with various external funding bodies and consequently meeting the
whole purchase cost from the Financial Plan allowance is considered to be a worst case
funding position. In this regard the following grant requests have been made:

- Scottish Government - use of remaining Angus Rural Services Priority Area funding
  (£52,000);
- Rural Tayside Leader (£50,000); and
- Rural Broadband Scheme (£30,000).

7.3 Any funding ultimately secured from the above sources will reduce the call on the Financial Plan
allowance and the resultant level of borrowing which would be utilised to fund these vehicles.
The balance of Financial Plan allowance would then be available to help address funding
pressures within the wider Angus Council vehicle fleet.

7.4 In respect of revenue running costs the 2 replacement vehicles are expected to be very similar
to the 2 current vehicles and accordingly there is expected to be negligible change in running
costs. Running costs will, therefore, be contained within the existing running costs budget within
Neighbourhood Services.

8. HUMAN RIGHTS IMPLICATIONS

8.1 There are no human rights implications arising from this report.

9. EQUALITIES IMPLICATIONS

9.1 The issues dealt with in this report have been the subject of consideration from an equalities
perspective. An equalities impact assessment has been undertaken.

10. SINGLE OUTCOME AGREEMENT

10.1 This report contributes to the following local outcomes contained within the Single Outcome
Agreement within Angus Council:-

- Communities in Angus are safe secure and vibrant;
- People of Angus can access amenities and services through a variety of affordable and
  sustainable means;
- The places in which we live in Angus develop in a sustainable manner;
- A good quality of life is enjoyed by all in Angus.

11. CONSULTATION

11.1 The Chief Executive, Director of Corporate Services, Head of Finance and Head of Law and
Administration have been consulted in the preparation in this report.
NOTE: The background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) which were relied on to any material extent in preparing this above report are:

- Report 823/09
- Report 555/10

LCP/NS/RA/BDS