



Author/Lead Officer of Report: *Nick Partridge,
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Report of: *Nick Partridge, Head of Libraries*

Report to: *John Macilwraith, Executive Director of People Services*

Date of Decision: *3/12/20*

Subject: *Expansion of Sheffield Libraries Business and Intellectual Property Centre to the Sheffield City Region*

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
- Expenditure and/or savings over £500,000	<input checked="" type="checkbox"/>	
- Affects 2 or more Wards	<input checked="" type="checkbox"/>	
Which Cabinet Member Portfolio does this relate to? <i>Culture, Parks and Leisure.</i>		
Which Scrutiny and Policy Development Committee does this relate to? <i>Economic and Environmental Wellbeing Scrutiny and Policy Development Committee.</i>		
Has an Equality Impact Assessment (EIA) been undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If YES, what EIA reference number has it been given? Ref no 806		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-		
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

Purpose of Report:

The purpose of this report is to seek permission to accept £704,673 of funding from the British Library for Sheffield City Council to expand their Business and Intellectual Property Centre (BIPC) regionally as outlined in this report.

Recommendations:

It is recommended that the Executive Director of People Services:

- approves the strategy of expanding the Sheffield Business & Intellectual Property Centre until 2023, using funding secured by the British Library from the Department for Culture Media and Sport as detailed in this report.
- approves the Council accepting the funding of £704,673 from the British Library.
- approves the Council entering into a Collaboration Agreement with the British Library Board.
- to the extent not already delegated to them by the Leader's Scheme of Delegation, delegates authority to the Director of People Services in consultation with the Director of Finance and Commercial Services, to take any other decisions necessary in order to meet the aims and objectives of the report.

Background Papers:

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Sonya Oates
		Legal: Gemma Day
		Equalities: Ed Sexton
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	EMT member who approved submission:	Executive Director of People Services, John Macilwraith
3	Cabinet Member consulted:	Councillor Mary Lea, Cabinet member for Culture, Leisure and Parks
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: Nick Partridge	Job Title: Head of Libraries Archives and Information Services
	Date: 23/11/20	

1. PROPOSAL

- 1.1 The Business and IP centre (BIPC) is based in Sheffield Central Library. It is a resource for pre-start-up businesses, start-up business and small and medium-sized enterprises (SMEs). Our customers access a variety of business advice through 1-1s, seminars and other events that help them to make their business more successful.

The BIPC is particularly strong in helping customers with market research and intellectual property. Customers can access market research databases for free and receive free advice on intellectual property issues. Partners such as Business Sheffield regularly signpost their customers to the BIPC for these services.

The BIPC contributes to Sheffield's economy. Between 2016 and 2018 it helped to create 391 new businesses and 321 additional jobs. That translates into £2.8 million added to our economy. 90% of new businesses who use the BIPC are still trading after three years, compared to a 60% national average.

Sheffield Libraries run the BIPC as part of a national network led by the British Library in London. In the March budget the British Library were successful in securing funds from the Department for Culture Media and Sport (DCMS) to allow existing BIPCs across the country to expand their offer across their respective regions.

The funding consists of £230,835 in 2020/21; £233,782 in 2021/22 and £239,055 in 2022/23.

We will use this funding to expand our offer at the BIPC in Sheffield Central Library and create four further spokes across the Sheffield City Region in Rotherham, Barnsley, Doncaster and Crystal Peaks, where people will be able to access BIPC services, thus making it easier for a wider range of customers to benefit. We will also subscribe to more databases, allowing our customers to research their markets in even more depth whether they need local street level data or are planning to expand into emerging markets.

The funding will be used to employ 3 full time staff to facilitate this expansion. It will also allow us to purchase access to a wider range of research database than budgets currently allow. The Council will also be expected to deliver the COVID-19 recovery 'Reset. Restart' programme of events for businesses as designed by the British Library.

The council is not legally required to do this.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The proposal contributes to the corporate plan by helping to create a strong economy and tackling inequalities.

At present the average BIPC across the country generates £6.95 payback for every £1 of public money invested. In Sheffield between 2016-18 the BIPC contributed £2.8 million gross value added. By expanding our activities across the Sheffield City Region, we further expect to contribute to the local economy in terms of jobs created and money brought in. It also helps to support alternative employment options to those who may have lost their jobs during this pandemic.

Tackling inequalities is central to the public library ethos. The BIPC service is free to library members, giving new and small businesses access to research and advice that is ordinarily expensive. Again, expanding our offer will bring more benefits to people who could not generally afford to access such services.

Sheffield BIPC already has a strong record of supporting diverse entrepreneurs. Of the people using our services 57% are women, 25% BME, 20% disabled and 41% are from our most deprived areas. Expanding the service will help us to further tackle inequality across the region.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 N/A

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

- 4.1.1 As part of a library service the BIPC provides free access to its advice and resources and enables people from any community or group to access support for their business ideas. The BIPC network is supported by the British Library and has been evaluated by Adroit Consulting to have better impact for women and people of BAME backgrounds than most business advice services.

People who access BIPC's across the country have much improved chances of surviving the first few critical years of starting up a business. By expanding the reach of the BIPC to both the other three local authorities in South Yorkshire and at Crystal Peaks library we are expanding these beneficial services to many more people.

Libraries are places of equal access and opportunity and this initiative represents a widening of access to business advice at a time of increasing need post covid-19.

4.2 Financial and Commercial Implications

- 4.2.1 A grant of £704,673 has been awarded by the British Library for the purpose of supporting the expansion of the British Library Business & IP Network. Key features and terms and conditions of the grant are listed below. Please note: the grant agreement reviewed by External Funding was a draft version; any material changes to the final version may be subject to further approval.

The grant funding term runs from October 2020 to March 2023. The funding will be paid annually in three instalments:

2021: £230,835

2022: £234,782

2023: £239,055

Funding should not be used for any other purpose than as set out in Schedule 1 of the grant agreement. Payment may be withheld in the event that funding is not being used for the stated purposes. Any unspent balance at the end of the project may be returned to the British Library.

The funding is subject to clawback in the event of funding paid in error, or as a result of fraud, bribery or malpractice.

Sheffield City Council are required to act as the accountable body for the grant funding, and are required to ensure that staff resources are adequate to carry out the funding requirements.

The British Library have been awarded a grant by way of a Memorandum of Understanding with the Department for Digital, Media, Culture and Sport (DCMS). The grant recipient must read and abide by the obligations as set out in the MOU and at Appendix 5 of the grant agreement.

If any portion of the DCMS grant funding is not received by the British Library, the British Library are not obligated to pay this portion of funding to the grant recipient.

A separate organisation code is required for recording transactions relating to the grant so that compliance with the agreement can be monitored.

Monitoring reporting is required to be submitted to the British Library as set out in Appendix 1, or as otherwise directed. Reasonable access must be permitted to any person authorised by the British Library to allow them to monitor and evaluate use of grant expenditure and service delivery.

Procurement:

All public sector procurement is governed by both European Legislation and UK National Law. In addition, all procurement in Sheffield City Council must comply with its own Procurement Policy, and internal regulations known as 'Contracts Standing Orders' (CSOs).

Contracts Standing Orders requirements will apply in full to the procurement of services, goods or works utilising grants. All grant monies must be treated in the same way as any other Council monies and any requirement to purchase/acquire services, goods or works must go via a competitive process.

The Project Manager will need to read, understand and comply with all of the grant terms and conditions and the [Code of Conduct for Grant Recipients](#).

4.3 Legal Implications

- 4.3.1 The Localism Act 2011 provides local authorities with a “general power of competence” which enables them to do anything that an individual can do as long as the proposed action is not specifically prohibited. This enables the Council to accept funding.

A Collaboration Agreement will need to be entered in to with the British Library Board which will has an expiry date of 31st March 2023 with the ability to extend for 12 months, and the grant will be subject to the terms and conditions contained within this agreement. A draft version of the agreement has been reviewed, if any changes are made then this will need to be reviewed again by Legal.

The grant must be spent on the activity that the British Library have agreed to fund. Each parties obligations are detailed within Appendix 1 of the Collaboration Agreement. The British Library reserves the right to withhold payment of the grant if it determines that the grant monies are not applied for the purpose of meeting these costs.

This funding is third party grant funding, through the Department for Digital, Media, Culture and Sport, and the Funding Body obligations are detailed in Appendix 5 of the Collaboration Agreement.

Both parties must comply with their obligations under the Data Protection Act 2018 and the Data Protection clauses and appendix within the Collaboration Agreement.

The British Library are able to request repayment of the grant in specific circumstances.

Council officers involved in delivery of this project must ensure that they are aware of the obligations contained within the Collaboration Agreement.

The Council must comply with all the monitoring, record keeping and reporting requirements.

The Public Contracts Regulations 2015 and Contracts Standing Orders must be complied with at all times.

4.4 Other Implications

4.4.1 N/A

5. **ALTERNATIVE OPTIONS CONSIDERED**

5.1 Alternative Option 1 – Not accept the funding

The Council could choose not to accept the funding, this would mean that the Council is not able to expand the offer at the Business and IP centre and our services will remain at our current level i.e. a single BIPC based in Sheffield Central Library, providing fewer databases and with less dedicated staff support.

In this scenario we are less able to help businesses in the region, meaning that there is likely to be economic damage to the area. There is also a significant risk of reputational damage to Sheffield City Council with both the British Library, who the library service currently benefits from very good relations, and DCMS.

6. **REASONS FOR RECOMMENDATIONS**

6.1 The British Library has secured funding from the DCMS to expand the BIPC regionally as part of a national expansion of the network of regional BIPCs to 20. With this funding we will be able to contribute to the economy of the region by supporting businesses and entrepreneurs to grow and be successful.

Post Covid-19 there will be a need for a stronger regional economy to support employment and the proven BIPC model (ref evaluation report from 2019) and impact with women and people from BAME backgrounds will play an important part.

The funding enables recruitment to roles which will work regionally and build partnerships with other South Yorkshire Libraries and business support organisations.

Delivery of this project and its benefits to help businesses survive and thrive will enhance Sheffield Library's position as a support to both the people of Sheffield and the region and thus enhance its reputation regionally and nationally.

