

STRATEGIC TRANSFORMATION COMMITTEE

ABERDEEN, 4 October 2017. Minute of Meeting of the STRATEGIC TRANSFORMATION COMMITTEE. Present:- Councillor Laing, Convener; and Councillors Boulton, Flynn, Lumsden and Yuill.

The agenda and reports associated with this minute can be located at the following link:-

<https://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=602&MIId=5890&Ver=4>

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be altered retrospectively.

COMMITTEE BUSINESS STATEMENT

1. The Committee had before it a business statement prepared by the Head of Legal and Democratic Services, comprising business referred from other committees.

The Committee resolved:

to note:

- (i) that the review of bookings and lettings procedures in schools and learning centres would be reported on 14th November, 2017; and
- (ii) that the Joint Venture proposal with Hunchbuzz would be reported on 12th January, 2018.

TRANSFORMATION PORTFOLIO GOVERNANCE

2. The Committee had before it a report by the Chief Executive explaining the governance structure to be put in place to manage the delivery of the Transformation Portfolio.

The report recommended:

that the Committee note the governance arrangements.

The Committee resolved:-

to approve the recommendation.

TRANSFORMATION PORTFOLIO BUDGET

3. The Committee had before it a report by the Head of Finance which explained the budget available for transformation, how it would be accessed and spend monitored, and how the realisation of benefits would also be monitored. The Head of Finance also

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advised that item 7.3 on the agenda, on an Outline Business Case for Assets, would be reported to the next meeting.

The report recommended:

That the Committee:

- (a) allocate £250,000 from the Transformation Fund for initial set up costs;
- (b) authorise the Head of Finance to approve requests for spend against the above £250,000 budget and report back on its use;
- (c) agree that the costs of the Transformation Lead be met from the Transformation Fund from this juncture;
- (d) note the current uncommitted balance against the fund, subject to the approval of recommendations to be determined this day; and
- (e) otherwise note the report.

The Committee agreed:

to approve the recommendations, on the basis that the Head of Finance would exercise delegated powers granted under recommendation (b) following consultation with the Convener.

DIGITAL STRATEGY PROGRAMME UPDATE

4. The Committee had before it a report by the Head of IT and Transformation on progress in Being Digital, the digital strategy programme, which had been approved by the Finance, Policy and Resources Committee on 20th September, 2016 (Article 23 of the Minute of Meeting refers).

The report recommended:

- (a) that the Committee note progress in the strategy; and
- (b) that the Committee authorise expenditure of up to £100,000 from the Transformation Fund to run two pilot projects identified in the report, on delivering a booking programme for facilities and on a booking and paying system for services.

The Committee resolved:

to approve the recommendations and to further instruct (i) that officers ensure that any projects proposed in future reports to the Committee include additional supporting information (including scope, risk/benefit analysis and associated timescales) to allow members to make informed decisions; and (ii) that such additional information be provided to the committee members on these two pilot projects.

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PROCUREMENT OF DIGITAL PARTNER

5. The Committee had before it a report by the Head of IT and Transformation seeking approval of the approach to procure a business digital partner.

The report recommended:

That the Committee:

- (a) note that the procurement of a business digital partner was underway, as set out in timescales contained in appendix 1 to the report;
- (b) allocate up to £4.5m over the next two years from the Transformation Fund to procure the business digital partner; and
- (c) authorise the Chief Executive to appoint the business digital partner.

The Committee resolved:

to approve the recommendations, on the basis that the Chief Executive would exercise delegated powers granted under recommendation (b) following consultation with the Convener and the Convener of the Finance, Policy and Resources Committee.

OUTLINE BUSINESS CASE - FLEET SERVICES AND MOBILITY

6. The Committee had before it a report by the Interim Director of Communities, Housing and Infrastructure which presented an Outline Business Case for the transformation of Fleet Services and Mobility and sought authority to proceed to the preparation of a Full Business Case.

The report recommended:

That the Committee note the attached Outline Business Case and instruct the Interim Director to proceed to a Full Business Case, at an estimated cost of £150,000.

The Committee resolved:

- (i) to approve the recommendation;
- (ii) to note the Council's commitment to no compulsory redundancies; and
- (iii) to instruct that the Full Business Case include details for each service delivery model of: (a) the TUPE implications and other potential impacts on employees and (b) the impacts on citizens and partners.

OUTLINE BUSINESS CASE - TOTAL FACILITIES MANAGEMENT / STORES

7. The Committee had before it a report by the Interim Director of Communities, Housing and Infrastructure which presented an Outline Business Case for the transformation of Facilities Management, including the Stores Service, and sought authority to proceed to the preparation of a Full Business Case.

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The report recommended:

That the Committee note the attached Outline Business Case and instruct the Interim Director to proceed to a Full Business Case, at an estimated cost of £150,000.

The Committee resolved:

- (i) to approve the recommendation;
- (ii) to note the Council's commitment to no compulsory redundancies; and
- (iii) to instruct that the Full Business Case include details for each service delivery model of: (i) the TUPE implications and other potential impacts on employees and (ii) the impacts on citizens, tenants and partners

RECRUITMENT AND SELECTION OF DIRECTORS

8. The Committee had before it a report by the Chief Executive which outlined the process for the recruitment to fill the four Director roles approved by Council on 23rd August, 2017 (Article 17 of the Minute of Meeting refers).

The report recommended:

That the Committee note the report.

The Committee resolved:

- (i) to note the report;
- (ii) to note the need to change the date of the November, 2017, meeting of the Finance, Policy and Resources Committee; and
- (iii) to further note that this would be agreed by the Convener of that Committee, with all arrangements to take account of the availability of Group Leaders.

PORTFOLIO COMMUNICATIONS AND ENGAGEMENT REPORT

9. The Committee had before it a report by the Chief Executive on the actions taken so far to develop the Transformation Communications and Engagement Plans.

The report recommended:

That the Committee note the updates provided.

The Committee resolved:

to note the report.

- COUNCILLOR JENNIFER LAING, Convener.

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