

## STRATEGIC COMMISSIONING COMMITTEE

ABERDEEN, 30 January 2020. Minute of Meeting of the STRATEGIC COMMISSIONING COMMITTEE. Present:- Councillor Laing, Convener; Councillor John, Vice-Convener; and Councillors Copland, Duncan, Lumsden, Alex Nicoll, Audrey Nicoll, Wheeler and Yuill.

The agenda and reports associated with this minute can be found [here](#).

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 retrospectively altered.

### WELCOME

1. The Convener welcomed Councillors Copland and Audrey Nicoll to their first meeting as members of the Strategic Commissioning Committee.

### ORDER OF BUSINESS

2. The Convener advised that, as notified to Members by email ahead of the meeting, business case OPS076 (Memorial Stabilisation Works) had been withdrawn from the agenda, as it had been clarified that the project sat within the capital budget and the business case would therefore be reported to the City Growth and Resources Committee instead, in line with the Committee Terms of Reference.

### DETERMINATION OF EXEMPT BUSINESS

3. The Convener proposed that the Committee consider item 10.1 (Workplans and Business Cases – Exempt Appendices) with the press and public excluded.

#### **The Committee resolved:-**

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of item 10.1 on today's agenda so as to avoid disclosure of exempt information of the class described in paragraph 8 of Schedule 7(A) of the Act.

### DECLARATIONS OF INTEREST

4. There were no declarations of interest.

**STRATEGIC COMMISSIONING COMMITTEE**  
30 January 2020

**MINUTE OF PREVIOUS MEETING OF 21 NOVEMBER 2019**

5. The Committee had before it the minute of its previous meeting of 21 November 2019 for approval.

**The Committee resolved:-**

to approve the minute as a correct record.

**COMMITTEE BUSINESS PLANNER**

6. The Committee had before it the committee business planner as prepared by the Chief Officer – Governance.

**The Committee resolved:-**

- (i) to note that the Terms of Reference for item 4 (Procurement Workplans) reflected the old numbering and would be updated for the next meeting; and
- (ii) to otherwise note the planner.

**WORKPLANS AND BUSINESS CASES - REVENUE - COM/20/018**

7. With reference to article 11 of the minute of the previous meeting, the Committee had before it a report by the Chief Operating Officer which (1) presented procurement workplans where revenue expenditure was included for the Operations and Customer functions to Committee for review; (2) sought approval of each of the procurement business cases listed below, including the total estimated revenue expenditure for each proposed contract, as contained at item 10.1 of the agenda; and (3) presented a summary of 3.10 memos approved since the last meeting.

The list of procurement business cases was as follows:-

| Reference | Cluster                                 | Business Case                                  |
|-----------|---|--|
| OPS077    | Operations and Protective Services      | Print and Distribution of Garden Waste Permits |
| OPS078    | Integrated Children and Family Services | Play Team Development                          |

**STRATEGIC COMMISSIONING COMMITTEE**  
30 January 2020

| Reference | Cluster                                    | Business Case   |
|-----------|--|---|
| OPS079    | Integrated Children and Family Services    | Services for Children with Disability                       |
| OPS080    | Integrated Children and Family Services    | Additional Support Needs Advisory Project                   |
| OPS081    | Integrated Children and Family Services    | Support for Childminding in Aberdeen City                   |
| OPS082    | Integrated Children and Family Services    | Early Learning & Childcare Expansion                        |
| CUS017    | Digital and Technology                     | Trend Micro Smart Protection Complete (Anti-Virus software) |
| CUS018    | Digital and Technology                     | Forcepoint Email Security Gateway with Essential Support    |
| CUS019    | Digital and Technology                     | Microsoft Enterprise Agreement Licenses                     |
| CUS020    | Early Intervention & Community Empowerment | Spydus - Library Management System                          |
| CUS021    | Early Intervention & Community Empowerment | Big Noise Torry - ACC & Sistema Partnership                 |

**The report recommended:-**

that Committee –

- (a) note the workplans of the Operations and Customer functions as detailed in the appendices;
- (b) approve each of the individual procurement business cases, including the estimated revenue expenditure for each proposed contract; and to approve the direct awards of contract where there were special circumstances outlined in the each of the respect procurement business cases which justified not issuing a tender or calling off a framework agreement:-  
OPS077  
OPS078

## STRATEGIC COMMISSIONING COMMITTEE

30 January 2020

- OPS079  
 OPS080  
 OPS081  
 OPS082  
 CUS017  
 CUS018  
 CUS019  
 CUS020; and  
 CUS021; and
- (c) note that business cases for procurement exercises to be commenced after the 2 April 2020 Committee would be submitted on a phased basis to future meetings of the Strategic Commissioning Committee.

**The Committee resolved:-**

- (i) to request that officers ensure that responses provided in the business cases addressed the entirety of the Gateway questions in future reports;
- (ii) in relation to business case OPS078 (Play Team Development), to request that officers provide a service update to Members on progress at the halfway point in the contract;
- (iii) also in relation to business case OPS078, to request that officers discuss a co-production and co-design approach with the provider in relation to community benefits;
- (iv) in relation to business case CUS021 (Big Noise Torry), to request that officers provide a service update on work undertaken to broaden the scope of the project to include other areas, and to request that this include evidence of wider outcomes being achieved, for example, the effect on anti-social behaviour and the impact of the project on the wider community; and
- (v) to otherwise approve the recommendations.

**In accordance with the decision recorded under article 1 of this minute, the following item of business was considered with the press and public excluded.**

**WORKPLANS AND BUSINESS CASES - REVENUE - EXEMPT APPENDICES IN RELATION TO ITEM 9.1 ON THE AGENDA**

8. The Committee had before it exempt appendices relating to the Workplans and Business Cases Revenue report on the agenda (article 7 of this minute refers).

**The Committee resolved:-**

to note the exempt appendices.

- **COUNCILLOR JENNIFER LAING, Convener**

**STRATEGIC COMMISSIONING COMMITTEE**  
30 January 2020