

# Public Document Pack



To: Councillor Laing, Convener; Councillor John, Vice Convener; and Councillors Copland, Duncan, Lumsden, Alex Nicoll, Audrey Nicoll, Wheeler and Yuill.

Town House,  
ABERDEEN, 22 January 2020

## **STRATEGIC COMMISSIONING COMMITTEE**

The Members of the **STRATEGIC COMMISSIONING COMMITTEE** are requested to meet in **Committee Room 2 - Town House** on **THURSDAY, 30 JANUARY 2020 at 2.00pm.**

FRASER BELL  
CHIEF OFFICER - GOVERNANCE

### **B U S I N E S S**

#### **NOTIFICATION OF URGENT BUSINESS**

1.1 There are no items at this time

#### **DETERMINATION OF EXEMPT BUSINESS**

2.1 Members are requested to determine that any exempt business be considered with the press and public excluded

#### **DECLARATIONS OF INTEREST**

3.1 Members are requested to declare any interests (Pages 3 - 4)

#### **DEPUTATIONS**

4.1 There are no deputations at this time

## **MINUTE OF PREVIOUS MEETING**

- 5.1 Minute of Previous Meeting of 21 November 2019 - for approval (Pages 5 - 12)

## **COMMITTEE PLANNER**

- 6.1 Committee Business Planner (Pages 13 - 14)

## **NOTICES OF MOTION**

- 7.1 There are no notices of motion at this time

## **REFERRALS FROM COUNCIL, COMMITTEES AND SUB COMMITTEES**

- 8.1 There are no referrals at this time

## **GENERAL BUSINESS**

- 9.1 Workplans and Business Cases - Revenue - COM/20/018 (Pages 15 - 24)

## **EXEMPT / CONFIDENTIAL BUSINESS**

- 10.1 Workplans and Business Cases - Revenue - Exempt Appendices in relation to item 9.1 on the agenda (Pages 25 - 120)

EHRIAs related to reports on this agenda can be viewed [here](#)

To access the Service Updates for this Committee please click [here](#)

Website Address: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact Stephanie Dunsmuir, [sdunsmuir@aberdeencity.gov.uk](mailto:sdunsmuir@aberdeencity.gov.uk) or 01224 522503

## **DECLARATIONS OF INTEREST**

You must consider at the earliest stage possible whether you have an interest to declare in relation to any matter which is to be considered. You should consider whether reports for meetings raise any issue of declaration of interest. Your declaration of interest must be made under the standing item on the agenda, however if you do identify the need for a declaration of interest only when a particular matter is being discussed then you must declare the interest as soon as you realise it is necessary. The following wording may be helpful for you in making your declaration.

I declare an interest in item (x) for the following reasons .....

*For example, I know the applicant / I am a member of the Board of X / I am employed by...*

and I will therefore withdraw from the meeting room during any discussion and voting on that item.

**OR**

I have considered whether I require to declare an interest in item (x) for the following reasons ..... however, having applied the objective test, I consider that my interest is so remote / insignificant that it does not require me to remove myself from consideration of the item.

**OR**

I declare an interest in item (x) for the following reasons ..... however I consider that a specific exclusion applies as my interest is as a member of xxxx, which is

- (a) a devolved public body as defined in Schedule 3 to the Act;
- (b) a public body established by enactment or in pursuance of statutory powers or by the authority of statute or a statutory scheme;
- (c) a body with whom there is in force an agreement which has been made in pursuance of Section 19 of the Enterprise and New Towns (Scotland) Act 1990 by Scottish Enterprise or Highlands and Islands Enterprise for the discharge by that body of any of the functions of Scottish Enterprise or, as the case may be, Highlands and Islands Enterprise; or
- (d) a body being a company:-
  - i. established wholly or mainly for the purpose of providing services to the Councillor's local authority; and
  - ii. which has entered into a contractual arrangement with that local authority for the supply of goods and/or services to that local authority.

**OR**

I declare an interest in item (x) for the following reasons.....and although the body is covered by a specific exclusion, the matter before the Committee is one that is quasi-judicial / regulatory in nature where the body I am a member of:

- is applying for a licence, a consent or an approval
- is making an objection or representation
- has a material interest concerning a licence consent or approval
- is the subject of a statutory order of a regulatory nature made or proposed to be made by the local authority.... and I will therefore withdraw from the meeting room during any discussion and voting on that item.

## STRATEGIC COMMISSIONING COMMITTEE

ABERDEEN, 21 November 2019. Minute of Meeting of the STRATEGIC COMMISSIONING COMMITTEE. Present:- Councillor Laing, Convener; Councillor John, Vice-Convener; and Councillors Bell (as substitute for Councillor Donnelly), Copland (as substitute for Councillor Nicoll), Cormie (as substitute for Councillor Hutchison), Duncan, Flynn, Graham (as substitute for Councillor Laing for business case PLA019 only), Greig (as substitute for Councillor Yuill) and Imrie (as substitute for Councillor Wheeler).

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.

### DETERMINATION OF EXEMPT BUSINESS

1. 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 the 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

2. The Committee noted the following declarations of interest intimated at this stage:
  - (i) Councillor Duncan declared an interest in respect of item 9.1 (Aberdeen Performing Arts Annual Report) by virtue of her position as a board member of Aberdeen Performing Arts but did not consider that the nature of her interest required her to leave the meeting; and
  - (ii) the Convener declared an interest in respect of item 10.1 (Business Case PLA019 – Delivery of the Aberdeen Christmas Village) by virtue of her position as a board member of Aberdeen Inspired, and considered that the nature of her interest required her to leave the meeting during consideration of that item on the agenda.

### MINUTE OF PREVIOUS MEETING

3. The Committee had before it the minute of its previous meeting of 29 August 2019 for approval.

## **STRATEGIC COMMISSIONING COMMITTEE**

21 November 2019

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

- (i) in respect of article 5 (Sport Aberdeen Annual Report), to note that information was still to be provided in respect of any changes to opening hours made to date in the current financial year;
- (ii) also in respect of article 5, to note that information was still awaited from Sport Aberdeen on any building modifications required at Lochside Academy and the requested detail would be circulated to Members once this was available; and
- (iii) to otherwise approve the minute as a correct record.

### **COMMITTEE BUSINESS PLANNER**

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

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

to note the planner.

### **ABERDEEN PERFORMING ARTS ANNUAL REPORT - COM/19/437**

5. With reference to article 8 of the minute of its meeting of 13 September 2018 the Committee had before it a report by the Chief Operating Officer which presented the Aberdeen Performing Arts annual review report in order to provide Committee with an overview of performance of service delivery by Aberdeen Performing Arts.

### **The report recommended:-**

that the Committee approve the Aberdeen Performing Arts ALEO annual report appended to the committee report for the Council's interests.

Ms Spiers and Mr Simpson, Aberdeen Performing Arts, were in attendance and answered questions from Members.

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

- (i) in respect of the number of participatory opportunities targeted for priority groups (section 2 of the report), to request that information be provided to Members, by way of email, in respect of the residents of regeneration areas within Aberdeen City who had participated;
- (ii) in respect of the audience numbers (section 2 of the report), to request that information be provided to Members, by way of email, in respect of the percentage of audience survey rating where the experience had been rated as 'excellent' or 'good'; and
- (iii) to otherwise note the Aberdeen Performing Arts ALEO Annual Report.

**STRATEGIC COMMISSIONING COMMITTEE**  
21 November 2019

**ABERDEEN SPORTS VILLAGE ANNUAL REPORT - COM/19/441**

6. With reference to article 10 of the minute of its meeting of 13 September 2018, the Committee had before it a report by the Head of Commercial and Procurement Services which presented the Aberdeen Sports Village annual review report in order to provide Committee with an overview of performance of service delivery by Aberdeen Sports Village.

**The report recommended:-**

that Committee approve the Aberdeen Sports Village annual report appended to the committee report.

Mr Sinclair and Ms Griffiths, Aberdeen Sports Village, were in attendance and answered questions from Members.

**The Committee resolved:-**

to note the Aberdeen Sports Village Annual Report.

**BON ACCORD CARE ANNUAL REPORT - COM/19/440**

7. With reference to article 7 of the minute of its meeting of 13 September 2018, the Committee had before it the annual report of the Bon Accord Care business plan for information.

**The report recommended:-**

that Committee approve the Bon Accord Care business plan annual report appended to the Committee report for the Council's interests.

Ms Chappell, Bon Accord Care, was in attendance and answered questions from Members.

**The Committee resolved:-**

- (i) in respect of the Education section of the report, to request that figures be circulated to Members, by way of email, in respect of the number of participants in the cohort for the Bon Accord Care Parkinson's programme; and
- (ii) to otherwise note the report.

**ANNUAL PROCUREMENT PERFORMANCE REPORT - COM/19/442**

8. The Committee had before it a report by the Chief Operating Officer which set out the annual procurement report for Aberdeen City Council, as required by Section 18 of the Procurement Reform (Scotland) Act 2014.

## STRATEGIC COMMISSIONING COMMITTEE

21 November 2019

**The report recommended:-**

that Committee approve the content and publication of the Annual Procurement Report 2018-2019 as set out at Appendix A of the report.

**The Committee resolved:-**

to approve the recommendation.

### CLUSTER RISK REGISTERS - COM/19/431

9. With reference to article 5 of the minute of its meeting of 20 November 2018, the Committee had before it a report by the Chief Officer – Business Intelligence and Performance Management and the Head of Commercial and Procurement Services which presented the cluster risk registers for those areas in accordance with the Committee Terms of Reference to provide assurance on the Council’s system of risk management.

**The report recommended:-**

that Committee note the cluster risk registers and assurance maps as set out in the appendices to the report.

**The Committee resolved:-**

to approve the recommendation.

### STRATEGY FRAMEWORK - COM/19/413

10. With reference to article 7 of the minute of its previous meeting, the Committee had before it a report by the Chief Officer – Governance which sought agreement from Committee to commission and recommission various strategies as part of the strategy framework.

**The report recommended:-**

that Committee approve the commissioning and recommissioning of strategies as outlined in section 4.2 of the report, namely:-

Commissioned	Recommissioned
Estates and Asset Strategy <ul style="list-style-type: none"> <li>• School Estate Strategy</li> <li>• Alternative Strategy for Council Owned Buildings</li> </ul>	Local Development Plan <ul style="list-style-type: none"> <li>• Homelessness Strategy</li> <li>• City Centre Living Strategy</li> </ul>
Medium Term Financial Strategy	Local Housing Strategy
	Local Transport Strategy



## STRATEGIC COMMISSIONING COMMITTEE

21 November 2019

<p>Customer, Digital and Data Strategy</p> <ul style="list-style-type: none"> <li>• Being Digital Strategy</li> <li>• Information and Data Strategy</li> <li>• Accessibility Strategy</li> <li>• Tenant Participation Strategy</li> <li>• ACC Strategy for Parental Involvement</li> </ul> <p>Community Learning &amp; Development Strategy</p>	<p>Open Space Strategy</p> <ul style="list-style-type: none"> <li>• Forestry &amp; Woodlands Strategy</li> </ul> <p>City Centre Masterplan</p> <p>Energy and Climate Change Strategy</p> <ul style="list-style-type: none"> <li>• Hydrogen Strategy</li> <li>• Local Heat and Energy Efficiency Strategy</li> </ul> <p>Waste Strategy</p> <p>Granite City Food Growing Strategy</p>
---	---

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

- (i) to request that officers circulate information to Members in respect of the policy work which was currently being undertaken, particularly in relation to Education policy; and
- (ii) to otherwise approve the recommendation.

### **WORKPLANS AND BUSINESS CASES - REVENUE - COM/19/433**

11. With reference to article 9 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 Operations, Customer, Resources and Place 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:-

OPS075	Operations and Protective Services	Purchase of salt for winter maintenance
CUS014	Early Intervention and Community Empowerment	Refuge for women fleeing domestic abuse
PLA019	City Growth	Delivery of the Aberdeen Christmas Village
RES029	Corporate Landlord	Energy efficiency improvement projects

**STRATEGIC COMMISSIONING COMMITTEE**

21 November 2019

RES030	Finance	Support and maintenance for e-financials finance software
--------	---------	---

**The report recommended:-**

that Committee –

- (a) note the workplans of the Operations, Customer, Resources and Place Functions as detailed in the appendices;
- (b) approve each of the individual procurement business cases, including the total estimated revenue expenditure for each proposed contract and delegate authority to the Head of Commercial and Procurement Services following consultation with the relevant Chief Officer to procure appropriate goods and services, and enter into any contracts relating thereto –  
OPS075  
CUS014  
PLA019  
RES029  
RES030;
- (c) approve the direct awards of contracts where there were special circumstances outlined in each of the respective procurement business cases which justified not issuing a tender or calling off a framework agreement; and
- (d) note that business cases for procurement exercises to be commenced after the 30 January 2020 meeting would be submitted on a phased basis to future meetings of the Strategic Commissioning Committee.

**The Committee resolved:-**

- (i) in relation to Appendix 2 (3.10 memo summary) and the spend in respect of the 3G/4G extension solution for TECA, to request that officers circulate information to Members, by way of email, to provide more detail in respect of the timeline of the matter, including (a) when the situation in respect of the coverage had first become apparent, (b) how the issue with the coverage had been discovered; (c) whether the coverage was an issue both inside and outside the building; (d) under which budget line the expenditure sat; and (e) whether the £220,000 included repayment to the capital programme;
- (ii) to request that officers circulate information to Members, by way of email, in respect of the financial support provided by Aberdeen Inspired to the Christmas Village; and
- (iii) to otherwise approve the recommendations.

**ANNOUNCEMENT**

**12.** At this juncture, the Convener advised Committee that it was the last meeting to be attended by Carol Wright, Business and Procurement Improvement Manager, prior to her leaving in December following 19 years with Aberdeen City Council. The Convener paid

**STRATEGIC COMMISSIONING COMMITTEE**

21 November 2019

tribute to Mrs Wright, noting that she was well-respected and admired by her colleagues, and thanked her for being incredibly supportive and helpful to her in her role as Convener. She added that the Council was very appreciative of the work she had undertaken and wished her well for the future.

**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.**

**DECLARATION OF INTEREST**

**In accordance with article 2 of this minute, the Convener left the meeting during consideration of procurement business case PLA19 contained in the exempt appendices to the following item of business. The Vice Convener took the Chair and Councillor Graham substituted for the Convener for consideration of the aforementioned business case only.**

**WORKPLANS AND BUSINESS CASES - REVENUE - EXEMPT APPENDICES IN RELATION TO ITEM 9.7 ON THE AGENDA**

**13.** The Committee had before it exempt appendices relating to the Workplans and Business Cases – Revenue report on the agenda (article 11 of this minute refers).

**The Committee resolved:-**

to note the exempt appendices.

- **COUNCILLOR JENNIFER LAING, Convener**

This page is intentionally left blank

	A	B	C	D	E	F	G	H	I
1	<b>STRATEGIC COMMISSIONING BUSINESS PLANNER</b> The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.								
2	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Update</b>	<b>Report Author</b>	<b>Chief Officer</b>	<b>Directorate</b>	<b>Terms of Reference</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3	<b>30 January 2020</b>								
4	Procurement Workplans	To present the procurement workplans for 2020/2021 for review		Craig Innes	Commercial and Procurement	Commissioning	Purpose 3 and remit 3.4	D	These will be presented after the Council Budget meeting to ensure that they reflect any decisions taken
5	Collaboration with Businesses Regarding Community Involvement programmes provided by businesses	Council Budget 05/03/19 - Council agreed to instruct the Head of Commercial and Procurement Services to bring forward a report to the relevant Committee on how best Aberdeen City Council can work with Aberdeen businesses to bring about positive collaboration to ensure Aberdeen citizens benefit from the many community involvement programmes that Aberdeen businesses already provide.	Detail on this was included in the annual performance report, however a further report will be presented to Committee in January 2020 with additional detail of work undertaken	Craig Innes	Commercial and Procurement	Commissioning	Remit 1.1 and 2.3	D	As an event is being held in early 2020 with businesses, officers consider it prudent to hold the committee report back until after this event to enable any issues and feedback raised to be taken on board
6	Procurement Business Cases	To seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	Purpose 3 and remit 3.4		
7	<b>02 April 2020</b>								
8	Procurement Business Cases	To seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	Purpose 1 and 2 and Remit 4.2		
9	<b>11 June 2020</b>								
10	Procurement Business Cases	To seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	Purpose 1 and 2 and Remit 4.2		
11	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.		Martin Murchie	Business Intelligence and Performance	Commissioning	GD 7.5		
12	<b>27 August 2020</b>								

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
13	Procurement Business Cases	To seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	Purpose 1 and 2 and Remit 4.2		
14	Sport Aberdeen Annual Report	To present the Sport Aberdeen Annual Report for review.		Craig Innes	Commercial and Procurement	Commissioning	Remit 4.5		
15	<b>12 November 2020</b>								
16	Procurement Business Cases	To seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	Purpose 1 and 2 and Remit 4.2		
17	Aberdeen Performing Arts Annual Report	To present the Aberdeen Performing Arts Annual Report for review.		Craig Innes	Commercial and Procurement	Commissioning	Remit 4.5		
18	Bon Accord Care Annual Report	To present the Bon Accord Care Annual Report for review.		Craig Innes	Commercial and Procurement	Commissioning	Remit 4.5		
19	Aberdeen Sports Village Annual Report	To present the Aberdeen Sports Village Annual Report for review.		Craig Innes	Commercial and Procurement	Commissioning	Remit 4.5		
20	Population Needs Assessment	To present the Population Needs Assessment every two years to understand the needs which public bodies must address.		Martin Murchie	Business Intelligence and Performance	Commissioning	Remit 2.1		
21	Annual Performance Report	To present the annual performance report for review		Craig Innes	Commercial and Procurement	Commissioning	General Delegation 7.6		
22	Commissioning Risk Register	To present the risk register.		Craig Innes/Martin Murchie	Commercial and Procurement and Business Intelligence and Performance	Commissioning	GD 7.4		

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Strategic Commissioning Committee
<b>DATE</b>	30 January 2020
<b>EXEMPT</b>	<p>Not exempt:</p> <p>Covering Report; Appendix 1 – Workplan, Summary of business cases and Appendix 2 – Summary of 3:10 memos</p> <p>Exempt: Yes – Paragraph 8</p> <p>Appendices 3 onwards.</p> <p>The report refers to the amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services <b>provided</b> that disclosure to the public of the amount there referred to would be likely to give an advantage to a person or organisation entering, or seeking to enter, a contract with the Council.</p>
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Workplans and Business Cases - Revenue
<b>REPORT NUMBER</b>	COM/20/018
<b>DIRECTOR</b>	Rob Polkinghorne
<b>CHIEF OFFICER</b>	Craig Innes
<b>REPORT AUTHOR</b>	Craig Innes
<b>TERMS OF REFERENCE</b>	Purpose 2

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present procurement workplans where revenue expenditure is included for Operations and Customer Functions to Committee for review and to seek approval of the total estimated revenue expenditure for each proposed contract as contained in the Procurement Business Cases appended to the report.

### 2. RECOMMENDATIONS

It is recommended that the Committee:

- 2.1 reviews the workplans of the Operations and Customer Functions as detailed in the Appendices;

- 2.2 approve each of the individual procurement business cases, including the total estimated revenue expenditure for each proposed contract,
- 2.3 approve the direct awards of contract where there are special circumstances outlined in each of the respective procurement business cases which justify not issuing a tender or calling off a framework agreement, and
- 2.4 notes that Business Cases for procurement exercises to be commenced after 2 April 2020 committee will be submitted on a phased basis to future meetings of the Strategic Commissioning Committee.

### **3. BACKGROUND**

- 3.1 The ACC Procurement Regulations 2019 requires that authority to incur expenditure must be sought prior to any invitation to tender or contract entered into. The method of authorising depends upon the contract value, with contracts above £50,000 (supplies/services) or £250,000 (works) requiring to be listed on a workplan with an associated Procurement Business Case and submitted by the relevant Chief Officer to the Strategic Commissioning Committee (Revenue budget only), and/or to City Growth and Resources Committee (Capital and Capital with Revenue implications). The approval of the applicable Committee is required prior to the procurement being undertaken.
- 3.2 Committee is asked to review the Operations and Customer Functions' workplans and to approve the expenditure detailed in each Procurement Business Case appended to the report.
- 3.3 There are no business cases for the Resources, Commissioning and Place or Governance Functions this cycle.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 The indicative value of each proposed contract is shown within the respective workplan in the Appendices. The ability to have an overview of contract expenditure is aligned to Core Outcomes of the LOIP and the whole systems commissioning cycle approach. The refreshed approach to governance ensures that all contracts are aligned to the approved budget provision for each financial year with controls in place for flexibility if required. This also assists the Council in meetings its statutory duty to keep a Contracts Register.

### **5. LEGAL IMPLICATIONS**

- 5.1 All contracts shall be procured in accordance with procurement legislation and the Commercial Legal Team within C&PS shall provide legal advice where necessary.



## 6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
<b>Financial</b>	Escalation of costs	L	A strong focus on value for money in all commissioning activities.
	Unable to control demand	M	Ongoing focus on demand reduction strategies.
	Differing market conditions depending on commodity/service	M	Use of Business Intelligence to help predict market changes and trends.
<b>Legal</b>	Failure to comply with procurement and other legislation.	L	Engagement with Commercial Legal Team within the Commissioning Function.
<b>Employee</b>	Insufficient information provided by officers and lack of resources.	M	Workplan shall allow for the proportionate allocation of resource depending on the risks and business criticality of each contract.
	Insufficient commissioning skills across the organisation.	M	Workforce development and training plan will be put in place across the Council.
<b>Customer</b>	New approach to customer services	M	Involving Customers in the re-design of provision.
<b>Environment</b>	Failure to consider sustainable options.	L	Ensure all contracts consider environmental considerations.
<b>Technology</b>	New technology is not embraced in full.	L	Market research undertaken by Commissioning officers and support and advice from the Council's Digital Partner.
<b>Reputational</b>	Lack of understanding or appreciation of the new process of workplans and business cases.	L	Engagement sessions with all Council Functions to ensure an understanding of the benefits of forward-planning and the value that strategic commissioning brings to the delivery of outcomes.

## 7. OUTCOMES

7.1 All outcomes of the LOIP will be considered as part of the development of new contract specifications and specifications will align to any related outcomes.

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	Commissioning will work with Customer services on the design and monitoring of impact.
<b>Organisational Design</b>	Enabling a strategic commissioning approach is a key aspect of the future organisational design.
<b>Governance</b>	There will be close working between the City Growth and Resources and the Strategic Commissioning Committees and any relevant governance arrangements. The submission of the workplan complies with the requirements of the Council's Procurement Regulations.
<b>Workforce</b>	A key aspect of developing this approach will be the development and involvement of key staff within the commissioning cycle of all contracts.
<b>Process Design</b>	Co-design of future provision and the development of outcome-based specifications will be an important aspect of delivering best value.
<b>Technology</b>	The use of technology will be important particularly regarding analysis of data and performance.
<b>Partnerships and Alliances</b>	As part of contract design, partnership working will be embedded in the approach.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Not required for this report
<b>Data Protection Impact Assessment</b>	Not required for this report
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

## 9. BACKGROUND PAPERS

None.

## 10. APPENDICES

### Public

Appendix 1 Summary Workplan of business cases  
Appendix 2 3:10 Memo summary

### Private

Appendix 3 Operations Workplan, and business cases  
Appendix 4 Customer Workplan, and business cases

## 11. REPORT AUTHOR CONTACT DETAILS

Name	Craig Innes
Title	Head of Commercial & Procurement Service
Email Address	<a href="mailto:CInnes@aberdeencity.gov.uk">CInnes@aberdeencity.gov.uk</a>
Tel	01224 665650

This page is intentionally left blank

Operations Procurement Work Plan	Committee: Strategic Commissioning Committee	Date of Committee: 30 January 2020							
Reference	Service	Team	Description of Requirement	Type of Budget	Estimated Start date of Contract or Extension	Estimated End date of Contract (Excluding extension)	Maximum Extension Period (months)	Estimated End date of Contract (Including extension)	Summary
OPS076	Operations and Protective Services	Environmental Services	Memorial Stone Stablisation	Revenue	01/04/2020	31/03/2023	12	31/03/2024	Contract for the provision of works to make safe unstable memorial headstones within Aberdeen City Council cemeteries
OPS077	Operations and Protective Services	Waste Services	Print and Distribution of Garden Waste Permits	Revenue	01/06/2020	31/05/2023	24	31/05/2025	Contract for the provision of services - Design, production and mailing of garden permits to householders
OPS078	Integrated Children and Family Services	Education	Play Team Development	Revenue	01/04/2020	31/03/2021	0	31/03/2021	Contract for the provision of a Play Development Team to lead and deliver on the priorities outlined in the Aberdeen City Play Policy and Strategy 2018
OPS079	Integrated Children and Family Services	Children's Social Work	Services for Childen with Disability	Revenue	01/08/2020	31/07/2023	24	31/07/2025	Contract for the provision of services to meet the needs of children with disabilities and their families. This will include Community based services and intensive support services.
OPS080	Integrated Children and Family Services	Education	Additional Support Needs Advisory Project	Revenue	01/04/2020	31/03/2021	0	31/03/2021	Contract for the provision of an Additional Support Needs Advisory Project (ASPAP) to support local Funded Early Learning and Childcare providers and Out of School Care services to facilitate the inclusion of children with additional support needs.
OPS081	Integrated Children and Family Services	Education	Support for Childminding in Aberdeen City	Revenue	01/04/2020	31/03/2021	1	31/03/2021	Contract for the provision of a Childminding Support Service to include support to recruit childminders; train and support childminders; and recruit and train specialist community childminders in order to provide family support services to those in need of an early intervention.
OPS082	Integrated Children and Family Services	Education	Early Learning & Childcare Expansion	Revenue	01/08/2020	31/07/2024	0	31/07/2024	Framework Agreement with early learning and childcare (ELC) providers. Establishment of the framework will ensure Aberdeen City Council has sufficient capacity to deliver every child's funded ELC entitlement by August 2020.

Customer Procurement Work Plan	Committee: Strategic Commissioning Committee	Date of Committee: 30 January 2020							
Reference	Service	Team	Description of Requirement	Type of Budget	Estimated Start date of Contract or Extension	Estimated End date of Contract (Excluding extension)	Maximum Extension Period (months)	Estimated End date of Contract (Including extension)	Summary
CUS017	Digital and Technology	ICT Security	Trend Micro Smart Protection Complete (Anti-Virus software)	Revenue	01/04/2020	31/03/2023	0	31/03/2023	Contract for a managed Antivirus and Endpoint Protection solution for the Corporate Laptops, PCs and a number of Servers.
CUS018	Digital and Technology	ICT Security	Forcepoint Email Security Gateway with Essential Support	Revenue	01/04/2020	31/03/2023	0	31/03/2023	Contract for the provision of an E-Mail Security Gateway.
CUS019	Digital and Technology	ICT Systems & Operations	Microsoft Enterprise Agreement Licenses	Revenue	01/04/2020	31/03/2023	0	31/03/2023	Contract to renew licencing for the Council's Microsoft estate in support of several essential applications, including key critical Applications/Operating System.
CUS020	Early Intervention & Community Empowerment	Libraries	Spydus - Library Management System	Revenue	08/07/2020	07/07/2023	24	07/07/2025	Contract for the provision of a Library Management System, that manages both the library catalogues of resources and the database of active library members including the interactions between both.
CUS021	Early Intervention & Community Empowerment	Community Learning	Big Noise Torry - ACC & Sistema Partnership	Revenue	01/04/2020	31/03/2026	0	31/03/2026	Renewal of the partnership with the charity Sistema Scotland to support delivery of the Big Noise Torry programme. Big Noise Torry is an early intervention programme, which uses the experience of learning to play an instrument and being in a community orchestra to transform the lives of children and young people living in one of Aberdeen City Council's priority locality areas.

3:10 memos approved 19/20

Function	Cluster	Description of Contract	Estimated Start date of Contract or Extension	Estimated End date of Contract	Total Estimated Contract Value £	SUMMARY OF EXPLANATION OF WHY THE CONTRACT WAS URGENTLY REQUIRED TO MEET THE EXIGENCIES OF THE SERVICE AND THEREFORE JUSTIFYING THE SUSPENSION OF PROCUREMENT REGULATIONS, IN WHOLE OR IN PART:
Customer	Digital & Technology	Microsoft Enterprise Agreements (SQL)	01/01/2020	31/12/2022	166,273	There is a requirement to licence critical Microsoft SQL Databases across the estate which provides the essential platform for key critical applications such as: BACS (C-Series), Carefirst, Child Protection Register , e-Financials, Infosmart, Northgate NPS Housing, NDR, Parking Gateway, PSE, Total Mobile, Tranman, CAG and Confirm. It had been intended to put all three agreements to the previous meeting of the Strategic Commissioning Committee (where the business case for e-Financials was considered) however due to the complexity of the licence process, it was necessary to delay the other agreements.
Operations	Operations and Protective Services	Cost System Upgrade and Mobile Working Deployment	23/12/2019	31/12/2020	98,450	To allow for business efficiencies to be realised for the commencement of financial year 2020/21, an implementation date of April 2020 is required, which requires award of contract prior to January 2020 to allow for a 12 week deployment programme.
Resources	Finance	Procurement of Bulk Annuity for Aberdeen City Council Transport Fund	01/04/2020		Circa £200 million	Following the merging of the two Transport Funds, the Pensions Committee, in conjunction with the single employer (First Bus), agreed to procure a bulk annuity for the pensioner liabilities. The aim of this is to reduce the level of volatility for the employer around future pension contributions and funding of their liabilities, and reduce investment risk for the employer and the Pension Fund. The fund urgently required procurement of the bulk annuity before the end of March/April 2020, as the pricing of the annuity is dependent on timing within the insurance sector and pricing is significantly influenced by market movements. Progressing the procurement while prevailing market conditions were good was extremely important to achieve the desired result.

This page is intentionally left blank



Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank



Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank



Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank



Exempt information as described in paragraph(s) 8 of Schedule 7A of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank

Exempt information as described in paragraph(s) 8 of Schedule 7A  
of the Local Government (Scotland) Act 1973.

Document is Restricted

This page is intentionally left blank