

Public Document Pack



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

Town House,
ABERDEEN, 7 April 2021

STRATEGIC COMMISSIONING COMMITTEE

The Members of the **STRATEGIC COMMISSIONING COMMITTEE** are requested to meet remotely on **THURSDAY, 15 APRIL 2021 at 2.00pm.**

FRASER BELL
CHIEF OFFICER - GOVERNANCE

In accordance with UK and Scottish Government guidance, meetings of this Committee will be held remotely as required. In these circumstances the meetings will be recorded and available on the Committee page on the website.

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 11 February 2021 - for approval (Pages 5 - 10)

COMMITTEE PLANNER

- 6.1 Committee Business Planner (Pages 11 - 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

PERFORMANCE

- 9.1 Performance Report - Commercial and Procurement - CUS/21/071 (Pages 15 - 22)

WORKPLANS AND BUSINESS CASES

- 10.1 Workplans and Business Cases - COM/21/093 (Pages 23 - 34)

EXEMPT BUSINESS - NOT FOR PUBLICATION

- 11.1 Workplans and Business Cases - Exempt Appendices (Pages 35 - 86)

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

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

Website Address: aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Stephanie Dunsmuir, sdunsmuir@aberdeencity.gov.uk

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, 11 February 2021. Minute of Meeting of the STRATEGIC COMMISSIONING COMMITTEE. Present:- Councillor Laing, Convener; Councillor John, Vice-Convener; and Councillors Allard, Bell (as substitute for Councillor Wheeler), Copland, Duncan, Mason MSP (as substitute for Councillor Lumsden), Alex Nicoll 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.

NOTIFICATION OF URGENT BUSINESS

1. The Convener advised that she had accepted item 10.3 (Letter from COSLA – Council Delivery Plan) on to the agenda as a matter of urgency in terms of Section 50B(4)(b) of the Local Government (Scotland) Act 1973.

The Committee resolved:-

to note the decision of the Convener.

DETERMINATION OF EXEMPT BUSINESS

2. The Convener proposed that the Committee consider item 12.1 (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 12.1 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

3. There were no declarations of interest.

MINUTE OF PREVIOUS MEETING OF 12 NOVEMBER 2020

4. The Committee had before it the minute of its previous meeting of 12 November 2020 for approval.

STRATEGIC COMMISSIONING COMMITTEE

11 February 2021

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS PLANNER

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

The Committee resolved:-

- (i) to note that items 9 (Climate Friendly Weighting for Contracts) and 10 (Community Benefit Clauses) had been deferred to the June meeting to allow a full year of data to be presented; and
- (ii) to otherwise note the planner.

ABERDEEN SPORTS VILLAGE ANNUAL REPORT - COM/21/041

6. With reference to article 6 of the minute of its meeting of 21 November 2019, the Committee had before it a report by the Head of Commercial and Procurement Services which presented the Aberdeen Sports Village annual review report covering 1 August 2019 to 31 July 2020 in order to provide Committee with an overview of performance of service delivery.

Mr Duncan Sinclair, Aberdeen Sports Village, was in attendance and answered questions from Members.

The report recommended:-

that the Committee note the Aberdeen Sports Village ALEO Annual Report appended to the report for the Council's interests.

The Committee resolved:-

- (i) to thank Mr Sinclair for his attendance and comprehensive answers to Members' questions;
- (ii) to request that consideration be given to including a breakdown of the user numbers in regeneration areas to determine whether the majority of users in those areas were students in future reports;
- (iii) to note that Aberdeen Sports Village (ASV) were to introduce a passport scheme for users which would allow more comprehensive data to be collected for future reports;
- (iv) to note that due to the coronavirus, targets set for 2019/2020 had become unachievable, but recognise that until the national lockdown in March 2020, ASV had been on target to deliver another successful year;

STRATEGIC COMMISSIONING COMMITTEE

11 February 2021

- (v) to note ASV's close engagement with Sportscotland, UK active and other national governing bodies had allowed ASV to offer early access to training; specifically for athletes training for the Olympics and Paralympics;
- (vi) to note ASV Aquatics Centre was one of only 3 venues in Scotland to be identified as a designated performance training facility for indoor aquatics sports;
- (vii) to note and congratulate ASV on winning various awards and recognition throughout the year, as noted in their report;
- (viii) to note the success of the ASV breakfast Club, ASV Aquatics Academy and other events as detailed in the report, and how those successes aligned to the Community Planning Partnership's Local Outcome Improvement Plan;
- (ix) to agree to commend ASV and its staff on the work they were doing with children, young people and adults right across Aberdeen and especially in our SIMD areas; and
- (x) to note the report.

SCOTLAND EXCEL ANNUAL REPORT - COM/21/033

7. The Committee had before it a report by the Head of Commercial and Procurement Services which presented the Scotland Excel Annual Report 2019-2020 in accordance with the committee terms of reference, in order to provide assurance on the value achieved through the membership agreement.

The report recommended:-

that the Committee note the Scotland Excel Annual Report 19-20 as set out in Appendix A.

The Committee resolved:-

- (i) in relation to section 3.5 in the Scotland Excel report (Cost avoidance per Council) to request that the Head of Commercial and Procurement Services ask Scotland Excel if it was possible to include a separate line in any future report which illustrated figures for Aberdeen City Council; and
- (ii) to note the report.

ABERDEEN CITY POPULATION NEEDS ASSESSMENT 2021 - CUS/21/042

8. With reference to article 6 of the minute of its meeting of 20 November 2018, the Committee had before it a report by the Chief Officer – Data and Insights which presented the 2021 Population Needs Assessment (PNA) for Aberdeen City. The report noted that the PNA was a key source of evidence which informed the key priorities for both Community Planning Aberdeen and Aberdeen City Council.

The report recommended:-

STRATEGIC COMMISSIONING COMMITTEE

11 February 2021

that Committee note the Population Needs Assessment 2021 (Appendix 1) and the LOIP refresh development stages (Appendix 2).

The Committee resolved:-

- (i) to thank Mr Murchie and his team and partners for the work that had gone into preparing the report;
- (ii) to request that the Executive Summary which was to be prepared be circulated to Members via a service update when available;
- (iii) to request that officers provide a breakdown of the difference of life expectancy figures across all areas in Aberdeen;
- (iv) to request that future reports also take occupation and lifestyle into consideration;
- (v) to note that the information and analysis contained within the Population Needs Assessment had been considered in preparing the Council's proposed Commissioning Intentions for 2021/22, which would be submitted to the Council Budget meeting on 2 March 2021; and
- (vi) to note the report.

COMMERCIAL AND PROCUREMENT PERFORMANCE REPORT - CUS/21/024

9. With reference to article 12 of the minute of its previous meeting, the Committee had before it a report by the Director of Customer Services which outlined the status of key performance measures relating to the Commercial and Procurement cluster.

The report recommended:-

that Committee note the report and provide comments and observations on the performance information contained in the report appendix.

The Committee resolved:-

to note the report.

LETTER TO COSLA - COUNCIL DELIVERY PLAN

10. With reference to article 8 of the minute of its previous meeting, and the instruction that the Co-Leaders of the Council write to COSLA requesting an update on progress made with the Scottish Government regarding the reform of local government finance, including business rates and the replacement of Council Tax, the Committee had before it both the letter from the Co-Leaders and the COSLA response for discussion.

The Committee resolved:-

- (i) in light of the response received from COSLA, to agree that the Convener write to COSLA to request that at the next COSLA Leaders' meeting, the following be discussed:- that the £90m allocated to local government by the Scottish Government to support a Council tax freeze should be allocated with no strings

STRATEGIC COMMISSIONING COMMITTEE

11 February 2021

- attached, thereby enabling Councils to determine their own Council tax rate to take into consideration the needs, expectations and aspirations of their citizens, and the shortfall of monies received from Scottish Government; and
- (ii) to agree that the Convener write in similar terms to the Leaders of all political parties represented in the Scottish Parliament.

WORKPLANS AND BUSINESS CASES - REVENUE - COM/21/034

11. The Committee had before it a report by the Chief Operating Officer which (1) presented procurement workplans where revenue expenditure was included for the Commissioning, Customer, Operations and Resources functions to Committee for review; and (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 12.1 of the agenda.

The list of procurement business cases was as follows:-

Cluster	Business Case
Commercial and Procurement	Managed Print Contract Extension
Early Intervention and Community Empowerment	Housing First
Digital and Technology	Infrastructure Hosting and Management
Corporate Landlord	AD Plant Operator Contract
Operations and Protective Services	Road Pavement Weed Spraying
Operations and Protective Services	Void Properties

The report recommended:-

that Committee –

- (a) review the workplans as detailed in the Appendices;
- (b) approve the procurement business cases, including the total estimated expenditure for the proposed contracts;
- (c) approve the direct awards of contract where there are special circumstances outlined in the respective procurement business cases which justify not issuing a tender or calling off from a framework agreement; and
- (d) to note the direct awards of contract made under the provisions for urgency as detailed within Appendix 3 – 3.10 Memo Summary.

The Committee resolved:-

- (i) to request that officers provide Members with a list of outlets where free school meals substitute vouchers could be used;

STRATEGIC COMMISSIONING COMMITTEE

11 February 2021

- (ii) in relation to Appendix 2 and the figures provided in respect of the AD Plant Operator Contract, to request that officers give consideration to the presentation of figures in future reports to ensure that there was clarity around exactly what the Committee was being asked to approve;
- (iii) in relation to Appendix 3 (Replacement of Bus Lane Enforcement Equipment) to note that officers would provide information to Members outwith the meeting on whether there had been an awareness that the equipment was becoming obsolete;
- (iv) to request that officers circulate information to Members outwith the meeting on the weed spraying options available to the Council;
- (v) in relation to the AD Plant Operator Contract business case, to request that consideration be given to going out to tender after the initial two year contract; and
- (vi) to approve the recommendations and the business cases outlined above.

In accordance with the decision taken under article 2 above, the following item was considered with the press and public excluded.

WORKPLANS AND BUSINESS CASES - REVENUE - EXEMPT APPENDICES

12. 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**

	A	B	C	D	E	F	G	H	I
1	STRATEGIC COMMISSIONING BUSINESS PLANNER 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	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
3	15 April 2021								
4	Procurement Workplans and Business Cases	To seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	3.1.1		
5	Performance Report - Commercial and Procurement	To present the performance report for the Commercial and Procurement cluster		Louise Fox	Data and Insights	Customer	5.1.3		
6	16 June 2021								
7	Procurement Workplans and Business Cases	To seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	3.1.1		
8	Climate Friendly Weighting for Contracts	Council Budget 03/03/20 - to instruct the Head of Commercial and Procurement to introduce a climate friendly weighting for contracts the Council procures and report back to the Strategic Commissioning Committee on the outcomes achieved annually		Craig Innes	Commercial and Procurement	Commissioning	3.1		
9	Community Benefit Clauses	Council Budget 03/03/20 - to instruct the Head of Commercial and Procurement to incorporate community benefit clauses into new contracts let during 2020/21 that increase the contribution of the Council to the Local Outcome Improvement Plan outcomes, and submit a year-end report to SCC		Craig Innes	Commercial and Procurement	Commissioning	4.3	R	This will now be incorporated into the Annual Procurement Performance Report and will no longer be a separate report.
10	Annual Procurement Performance Report	To present the annual performance report for review. This report will incorporate the instruction above in respect of Community Benefit Clauses		Craig Innes	Commercial and Procurement	Commissioning	GD 8.6		
11	Performance Report - Commercial and Procurement	To present the performance report for the Commercial and Procurement cluster		Louise Fox	Data and Insights	Customer	5.1.3		
12	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.		Martin Murchie	Data and Insights	Customer	GD 8.5	D	This report will now be presented in December to allow sufficient data to be collected due to the cancellation of some meetings in 2020
13	6 October 2021								
14	Procurement Workplans and Business Cases	To seek approval of the estimated expenditure on the procurement business cases.		Craig Innes	Commercial and Procurement	Commissioning	3.1.1		

	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									
31	Annual Procurement Performance Report	To present the annual procurement performance report which will also incorporate the following instruction:- Council Budget 10/03/21 - to instruct the Head of Commercial and Procurement to incorporate community benefit clauses into new contracts so far as possible with a view to increasing the contribution of the Council to the Local Outcome Improvement Plan (LOIP) outcomes, and submit a year-end report to the Strategic Commissioning Committee	June 2022	Craig Innes	Commercial and Procurement	Commissioning			
32	2023								
33	Population Needs Assessment	To present the Population Needs Assessment every two years to understand the needs which public bodies must address.		Martin Murchie	Data and Insights	Customer	1.1		

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ABERDEEN CITY COUNCIL

COMMITTEE	Strategic Commissioning Committee
DATE	15 April 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Commercial and Procurement Performance Report
REPORT NUMBER	CUS/21/071
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Martin Murchie
REPORT AUTHOR	Louise Fox
TERMS OF REFERENCE	5.1.3

1. PURPOSE OF REPORT

- 1.1 To present Committee with the status of key performance measures relating to the Commercial and Procurement cluster.

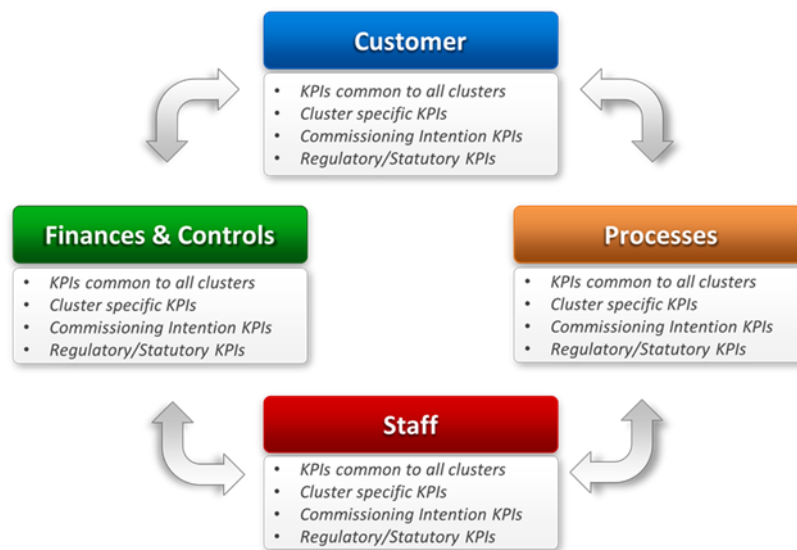
2. RECOMMENDATION

- 2.1 That the Committee note the report and provide comments and observations on the performance information contained in the report Appendix.

3. BACKGROUND

- 3.1 This report is to provide members with key performance measures in relation to the Commercial and Procurement cluster as expressed within the 2020/21 Council Delivery Plan.
- 3.2 Introduced in 2019/20, Performance Management Framework Reporting against in-house delivery directly contributing to the City's Local Outcome Agreement Plan and Council Delivery Plan, has helped to inform development of successive iterations of the Council Delivery Plan, including the 2021/22 Plan that was noted by Council on the 10th of March 2021.
- 3.3 The 'Performance Management' section of the Plan explains how the commitments and deliverables will be supported and scrutinised through the Council's Performance Management Framework, which establishes robust performance management of service delivery. This section outlines the systematic approach that will be taken during 2020/21 to identify, plan and deliver improvement.
- 3.4 The Plan reflects on the revised governance arrangements for Committee reporting, agreed on 2nd March 2020, and the roll-out of Performance Management Framework reporting against those Enabling Services which contribute outcomes and services that do not directly deliver against the LOIP, alongside the introduction of Service Standards against each Function that builds on the original Framework.

3.5 The Framework provides for an amended approach within which performance will be reported to Committees. This presents performance data and analysis within four core perspectives as shown below which provides for uniformity of performance reporting across to Committee.



3.6 This report, as far as possible, reports performance up to the end of December 2020 or Quarter 3 2020/21, as appropriate.

3.7 Appendix A provides an overview of current performance across the Commercial and Procurement cluster, with reference to recent trends and performance against target. There is also, at appropriate points in the Appendix, narrative analysis of progress against new Service Standards with a RAG status, allocated by Officers of the Commercial and Procurement cluster. These are defined as follows:

RAG Status

- **GREEN** – Actions are on track with no delays/issues emerging
- **AMBER** – Actions are experiencing small delays/issues emerging and are being closely monitored
- **RED** - Actions are experiencing significant delays/issues with improvement measures being put in place

3.8 Within the summary dashboard the following symbols are also used:

Performance Measures

Traffic Light Icon

- ✔ On target or within 5% of target
- ⚠ Within 5% and 20% of target and being monitored



Below 20% of target and being actively pursued



Data only – target not appropriate

4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising out of this report.

5. LEGAL IMPLICATIONS

There are no direct legal implications arising out of this report.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	None		
Compliance	No significant related legal risks.	L	Publication of service performance information in the public domain ensures that the Council is meeting its legal obligations in the context of Best value reporting.
Operational	No significant related employee risks.	L	Oversight by Elected Members of core employee health and safety data supports the Council's obligations as an employer
Financial	No significant related financial risks.	L	N/A
Reputational	Lack of sufficient access to information for citizens	L	Placing of information in the public domain contributed to by this report. Reporting of service performance serves to enhance the Council's reputation for transparency and accountability.
Environment / Climate	No significant related environmental risks.	L	N/A

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
Aberdeen City Council Policy Statement	<u>None</u>
Aberdeen City Local Outcome Improvement Plan	

Prosperous Economy Stretch Outcomes	The Council aims to support improvement in the local economy to ensure a high quality of life for all people in Aberdeen. This report monitors indicators which reflect current economic activity within the City and actions taken by the Council to support such activity.
Prosperous People Stretch Outcomes	The Council is committed to improving the key life outcomes of all people in Aberdeen. This report monitors key indicators impacting on the lives of all citizens of Aberdeen. Thus, Committee will be enabled to assess the effectiveness of measures already implemented, as well as allowing an evaluation of future actions which may be required to ensure an improvement in such outcomes.
Prosperous Place Stretch Outcomes	The Council is committed to ensuring that Aberdeen is a welcoming place to invest, live and visit, operating to the highest environmental standards. This report provides essential information in relation to environmental issues allowing the Committee to measure the impact of any current action.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	The recommendation arising from this report does not require that a full Equality and Human Rights Impact Assessment is completed.
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

[Local Outcome Improvement Plan](#)

Council Delivery Plan 20/21 – COM/20/052

10. APPENDICES

Appendix A – Performance Summary Dashboard




11. REPORT AUTHOR CONTACT DETAILS

Louise Fox
 Strategic Performance and Improvement Officer
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Strategic Commissioning Committee Performance Report Appendix A




Commercial and Procurement

1. Customer – Commercial and Procurement

Performance Indicator	Q1 2020/21		Q2 2020/21		Q3 2020/21		2020/21 Target
	Value	Status	Value	Status	Value	Status	
Total No. complaints received (stage 1 and 2) – Procurement and Commercial	0		0		0		
% of complaints resolved within timescale stage 1 and 2) – Procurement and Commercial	No complaints Q1/Q2/Q3						75%
% of complaints with at least one point upheld (stage 1 and 2) – Procurement and Commercial							
*Total No. of lessons learnt identified (stage 1 and 2) – Procurement and Commercial							

*Lessons learnt referred to in this Appendix are lasting actions taken/changes made to resolve an issue and to prevent future re-occurrence for example amending an existing procedure or revising training processes. When a complaint has been upheld, action would be taken in the form of an apology or staff discussion/advice, but these actions are not classified as lessons learnt.

2. Processes – Commercial and Procurement

Performance Indicator	Current Status	2020/21 Target
We will enable access to all internal procedural procurement information online.		100%
All procurement guidance/template documents are available via the Intranet.		
We will publish annual contract pipelines for each financial year online after the Council Budget is set.		100%
Annual procurement report published on ACC External Website.		
We will ensure that all contracts above £50K have standard clauses to require providers to demonstrate commitments towards carbon reduction and efficiency.		100%

Performance Indicator	Current Status	2020/21 Target
Investigation is underway/collaboration with SG on a Carbon Calculator. As an interim measure a specific question will be built into future procurement exercises on commitment to Carbon Reduction and Efficiency whilst the work noted above is ongoing.		

3. Staff – Commercial and Procurement

Performance Indicator	Dec 2020		Jan 2021		Feb 2021		2020/21 Target
	Value	Status	Value	Status	Value	Status	
*Sickness Absence - Average Number of Days Lost – Commercial and Procurement	0.3		0.3		0.2		5
Establishment actual FTE	37.28		38.92		41.28		
Staff Costs - % Spend to Date (FYB)	70.9%		79.6%		88%		100%

*Sickness absence data contained in this Appendix now reflects the 12-month rolling average of days lost per FTE

Performance Indicator	Q1 2020/21		Q2 2020/21		Q3 2020/21		2020/21 Target
	Value	Status	Value	Status	Value	Status	
Accidents - Reportable - Employees (No in Month – Commercial and Procurement)	0		0		0		
Accidents - Non-Reportable - Employees (No in Month – Commercial and Procurement)	0		0		0		

4. Finance & Controls – Commercial and Procurement

Performance Indicator	Current Status	2020/21 Target
The annual Audits on internal control systems for procurement processes and systems, including delegated procurement and financial authority do not identify major rated issues.		100%

Performance Indicator	Current Status	2020/21 Target
Audit Report AC2019 Cross Service Procurement Compliance issued September 2020 contains 5 major rated issues. Actions to implement the recommendations within the report are to be addressed between now and the end of the financial year.		
Demand management is embedded for all contracts above £50K contracts at strategy stage and throughout life of contract to ensure that the quantity and specification of goods and services match, but do not exceed, the actual needs of the Council.		100%
Demand Management Control Board reviews strategy documents pre-procurement at strategy stage. Review of contract management guidance and templates underway to ensure Demand Management is embedded across the life of all contracts.		
We will ensure that all contracts above £50K in value can be tracked to show community, local economic and environmental benefits.		100%
Community Benefit question is incorporated into template tender document and information currently collated annually on community, local economic and environmental benefits through procurement. A tracking tool is being investigated to provide quarterly updates.		

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ABERDEEN CITY COUNCIL

COMMITTEE	Strategic Commissioning Committee
DATE	15 April 2021
EXEMPT	<p>Not exempt: Covering Report/Appendix 1 & 3 - Final Revenue Work Plans PUBLIC 150421/3:10 Memo Summary</p> <p>Exempt: Yes – <u>Paragraph 8</u> Appendix 2 Final Revenue Work Plans PRIVATE 150421, Business Cases</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 provided 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>
CONFIDENTIAL	No
REPORT TITLE	Workplan & Business Cases – Revenue
REPORT NUMBER	COM/21/093
DIRECTOR	Rob Polkinghorne
CHIEF OFFICER	Craig Innes
REPORT AUTHOR	Craig Innes/Mel Mackenzie
TERMS OF REFERENCE	3.1.1

1. PURPOSE OF REPORT

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

2. RECOMMENDATIONS

It is recommended that the Committee: -

- 2.1 reviews the workplans as detailed in the Appendices;
- 2.2 approves the procurement business cases, including the total estimated expenditure for the proposed contracts;
- 2.3 approves the direct awards of contract where there are special circumstances outlined in the respective procurement business cases which justify not issuing a tender or calling off from a framework agreement; and
- 2.4 notes the direct awards of contract made under the provisions for urgency as detailed within Appendix 3 – 3.10 Memo Summary.

3. BACKGROUND

- 3.1 The ACC Procurement Regulations 2021 require 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) 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 Commissioning, Customer, Resources and Operations Functions workplans and to approve the expenditure detailed in the Procurement Business Cases appended to the report.

4. FINANCIAL IMPLICATIONS

- 4.1 The indicative value of the proposed contracts is shown within the 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 The 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

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	Contract expectations not being monitored/managed	M	Employees involved in Procurement Activity are required to complete online training modules in Contract Management.
Compliance	Failure to comply with internal procurement regulations and procurement legislation	L	Engagement with the Commercial Legal Team within the Commissioning Function.

Operational	Unable to control demand	M	Ongoing focus on demand reduction strategies, contract terms developed to be more flexible
Financial	Escalation of costs	L	A strong focus on value for money in all commissioning activities.
	Differing market conditions depending on commodity/service	M	Use of Business Intelligence to help predict market changes and trends.
Reputational	Insufficient information provided by officers, lack of transparency	M	A scrutiny process has been established to ensure sufficient/relevant information is provided.
Environment/Climate	Failure to consider sustainable options.	L	Ensure all contracts consider environmental considerations.

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
Aberdeen City Council Policy Statement	The ability to have an overview of contract expenditure is aligned to Core Outcomes of the LOIP and the whole systems commissioning cycle approach.
Aberdeen City Local Outcome Improvement Plan	
Stretch Outcomes (Prosperous Economy/People/Place)	Community Benefits requirements are incorporated into all ACC Procurement Activity, consideration is given to the Stretch Outcomes within the LOIP at the development phase.
Regional and City Strategies	The proposals within the business cases appended to this report support Key Regional and City Strategies, details of anticipated outcomes are contained within each the business cases.

UK and Scottish Legislative and Policy Programmes	Each of the business cases appended to the report contains details of the legislative and policy programmes to be complied with.
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8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

None.

10. APPENDICES

Public

Appendix 1 Final Revenue Work Plans Public 150421

Appendix 3 3.10 Memo Summary_Public

Private

Appendix 2 Final Revenue Work Plans Private 150421

11. REPORT AUTHOR CONTACT DETAILS

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Commissioning Procurement Work Plan	Committee: Strategic Commissioning Committee	Date of Committee: 15 April 21
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Reference	Function	Cluster	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
000-ATYT2228	Commissioning	Commercial & Procurement	Destruction of Confidential Waste Services	Revenue	01/09/2021	31/08/2025	0	31/08/2025	Contract for the provision of the on site secure destruction of materials containing confidential, personal, sensitive and commercially sensitive on a regular scheduled and ad hoc basis. This contract will be utilised by all Functions across the Council.

Customer Procurement Work Plan	Committee: Strategic Commissioning Committee	Date of Committee: 15 April 21
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Reference	Function	Cluster	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
000-QKCY5372	Customer	Customer Experience / Digital & Technology	HR & Payroll System	Revenue	16/03/2022	15/03/2024	24	15/03/2026	Contract for the provision of HR and Payroll System to support management of:- <ul style="list-style-type: none"> • Payroll • Personnel Records • Training • Time & Attendance • Performance, Goals & Objectives Management • Expense Management • Career & Succession Planning

Resources Procurement Work Plan	Committee: Strategic Commissioning Committee	Date of Committee: 15 April 21
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Reference	Function	Cluster	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
Various - Business Case covers a range of Contracts	Resources	Corporate Landlord	Public Buildings – Cyclical and statutory Maintenance.	Revenue	Various - Business Case covers a range of Contracts	Various - Business Case covers a range of Contracts	Various - Business Case covers a range of Contracts	Various - Business Case covers a range of Contracts	Range of maintenance contracts for public buildings are reprocured and repositioned across the portfolio to take advantage of inhouse expertise, national frameworks, existing contracts as identified in the business case.
000-BCNM4354	Resources	Corporate Landlord	Spend Analysis & Recovery Services – Water & Waste Water Services	Revenue	20/04/2021	19/04/2024	0	19/04/2024	Contract for the provision of retrospective audit and analysis of core spend and transactions (invoices and payments) relating to water and waste water services. From this analysis they identify and recover any overpayments, overcharges and missed opportunities (such as discounts or rebates)

Reference	Function	Cluster	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
000-KMWP3576	Operations	Operations & Protective Services	Compostable Food Waste Bags	Revenue	16/07/2021	15/07/2023	0	15/07/2023	Contract for Compostable Food Waste Bags to support Aberdeen City Council to deliver it's statutory obligation to provide a food waste service to households and landfilling biodegradable waste will be illegal from 2025 (delayed from 2021). The food waste collected is composted and this is a key element in our drive to meet the Scottish Government target of 70% recycling by 2025. Providing food waste bags increases service participation and yield (the amount of waste recycled, rather than disposed of).
00-BVQD8856	Operations	Integrated Children and Family Services	Early Learning & Childcare Concession (Tillydrone and Northfield Cummings Park Nurseries)	Revenue (Income)	01/09/2021	31/08/2025	48	31/08/2029	Concession contract for an operator to run two Aberdeen City Nurseries, with an income coming back to the Council. Scottish Government reached agreement with the Convention of Scottish Local Authorities (COSLA) on a multi-year capital and revenue package to fully fund the expansion, two nurseries at Tillydrone and Northfield are part of the Councils planned programme of works anticipated to be completed Spring 2021. It has been decided to let a concession contract for these premises, The Concessionaires will benefit from accessing a new, purpose-built nursery. The Council will promote the Concessionaire's services at appropriate opportunities, including through the Family Information Service. The Council will benefit from increased flexible ELC capacity across the City. Moreover, rental income and a percentage of profit/ surplus will be paid back to the Council.

000-HLPY9663	Operations	Integrated Children and Family Services	Multi- Agency Safeguarding and Child Protection Learning & Development	Revenue	01/07/2021	30/06/2024	24	30/06/2026	Contract for the provision of multi-disciplinary training and associated services to support the strategic partners across Aberdeen City to deliver their responsibilities for the safeguarding and protection of children in the community planning partnership area.
000-CJCT2857	Operations	Operations & Protective Services	National Assistance Funeral Services	Revenue	26/10/2021	25/10/2024	0	25/10/2024	The contact for National Assistance Funeral Services is required in respect of Section 87 of the Burial and Cremation (Scotland) Act 2016 which sets out the duties of local authorities in Scotland to provide a funeral service when there is no one to make the arrangements.

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Appendix 3 - 3.10 Memo Summary

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 EXIGENICES OF THE SERVICE AND THEREFORE JUSTIFYING THE SUSPENSION OF PROCUREMENT REGULATIONS, IN WHOLE OR IN PART:
Customer	Early Intervention and Community Empowerment	School Meal Vouchers Food Contract (Additional Expenditure)	12/02/2021	initial end date 31/03/2021 extended to 31/10/2021	£ 141,000	<p>Due to the current COVID-19, Scottish Government has made funding available to the Council to help those most in need during lockdown. This is time limited funding and if not spent then the Council will not be able to use the funds. This additional spend under the School Meal Vouchers Food Contract with Edenred will support:</p> <ul style="list-style-type: none"> • Vulnerable children who have a funded early learning & childcare placement through ACC. • Vulnerable service users who are attending the Care Hub • Families/household that have no recourse to public funds. • Families/household that are struggling financially due to COVID-19.

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