

Public Document Pack



To: Councillor Wheeler, Convener; Councillor Grant, Vice-Convener; and Councillors Allard, Copland, Laing, MacKenzie, Mason, McRae and Yuill.

Town House,
ABERDEEN, 9 June 2021

STRATEGIC COMMISSIONING COMMITTEE

The Members of the **STRATEGIC COMMISSIONING COMMITTEE** are requested to meet in the **Council Chamber - Town House** on **WEDNESDAY, 16 JUNE 2021 at 2.00pm.**

Members of the press and public are not permitted to enter the Town House at this time. The meeting will be webcast and a live stream can be viewed on the Council's website.

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 5 - 6)

DEPUTATIONS

4.1 There are no deputations at this time

MINUTE OF PREVIOUS MEETING

- 5.1 Minute of Previous Meeting of 15 April 2021 - for approval (Pages 7 - 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

GENERAL BUSINESS

- 9.1 Performance Report - Commercial and Procurement - CUS/21/128 (Pages 15 - 24)
- 9.2 Annual Procurement Performance Report - COM/21/146 (Pages 25 - 64)
- 9.3 Commercial & Procurement Shared Service - Climate Update - COM/21/147
(Pages 65 - 80)

WORKPLANS AND BUSINESS CASES

- 10.1 Workplans and Business Cases - Revenue - COM/21/145 (Pages 81 - 112)

EXEMPT / CONFIDENTIAL BUSINESS

- 11.1 Workplans and Business Cases - Exempt Appendices (Pages 113 - 298)

EHRIAs 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

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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, 15 April 2021. Minute of Meeting of the STRATEGIC COMMISSIONING COMMITTEE. Present:- Councillor Laing, Convener; Councillor John, Vice-Convener; and Councillors Allard, Copland, Duncan, Lumsden, Alex 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.

DETERMINATION OF EXEMPT BUSINESS

1. The Convener proposed that the Committee consider item 11.1 (Workplans and Business Cases – Exempt Appendices) with the press and public excluded.

The Committee resolved:-

- (i) in relation to item 11.1 (Workplans and Business Cases – Exempt Appendices) to note that further detail in respect of the public building contracts would be presented to a future meeting of the Committee; and
- (ii) 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 11.1 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. There were no declarations of interest.

MINUTE OF PREVIOUS MEETING OF 11 FEBRUARY 2021

3. The Committee had before it the minute of its previous meeting of 11 February 2021 for approval.

The Committee resolved:-

- (i) to note that the various pieces of information requested at the last meeting had been circulated to Members outwith the meeting;
- (ii) in relation to the Population Needs Assessment Executive Summary (Article 8), to note that this would be available once it had been considered by Community Planning Aberdeen, following which officers would circulate it to all Elected Members for their information;

STRATEGIC COMMISSIONING COMMITTEE

15 April 2021

- (iii) in relation to the letter to COSLA and the leaders of the political parties in the Scottish Parliament (Article 10), (a) to request that the minute of the COSLA meeting of 26 February be shared with Members outwith the meeting, if this was a public document and could be shared; and (b) to request that if any responses were received to the letters sent to the leaders of the political parties, that these be shared with Members; and
- (iv) to 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:-

- (i) to agree to remove item 9 (Community Benefit Clauses) as this would now be incorporated into the Annual Procurement Performance Report;
- (ii) to note the reason for the delay to item 12 (Annual Committee Effectiveness Report); and
- (ii) to otherwise note the business planner.

PERFORMANCE REPORT - COMMERCIAL AND PROCUREMENT - CUS/21/071

5. The Committee had before it a report by the Director of Customer Services which presented 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:-

- (i) to note the assurance provided by officers that the indicators marked as yellow (within 5% and 20% and being monitored) were on track for 100% completion to be achieved;
- (ii) to note that information on any increased benefit from the inclusion of the community benefits section in the tender template would be presented as part of the Annual Procurement Performance Report, to be presented to Committee in June; and
- (iii) to otherwise note the report.

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WORKPLANS AND BUSINESS CASES - COM/21/093

6. 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 11.1 of the agenda.

The list of procurement business cases was as follows:-

Function	Business Case
Commissioning	Destruction of Confidential Waste Services
Customer	HR & Payroll System
Resources	Public Buildings – Cyclical and Statutory Maintenance
Resources	Spend Analysis and Recovery Services – Water and Waste Services
Operations	Compostable Food Waste Bags
Operations	Early Learning and Childcare Concession
Operations	Multi-Agency Safeguarding and Child Protection Learning and Development
Operations	National Assistance Funeral Services

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) 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) in relation to the Early Learning & Childcare Concession (Tillydrone and Northfield Cummings Park Nurseries) business case, to instruct the Chief Officer - Education to review the operation of the concession agreements, 12 months from their commencement, and report the findings of that review to the Education Operational Delivery Committee; and
- (ii) to approve the recommendations.

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In accordance with the decision taken under article 1 above, the following item was considered with the press and public excluded.

WORKPLANS AND BUSINESS CASES - EXEMPT APPENDICES

7. The Committee had before it exempt appendices relating to the Workplans and Business Cases Revenue report on the agenda (article 6 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	16 June 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	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		
6	Annual Procurement Performance Report	To present the annual performance report for review. This report will incorporate the instruction from Council Budget meeting of 03/03/2020 in respect of providing a year-end report on Community Benefit Clauses		Craig Innes	Commercial and Procurement	Commissioning	4.5		
7	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		
8	6 October 2021								
9	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		
10	Performance Management Framework	To present a revised Performance Management Framework reflecting the LOIP and the Council's commissioning outcomes and intentions as set out within the Council Delivery Plan	It is intended to present any revisions to the PMF following consideration of the Best Value Audit report to reflect any changes which may be required	Martin Murchie	Data and Insights	Customer	4.1		
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	LOIP Refresh	To present the refreshed LOIP		Martin Murchie	Data and Insights	Customer	4.2		
13	Council Delivery Plan Annual Report	To present the annual report 2020/21 in respect of progress against the Council Delivery Plan		Alex Paterson	Data and Insights	Customer	4.3		

	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									
14	Locality Plans Annual Reports	To present the annual reports		Neil Carnegie	Early Intervention & Community Empowerment	Customer	4.2		
15	Aberdeen Performing Arts Annual Report	To present the Aberdeen Performing Arts Annual Report for review.		Craig Innes	Commercial and Procurement	Commissioning	4.4		
16	Bon Accord Care Annual Report	To present the Bon Accord Care Annual Report for review.		Craig Innes	Commercial and Procurement	Commissioning	4.4		
17	Sport Aberdeen Annual Report	To present the Sport Aberdeen Annual Report for review.		Craig Innes	Commercial and Procurement	Commissioning	4.4		
18	8 December 2021								
19	Commissioning Risk Register	To present the risk register.		Craig Innes	Commercial and Procurement	Commissioning	GD 8.4		
20	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.		Martin Murchie	Data and Insights	Customer	GD 8.5		
21	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		
22	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		
23	2022								
24	Aberdeen Sports Village Annual Report	To present the Aberdeen Sports Village Annual Report for review.	January / February 2022	Craig Innes	Commercial and Procurement	Commissioning	4.4		
25	Scotland Excel Annual Report	To consider the annual Scotland Excel report	February 2022	Craig Innes	Commercial and Procurement	Commissioning	1.3		
26	Performance Management Framework	To present a revised Performance Management Framework reflecting the LOIP and the Council's commissioning outcomes and intentions as set out within the Council Delivery Plan	April 2022	Martin Murchie	Data and Insights	Customer	4.1		
27	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	4.5		
28	CPA Annual Outcome Improvement Report 2020/21	To present the annual report for the Local Outcome Improvement Plan	October 2022	Allison Swanson / Michelle Cochlan	Data and Insights	Customer	4.2		
29	2023								

	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									
30	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	16 June 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Commercial and Procurement Performance Report
REPORT NUMBER	CUS/21/128
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.

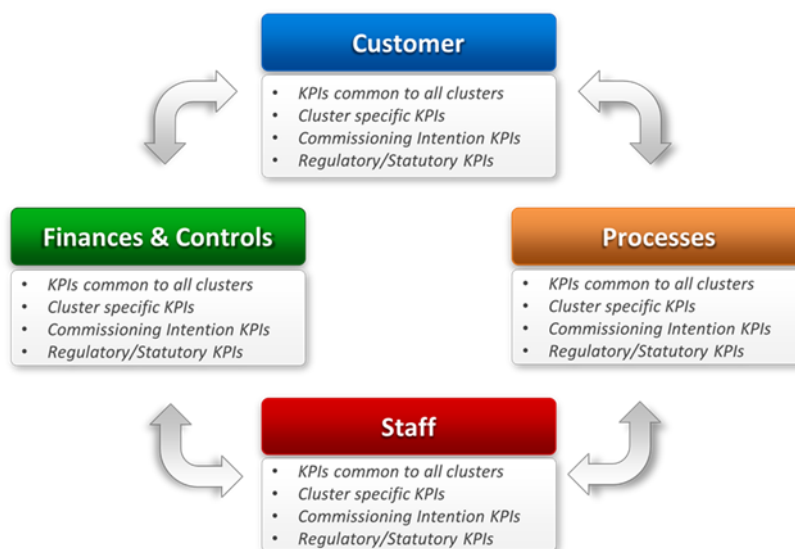
2. RECOMMENDATION

- 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 March 2021 or Quarter 4 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

COUNCIL DELIVERY PLAN

	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.
Regional and City Strategies	None
UK and Scottish Legislative and Policy Programmes	None

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	Q2 2020/21		Q3 2020/21		Q4 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 2020/21						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. Officers are also investigating options for a System to capture Carbon Reduction and Efficiency along with Community Benefits. A specific question has been built into template procurement documents on commitment to Carbon Reduction and Efficiency to ensure providers demonstrate commitments towards carbon reduction, and the work above will provide the mechanism to capture this data in future.		

3. Staff – Commercial and Procurement

Performance Indicator	Jan 2021		Feb 2021		Mar 2021		2020/21 Target
	Value	Status	Value	Status	Value	Status	
*Sickness Absence - Average Number of Days Lost – Commercial and Procurement	0.3		0.2		0.2		5
Establishment actual FTE	38.92		41.28		41.47		
Staff Costs - % Spend to Date (FYB)	79.6%		88%		97.3%		100%

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

Performance Indicator	Q2 2020/21		Q3 2020/21		Q4 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. An extension has been requested to the deadline with actions to be complete by end June 2021.		
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	16 June 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Annual Procurement Report 2020-2021
REPORT NUMBER	COM/21/146
CHIEF OFFICER	Craig Innes
REPORT AUTHOR	Melanie Mackenzie
TERMS OF REFERENCE	4.5

1. PURPOSE OF REPORT

- 1.1 Every Scottish Local Authority is required to publish an Annual Procurement Report on its procurement activity. The supporting appendix to this report follows the format as issued by the Scottish Government for this purpose.

2. RECOMMENDATION

- 2.1 That the Committee approves the content and publication of the Annual Procurement Report 2020-2021 (Appendix A).

3. BACKGROUND

- 3.1 Section 18 of the Procurement Reform (Scotland) Act 2014 requires every Scottish Local Authority to publish an annual procurement report on its regulated procurement activities. Regulated procurements are any procurement of goods and services with a value above £50,000 and works contracts with a value above £2 million.
- 3.2 The Annual Procurement Report (Appendix A) as appended to this report provide details of the performance of procurement activity across Aberdeen City Council. The report has been produced in accordance with the guidance issued by the Scottish Government and includes the required mandatory and optional sections. The report covers all regulated procurements completed from during the financial year 2020-2021; and anticipated future procurements covering the next two years (2021-2023).
- 3.3 Section 19 of the Procurement Reform (Scotland) Act 2014 requires every Scottish Local Authority to publish its procurement strategy on the internet and notify the Scottish Government of its publication. The Scottish Government must also prepare an annual report on procurement activity in Scotland which is based upon all the published annual procurement reports.
- 3.4 The Council's procurement function is shared with Aberdeenshire Council and The Highland Council. The procurement strategy sets out how the authority will ensure that its procurement activity delivers value for money and contributes to

the achievement of each of the authority's broader aims and objectives. The Strategy was published in 2017 and covers the period 2017 – 2022.

3.5 The high-level strategic priorities of the Joint Procurement Strategy focus on key themes of Efficiency, Governance and Improvement to underpin all procurement activity: -

- Support the delivery of financial and non-financial efficiencies.
- Deliver value and innovation.
- Support the local economy.
- Increased collaboration and standardization

3.6 The Annual Procurement Report covers the following Sections: -

Title	Content
Introduction	
COVID Impact	Information on impact of COVID-19 on Procurement Activity in the reporting period.
Section 1 – Summary of Regulated Procurements	Regulated procurements that have been completed in the reporting period.
Section 2 – Review of Regulated Procurement Compliance	Information on how regulated procurements have complied with the key objectives of the Joint Procurement Strategy
Section 3 – Community Benefit Summary	Community benefit requirements imposed as part of a regulated procurement.
Section 4 – Supported Businesses Summary	Steps taken to facilitate the involvement of supported businesses in regulated procurements.
Section 5 – Future Regulated Procurements Summary	Regulated procurement the authority expects to commence in the next two financial years.
Appendix 1 – Regulated Procurements - 1 April 2020 to 31 March 2021	
Appendix 2 – Future Regulated Procurements 2021-2023	

3.7 The Annual Procurement Report 2020-2021 provides details of spend and percentage of spend with local suppliers. Looking ahead to financial year 2021-2022, a Supplier Development programme will be developed to build upon current engagement with local and small to medium enterprises which has an increased focus on future, actual contract opportunities (pipelines) across the main commodity categories, particularly where the local business community can help to shape/scope requirements to ensure competitiveness, a diverse marketplace and inclusive participation.

- 3.8 The Commercial & Procurement Shared Services are continually driving improvement in procurement activity through the provision of comprehensive guidance and training. An overview of improvement activity is provided within the Annual Procurement Report at Appendix A.

A look ahead to objectives for delivery in financial year 2021-2022:

- Commercial Strategy has been developed and implementation of the strategy will be undertaken in financial year 2021-2022
- Climate criteria will be embedded within procurement activity, with a view to influencing Climate change through the Council's expenditure (where proportionate and relevant)
- Development and implementation of a system to capture Community Benefits, Fair Work Practices, Sustainability and Climate data
- A comprehensive review and revision will be undertaken of the Procurement Manual, including a revision of all associated templates.
- Comprehensive review of the procurement strategy will be undertaken
- A programme of events will be developed in conjunction with the Supplier Development Programme to facilitate involvement of the local supply chain
- Supplier Relationship Management procedures will be implemented across the organisation, improving upon the current Contract Management procedures
- The Commercial & Procurement Shared Service intend to launch a website, it's anticipated the website will have both an external facing and internal facing section.
 - External facing – aimed at suppliers/public
 - Internal facing – delegated procurers within the 3 Councils

- 3.9 In the reporting period, the approach to community benefits within procurement activity has been guided by the commitments and aspirations expressed in our Joint Procurement Strategy. Our "Mission Statement" commits to delivery of:

"ethical and sustainable value for money solutions that support the operational needs and wider strategic aims of the councils and the communities they serve to further local and national priorities to the fullest extent possible."

Beyond mandatory (£4M) and regulated thresholds (£50K for goods and services/£2M for works) the partner councils routinely seek:

"leverage opportunities (including social, economic and environmental value) aligned to the needs and priorities of our communities"

Our themed approach to community benefits continues to evolve and improve in close alignment with the following local and national priorities, however as the number of procurements advertised during the reporting period has been significantly affected by COVID-19 this in turn has affected the Community Benefit outcomes achieved during financial year 2020-2021. As detailed in the Community Benefits Analysis Summary as an organisation we have included, in process or delivered a total of 302 Community Benefits in this period.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications from the recommendations of this report. The Commercial and Procurement Team will continue to target savings from all aspects of the strategic procurement process (tender, contract management, purchase to pay cycle) and will embed and improve demand management within the processes.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

<u>Category</u>	<u>Risk</u>	<u>Low (L)</u> <u>Medium (M)</u> <u>High (H)</u>	<u>Mitigation</u>
Strategic Risk	None	L	Annual reporting to Scottish Government as required by Procurement Legislation aids mitigation against Strategic Risk through transparency and scrutiny on outcomes delivered by Procurement Activity.
Compliance	Failure to publish an annual procurement report in line with SG Guidance	L	The recommendation has been made within this report in order to meet the SG requirements. Following approval, the report will be published on the ACC Website to meet the SG requirements and requirements of the Procurement Reform Act.
Operational	Significant areas of improvement highlighted within the annual report	M	Mandatory procurement training for staff involved in procurement activity supplemented with documented guidance and support notes

Financial	Assisting the council to meet budget savings targets	M	Continue to look for opportunities for efficiencies within third party contract expenditure, including opportunities to collaborate in procurement with our public sector partners and benchmarking to ensure those collaborations provide best value.
Reputational	Lack of signposting to key information	M	Development and implementation of a procurement communication strategy which will include updating internal and external procurement pages and provide regular updates to all council staff, members of the public and suppliers.
Environment/Climate	Lack of knowledge and understanding of the benefits of sustainable procurement	M	Increase through the training programme the knowledge and understanding of the benefits of sustainable procurement for all council staff who participate in the procurement process and make better use of the expertise within the council to ensure wider sustainable outcomes are achieved.

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
Impact of Report	
Aberdeen City Council Policy Statement	The ability to have an overview of contract activity/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.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full Impact Assessment not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

None.

10. APPENDICES

Appendix A – Aberdeen City Council Procurement Annual Report 2020-2021

11. REPORT AUTHOR CONTACT DETAILS

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Aberdeen City Council Annual Procurement Report



1st April 2020 – 31st March 2021

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Introduction

The Aberdeen City Council Annual Procurement Report 2020-2021 covers the Council's procurement activity from 1 April 2020 to 31 March 2021. The report includes anticipated future procurement activity over the next two financial years – 1st April 2021 to 31st March 2023.

The annual report records and publicises the Authorities performance and achievements in delivering its procurement strategy. This report has been produced in accordance with the guidance issued by the Scottish Government.

Aberdeen City Council's Procurement Unit is part of a shared service agreement with Aberdeenshire Council and The Highland Council, - the Commercial & Procurement Shared Service (C&PSS). A joint Procurement Strategy 2017-2022 was published in November 2017, as required by the Procurement Reform (Scotland) Act 2014.

The high-level strategic priorities of the joint procurement strategy focus on key themes of **Efficiency**, **Governance** and **Improvement** which underpin all procurement activity.

- **Support the delivery of financial savings and non-financial efficiencies** through leverage of a combined contract portfolio.
- **Deliver value and innovation** by effective use of category and commercial management techniques and utilisation of spend analytic tools to enable smarter decision-making; identify collaborative opportunities and provide sector-specific market intelligence to inform decision making.
- **Support the local economy** by representing the North and East region as a single voice at national framework user intelligence groups to ensure the needs of the communities considered; maximise opportunities for the local supply chain, SMEs and third sector organisations
- **Increased collaboration and standardisation** without compromising governance/legislative compliance, the approach allows increased focus on:
 - Savings capture.
 - Market management.
 - Effective negotiation.
 - Exploration of new business models/opportunities; and
 - Social value

The Commercial & Procurement Shared Service offers a range of strategic services with dedicated teams providing these services to the partners to the Shared Service agreement, the teams include:

- Category & Commercial Management Team covering Strategic Category Management supported by Category Managers and Senior Procurement Specialists, a dedicated data team offering cross functional high-quality data analysis, commercial team covering revenue opportunities and Community Benefits and Sustainable Procurement guidance & support.
- Commissioning, Procurement and Contracts (Social Care) Team
- Commercial Legal Team
- Shared Insurance Service

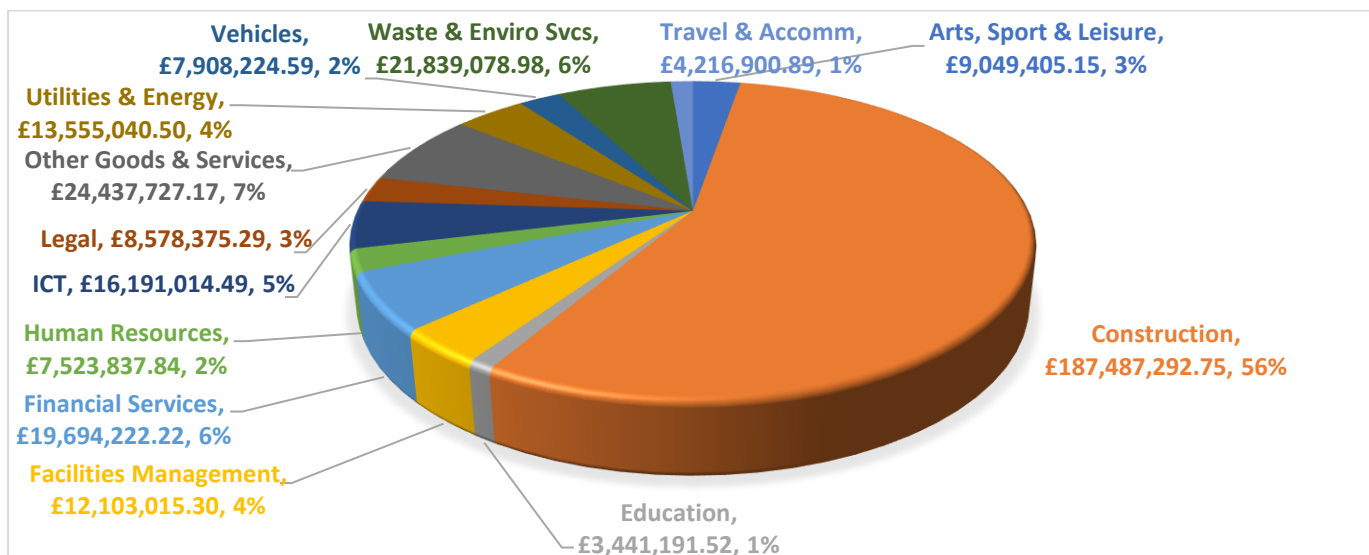
Category & Commercial Management Team

The primary role of the Category & Commercial Management Team is to enable the partner councils to achieve their strategic objectives through the delivery of goods, works and services procured externally and to deliver improved value/increased revenue opportunity.

The strategic services provided by the team are:

- Data management, performance, analytics and insight.
- Procurement strategy, legislation, policy and advice.
- Category Management (for all strategic categories of spend).
- Commercial Management – covering revenue opportunities

The below graphic shows the annual expenditure by Category area excluding Social Care.

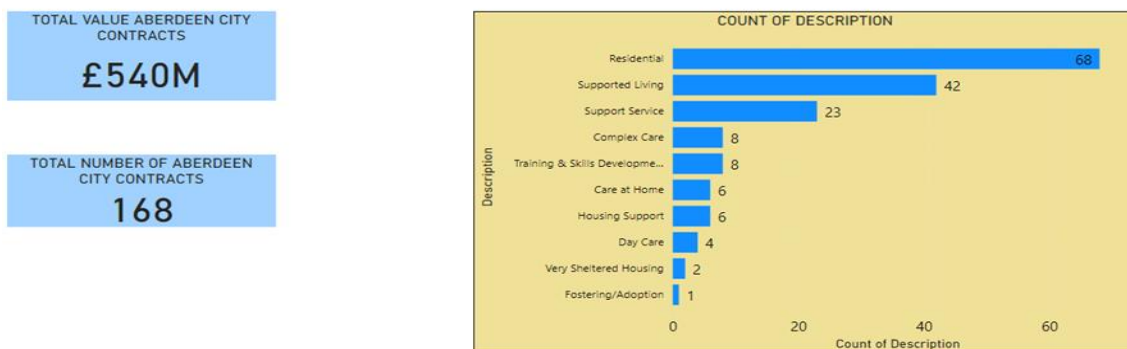


Commissioning, Procurement and Contracts (Social Care) Team

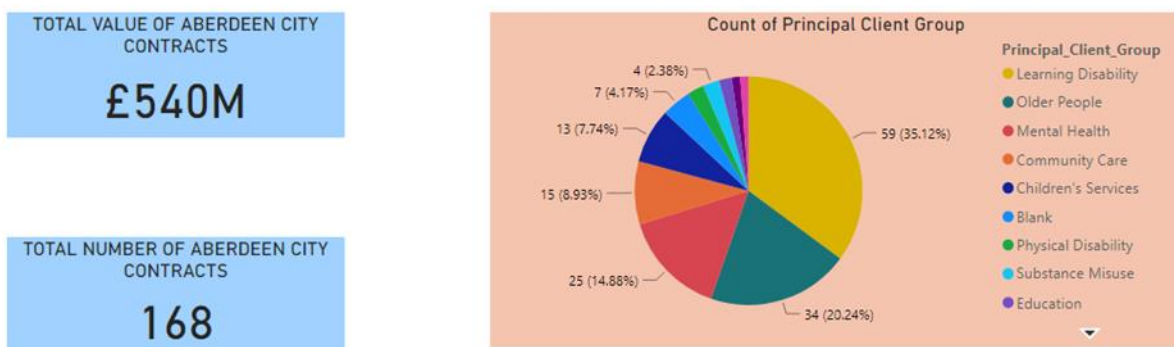
Social Care procurement of services is driven by strategic commissioning intentions for services listed under Schedule 3 – Social and Other Specific Services, of the Public Contracts (Scotland) Regulations 2015. Together with Aberdeen City & Aberdeenshire' Health and Social Care Partnerships the shared service social care team has established Commissioning and Procurement boards to create a clearer link between the programmes of work, the associated budgets, and the procurement work plan, in line with the Commissioning Cycle. Collaboration is central to the work of the social care team.

Similarly, the shared service social care team supports and manages the commissioning and strategic procurement of social care services for Aberdeen City and Aberdeenshire Council's Children's Services, Housing Services, and some Education provision.

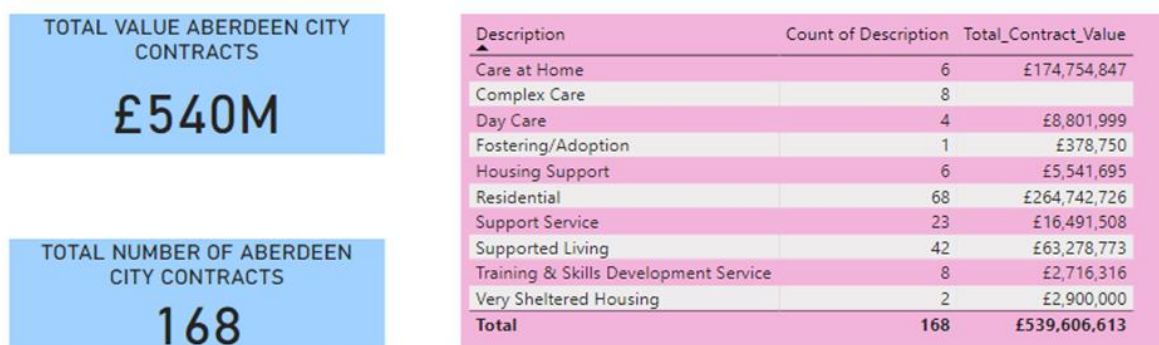
The social care team's aim is to deliver innovative, cost effective and high-quality strategic procurement services that maximise best value from all commercial relationships, exploiting new opportunities, while ensuring a robust and effective governance framework in support of the wider strategic, financial, and operational needs of the individual Councils and their partners. The Social Care team manages 168 Aberdeen City contracts spread across ten different functions. The dashboard below shows the split:



The below graphic details the client groups for the 168 contracts – the majority are LD and Older People which then reflected in the spend (see below):



In this dashboard, you can see the split of the annual spend of £540m:



Strategic Procurement Board

The Shared Service is overseen by the Strategic Procurement Board, the board is comprised of Senior Leaders from across the 3 Councils and has responsibility for:

- Oversight of the delivery of the services set out in the Service Level Agreement (SLA) between the partners to the joint arrangement.
- Reviewing the performance of the service using Key Indicators (such as the following) and providing scrutiny and challenge, where appropriate:
 - Local Supplier Spend.
 - Collaborative Spend.
 - Community Benefits.
 - % of spend on and off contract.
 - Savings flowing from the joint arrangements.
- Oversight of a programme of digitisation of as many procurement processes as possible across the shared arrangement.
- Providing oversight of the roll out of a procurement capability programme across the shared arrangement.

COVID Impact

Following the lockdown announcement on 23rd March 2020 the Commercial and Procurement Service undertook a Supply Chain Mapping exercise in conjunction with each Council Service, to identify the Strategic and Critical Suppliers for each of the 3 Councils.

The main commodity areas identified for focus following the Supplier Mapping & Supplier Sustainability exercise were:



TRANSPORT



CONSTRUCTION



SOCIAL CARE



PPE

Transport

A crisis management work stream was not considered to be required for Transport as each of the Councils elected to follow the COSLA guidance for local authorities in relation to continued payment to School Transport providers during lockdown.

However, despite the continued financial support suppliers within this market will require close monitoring over the coming months due to the impact of decrease of income from other areas of the Transport Market i.e. Tourism/Public Transport.

Construction

The Scottish Government advised on 23 March 2020 that as result of the risks associated with Coronavirus, all non-essential construction work was to stop and that came into effect immediately. The Capital programme and contracts underway were reviewed, and dialogue entered into with contractors to determine their approach to suspend construction works.

Most contractors made the decision to immediately suspend works, ensuring projects were left safe and secure. An officer group with representatives from Commercial & Procurement, Capital and Corporate Landlord were responsible for measures being undertaken by the Council including review and implementation of Scottish Government Guidance, managing review of contracts and any variation requests and ensuring the payment of contractors on time.

Officers had continual dialogue with contractors, in terms of their business continuity arrangements, and considering any support requested from the Council i.e. revised payment terms/release of retention payments etc. The aim of the group in relation to Construction was to mitigate any financial risk to the Council in respect of the suspension of works with claims assessed on merit on a project by project basis, whilst also looking at ensuring financial sustainability of contractors.

Social Care

The social care team responded to the need of managing “Supplier Sustainability” for the shared service. Following guidance laid down in “Coronavirus (COVID-19): supplier relief SPPN 5/2020” the team carried out the following:

- Liaised with finance colleagues to develop a project group (PG) comprising of Aberdeen City and Aberdeenshire Council social care and finance Chief Finance Officers, accountants and the social care contracts team
- Following Scottish Government guidance, the PG developed an application process, criteria, and guidance for contracted service providers to apply for financial support – mainly staff cover/PPE/other equipment
- The PG has met on a fortnightly basis since April 2020 – the author cannot commend the PG highly enough for the time, effort and professionalism they have demonstrated in what has been a highly stressful time for all. Taking on the work involved in evaluating bids covering 350 contracts has been arduous and time consuming considering the “day job” didn’t change. No additional resource was requested to carry out this work.

1,000 applications over the 10 application periods (month/bi-monthly) totalling almost £4,000,000 in claims have been received and worked through. In some instances, a forensic approach has been required to ascertain application details. The infographic below shows the financial sustainability risk across Aberdeen City Council’s Social Care contracts.

Whilst most of the claims have come from the care home/older people sector, support has also been provided to Training & Skills Services and Support Services – both requiring different processes and guidance.

PPE & Sanitisation Products

Understanding the supply chain vulnerabilities that emerged during lockdown played an important role in helping prepare for the future, including what we might do differently should a second wave of Covid-19 occur.

The Commercial & Procurement Shared Service had a critical role in supporting a PPE Covid Response Group for ACC which was tasked with reviewing latest Government guidance, controlling demand for PPE, liaising with the Health and Social Care Partnership and providing timely updates on the supply chain.

The group was responsible for collating data on PPE and Sanitisation Supplies across the Council, redistributing stock to areas most in need, as appropriate. The work undertaken was critical in terms of ensuring the Council(s) demand for PPE was met across all Service areas.

Section 1 – Summary of Regulated Procurements

Section 18(2)(a) of the Procurement Reform (Scotland) Act 2014 requires organisations to include: “a summary of the regulated procurements that have been completed during the year covered by the report”

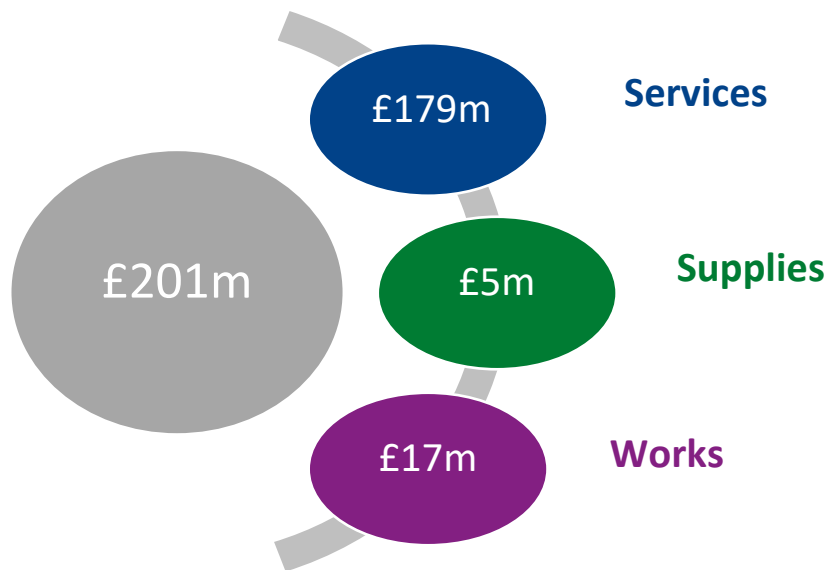
Regulated procurements are any procurement for goods and services with a value above £50,000 and works contracts with a value of above £2 million. A summary of the regulated procurements awarded within financial year 1 April 2020 and 31 March 2021 is provided in the table below.

The information contained in the infographics below includes the award of mini-competitions or call-offs from established frameworks. The Council use several national framework providers including Scotland Excel and Scottish Government.

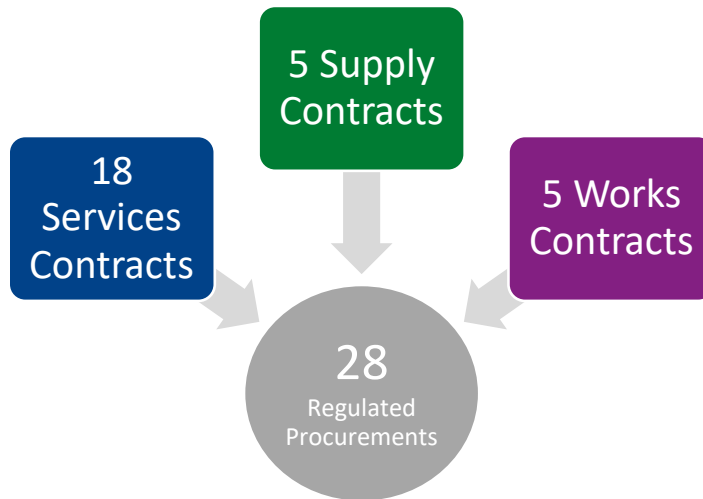
The Council maintains and publishes a contract register of contracts awarded on its website. The contract register provides information on current contracts and can be viewed by suppliers to identify any future opportunities they may be interested in.

A detailed list of the regulated procurements can be found in Appendix 1 – Details of Regulated Procurements.

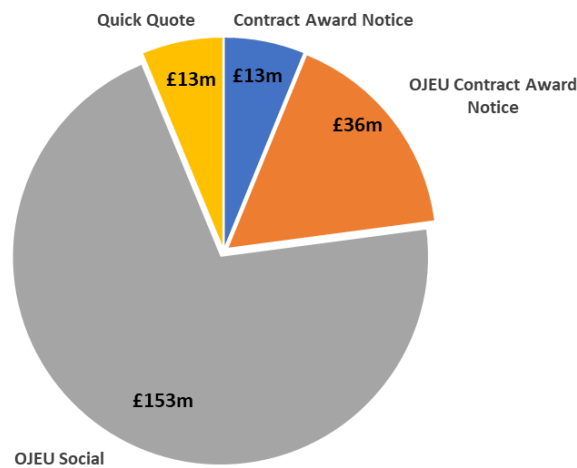
Value of Regulated Procurements Awarded by Category 1st April 20 – 31st March 21



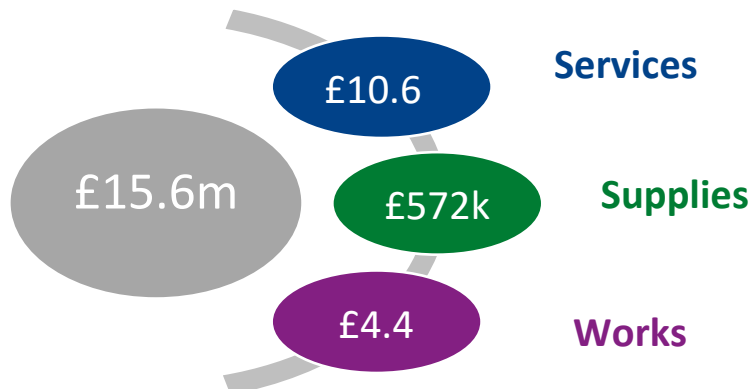
Number of Regulated Procurements Awarded by Category 1st April 20 – 31st March 21



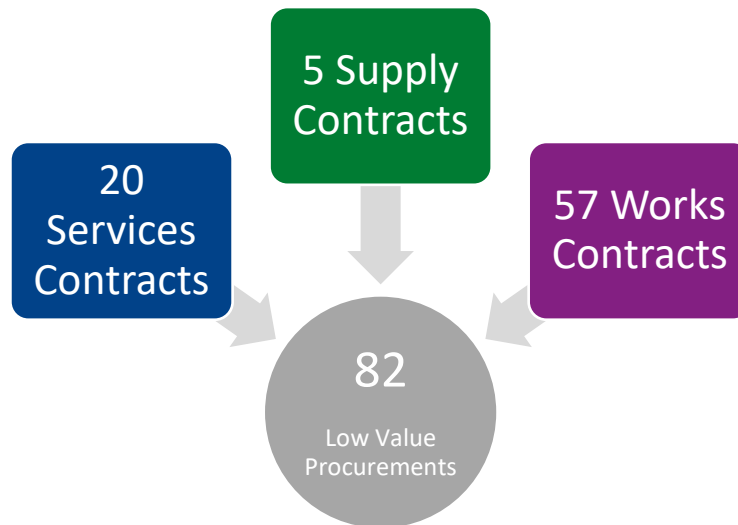
Value of Procurements Awarded by Notice Type 1st April 20 – 31st March 21



Value of Low Value/Non-Regulated Procurements Awarded by Category 1st April 20 – 31st March 21



Number of Low Value/Non-Regulated Procurements Awarded by Category 1st April 20 – 31st March 21



External Framework Use (Scotland Excel Membership) 1st April 20 – 31st March 21

Management information from Scotland Excel at the end of Q3 20/21 shows that Aberdeen City Council participated in 62 out of 71 (87%) of the available framework agreements.

Local suppliers being available for use across these frameworks on 31st December 2020 are as shown below:



Total spend with these local suppliers under the frameworks from all Scottish Local Authorities and associate members of Scotland Excel totalled £23,000,000, the Aberdeen City Council spend was £4,000,000 with local suppliers on Scotland Excel framework agreements.

Section 2 – Review of Regulated Procurement Compliance

Section 17 of the Procurement Reform (Scotland) Act 2014 requires that regulated procurements be carried out in accordance with the organisation's procurement strategy, so far as reasonably practical. Section 18(2) states that an annual procurement report must include, at 18(2)(b), "a review of whether those procurements complied with the authority's procurement strategy" and, at 18(2)(c), "to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply".

The Strategy includes high level strategic priorities, which focus on key themes of Efficiency, Governance and Improvement which underpins all procurement activity: -

- Support the delivery of financial and non-financial efficiencies.
- Deliver value and innovation.
- Support the local economy.
- Increased collaboration and standardisation.

Support the delivery of financial and non-financial efficiencies

C&PSS worked with Council Services and Suppliers to deliver cashable and non-cashable savings for the Council through delivery of new contracts, reduction of supply base; consolidation of spend; product rationalisation.

Financial efficiencies

Financial efficiencies of £2,800,000 (Revenue) were achieved during the period 1st April 2020 to 31st March 2021.

Non-financial efficiencies

The Report covers this within Section 3 – Community Benefit Summary.

Deliver Value and Innovation and increased collaboration and standardisation

C&PSS enables a greater level of collaboration and standardisation across the 3 partner councils in the following areas: -

- Identification of collaborative procurement opportunities to generate best value, Collaborative Intelligence Groups have been established across key commodity areas i.e. Fleet, Waste, Professional Services (groups include representatives across partner Councils and Commercial & Procurement Shared Service).
- Identification of consolidation and aggregation of spend opportunities to generate best value.
- Identification of product rationalisation and alternatives to generate best value.

- Sharing of best practice and processes to identify standardisation, consistency, efficiency and effectiveness.
- Identification of commercial opportunities (including income generation)
- Maximising the benefits of digital technology for example purchase to pay processes, electronic tendering, e-auctions and dynamic purchasing systems.

Review of regulated procurement compliance

All regulated procurement in the Council is undertaken in accordance with a legal and procedural framework which ensures that each procurement is compliant with the Strategy. Legal requirements are set out in the Council's Procurement Regulations. Procedural requirements are set out in the Scottish Government Procurement Journey (for general procurement best practice) and through our Procurement Manual (used in conjunction with the internal Procurement Regulations/Scheme of Governance).

During the reporting period the Council identified areas for improvement in compliance with regulated procurement legislation, and in summary were around identification of aggregated expenditure across council to ensure compliance with thresholds for regulated procurements and compliance with internal governance, review and recording of existing contracts to ensure an accurate and up to date contract register. Within the continuous improvement section are details of improvement actions carried out and future planned activity.

Within the Category of Social Care recent audits of National Care Home Contract Monitoring, and Social Care Contract Monitoring identified recommendations for improvement.

These objectives have formed the basis of the review:

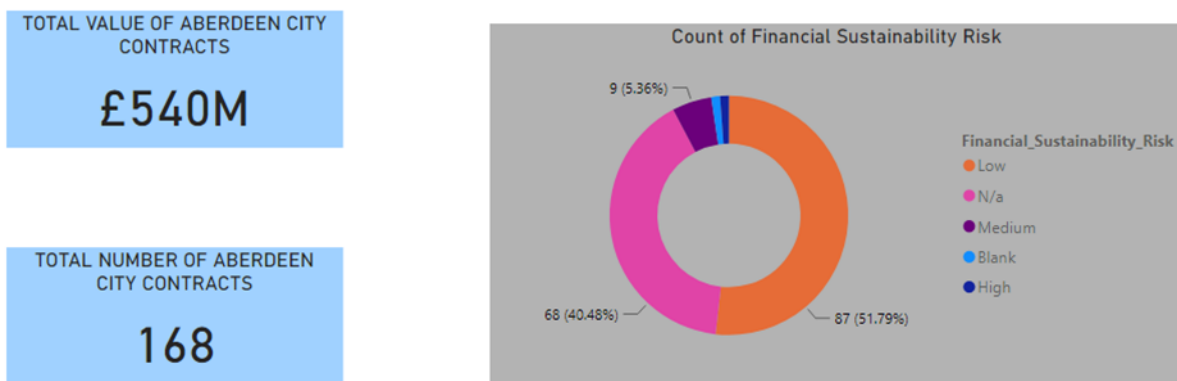
1. To ensure contract monitoring procedures align with agreed principles
2. To design procedures that are consistently achievable within the resources available
3. To provide useful information to commissioners of services
4. To address the recommendations made by internal audit

A trial of new procedures was arranged to demonstrate that the objectives had been met, and to identify any changes or improvements that could be made. Contract managers issued monitoring forms for 276 contracts, 178 forms were submitted, a response rate of 64%. Here is a selection of the findings:

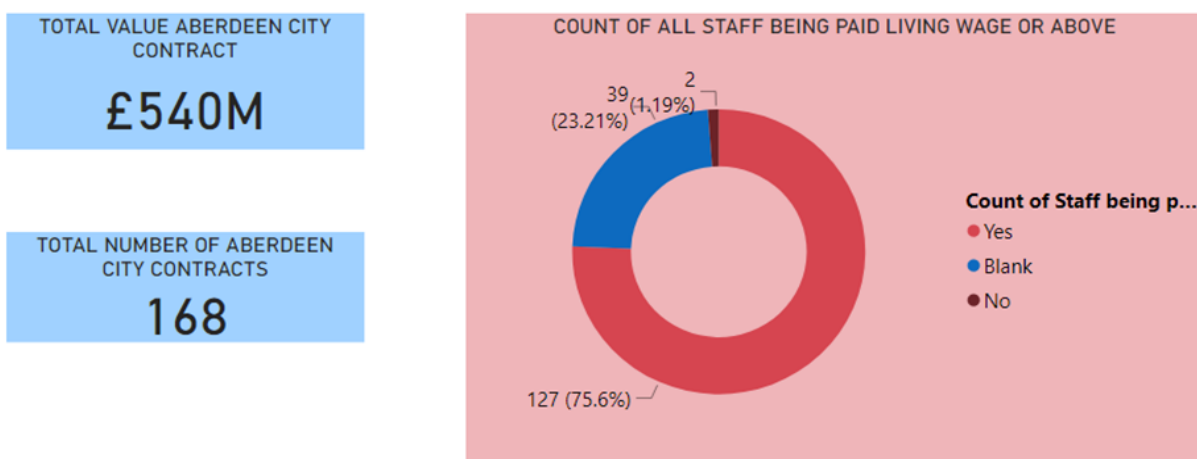
- Most contracts (59%) are compliant with their terms and conditions
- Most contracts (41%) are classified as medium risk (based on financial value and service user vulnerability), with the rest being equally split between high and low risk
- 52% of contracts are with providers that have a low financial risk rating

- Of the services registered with the Care Inspectorate, a very small percentage of contracts have a high service quality risk, with most having a low service quality risk
- A significant majority of contracts have demonstrated compliance with business continuity, insurance, and fire safety (where appropriate) requirements
- For the first time, we have an overview of community benefits in the social care sector, including employment opportunities offered and types of employment contracts. 134 contracts have confirmed payment of real living wage; however, we believe this may be adversely affected by the low response rate due to the other pressures that providers are facing whilst responding to Covid19.

Using a credit check company, along with gathering financial ratios during the tender process, we have determined that most of our contracts that took part in the contract management trial are deemed low risk. The “N/A” noted in the dashboard below did not partake in the trial:



Living Wage – the following shows updated figures on Aberdeen City providers who pay the Real Living Wage (RLW) to staff:



The “blank” heading is made up of those not included in the initial contract management trial – many of these will be paying the RLW which will show up in future monitoring exercises. This is an encouraging sign as it is on an upward trajectory.

Continuous Improvement

The Commercial & Procurement Shared Services are continually driving improvement, through comprehensive guidance and training, all members of staff involved in procurement activity across Aberdeen City Council are required to be approved to a certain Delegated Procurement Authority (or DPA) level, depending on the procurement tasks they perform - from low level purchases to full competitive tenders.

A programme of improvement actions was developed within the Category and Commercial Team with all actions completed within the period 1st April 2020 to 31st March 2021, actions included:

- Improved procurement business case template and refresh of guidance/process for internal governance compliance
- Refresh of Guidance/Training on the Council Contract Register System for Delegated Procurers
- Introduction of PowerBI reporting on Procurement Compliance Figures

Overview of highlights of 2020/2021 for the Social Care Team include:

- Procurement of care at home and supported living services for vulnerable adults
- Support in the mobilisation and review of the Granite City Consortium contracts that commenced in November 2021 and specify an innovative and flexible outcome focused and locality-based service delivery model
- Support to migrate block payment standalone service contracts to more cost-effective spot purchase arrangements under the supported living framework
- Service reviews of very sheltered housing and emergency response services to inform future commissioning arrangements
- Collaborative working between Aberdeen City and Aberdeenshire Councils and HSCPs and provider organisations admitted to the Joint Complex Care framework that commenced in May 2020
- Participation in National Care Home Contract Reference Group and involvement in work pertaining to developments in the NCHC.
- Participation in local Provider Forums
- Procurement of Carers Support Services

A look ahead to objectives for delivery in financial year 2021-2022:

- Commercial Strategy has been developed and implementation of the strategy will be undertaken in financial year 2021-2022
- Climate criteria will be embedded within procurement activity, with a view to influencing Climate change through the Councils expenditure (where proportionate and relevant)

- Development and implementation of a system to capture Community Benefits, Fair Work Practices, Sustainability and Climate data
- A comprehensive review and revision will be undertaken of the Procurement Manual, including a revision of all associated templates.
- Comprehensive review of the procurement strategy will be undertaken
- A programme of events will be developed in conjunction with the Supplier Development Programme to facilitate involvement of the local supply chain
- Supplier Relationship Management procedures will be implemented across the organisation, improving upon the current Contract Management procedures
- The Commercial & Procurement Shared Service intend to launch a website, it's anticipated the website will have both an external facing and internal facing section.
 - External facing – aimed at suppliers/public
 - Internal facing – delegated procurers within the 3 Councils

Support the local economy

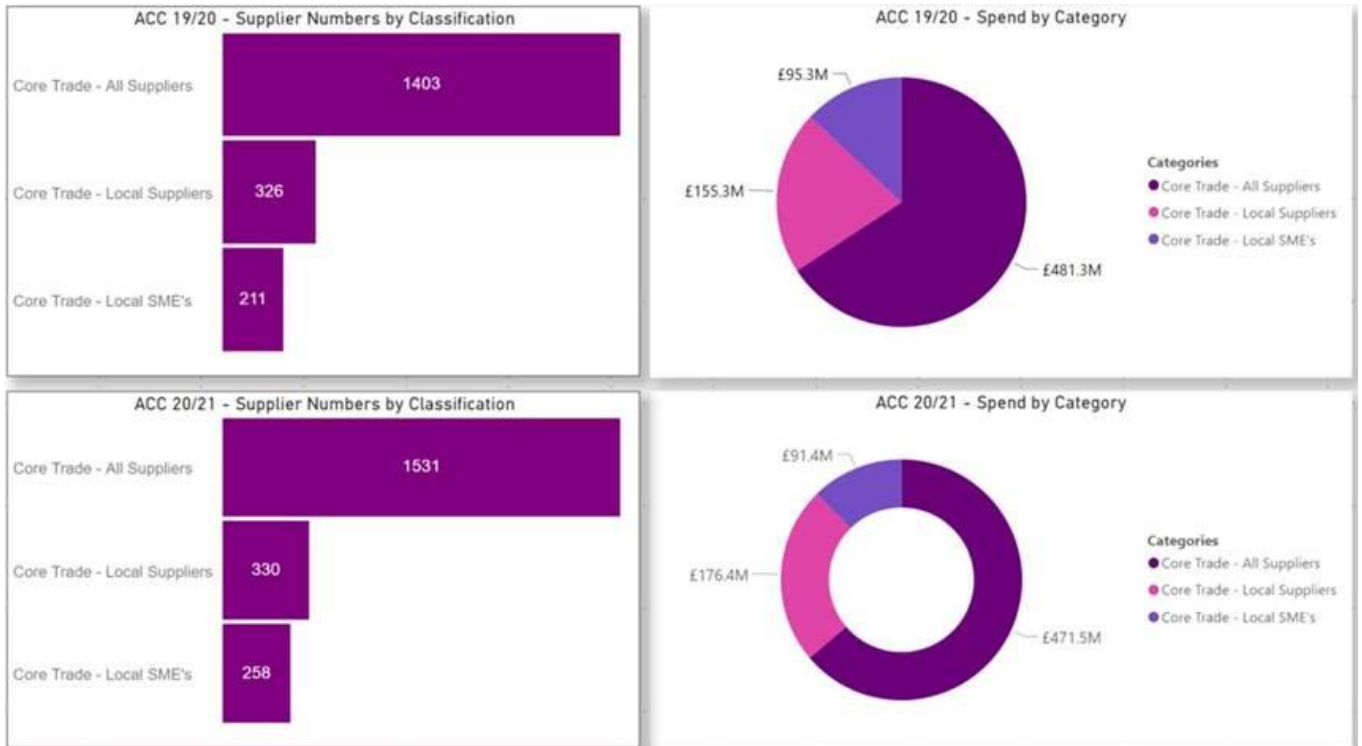
Statutory Performance Indicators - The Accounts Commission (the public spending watchdog for local government) has a statutory power to specify information that councils must publish about their performance. They do this through statutory performance indicators (SPIs). Each Council collects and publishes its information.

The remit for SPI reporting requirement was amended during 2018-19; with a request that all local authorities report on spend with Core Trade suppliers only. Core Trade being defined as: Suppliers with whom over £1000 has been spent in a 12-month period, that have also been classified as a health, social care, arts, political, religious or trading organization.

Two SPIs relevant to the local economy and procurement related spend are - spend with local suppliers and local SMEs.

The data is obtained from Spikes Cavell (Scottish Procurement Hub for publication of annual procurement related spend) and is based on locality and size of business.

The table below shows a comparison of core trade spend with local businesses and SME's in financial year 2020-21 and 2019-20:



Categories	19/20 (£)	20/21 (£)	19/20 (% of Total Spend)	20/21 (% of Total Spend)
Core Trade - All Suppliers	£ 481,293,599	£ 471,511,440	100%	100%
Core Trade - Local Suppliers	£ 155,330,557	£ 176,402,971	32%	37%
Core Trade - Local SME's	£ 95,329,625	£ 91,424,888	20%	19%

SME definition as per Spikes is:

Legend	Details
Small	Less than 50 employees, regardless of turnover, or, if the number of employees is unknown, then turnover of less than £5.6m will be taken as an indicator that it is a small enterprise.
Medium	Between 50 and 249 employees, regardless of turnover, or, if the number of employees is unknown, then turnover of greater than or equal to £5.6m and less than £22.8m will be taken as an indicator that it is a medium enterprise.
Large	Greater than or equal to 250 employees, regardless of turnover, or, if the number of employees is unknown, then turnover of greater than or equal to £22.8m will be taken as an indicator that it is a large enterprise.

Spend in the annual report is based on spend by local authority area based on core trade creditors only; the Local authority areas as defined by the ONS (Office of National Statistics); Core-Trade: Suppliers with whom over £1000 has been spent in a 12 month period, that have also been classed as a trading organisation or as a non-trade social care provider.

Supplier Development Programme

Meet the Buyer 2020 – Twitter Takeover – 02/06/2020

On 2 June 2020, 162 tweets were sent from the SDP Scotland Twitter during the Meet the Buyer 2020: Live Virtual Event by five public sector organisations. The tweets collectively earned 55,228 impressions (the number of times users saw a Tweet on Twitter) and 1,591 engagements (total number of times a user interacted with a Tweet). Overall, including the hour of the Twitter Takeover that SDP Scotland participated in, SDP Scotland supported the Meet the Buyer 2020: Live Virtual Event with 70 total tweets. The tweets earned 29,729 impressions (the number of times users saw a Tweet on Twitter) and 636 engagements (total number of times a user interacted with a Tweet). Collectively, SDP Scotland's 70 tweets earned 46 retweets, 124 likes and 15 replies

Meet the Buyer North 2020 – Virtual event – 02/09/2020 – virtual version of the usual Meet the Buyer, with 825 attendees over the course of the day. Aberdeen City Council Head of Commercial & Procurement Services was a guest speaker at this event.

Talking Tenders with Aberdeenshire, Aberdeen City and Highland Councils (27 January 2021) - a specific event hosted by SDP for C&PSS to engage with suppliers both locally and across the country. There were approx. 140 attendees on the day from companies across a range of Business Sectors.

Section 3 – Community Benefit Summary

Statutory Requirement

Section 18(2) (d) of the Procurement Reform (Scotland) Act 2014 requires annual procurement reports to contain: *“a summary of any community benefit requirements **imposed** as part of a regulated procurement **that were fulfilled** during the year covered by the report”*.

Interpretation

“**Imposed**” has been interpreted to mean community benefit requirements **included** within regulated procurements published in the reporting period. Reporting is intended to capture community benefit inclusion at all stages of incorporation, implementation and fulfilment.

The point at which community benefit requirements are “fulfilled” can be a matter of interpretation. Some community benefits outcomes can take a period of years to complete. “Fulfilled” has been interpreted to include community benefits “**underway**” and “**in process.**” Maximum flexibility is offered to suppliers as to when community benefit requirements commence and are ultimately “fulfilled”. Community benefit requirements and quantities are commonly designed in terms of the total number of outcomes to be delivered over the entire contract term. Suppliers are held to their total community benefit commitments (imposed and volunteered) over the life of the contract

Reporting Period

In the reporting period, the approach to community benefits within procurement activity has been guided by the commitments and aspirations expressed in our Joint Procurement Strategy. Our “Mission Statement” commits to delivery of:

“ethical and sustainable value for money solutions that support the operational needs and wider strategic aims of the councils and the communities they serve to further local and national priorities to the fullest extent possible.”

Beyond mandatory (£4M) and regulated thresholds (£50K for goods and services/£2M for works) the partner councils routinely seek:

“leverage opportunities (including social, economic and environmental value) aligned to the needs and priorities of our communities”

Our themed approach to community benefits continues to evolve and improve in close alignment with the following local and national priorities, however as the number of procurements advertised during the reporting period has been significantly affected by COVID-19 this in turn has affected the Community Benefit outcomes achieved during financial year 2020-2021. As detailed in the Community Benefits Analysis Summary as an organisation we have included, in process or delivered a total of 302 Community Benefits in this period.

Non-financial efficiencies
Community Benefits (CB).

In total, **311** community benefit outcomes were included, are in process or were delivered in the reporting period

155 Community benefit outcomes delivered in contracts advertised earlier than the reporting period

58 Community benefit outcomes included. Number of regulated contracts where community benefits was included was 11 though 15 were published In the reporting period

98 community benefit outcomes awaiting a stage 2 notice in 2021/2022 (Torry and Countesswells Schools and Co-design Riverbank Primary)



12 of 15 regulated contracts **(80%)** included requirements relating to Fair Work Practices including Real Living Wage.



11 of 15 Regulated contracts **(73%)** included Community Benefit requirements

155 Community benefit outcomes delivered in contracts advertised earlier than the reporting period

18 Jobs Created by Project Apprenticeships



6 Fair Work Practices
Fair treatment of suppliers
Equal Opportunities



4 School Engagement Activities (Virtual)



9 Further Education Engagement Activities, gender pay gap, disabled person opportunities




27 Work Experience placements (5 days – 8 Weeks)
Upskilling Workforce



3 Vacancy Sharing



57 Education, Employability, Skills Training, Graduate Scheme, certification
National qualifications



2 Community time bank (19 hours)
1 donation to local foodbank



1 Prompt Payment in the Supply Chain (Duty to Report)




1 3rd sector and local SME opportunities
Meet the Buyer event



1 Environmental Wellbeing, Measures, Carbon Reduction, Fuel Poverty & Climate Literacy



2 Case study



3 Social wellbeing
Community engagement
Home start
Fuel poverty initiatives





BUSINESS AS UNUSUAL



Acciona donated £5,000 to Scarf for Fuel Poverty initiatives. The funding will go towards SCARF's "HEAT and EAT" programme, beneficiaries are provided with a fuel payment voucher and a separate food voucher. The donation will provide support to **100 families** across Aberdeen city, Aberdeenshire and Moray

In addition a fund has been opened for **community groups**, and they can apply for maximum £1000 funding or time bank hours.

Anti-poverty (food & fuel)

TPS were successfully in a bid to CFINE food fund appeal to deliver a project Forever Food, which aims to move people out of reliance and or need on food bank



Anti-poverty (food & fuel) Health & wellbeing



TPS Outreach Housing Support Service prepared and delivered an average of **110 meals** each day, amounting to some **8,250 deliveries** in total.

TURNING POINT SCOTLAND

Equalities/Reducing Inequalities Anti-poverty



ABERDEEN CITY COUNCIL

In response to **COVID19 pandemic & related Scottish Government guidelines**, TPS, in partnership with Aberdeen City & Aberdeenshire Council, were awarded funding from the Wellbeing Fund to support single adults who have been assessed as having **No Recourse to Public Funds (NRPF)**.

Inclusivity Social Education, Employability skills training



Funded by Inspiring Scotland, and delivered by SHMU, **TPS support service users to explore and share their own story and express themselves through music or film.**

Health & wellbeing




TPS Outreach Housing Support team were among the first in the city to be trained in the **delivery, administration & distribution of Naloxone**. The service staff underwent training & the service is set up to order, store & distribute Naloxone to service users & their significant others.

58 Community benefit outcomes included.
 Number of regulated contracts where community benefits was included was 11 though 15 were published In the reporting period

7 Jobs Created by Project Apprenticeships



8 Fair Work Practices
 Real Living Wage
 Gender pay gap



2 School Engagement Activities:
 Gender/gender pay gaps & disability



2 Further Education Engagement Activities, gender pay gap, disabled person opportunities



14 Work Experience placements (5 days – 8 Weeks)



2 Vacancy Sharing
1 Employability Engagement Activities



4 Communities Groups & Projects. Support/volunteering (100 hours) donation equipment, materials & financial offers



2 Prompt Payment in the Supply Chain (Duty to Report)
2 Collaborative Co-design of services



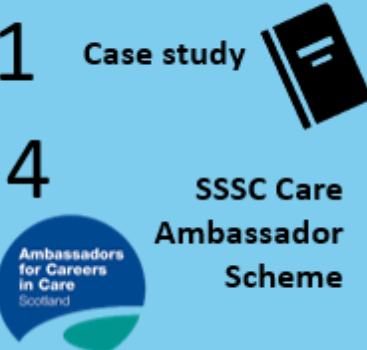
2 Local Economic Development SME 3rd Sector (Duty to Report)



4 Environmental Wellbeing, Measures, Carbon Reduction, Fuel Poverty & Climate Literacy



1 Case study
4 SSSC Care Ambassador Scheme



3 Promotion of Adoption & Fostering



98 Community benefit outcomes awaiting a stage 2 notice in 2021/2022 (Torry and Countesswells Schools and Co-design Riverbank Primary)

6 Jobs Created by Project Apprenticeships



3 Fair Work Practices
Real Living Wage
Gender pay gap



16 School Engagement Activities:
Gender/gender pay gaps & disability



5 Further Education Engagement Activities, gender pay gap, disabled person opportunities



34 Work Experience placements young people & disabled person opportunities



3 Vacancy Sharing
9 Employability Engagement Activities



6 Communities Groups, & Projects. Support/volunteering donation equipment, materials & financial offers



5 SME/3rd Sector Meet the Buyer events
Supply Chain Prompt Payment (Duty to Report)



3 Local Economic Development SME 3rd Sector (Duty to Report)



3 Environmental Wellbeing, Measures, Carbon Reduction, Fuel Poverty & Climate Literacy



3 Case studies Innovation



2 Promotion of Adoption & Fostering



Section 4 – Supported Businesses Summary

Statutory Requirement

Section 18(2) (e) of the Procurement Reform (Scotland) Act 2014 requires annual procurement reports to contain: **“a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report”**.

Related Duties

- Engaging with those affected by our procurements;
- Ensuring regulated procurements contribute to the carrying out of our functions/achieving our purposes;
- Acting in a transparent and proportionate manner;
- Policy on the use of community benefit requirements;
- Compliance with the sustainable procurement duty.

Details of the total spend in 2020-2021 with supported businesses is shown below.

Spend with Contracted Supported Businesses



Council spend with Social bite £2284. One third of Social Bite’s workforce come from a homeless and /or disadvantaged background with lived-in experience and serious obstacles to employment.



Council Spend with Passion for social: £9800 for IT services website design

Section 5 – Future Regulated Procurements Summary

Appendix 1 – Regulated Procurements - 1 April 2020 to 31 March 2021

PCS Document ID / Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
649393	eCargo Bikes	Supply	C	£ 90,000.00	Electric Assisted Vehicles Limited (GB)	26/03/2021	31/03/2021	30/09/2022
644319	Award of TENANT SATISFACTION SURVEY	Services	C	-	Knowledge Partnership (GB)	15/02/2021	21/01/2021	22/01/2021
641478	School Counsellor Training and Supervision	Services	C	£ 163,777.00	Therapeutic Counselling Services Ltd (GB)	01/02/2021	01/02/2021	01/02/2023
638368	2020 Social Care Aberdeen City Adult Supported Living Services	Services	C	£ 41,700,000.00	Inspire (Partnership Through Life) Ltd (GB) / Affinity Trust (GB) / Community Integrated Care (GB) / Penumbra (GB) / Cornerstone (GB) / Archway (GB) / Blackwood Homes and Care (GB) / Specialist Resource Solutions (GB) / Voyage 1 Limited t/a Voyage Care (GB) / Leonard Cheshire Disability (GB) / Sacro (GB) / Allied Health Services Limited trading as Allied Healthcare (GB) / ENABLE Scotland (GB) / Care UK Learning Disabilities Services Limited (GB) / Sense Scotland (GB) / Real Life Options (GB) / Bon Accord Support Services Ltd (GB) / Scottish Association for Mental Health (GB) / Cera Care Operations (Scotland) Limited (GB) / Jon Fleming Group (GB) / VSA (GB) / Aberdeen Cyrenians (GB) / My Care	01/09/2020	01/09/2020	01/09/2022

PCS Document ID / Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
					(Grampian) Limited (GB) / Deafblind Scotland (GB)			
638340	2020 Social Care Aberdeen City and Aberdeenshire Complex Care Services	Services	C1	£ 19,000,000.00	Affinity Trust (GB) / Community Integrated Care (GB) / ENABLE Scotland (GB) / Inspire (Partnership Through Life) Ltd (GB) / Scottish Autism (GB) / Thera Scotland (GB) / The Richmond Fellowship Scotland (GB)	01/05/2020	01/05/2020	01/05/2022
637603	2020 Social Care Aberdeen City Provision of Care and Support Services at Home	Services	C	£ 46,353,696.16	Granite Care Consortium Ltd (GB) / Granite Care Consortium Ltd (GB) / Granite Care Consortium Ltd (GB)	09/11/2020	01/11/2020	01/11/2024
637574	Supply and Installation of UTMIC OTU's Aberdeen	Supply	C	£ 593,248.00	Siemens Mobility (GB)	16/12/2018	01/01/2019	01/01/2022

PCS Document ID / Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
635806	Generator Works 2019-2021	Services	C	-	Dieselec Thistle Generators Ltd (GB) / Scot Industrial Air (GB) / Field Engineering Services Ltd (GB) / Gamma Energy (GB)	17/09/2020	01/12/2020	01/12/2022
627826	Professional Services for RPA	Services	CO	£ 351,450.00	Agilisys (GB)	30/04/2020	31/03/2020	31/03/2022
635090	Maidencraig Flood Management Wetland Scheme - Phase 2	Works	C	£ 236,541.00	CR Contracting North LTD (GB)	11/02/2020	11/02/2020	11/08/2020
635002	Award of Cycling Signage Audit	Services	C	£ 24,996.28	AECOM Ltd (GB)	03/11/2020	16/11/2020	29/01/2021
632064	Award of In-Vehicle Telematics and Hosted Solution	Services	CO	£ 387,000.00	UK Telematics Limited (GB)	21/09/2020	03/08/2020	03/08/2024
631115	Award of Cashless Parking	Services	CO	£ 562,000.00	Pay by Phone (GB)	16/09/2020	01/09/2020	01/09/2022
629497	Janesfield Manor - External Underground Heating Pipework Replacement (Re-issue 2)	Works	C	£ 88,163.11	Richard Irvin FM Limited (GB)	01/09/2020	28/09/2020	28/10/2020
629219	Award of Actuarial Services - Further Competition	Services	CO	£ 1,120,000.00	Mercer Limited (GB)	01/04/2020	01/04/2020	31/03/2027
628832	Award of Supply and Install of Part time 20mph Signs	Supply	C	£ 59,904.90	Mallatite Limited (GB)	25/08/2020	29/08/2020	30/08/2020
627738	Grampian and Morven Courts - Flat Roof Replacement	Works	C	£ 295,001.70	William Rae (Aberdeen)LTD (GB)	05/08/2020	07/09/2020	07/02/2021
626723	Milltimber Replacement School (8073)	Works	C	£ 16,036,673.88	Robertson Construction Eastern Limited (GB)	24/07/2020	17/08/2020	17/12/2021

PCS Document ID / Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
623081	Print, Distribution and Managed Service of Garden Waste Permits	Services	C	£ 200,000.00	Euro Label Printers (GB)	01/06/2020	01/06/2020	01/06/2023
622959	ROOF REPAIRS 2019-2021	Services	C	£ 141,291.60	William Rae (Aberdeen)LTD (GB) / William Rae (Aberdeen)LTD (GB) / William Rae (Aberdeen)LTD (GB)	31/07/2019	02/09/2019	02/09/2021
622371	Award of Brimmond Court Flat Roof Replacement	Works	C	£ 198,660.00	William Rae (Aberdeen)LTD (GB)	02/06/2020	12/02/2020	13/02/2020
622354	Award of Digitisation of Parking	Services	C	£ 160,000.00	Imperial Civil Enforcement Solutions (GB)	20/02/2020	01/05/2020	30/04/2022
622331	Award of South College Street, Aberdeen - Topographical Survey	Services	C	£ 2,814.84	NB Group (GB)	02/06/2020	13/03/2020	28/08/2020
622137	Microsoft Dynamics365 for Social Care Platform	Services	CO	£ 3,200,000.00	Microsoft Limited (GB)	30/04/2020	01/05/2020	01/05/2021
621921	2020 Social Care Aberdeen City and Aberdeenshire Complex Care Services	Services	C1	£ 19,000,000.00	Affinity Trust (GB) / Community Integrated Care (GB) / ENABLE Scotland (GB) / Inspire (Partnership Through Life) Ltd (GB) / Scottish Autism (GB) / Thera (Scotland) (GB) / The Richmond Fellowship Scotland (GB)	01/05/2020	01/05/2020	01/05/2022
621478	Call-off from a framework - Water and Waste Water Billing Services	Supply	CO	£ 4,500,000.00	Scottish Water Business Stream Ltd (GB)	01/04/2020	01/04/2020	01/04/2023
621175	Supply and Installation of Wayfinders in Aberdeen City	Supply	C	-	Trueform (GB)	11/02/2020	11/02/2020	11/02/2021

Appendix 2 – Future Regulated Procurements 2021-2023

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Aberdeen Hydrogen Hub – Hydrogen Energy Partnership	New	Q2 2021	£100,000,000*	*Value to be confirmed as project scope is developed.
South College Street Junction Improvements Phase 1	New	2nd half of 2021	£7,000,000	
Replacement Riverbank	New	Summer 2021	£25,000,000	Framework Call Off
Torry School and Community Hub	New	Summer 2021	£21,500,000	Hub North Project
Countesswells School	New	Summer 2021	£17,000,000	Hub North Project
Provision of Pay as You Go Membership Car Club in Aberdeen	New	1st half of 2022	£1,075,000	
Housing Support Service Young People – Accommodation Based	Renewal	2nd half of 2021	£1,625,000	
AV and Presentation Equipment for Schools (Framework Mini Competition)	New	1st half of 2021	£1,745,000	
Provision of Agency Teachers Framework Agreement	New	1st half of 2021	£3,800,000	
Waste & Recycling Bins & Equipment (Framework Call Off)	New	1st half of 2021	£561,000	
Passenger Transport Services (Education/Social Care/Public) Dynamic purchasing system	New	1st half of 2022	£17,303,360	
Commercial Laundry	New	1st half of 2022	£1,320,000	
Construction Trade Subcontractors	New	1st half of 2022	£8,000,000	
Drain and Grease Trap Cleaning	New	1st half of 2022	£1,810,500	
Electrician services including testing, rewiring, lighting, door entry, fire alarms, intruder alarms, CCTV, etc	New	1st half of 2022	£14,600,000	
Floor Coverings Subcontractors	New	1st half of 2022	£2,040,000	
Glazing and PVC Window and Door Repairs	New	1st half of 2022	£750,000	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Kitchen Worktop and Sanitaryware Repairs	New	1st half of 2022	£90,000	
Locksmith and Key Cutting	New	1st half of 2022	£1,560,000	
Manned mobile hoist hire	New	1st half of 2022	£400,000	
Passenger Lift Maintenance	New	1st half of 2022	£1,878,000	
Plumbing and Heating Materials	New	2nd half of 2021	£3,000,000	
Rope access contract	Renewal	2nd half of 2021	£2,600,000	
Specialist Mechanical Works	New	1st half of 2022	£2,468,000	
Voids Cleaning	New	1st half of 2022	£1,200,000	
Warden Call System Telecare (Framework Call Off)	New	1st half of 2021	£600,000	
Residual Waste Skips	New	1st half of 2021	£880,000	
Steeplejacks, Chimney and Latchwire Maint	New	1st half of 2022	£1,200,000	
Energy Efficiency Information Support & Advice	New	2nd half of 2021	£740,000	
Training Services (Dynamic Purchasing System)	New	1st half of 2021	£4,000,000	
Security Services (Framework Call Off)	Renewal	1st half of 2021	£1,056,000	
Trend Micro - Smart Protection	Renewal	2nd half of 2021	£134,215	
Qmatic - Care Contract	Renewal	2nd half of 2021	£62,633	
CareFirst Software Renewal	Renewal	1st half of 2022	£178,841	
Web Hosting Services	Renewal	2nd half of 2021	£144,325	
Call Logging Software	Renewal	2nd half of 2021	£181,656	
Technical Indexes - Web Portal	Renewal	1st half of 2022	£725,361	
Internet Connectivity - 200 Mb Bandwidth	Renewal	2nd half of 2021	£100,000	
Active Edition	Renewal	2nd half of 2021	£78,395	
PNC8 & Disaster Recovery System	Renewal	2nd half of 2021	£382,010	
CONF010 ORBiS NDR	Renewal	2nd half of 2021	£173,721	
GIS Maintenance	Renewal	2nd half of 2021	£346,095	
Payment Kiosk	Renewal	2nd half of 2021	£100,608	
One Scotland Mapping - PSGA	Renewal	1st half of 2022	£434,854	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Housing Advice and Information Services	Renewal	2nd half of 2021	£725,910	
Tenants Contents Insurance	Renewal	2nd half of 2021	£250,000	Contract has an extension available until 04/04/2022
Local Government Digital Transformation Partnership	Renewal	2nd half of 2021	£103,000	
Event Stewarding	Renewal	2nd half of 2021	£800,000	
Event Production Services	Renewal	2nd half of 2021	£550,000	
Quest Change Auditor for Active Directory Suite	Renewal	2nd half of 2021	£95,465	
Road & Pavement Weed Spraying	Renewal	2nd half of 2021	£300,000	
Ctrix Workspace Suite	Renewal	2nd half of 2021	£923,888	
Firewall.	Renewal	2nd half of 2021	£448,459	
IDOX - CORPORATE GAZETTEER AND (GIS) GEOGRAPHICAL INFORMATION SYSTEM	Renewal	2nd half of 2021	£76,758	
VMWare Licences Software Renewal	Renewal	1st half of 2022	£259,959	
Email and Digital Subscription Management - Communications Cloud	Renewal	1st half of 2022	£124,584	
ARCHIVED CONT475 - Forcepoint	Renewal	2nd half of 2021	£132,050	
Installation of Festive Lighting	Renewal	2nd half of 2021	£100,000	
CONC001 BACAS - Burials and Cremation Administration System	Renewal	2nd half of 2021	£50,280	
CONT488 Read & Write	Renewal	2nd half of 2021	£73,622	Contract has an extension available until 30/06/2022
Aberdeen Sherriff Officer	Renewal	1st half of 2022	£4,500,000	Contract has an extension available until 15/07/2023
Election Services	Renewal	2nd half of 2022	£300,000	Contract has an extension available until 31/10/2023
Housing Consultancy Services	Renewal	1st half of 2022	£248,205	Contract has an extension available until 29/04/2022
Family Information Service and Early Years Database	Renewal	2nd half of 2021	£122,196	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Temporary Homeless Accommodation	Renewal	2nd half of 2021	£1,650,000	Contract has an extension available until 06/06/2022
CONT495 Unified Support / DSE contract	Renewal	1st half of 2022	£736,373	
External Legal Services	Renewal	2nd half of 2021	£4,000,000	Contract has an extension available until 06/05/2023
Master Data Management Solution	Renewal	2nd half of 2021	£460,208	Contract has an extension available until 19/12/2022
CONT506 Mobile Telephony	Renewal	2nd half of 2021	£314,226	Contract has an extension available until 03/12/2022
Collection, Storage and Redelivery of household belongings	Renewal	2nd half of 2021	£360,000	
CONP035 NBS Subscription	Renewal	2nd half of 2021	£102,605	
CONP035 NBS Subscription Renewal	Renewal	2nd half of 2021	£135,260	
CONT447 Ofcom-Point to Point Fixed Links	Renewal	2nd half of 2021	£97,177	
Provision of Fireworks Display Services	Renewal	2nd half of 2021	£50,000	
National Assistance Funeral Services	Renewal	2nd half of 2021	£90,450	Contract has an extension available until 25/10/2021
CONT500 Supply of a Bookings System Solution	Renewal	2nd half of 2021	£140,700	Contract has an extension available until 30/09/2022
CONC013 Fleet Management System 2018	Renewal	1st half of 2022	£161,254	Contract has an extension available until 31/07/2024
Pan Grampian Radio Network	Renewal	2nd half of 2022	£1,000,000	
CONT429 Voice Recording System	Renewal	2nd half of 2021	£64,263	
Eureka Time Recording System	Renewal	1st half of 2022	£72,000	
Structural Engineering Services For Housing And Non-Housing Projects	Renewal	2nd half of 2021	£647,401	
Treasury Management Services	Renewal	2nd half of 2021	£51,000	
CONT431 Social Media Management Dashboard	Renewal	2nd half of 2021	£50,364	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Supporting Care Experienced Young People through Sport	Renewal	2nd half of 2021	£120,000	Contract has an extension available until 31/07/2023
Tender for the Supply & Installation of Flooring Materials and Related Services	Renewal	1st half of 2022	£850,000	
CONZ007 Ideagen - Pentana Risk Renewal	Renewal	1st half of 2022	£154,265	
Prepaid Accounts and Associated Services	Renewal	2nd half of 2021	£81,450	Contract has an extension available until 21/07/2023
Scholar Forum Partnership - Membership Agreement	Renewal	1st half of 2022	£88,566	
SMT Services Machinery Trucks	Renewal	2nd half of 2021	£89,712	
CONC002 Civica APP	Renewal	2nd half of 2021	£70,002	
Payment Processing Services	Renewal	2nd half of 2021	£180,000	
CONM004 AES - Match Jobs Software	Renewal	2nd half of 2021	£58,698	Contract has an extension available until 10/03/2023
Cash in Transit	Renewal	2nd half of 2021	£300,000	Contract has an extension available until 29/09/2024
Academy - Council Tax System	Renewal	1st half of 2022	£426,000	
Fruit & Veg	Renewal	1st half of 2022	£1,000,000	
Aberdeen Football Club Community Trust (AFCCT) Health and Wellbeing PEF Initiative	Renewal	2nd half of 2021	£204,000	
Aberdeen City Bike Hire Scheme – Bike Hire Subscriptions	Renewal	2nd half of 2021	£50,000	Contract has an extension available until 31/03/2022
Housing Support Service for people fleeing domestic violence	Renewal	2nd half of 2021	£385,446	
Children's Services - Mental Wellbeing Hubs (3)	New	2nd half of 2021	£4,200,000	

ABERDEEN CITY COUNCIL

COMMITTEE	Strategic Commissioning Committee
DATE	16 June 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Commercial & Procurement Shared Service – Climate Update
REPORT NUMBER	COM/21/147
CHIEF OFFICER	Craig Innes
REPORT AUTHOR	Melanie Mackenzie
TERMS OF REFERENCE	4.3

1. PURPOSE OF REPORT

- 1.1 To provide the Committee with an update on the introduction of a climate friendly weighting for contracts the Council procures, as per the Council instruction of 3rd March 2020.

2. RECOMMENDATION

It is recommended that the Committee:

- 2.1 Notes the work undertaken within financial year 2020-2021 on the review of options for a climate friendly weighting to be included within procurement activity;
- 2.2 Notes the positive outcomes achieved through procurement activity as outlined within Appendix 1 - Climate Change Report 2019-20 (Appendix 1 - Section 5b Procurement); and
- 2.3 Notes the projects identified within the future procurement pipeline (first half of financial year 2021-2022) which will include climate friendly criteria as detailed within Appendix 2.

3. BACKGROUND

- 3.1 On 3rd March 2020 the Council considered and approved the General Fund Revenue and Capital Programme 2020/21 Report (RES/20/065), which included the recommendation as set out below:

Net Zero Transition

(iv) 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.

- 3.2 The impact of the coronavirus (Covid19) outbreak and lockdown from 23 March 2020 and subsequent cessation of procurement activity unless directly related to supporting the Council's response to lockdown up until autumn 2020, has meant work to enhance current provisions in respect of Climate Friendly Weightings and method of capturing and reporting on the positive impact of those weightings has been deferred until Financial year 2021.
- 3.3 Within financial year 2020-21, the Commercial and Procurement Shared Service had assessed a variety of options for Climate Friendly Criteria/Weightings including assessment of how the impact could then be monitored and reported upon. Representatives from the team are involved with three of the themed Climate Sub-Groups feeding into the Climate Change Plan supporting enabling actions to support integration of climate change in council systems and processes and to build internal awareness and understanding of climate change. Alongside work at a local level officers from the Commercial & Procurement Shared Service have participated within the Climate and Procurement Forum at national level and the Aberdeen and Grampian Chamber of Commerce "Circular North-East" initiative at a local/regional level.
- 3.4 The Climate & Procurement Forum is chaired by Scottish Government and includes representation from across the Public Sector in Scotland. It was initiated to firstly review what leading organisations are doing through procurement to influence the change in behaviours required to tackle the climate emergency, with the ultimate aim being to help transform thinking, so that climate considerations become embedded in behaviours across the Public Sector in Scotland. This group continues to meet regularly but there is yet no significant move forward to an agreed approach nationally, it has been agreed by the group that numeric measurement across all areas may take some time to establish.
- 3.5 To ensure that we can begin to influence climate change through the procurement activity of the Council it was determined that the best approach in the interim (whilst awaiting the outcome of the Climate & Procurement Forum) was to create a new section within the Community Benefits Project Plan/Award Questionnaire section of the template Invitation to Tender Documents to introduce a climate friendly weighting which would supplement the current approach as outlined in the ACC Sustainable Procurement and Community Benefits Policy.
- 3.6 Bidders will be asked as part of their response to tenders to outline commitment on areas directly related to performing the contract, which may include: energy efficiency in buildings, emissions class of fleet vehicles, effective route planning measures, energy/fuel efficiency measures in buildings/vehicles/operations, minimisation of waste, circular economy initiatives, reuse of materials, carbon neutrality initiatives, reduction of material/ packaging/reduced plastic content of packaging, avoidance of single use plastics etc. Performance against this commitment will be monitored during ongoing contract management and it would be anticipated that bidders would provide reports on a regular basis aligned with Contract Management reporting frequency.

- 3.7 The Policy guides sustainable procurement activity at a strategic and operational level and has allowed for contribution through procurement activity positively and progressively to duties and commitments under the Scottish Climate Change Commitments. The policy is sufficiently agile to contribute to broader climate positive aspirations which support global energy transition, application of meaningful circular economy measures and a net zero future for Aberdeen. Strategic and practical guidance is provided at key stages: identification of need, specification development, selection/award and contract management. Policy/guidance assists procurers to proactively address key aspects of the duties: mitigation (ensuring reduction in greenhouse gases/enhancing carbon storage), adaptation (e.g. flood prevention) and maximising added social, economic and environmental value in our procurements and national frameworks call offs.
- 3.8 Appendix 1 is an extract from the Climate Change Report 2019/20 and includes illustrative samples of procurement activity which has been to market and is contributing to the Councils aims by:
- i) delivering a reduction in CO₂,
 - ii) improving energy efficiency, and
 - iii) incorporation of meaningful sustainability criteria.

Next Steps

- 3.9 The Commercial & Procurement Team have reviewed the forward pipeline of procurements for financial year 2021-2022 and identified those which will include climate friendly criteria within the first half of the year as detailed within Appendix 2, the projects have been selected across a wide range of categories including Construction, Social Care, PPE and Agency workers based upon assessment of most impact in terms of outcomes.
- 3.10 The pipeline of upcoming projects will be reviewed on a continuous basis and additional projects added to the list of those to include climate friendly criteria, where it is proportionate and relevant to do so. Outcomes agreed would be monitored during ongoing contract management and it would be anticipated that bidders would provide reports (frequency of reporting would be agreed within contract terms).
- 3.11 A further review of potential options for a system will be conducted by end of Q2 2021-22, with a view to implementing a system to monitor, measure and report on Community Benefits, Fair Work Practices, Sustainability and Climate outcomes achieved through procurement activity. The area of measuring and monitoring outcomes achieved is one of the key challenges due to the need to compile data across multiple systems and from multiple sites, this to date has been time and resource intensive to manually gather and compile the data for reporting.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications from the recommendations of this report.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

<u>Category</u>	<u>Risk</u>	<u>Low (L)</u> <u>Medium (M)</u> <u>High (H)</u>	<u>Mitigation</u>
Strategic Risk	Lack of progress at a national level, hinders local progress.	L	ACC will continue to participate in the national conversations, the local approach developed will allow for progress in the interim until such time as progress is made nationally.
Compliance	Increased focus on Climate Change leads to loss of focus on aspects	L	A balanced approach is proposed to be adopted to ensure that increased focus on carbon/climate does not diminish all other aspects of the Sustainable Procurement Duty.
Operational	N/A	N/A	N/A
Financial	N/A	N/A	N/A
Reputational	Lack of understanding on what outcomes we are looking to achieve.		Ensure clear guidelines are in place prior to including criteria for Suppliers and for Employees undertaking procurement activity. Highlight positive changes achieved regularly.
Environment/Climate	Failure to capture any impact from Contracts where	M	Establish a robust approach to Supplier Reporting in the absence

	the Climate Criteria is included		of a Public Sector calculator.
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7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
Aberdeen City Council Policy Statement	The proposals in the report have no direct impact on the Policy Statement.
Aberdeen City Local Outcome Improvement Plan	
Prosperous Economy Stretch Outcomes	Actions to reduce carbon emissions, protect and improve the environment and will indirectly support stretch outcome 1 by having a positive impact on health and wellbeing.
Prosperous People Stretch Outcomes	Stretch outcome 11 - Actions to reduce carbon emissions; protect and improve the environment can have a positive impact on health and wellbeing.
Prosperous Place Stretch Outcomes	The proposals in this report support the delivery of stretch outcome 14 - carbon emissions reduction by 42.5% by 2026.
Regional and City Strategies	Inclusion of Climate Friendly Weightings would support several Regional and City Strategies, Strategic and Local Development Plans, Local Outcome Improvement Plan.
UK and Scottish Legislative and Policy Programmes	The proposal within this report supports the Council's compliance with Part 4 of the Climate Change (Scotland) Act 2009 and Climate Change (Emissions Reduction Targets) (Scotland) Act 2019.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full Impact Assessment not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

10. APPENDICES

Appendix 1 **Extract from Appendix 1 to the Climate Change Report**
Appendix 2 **Pipeline 2021 – 2022 – Inclusion of Climate Criteria**

11. REPORT AUTHOR CONTACT DETAILS

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SECTION 5 - PROCUREMENT

5b - How has procurement activity contributed to compliance with climate change duties?

The following represent illustrative samples of procurement activity i) delivering a reduction in CO2 ii) improving energy efficiency and iii) incorporating meaningful sustainability criteria:

1. **Construction** – follows industry terms/best practice (NEC3, SBCC ICE etc), Building Standards/Building Performance polices. Specifications incorporate sustainability, energy, and environmental considerations to a challenging but proportionate extent per project. Strong ethos that value for money demonstrated by whole of life costing/best price-quality ratio. Current and future climate risks factored into procurement processes where relevant to safeguarding assets/infrastructure and communities. In the reporting period, procurer and supplier knowledge/awareness of circular economy principles and opportunities increased.

2. **Maidencraig Flood Management Wetland Scheme** – Illustrative of approach to adaptation. Initial contract awarded Apr 18 - Phase 2 tendered in January 2020. Project creates a path between housing development and the Den Burn providing a safe route to schools, a new habitat for nature and reduces flood risk to homes and properties downstream. Scheme involves constructing earth bunds, relocating a small burn to create a space for nature, installation of lighting and replacing temporary bridge i.e. considerable habitat enhancement in addition to essential flood prevention work.

3. **Sensor Network**– Illustrative of the Council’s proactive approach to adaptation. At full business case stage in the reporting period. The business case will assess the merits of strategically deploying sensors that could serve to support early intervention in the context of flood prevention.

4. **Managed Print Contract (Managed Print Contract (Aberdeen City/Aberdeenshire)** – “Print Smart” power saving models embedded. Contract systematically eliminates use of small, inefficient desktop printers requiring regular replacement of peripherals. 3994 devices replaced by power saving models in 17/18. Print policies reduce volumes, eliminate waste, reduce resources & energy consumed and strongly promote scanning, duplex, mono, and reduced archiving.

New models default to preferred eco options where possible. Sustainability Calculator reports a 30% reduction in: **Energy**: (annualised BTUs), **Greenhouse Gas Emissions** (Annualised Pounds GHG) and **Solid Waste** (annualised Pounds SW.) In terms of user behaviour, evidence supports reduced print volumes of nearly 10% year on year, with an estimated 175M less sheets of paper used since 2015. Contract embraces hybrid mail (less road miles for deliveries/less paper) and ensures used print cartridges are responsibly recycled. Hybrid mail to be strategically deployed with benefits captured from 2021.

5. Energy from Waste (Aberdeen City, Aberdeenshire, and Moray Councils) The award of a contract for the construction of an Energy from Waste plant working towards fulfilling Zero Waste Plan requirements has been made with the facility targeted to be operational by 2022. This aims to provide a long-term solution for non-recyclable waste produced in the NE of Scotland. Facility will provide a viable solution for residual waste that will generate significant, wider benefits e.g. electricity generation and heat for local residents as a sustainable means of reducing fuel poverty. Forecasts indicate plant will process circa 150,000 tonnes of non-recyclable waste pa. Modern combustion technology utilises flexible, future-proof, cutting-edge process control. High temperature combustion provides electricity and heat from the production of steam. Project has the potential to heat 10,000 homes otherwise reliant on fossil fuels. Forecasts show around 10MW of electricity, and/or 20MW of heat as steam or hot water will be produced.

6. Aberdeen Hydrogen Bus Project – Fleet travelled 120181.1 km carrying 104326 passengers. 15 new hydrogen double decker buses purchased by operator in the reporting period under the JIVE Project. Buses only emit water vapour so reducing carbon emissions/air pollution. For 2019/20, emissions saving was 115 tCO₂.

7. Fuel Cell/Hydrogen//Electric Vehicles – in the reporting period, 13 h₂ vehicles ordered: 1 HyTrEc2 retrofitted road sweeper, 1 "Switched on Fleet" (SOF) retrofitted road sweeper; 4 SOF (leased) Hyundai Nexos; 6 Fuel Cell Cargo Pedelecs, 1 Hector fuel cell waste truck. In addition, 10 Toyota Mirais passed to community partners (1x Aberdeenshire, 1x CFine, 2x Sport Aberdeen 3x NEScol, 3x Cowheels) Electric Vehicles/Charge Points: 4 x BMW i3 electric vehicles leased under Co-wheels car club fleet for use by staff, 2 x Nissan eNV200 combi electric vehicles purchased as part of CIVITAS PORTIS EU funded project - used by the Harbour Board A further 5 x rapid triple charger (capable of recharging 2 cars at once) and 4 x double fast charger (capable of recharging 2 cars at once) have been purchased and will be installed in 2020/21. Electric Vehicle Strategy, for Aberdeen City in development and tariff for use of EV chargepoints to be introduced on 1st June 2020.

8. Aberdeen City Hydrogen Energy Storage (ACHES) in the reporting period, delivered 1872.98 kg H₂. TTW (tailpipe emission) savings were 81,064 kg.CO₂e.

Well to Wheel (WTW) savings, depending on method of production for the hydrogen are as follows: green tariff production of H₂ = 100,174 WTW kg CO₂e emissions saved. Steam Methane Reforming (SMR) production of H₂ = 61,992 WTW kg.CO₂e emissions saved. Using grid electricity = 30,343 WTW kg.CO₂e emissions saved.

National Frameworks

Through participation in User Intelligence Groups (UIGs), the Council works in close collaboration with Scotland Excel (SXL) to improve sustainability credentials in the development of new national frameworks. A comprehensive sustainability test is carried out by SXL for each new framework. Amongst other considerations, the bidder's policies on managing waste, minimising carbon footprint, fair work practices, innovation and commitments to delivering meaningful community benefits are routinely explored and subject to robust contract/supplier management.

The Council makes extensive use of national frameworks (particularly SXL.) The SXL Contracts Register lists each operative SXL framework. In most cases the SXL Contracts Register contains a summary of sustainability considerations. These considerations represent a minimum standard which can (where options allow) be enhanced through purchasing decisions made in "call offs" from the framework. For example, lease and purchase of fleet vehicles and plant predominantly through SXL frameworks. In any framework involving delivery of supplies, new generations of frameworks encourage increasingly superior emissions class of vehicles from framework commencement or willingness to work towards a particular framework during the life of the framework. Food related frameworks increasingly incorporate reduced packaging/waste and circular economy principles.

Scottish Government Frameworks and Contracts cover a wide range of goods and services and can be used by central government and the wider public sector) In some cases the list of frameworks and contracts contain a summary of sustainability considerations. These considerations represent a minimum standard which can (where options allow) be enhanced through purchasing decisions made in "call offs" from the framework.

Utilities · Electricity - Promoting greener power: option of Renewable Energy Guarantee of Origin (REGO) certificates at a fixed rate; range of Energy Efficiency Services available as additional services and opportunities to sell energy back to the grid. · Natural Gas – sustainable measures and energy performance guarantee option to ensure a range of energy conservation measures. · Water – Climate Change Emergency measures including intelligent water management programme for reducing water usage with associated reduction in CO₂ emissions

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Appendix 2 - Aberdeen City - Potential Climate Reduction/Circular Economy Projects 21-22

Contract Title	Hydrogen Hub	Weighting	To be determined as project scope is developed.
<p>Criteria: Scotland's Climate Change Commitments and Aberdeen City Council's ambitions to become a climate positive city and move towards a just transition to a net-zero, green, wellbeing economy represent key local and national priorities. Local authorities have a leadership role at a local/regional level in terms of responding to the challenges presented by climate change.</p> <p>Aberdeen has a vision to be a world leading hydrogen city. The Council is focused on developing a commercial supply of hydrogen to support its requirements to decarbonise heat, transport and industrial applications and to also establish the opportunity for the City and region to export hydrogen to the UK and EU markets. The creation of a hydrogen economy is intended to act as a catalyst for the local economy, diversifying our oil and gas supply chain into renewables, securing employment and training opportunities for the local community.</p> <p>The hydrogen hub will be delivered in conjunction with a strategic joint venture partner who will bring ambition, expertise, investment, and market knowledge to the joint venture and will support the creation and implementation of a strategic road map to successfully deliver all phases of the hydrogen hub.</p> <p>To ensure the City's ambitions are met, delivery of the three hydrogen hub phases (including defined community benefits) will form part of the JV strategic partnership agreement and therefore become a contractual obligation for the JV partner to deliver.</p>			<p>Anticipated Outcomes: Bidders will be expected to provide a strategic road map/blueprint that details how they will deliver the Councils' vision to decarbonise heat, transport and industry within the City and through delivery of the community benefits plan, create a sustainable local economy.</p> <p>Bidders will be expected to make best calculated efforts to identify: 1) the contribution the JV will make (carbon saved) in delivery of each of the three phases of the hydrogen hub towards decarbonisation of the City 2) steps the JV will plan to take in terms of achieving net-zero/decarbonisation of the supply chain and operations, and 3) relevant actions the JV will take throughout the life of the contract to minimise harmful carbon impacts during performance.</p> <p>Further details will be confirmed following responses from Bidders - these details will be inserted into the JV strategic partnership agreement/contract monitoring clauses within the agreed contract and reported on at an agreed frequency.</p>

Contract Title	000-BVQD8856 Early Learning & Childcare Concession (Tillydrone and Northfield Cummings Park Nurseries)	Weighting	Weighting: 30% section within 15% of the envelope
<p>Criteria: Scotland's Climate Change Commitments and Aberdeen City Council's ambitions to become a climate positive city and move towards a just transition to a net-zero, green, wellbeing economy represent key local and national priorities. Local authorities have a leadership role at a local/regional level in terms of responding to the challenges presented by climate change. Through partnership working with local key influencers such as Scarf (or similar) the Council is looking to provide a supportive culture whereby our suppliers can look to make financial savings and improve business performance and resilience through reducing carbon, developing more sustainable business models/ways of operating and making more sustainable choices. This approach is designed to make a positive, incremental impact on the performance, innovation and sustainability of our local economy and the climate emergency at a local level across our portfolio of contracts. In meeting this requirement, bidders are expected to make best calculated efforts to identify: 1) carbon the business creates in key areas impacting on contract performance 2) steps the business is taking or plans to take in terms of achieving net-zero/decarbonization of the supply chain and 3) relevant actions the business will take throughout the life of the contract to minimize harmful carbon impacts during performance.</p>		<p>Anticipated outcomes: Bidders will outline general current practice and future plans in areas that directly impact on contract performance for example (but not limited to, energy efficiency in buildings, emissions class of vehicles, effective route planning measures, energy/fuel efficiency measures in buildings/vehicles/operations, minimization of waste, circular economy initiatives, reuse of materials, carbon neutrality initiatives, reduction of material/ packaging/reduced plastic content of packaging, and avoidance of single use plastics. Details will be confirmed following responses from Bidders – these details will be inserted into the contract monitoring clauses within the agreed contract and reported on annually.</p>	

Contract Title	PPE & Workwear Mini Competition (SXL Framework)	Weighting	To be determined in drafting mini competition documents.
<p>Criteria: Scotland's Climate Change Commitments and Aberdeen City Council's ambitions to become a climate positive city and move towards a just transition to a net-zero, green, wellbeing economy represent key local and national priorities. Local authorities have a leadership role at a local/regional level in terms of responding to the challenges presented by climate change.</p> <p>Bidders will be asked to Outline current practice in areas that will directly impact on contract performance under the contract e.g. energy efficiency in buildings, emissions class of fleet vehicles, effective route planning measures, energy/fuel efficiency measures in buildings/vehicles/operations, minimisation of waste, circular economy initiatives, reuse of materials, carbon neutrality initiatives, reduction of material/ packaging/reduced plastic content of packaging, avoidance of single use plastics etc. Performance will be monitored during ongoing contract management and it would be anticipated that bidders would provide reports (frequency to be agreed).</p>		<p>Anticipated outcomes: aim of extending the lifespan and more efficient use of workwear through the development of technical specifications and contract performance clauses related to maintenance, repair and recycling, including an option to donate used clothing to Scottish charities seeking to get unemployed back to work. A Danish municipality (council) achieved estimated carbon savings of 1011 tonnes over four years through introducing a similar scheme.</p> <p>Opportunities for biodegradable covid-related (single use) PPE also being explored.</p>	

Contract Title	South College Street Junction Improvements Phase 1	Weighting	To be determined as project scope is developed.
<p>Criteria: Scotland's Climate Change Commitments and Aberdeen City Council's ambitions to become a climate positive city and move towards a just transition to a net-zero, green, wellbeing economy represent key local and national priorities. Local authorities have a leadership role at a local/regional level in terms of responding to the challenges presented by climate change.</p> <p>There will be mandatory elements built into the contract via the Community Benefits project plan and this will be a scored element of tender evaluations, bidders will be expected to commit to these requirements and reporting (on a frequency to be agreed) throughout the contract duration.</p>		<p>Anticipated outcomes: Outcomes anticipated would be in relation to areas such as reduced carbon footprint around use of subcontractors, improved emission standards across vehicles and equipment used, increased use of local firms as tier 2 supplies etc.</p>	
Contract Title	Riverbank PS – Replacement School	Weighting	To be determined as project scope is developed.
<p>Criteria: Scotland's Climate Change Commitments and Aberdeen City Council's ambitions to become a climate positive city and move towards a just transition to a net-zero, green, wellbeing economy represent key local and national priorities. Local authorities have a leadership role at a local/regional level in terms of responding to the challenges presented by climate change.</p> <p>There will be mandatory elements built into the contract via the Community Benefits project plan and this will be a scored element of tender evaluations, bidders will be expected to commit to these requirements and reporting (on a frequency to be agreed) throughout the contract duration.</p>		<p>Anticipated outcomes: Outcomes anticipated would be construction methods / design features offered by bidders to assist with energy savings targets and the Council's circular Economy ambitions – whether this be via Passivhaus techniques etc. KPIs will also be introduced re emissions targets and minimizing carbon footprint throughout the whole supply chain.</p>	

Contract Title	Torry Heat Network	Weighting	To be determined as project scope is developed.
<p>Criteria: Scotland's Climate Change Commitments and Aberdeen City Council's ambitions to become a climate positive city and move towards a just transition to a net-zero, green, wellbeing economy represent key local and national priorities. Local authorities have a leadership role at a local/regional level in terms of responding to the challenges presented by climate change.</p> <p>There will be mandatory elements built into the contract via the Community Benefits project plan and this will be a scored element of tender evaluations, bidders will be expected to commit to these requirements and reporting (on a frequency to be agreed) throughout the contract duration.</p>		<p>Anticipated outcomes: This whole project centres around reducing fuel poverty and provides a lot of scope for achieving benefits in addition to the core contractual requirements. A challenging Community Benefits Project Plan accompanied the ITT and will form part of the evaluation process.</p>	
Contract Title	New Build Housing	Weighting	To be determined as project scope is developed.
<p>Criteria: Scotland's Climate Change Commitments and Aberdeen City Council's ambitions to become a climate positive city and move towards a just transition to a net-zero, green, wellbeing economy represent key local and national priorities. Local authorities have a leadership role at a local/regional level in terms of responding to the challenges presented by climate change.</p> <p>Each contract awarded will contain a Community Benefits and Sustainability charter addressing the contractor's requirements in terms of Community Benefits deliverables and also KPIs to be monitored throughout the contract duration in respect of Community Benefits, Climate Change and Circular Economy.</p>		<p>Anticipated outcomes: There are 4 packages being directly awarded to three contractors under the Scotland Excel Framework for New Build Housing (to allow the council to benefit from early supplier engagement).</p> <p>The Community Benefits and Sustainability charters created to address the contractor requirements will allow for a range of outcomes to be addressed in support of The Councils Climate Change Commitments and the Circular Economy.</p>	

Contract Title	Teaching Agency Framework/Agency Project	Weighting	Minimum of 10% of Quality Criteria
<p>Criteria: Scotland's Climate Change Commitments and Aberdeen City Council's ambitions to become a climate positive city and move towards a just transition to a net-zero, green, wellbeing economy represent key local and national priorities. Local authorities have a leadership role at a local/regional level in terms of responding to the challenges presented by climate change.</p> <p>Bidders will be asked to outline an approach to supporting Climate Change Commitments with a particular focus on ensuring that, where teachers are provided on the framework, that the lowest carbon option is explored, and that any provision aligns with the Council's Travel and Sustainability policies. Performance will be monitored during ongoing contract management and it would be anticipated that bidders would provide reports (frequency to be agreed).</p>		<p>Anticipated outcomes: Outcomes anticipated would be in relation to areas such as reduced carbon footprint, improved emission standards across vehicles and equipment used etc.</p>	

ABERDEEN CITY COUNCIL

COMMITTEE	Strategic Commissioning Committee
DATE	16 June 2021
EXEMPT	<p>Not exempt:</p> <p>Covering Report Appendix 1 – Workplan Public Appendix 3 – Summary of 4.1.3 Forms</p> <p>Exempt: Yes – Paragraph 8</p> <p>Appendix 2 – Workplan Private Appendix 4 – 20 Business Cases</p> <p>The exempt appendices refer to the amount of expenditure proposed to be incurred by the authority under contract for the supply of goods or provision of services, 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	Work Plan & Business Cases – Revenue
REPORT NUMBER	COM/21/145
DIRECTOR	Rob Polkinghorne
CHIEF OFFICER	Craig Innes
REPORT AUTHOR	Melanie 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 estimated annual expenditure for framework agreements within financial year 20-21 as detailed within the appendices;
- 2.3 approves the procurement business cases, including the total estimated expenditure for the proposed contracts;

- 2.4 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
- 2.5 notes the content of Appendix 3 – Summary of 4.1.3 Forms (Technical Exemption).

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 The ACC Procurement Regulations 2021 also require that if aggregated expenditure via framework agreements will exceed £50,000 (supplies/services) or £250,000 (works), then the authority of the Strategic Commissioning Committee to incur the expenditure must be obtained in advance of the applicable thresholds being exceeded. Aggregate expenditure via framework agreements will be reported annually by the Commercial & Procurement Shared Service where expenditure is recurring, though expenditure will be cross council in many cases.
- 3.3 Committee is asked to review the Commissioning, Customer, Resources and Operations Function work plans 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.

8. IMPACT ASSESSMENTS

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

9. BACKGROUND PAPERS

None.

10. APPENDICES

Public

Appendix 1 – Workplan Public

Appendix 3 – Summary of 4.1.3 Forms

Private

Appendix 2 – Workplan Private

Appendix 4 – 20 Business Cases

11. REPORT AUTHOR CONTACT DETAILS

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Commissioning Procurement Work Plan (Framework Agreement Expenditure)	Committee: Strategic Commissioning Committee	Date of Committee: 16th June 2021
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Framework Agreement Reference	Framework Agreement Host Organisation	Function	Cluster	Description of Requirement	Estimated Start date of Framework Agreement or Framework Extension	Estimated End date of Framework Agreement (Excluding extension)	Maximum Extension Period (months)	Estimated End date of Framework Agreement (Including extension)	Summary
24-18	Scotland Excel	Commissioning	Commercial & Procurement	Asbestos	Jun-19	Jun-21	24	Jun-23	Framework Agreement asbestos related services to ensure housing stock and other buildings are kept up to date in terms of asbestos surveys, removal and testing.
06-18	Scotland Excel	Commissioning	Commercial & Procurement	Audio Visual	Apr-19	Mar-23	0	Mar-23	Framework Agreement for a range of audio visual equipment including, but not limited to, interactive touch screens; television screens; digital signage; and projectors.
05-16	Scotland Excel	Commissioning	Commercial & Procurement	Bitumen Products	Mar-17	Feb-20	12	Feb-21	Framework Agreement for a range of Bitumen Products to be utilised for Road Repairs.

22-17	Scotland Excel	Commissioning	Commercial & Procurement	Boiler Maintenance	Oct-18	Sep-20	24	Sep-22	Framework agreement for the provision of annual maintenance checks and planned/emergency repairs. The framework will also offer supplementary measures to compliment the core services such as; Installation of part or entire heating systems so far as a system or appliance has been deemed beyond economical repair. Servicing, repairs or replacements to fire alarm systems Building and maintenance of asset lists Storage and refitting of boilers in void properties Servicing and maintenance of commercial gas boilers and/or; servicing and maintenance of boilers powered by other fuels.
03-18	Scotland Excel	Commissioning	Commercial & Procurement	Building & Timber Materials	Apr-19	Mar-22	12	Mar-23	Framework Agreement for the Supply and Delivery of Building and Timber Materials including doors, window frames, kitchen units, fencing etc.
PS/19/38	East Ayrshire Coun	Commissioning	Commercial & Procurement	Building Trades Agency Staff	Jul-19	Jul-21	24	Jul-23	Framework Agreement for Recruitment Agencies and other Service Providers who can deliver the requirement for Building Trades Agency Staff.
19-19	Scotland Excel	Commissioning	Commercial & Procurement	Catering Sundries & Disposables	Aug-20	Jul-22	24	Jul-24	Framework Agreement for a range of catering sundries products including disposables cups,bowls, plates and cutlery, tableware, food containers, food packaging, cookware, crockery, cutlery, glassware, utensils and other table services for use within council catering environments including schools, cafes and restaurants, corporate and civic locations, leisure centres, community centres and social work premises.

11-18	Scotland Excel	Commissioning	Commercial & Procurement	Commercial Catering Equipment	Nov-18	Oct-21	12	Oct-22	Framework Agreement for a range of gas, electric and refrigerated commercial catering equipment. This includes, but is not limited to, blast chillers, combi ovens, fridges, freezers, hot and cold holding equipment, gas ranges, mixers, dishwashers and other associated products.
20-18	Scotland Excel	Commissioning	Commercial & Procurement	Community Meals	Jan-19	Aug-22	12	Aug-23	Framework agreement for the supply and delivery of community meals delivered to people in their own homes, community venues and council premises throughout Scotland.
000-FNRW2596	Aberdeenshire Council	Commissioning	Commercial & Procurement	Construction Design Services Framework	May-20	Apr-23	12	Apr-24	Construction Design Services Framework Agreement let by Aberdeenshire Council for Services split across 7 Lots.
11-15	Scotland Excel	Commissioning	Commercial & Procurement	Demolition Services	Aug-16	Jul-18	24	Jul-20	Framework Agreement for Demolition Works for domestic and non-domestic buildings including Emergency Works to secure dangerous buildings.
SP-19-016	Scottish Governme	Commissioning	Commercial & Procurement	Desktop Client Device Framework	Jan-20	Dec-21	24	Dec-23	Single supplier framework agreement for the provision of desktop client devices and associated services.
08-15	Scotland Excel	Commissioning	Commercial & Procurement	Domestic Furniture & Furnishings & White Goods	Nov-16	Oct-18	24	Oct-20	Framework Agreement for a comprehensive range of domestic furniture and furnishings to enable people to live independently or to be supported in temporary accommodation via The Scottish Welfare Fund.
02-16	Scotland Excel	Commissioning	Commercial & Procurement	Education & Office Furniture	Mar-17	Feb-20	12	Feb-21	Framework Agreement for a wide range of furniture covering education and corporate requirements. This includes everything from classroom and flexible teaching spaces to dining areas through to standard and informal office accommodation. - Extended due to COVID

09-16	Scotland Excel	Commissioning	Commercial & Procurement	Education Materials	Aug-17	Jul-19	24	Jul-21	Framework Agreement for a range of Educational Materials including (but not limited to), classroom activity materials, early learning materials, exercise books, musical instruments, science equipment and sports equipment.
09-19	Scotland Excel	Commissioning	Commercial & Procurement	Electrical Materials	Apr-20	Mar-22	24	Mar-24	Framework Agreement for a range of electrical materials, including Cables, Lighting, Wiring materials etc.
306-19	ESPO	Commissioning	Commercial & Procurement	Electrical testing services	Jul-16	Jul-19	12	Jul-20	Framework Agreement for the provision of electrical testing services, namely portable appliance testing, fixed installation testing, and the electrical testing of street lighting and street furniture.
SP-17-004	Scottish Government	Commissioning	Commercial & Procurement	Electricity	Apr-19	Mar-21	36	Mar-24	Framework Agreement for the supply of electricity for the Scottish public sector.
17-18	Scotland Excel	Commissioning	Commercial & Procurement	Energy Advice	Jan-19	Jan-22	12	Jan-23	This framework provides a mechanism to provide bespoke in-home Energy Advice to householders within their catchment area.
09-13	Scotland Excel	Commissioning	Commercial & Procurement	Energy Efficiency Contractors	May-17	Apr-19	24	Oct-21	Framework Agreement providing a mechanism to engage contractors for services and works commonly required by Councils across the Energy Efficiency Scotland programme (EES) which will compliment the HEEPS:ABS programme and any successor/additional programmes.
06-16	Scotland Excel	Commissioning	Commercial & Procurement	Engineering and Technical Consultancy	Mar-17	Mar-21	0	Mar-21	Framework Agreement providing a mechanism to engage consultancy services across a broad range of technical disciplines including Roads, Transport, Environmental, Geotechnical & Project Management.

RM3816	CCS	Commissioning	Commercial & Procurement	Estates Management	Jul-17	Aug-21	0	Aug-21	Framework Agreement for property services including purchase, disposal, raising income from property and facilities management services.
10-18	Scotland Excel	Commissioning	Commercial & Procurement	First Aid Materials	Oct-18	Sep-21	12	Sep-22	Framework Agreement providing a mechanism to adhere with the Health and Safety (First-Aid) Regulations 1981, and procure a range of first aid materials relevant for the workplace and the public.
10-19	Scotland Excel	Commissioning	Commercial & Procurement	Fresh Fruit and Vegetables	Jan-20	Mar-22	24	Mar-24	Framework agreement providing a mechanism to procure a range of products including but not limited to: fresh apples, bananas, grapes, pears, strawberries, carrots, turnip, cabbage, corn and other associated products.
10-16	Scotland Excel	Commissioning	Commercial & Procurement	Frozen Foods	Jul-17	Jun-19	33	Mar-22	Framework Agreement for a range of frozen products including but not limited to bakery, poultry, fish, meats and vegetables, as well as taking into account requirements for the Schools (Health, Promotion and Nutrition) (Scotland) Act.
RM6000	CCS	Commissioning	Commercial & Procurement	Fuel Card and Associated Services Framework ID: RM6000	Mar-18	Mar-21	12	Mar-22	Framework Agreement for Card and associated services to purchase vehicle fuel at service stations, providing regional, nationwide and European coverage.
SP-14-009	Scottish Governme	Commissioning	Commercial & Procurement	General Stationery and Office Paper	Jun-16	May-20	14	Sep-21	Sole supply framework agreement for the provision of general stationery and office paper to the Scottish Public Sector.

12-19	Scotland Excel	Commissioning	Commercial & Procurement	Groceries & Provisions	Jan-20	Apr-22	24	Apr-24	Framework Agreement for the Supply & Distribution of Groceries & Provisions, a range of products is available via the framework including but not limited to, dairy and chilled products, dried goods, ambient products, crisps, confectionery, soft drinks and water to be procured by schools, nurseries, leisure centres, community centres, social work facilities, council buildings and civic centres.
09-18	Scotland Excel	Commissioning	Commercial & Procurement	Grounds Maintenance Equipment	Mar-19	Feb-22	12	Feb-23	Framework Agreement for the Supply and Delivery of Grounds Maintenance Equipment, covering a range of grounds maintenance equipment purchased by councils for operational purposes.
03-17	Scotland Excel	Commissioning	Commercial & Procurement	Heavy Vehicles	Jan-18	Dec-21	0	Dec-21	Framework Agreement for the supply of a range of heavy and municipal vehicles for a range of council services including refuse collection, winter maintenance and road sweeping as well as more general use vehicles including specialist body building services.
SP-15-016	Scottish Governme	Commissioning	Commercial & Procurement	IT Consumables	Nov-16	Oct-20	12	Oct-21	Single supplier framework agreement for IT Consumables to the Scottish Public Sector.
SP-17-021	Scottish Governme	Commissioning	Commercial & Procurement	IT Peripherals	Mar-18	Mar-21	12	Mar-22	Single supplier framework agreement for IT peripherals to the Scottish Public Sector.
12-18	Scotland Excel	Commissioning	Commercial & Procurement	Janitorial Products	Mar-19	Feb-23	0	Feb-23	Framework Agreement for a range of janitorial products including, but not limited to paper-towels, cleaning chemicals, hand-soap, refuse sacks, cleaning equipment, i.e. mops & buckets and sanitary products.

06-17	Scotland Excel	Commissioning	Commercial & Procurement	Library Books & Educational Textbooks	Feb-18	Jan-20	24	Jan-22	Framework agreement for Library Books, Educational Textbooks & Multimedia Supplies, covering a wide range of genres and media formats and includes the top 12 Publishers used across Scotland for Educational Textbooks.
EFM1032	APUC	Commissioning	Commercial & Procurement	Lift Maintenance, Installation & Refurbi	Jan-19	Jan-22	12	Jan-23	Framework addressign passenger lift maintenance, refurb and installation
08-18	Scotland Excel	Commissioning	Commercial & Procurement	Light and Heavy Plant	Mar-19	Feb-23	0	Feb-23	Framework Agreement for Light and Heavy Plant, covering an extension range of light and heavy plant purchased by councils for operational purposes.
SP-15-005-1	Scottish Governme	Commissioning	Commercial & Procurement	Liquid Fuels (CCS Framework Agreement Call-Off Contract)	Oct-15	Oct-19	24	Oct-21	National collaborative contract for the Scottish Public Sector for the bulk supply of liquid fuels let under the CCS framework by Scottish Government.

NPS-PS-0095-19	W-NPS	Commissioning	Commercial & Procurement	Managed Service for Employee Benefit Schemes Framework - Food Vouchers	Feb-20	Feb-23	12	Feb-24	<p>Call-off Contract from the Wales National Procurement Services (NPS) Framework with EdenRed as the supplier, to provide Food Vouchers for Free School Meals (FSM) and Early Intervention And Community Empowerment Team (ElaCET).</p> <p>FSM - The Food Vouchers are to cover Free School Meals during the School holiday periods and lockdowns as well as young people who need to self-isolate. Jan 21 to Summer holidays 21 or as required.</p> <p>ElaCE Team for Vulnerable children who have early learning & childcare placement(s) and to cover period during the lockdown and future needs of vulnerable families/people. Jan 21 - Oct 2021. Note Food Vouchers have been funded by the Scottish Government to date with no anticipated change in the future.</p>
01-18	Scotland Excel	Commissioning	Commercial & Procurement	Meats - Fresh, Prepared and Cooked (incl. Fresh Fish)	Jan-18	Sep-21	12	Sep-22	<p>Framework Agreement for the Supply & Distribution of Fresh Meats, Cooked Meats, taking into account requirements for the Schools (Health, Promotion and Nutrition) (Scotland) Act.</p>
19-17	Scotland Excel	Commissioning	Commercial & Procurement	Milk	Mar-18	Feb-21	12	Feb-22	<p>Framework Agreement for a range of dairy products, including semi-skimmed milk, whole milk, organic milk, flavoured milk and fresh creams. It will take into account the requirements stipulated by the Schools (Health, Promotion and Nutrition)(Scotland) Act.</p>
SP-15-011-1	Scottish Governme	Commissioning	Commercial & Procurement	Mobile Client Devices	Nov-15	Aug-21	0	Aug-21	<p>Single supplier framework for the provision of mobile client devices and associated services.</p>

953	ESPO	Commissioning	Commercial & Procurement	Modular Buildings	Feb-18	Jan-21	12	Jan-22	Framework Agreement for Educational, healthcare, catering and accommodation units, will also cover other standard modular buildings such as: site offices, changing rooms, portable cabins, toilet blocks and drying rooms and many more options as well as bespoke buildings.
SP-15-011-5	Scottish Governme	Commissioning	Commercial & Procurement	National Framework for Workstation Client Device Framework	Mar-16	Aug-21	0	Aug-21	Single supplier framework agreement for the provision of workstation client devices.
SP-12-005	Scottish Governme	Commissioning	Commercial & Procurement	Natural Gas	Apr-19	Mar-21	36	Mar-24	Framework Agreement for the supply of natural gas for the Scottish public sector.
15-18	Scotland Excel	Commissioning		New Build Residential Construction	Aug-19	Jul-21	24	Jul-23	Framework Agreement developed by Scotland Excel in order support the Affordable Housing Supply Programme introduced by the Scottish Government to address the issue of the shortfall in affordable homes and the inequality of living in Scottish society. Will be used throughout the next year to let Call Off contracts for New Build Housing Schemes.
RM6160	CCS	Commissioning	Commercial & Procurement	Non-Clinical and Fixed Term Staff	Jul-19	Jul-21	24	Jul-23	Framework Agreement providing the ability to secure quality candidates regionally and nationally across the UK under a variety of specialisms including, but not limited to: administration and secretarial roles, finance, accounts and audit roles, IT technicians, analysts and technical engineer specialist, legal secretaries, paralegals and lawyers, clinical coders and health records secretaries, caterers, drivers, security, estates and maintenance roles, such as general labour, specialist labour e.g. electricians and surveyors, environmental and scientific roles.

02-15	Scotland Excel	Commissioning	Commercial & Procurement	Outdoor Play Equipment & Artificial Services	May-17	Mar-19	24	Dec-21	Framework Agreement covering a broad scope of works, services and supply arrangements for outdoor play equipment, safer surfaces, outdoor gym equipment, Multi-use Games Areas (MUGA), artificial surfaces and wheeled sport. Extended due to COVID.
04-16	Scotland Excel	Commissioning	Commercial & Procurement	Personal and Protective Equipment	Mar-17	Feb-19	24	Feb-21	Framework Agreement for a range of PPE, which is a legislative requirement to protect the user against health and safety risks at work. Users are expected to include employees from numerous council departments ranging from construction, school crossing patrol, lighting engineers, gardening, etc. Extended due to COVID
23-18	Scotland Excel	Commissioning	Commercial & Procurement	Plumbing & Heating Materials	Dec-19	Nov-22	12	Nov-23	Framework Agreement for a range of plumbing and heating materials in support of construction projects, ongoing maintenance schedules and ad hoc repairs. Council departments likely to use the framework include stores and housing maintenance.
SP-15-014	Scottish Governme	Commissioning	Commercial & Procurement	Postal Services Relet	Oct-16	Sep-20	10	Jun-21	National framework agreement for the provision of postal services including Physical & Hybrid Mail/Scheduled & Bulk Mail.
RM3741	CCS	Commissioning	Commercial & Procurement	Project Management and Full Design Team Services	Mar-17	Feb-21	0	Feb-21	Framework Agreement for Project management, design and advisory services to support delivery of property and construction projects including environmental services.

01-17	Scotland Excel	Commissioning	Commercial & Procurement	Recycle & Refuse Containers	Nov-17	Nov-20	12	Nov-21	Framework Agreement for the purchase, supply and delivery of various container types to support councils in the delivery of waste and environmental services and is designed to assist councils in delivering collection services to households for a host of materials.
30-17	Scotland Excel	Commissioning	Commercial & Procurement	Road Maintenance Materials	Sep-18	Aug-22	0	Aug-22	Framework Agreement aimed at Civil Engineering projects, includes Pedestrian Safety Barriers, Drainage Products, Concrete Products, Line Marking and Anti-Skid, Bollards and Verge Markings, Traffic Management.
14-18	Scotland Excel	Commissioning	Commercial & Procurement	Road Signage Materials	Dec-18	Nov-21	12	Nov-22	Framework Agreement for a range of materials which will support road maintenance programmes. The lot structure is as follows; Lot 1 - Permanent Road Signage & Associated Products Lot 2 - Temporary Road Signage & Associated Products Lot 3 - Road Sign Posts & Associated Products Lot 4 - Electrical Road Signage & Associated Products
29-17	Scotland Excel	Commissioning	Commercial & Procurement	Salt for Winter Maintenance	Jul-18	Jun-22	0	Jun-22	Framework Agreement for the Supply and delivery of bulk rock salt, bagged salt, bulk marine salt, bulk treated salt, de-icing products as well as associated equipment and accessories
SCB2	SPA	Commissioning	Commercial & Procurement	Schools & Community Buildings	Jul-17	Jun-21	0	Jun-21	The SPA framework for schools and community buildings is available to all local authorities, housing associations and other public sector bodies in Scotland.
07-19	Scotland Excel	Commissioning	Commercial & Procurement	Security Services and(Cash Collection)	Sep-19	Sep-23	0	Sep-23	Framework Agreement for a range of Security Services including Manned Guarding, Taxi Marshals, Key Holding Services and Cash Collection.

20-17	Scotland Excel	Commissioning	Commercial & Procurement	Social Care Agency Workers	Aug-18	Jul-22	24	Jul-24	Framework Agreement providing a mechanism to engage the services of Agency workers for Social Care.
NP5016/17	Scottish Governme	Commissioning	Commercial & Procurement	Software - Value Added Reseller (VAR)	Jul-18	Jul-22	24	Jul-24	Single supplier collaborative framework agreement for commercial off-the-shelf software and supporting services.
319-19	ESPO	Commissioning	Commercial & Procurement	Staf Benefits Framework	Apr-19	Mar-21	24	Mar-23	The Framework Agreement provides staff with the opportunity to access a range of employee benefits through either a salary sacrifice scheme or a voluntary benefits scheme. Employee benefits would be fully administered by the recommend supplier under Lot 1 Managed Service and available all year round.
10-17	Scotland Excel	Commissioning	Commercial & Procurement	Steeplejack Services	Dec-17	Nov-19	24	Nov-21	This framework will provide councils with a mechanism to purchase a range of steeplejack services including statutory inspection work and high level building inspections (including reports) plus reactive repairs and maintenance.
26-17	Scotland Excel	Commissioning	Commercial & Procurement	Street Lighting Materials	Aug-18	Jul-21	12	Jul-22	Framework Agreement for supply and delivery of street lighting materials such as LED lanterns,lanterns/luminaires, lamps,columns and maintenance components.
SP-18-012/014	Scottish Governme	Commissioning	Commercial & Procurement	Temporary and Interim Staff Services Frameworks	13/04/2019	Dec-23	0	Dec-23	Temporary and interim staff services framework agreement(s) for the Scottish Public Sector.
07-17	Scotland Excel	Commissioning	Commercial & Procurement	Trade Materials	Feb-18	Feb-21	12	Feb-22	Framework Agreement for a broad range of trade materials for council stores, schools, works depots and other facilities, including: General and Ground Care Tools, General Ironmongery, Fixings, Adhesives, Sealants and Silicons & Paint and Paint Sundries

04-17	Scotland Excel	Commissioning	Commercial & Procurement	Tyres	Nov-17	Oct-21	0	Oct-21	Framework Agreement for full range of tyre types and sizes purchased by councils as well as associated tyre management services in order for councils to deliver the various fleet services they provide to their end users.
01-16	Scotland Excel	Commissioning	Commercial & Procurement	Vehicle Parts	Jan-17	Dec-19	12	Dec-20	Framework Agreement for a wide range of vehicle spare parts, replacement municipal road sweeper brushes, hydraulic hoses and replacement glass for a multitude of light and heavy vehicles. Extended due to COVID
02-17	Scotland Excel	Commissioning	Commercial & Procurement	Vehicles and Plant Hire	Nov-17	Oct-21	0	Oct-21	Framework Agreement for the hire of a wide range of vehicles and plant (self drive or with operator).
32-17	Scotland Excel	Commissioning	Commercial & Procurement	Washroom Solutions (and sanitary Products)	Oct-18	Sep-22	0	Sep-22	Framework Agreement for a range of products and services including, but not limited to: Sanitary waste disposal; nappy waste disposal; sanitisers; air fresheners, sharps disposal and medical waste disposal and the provision of sanitary products, to support the Scottish Government's commitment of promoting dignity to women by providing free sanitary protection to all students in educational establishments.
Portal Ref: 430	Scottish Governme	Commissioning	Commercial & Procurement	Water And Waste Water Billing Services	Mar-16	Feb-20	12	Feb-21	Framework Agreement for the provision of water and waste water billing services including automated meter reading (AMR) services.
03-15	Scotland Excel	Commissioning	Commercial & Procurement	Water Coolers & bottled Water	Jan-18	Jan-20	12	Jan-21	Framework Agreement for the purchase and rent a range of water coolers including free standing bottled water coolers and plumbed in water coolers, Including options to procure the associated maintenance and sanitisation services.

EFM1024	APUC	Commissioning	Commercial & Procurement	Water Quality Management	Aug-17	Aug-21	0	Aug-21	Water treatment services inc Legionella Services, Quality Treatment etc
SP-19-013	Scottish Governme	Commissioning	Commercial & Procurement	Web Based & Proprietary Client Devices	Nov-19	Nov-21	24	Nov-23	Single supplier framework for the provision of web based and proprietary client devices and associated services.
WH	SPA	Commissioning	Commercial & Procurement	Whole House Refurbishment - DPS	Jan-21	Feb-25	48	Feb-29	Open market solution designed to provide buyers with access to a pool of pre-qualified suppliers in respect of building works, goods and services for use in public sector refurbishment and maintenance.
02-18	Scotland Exd	Commissioning	Commercial & Procurement	Power Tools	Jun-18	Feb-21	12	Feb-22	This framework is intended to provide an efficient method of purchasing the supply and delivery of power tools .
HubNorth	HubNorth	Commissioning	Commercial & Procurement	Community Based Infrastructure across the north of scotland	ongoing	ongoing	N/A	Ongoing	Hub North Scotland's scope of services fall within three forms of partnering services: On-going Services Project Development Services Strategic Services
344_18	ESPO	Commissioning	Commercial & Procurement	Signage	Jan-18	Dec-21	0	Dec-21	This framework covers the supply of standard and bespoke signs, using a variety of materials suitable for internal and/or external use. For small value orders, customers are referred to ESPO's main catalogue, where our range of signs are described. For all other requirements please refer to a framework.

Procurement Work Plan	Committee: SCC	Date of Committee: 16th June 2021							
Reference (Borganised)	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-UQBH3839	Commissioning	Strategic Place Planning	Provision of Pay as You Go Membership Car Club in Aberdeen	Revenue	Apr-22	Mar-25	24	Mar-27	Contract for the provision of a Pay as You Go Membership Car Club in Aberdeen.

Procurement Work Plan	Committee: SCC	Date of Committee: 16th June 2021
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Reference (Borganised)	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-RJLN9863	Customer	Early Intervention & Community Empowerment	Housing Support Service Young People – Accommodation Based	Revenue	Jan-22	Jan-25	24	Jan-27	Contract for the Provision of a Housing Support Service for Young People - Accommodation based.
000-MHGP2472	Customer	Digital & Technology	Extension of current firewall contract	Revenue	Dec-21	Nov-22	0	Nov-22	Extend the current contract for provision of Firewall for a period of one year

Procurement Work Plan		Date of Committee: 16th June 2021							
Committee: SCC									
Reference (Borganised)	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-CFLM1443	Operations	Education	AV and Presentation Equipment for Schools	Revenue	Aug-21	Aug-24	24	Aug-26	Contract for the provision of audio visual products such as SMARTBoards™, however other products such as projectors, sounds systems and digital displays may also be purchased. The equipment is utilised to support learning in classrooms.
000-HNGJ5362	Operations	Education	Mental Health Services in Schools	Revenue	Sep-21	Aug-22	12	Aug-23	Contract for the provision of Mental Health Services within Aberdeen City schools, which will allow schools to utilise Pupil Equity Funding to close the attainment gap.
000-WQEU5663	Operations	Education	Northern Star Service	Revenue	Sep-21	Aug-22	12	Aug-23	Northern Star service, allows schools within Aberdeen City to utilise Pupil Equity Funding to close the attainment gap by focussing on the child's health and social wellbeing curriculum using a trauma informed, ACE responsive & nurture-based approach.
000-LLTA1821	Operations	Education	Outdoor Learning based support for Schools	Revenue	Sep-21	Aug-22	12	Aug-23	Contract for the provision of a variety of Outdoor Learning based activity programmes which include sessions with Adventure Aberdeen, which will allow schools within Aberdeen City to utilise Pupil Equity Funding to close the attainment gap.
000-XJTV7841	Operations	Education	Sports based support for schools	Revenue	Sep-21	Aug-22	12	Aug-23	Contract for the provision of a variety of physical activity programmes, which will allow schools within Aberdeen City to utilise Pupil Equity Funding to close the attainment gap.
000-NXYR6366	Operations	Education	Visible Learning Teacher Training Services	Revenue	Sep-21	Aug-22	12	Aug-23	Contract for the provision of Visible Learning Teacher Training Services within Aberdeen City schools, which will allow schools to utilise Pupil Equity Funding to close the attainment gap.

000-UDTP3395	Operations	Education	Educational ICT Software - Curriculum Tools	Revenue	Sep-21	Aug-22	12	Aug-23	Contract for the provision of access to online curriculum tools, which will allow schools to utilise Pupil Equity Funding to close the attainment gap.
000-GWYL7986	Operations	Education	Literacy and Numeracy software for schools	Revenue	Sep-21	Aug-22	12	Aug-23	Contract for the provision of access to online curriculum tools, which will allow schools to utilise Pupil Equity Funding to close the attainment gap.
000-LLLC2251	Operations	Education	Read & Write support tool	Revenue	Jul-21	Jun-23	12	Jun-24	Contract for the provision of access to integrated Literacy and Accessibility tools, which will allow schools to utilise Pupil Equity Funding to close the attainment gap.
000-LNRJ4749	Operations	Education	Student Counselling Services	Revenue	Sep-21	Aug-23			Contract for the provision of Student Counselling Services within 3 Aberdeen City Council Secondary Schools.
000-VKLE9543	Operations	Education	Provision of Agency Teachers Framework Agreement	Revenue	Aug-21	Jul-23	24	Jul-25	Framework Agreement for the Provision of Agency Teachers to provide a mechanism to address the local and national shortage of teachers.
000-BEJU5213	Operations	Childrens and Family Services	Workforce Development and Expansion Funding	Revenue	Jul-21	Jun-25	0		Framework agreement for Training & Development to support workforce development and expansion in the ELC and Out of School Care (OOSC) sectors.
000-XPTN1842	Operations	Education	Accessibility and voice feedback tools	Revenue	Aug-21	Jul-24	24	Jul-26	Contract for the provision of integrated voice note and feedback tools to support reduction in teacher workload and enhanced support for learning.
000-AVHL5581	Operations	Operations & Protective Services (Waste)	Waste & Recycling Bins & Equipment	Revenue	Jul-21	Jun-24	0	Jun-24	Mini competitions/ direct awards for the supply of bins ranging from 140l wheeled bins to 1280l communal Bins, under the Scotland excel Recycle and Refuse containers framework, as required during financial years 2021 to 2024
000-ULGU9194	Operations	Operations & Protective Services (Facilities Management)	Passenger Transport Services (Education/Social Care/Public) Dynamic purchasing system	Revenue	Apr-22	Mar-27	0	Mar-30	Dynamic Purchasing System for Passenger Transport Services (Education/Social Care/Public) this form of contract has been chosen due to its flexibility and ability to open fully to the market, with the ability to add providers throughout the lifetime of the DPS. While the DPS will be in place for duration of 5 years, call-off contracts issued on year 5 will endure for up to 3 years following the end of the overarching DPS, given 8 years of total contract spend.

000-NXKL9747	Operations	Operations & Protective Services (Fleet)	Tyres Supply and Maintenance for Vehicles, Plant and Equipment	Revenue	Nov-17	Oct-21	6	Apr-22	Contract for the Provision of Tyres Supply and Maintenance for Vehicles, Plant and Equipment
TBC	Operations	Operations & Protective Services (Fleet)	Liquid Fuels	Revenue	Jul-17	Jul-21	0	Jul-21	Contract for the provision of Liquid Fuels for the wide range of vehicles, plant, and equipment operated by Aberdeen City Council used to discharge statutory duties and provide non-statutory services to customers
TBC	Operations	Operations & Protective Services (Fleet)	Vehicle Plant Parts Maintenance	Revenue	Jan-17	Dec-20	3	Mar-21	Contract for the provision of Vehicle Plant Parts Maintenance for the wide range of vehicles, plant, and equipment operated by Aberdeen City Council used to discharge statutory duties and provide non-statutory services to customers
000-PVJJ4652	Operations	Operations & Protective Services (Fleet)	Vehicle & Plant Hire	Revenue	Nov-17	Oct-21	0	Oct-21	Contract for the provision of Vehicle & Plant Hire, at times additional hires are required to ensure continued service delivery. Short- and long-term hires are utilised as appropriate based on service delivery requirements.
000-UKMD7689	Operations	Operations & Protective Services/ Building Services	Commercial Laundry	Housing Revenue	Jul-22	Jul-26	24	Jul-28	Contracts for the provision of washing machines, driers, servicing and maintenance for communal laundries at council tenanted housing and sheltered housing properties.
TBA	Operations	Operations & Protective Services/ Building Services	Commercial Laundry - Machines Extension	Housing Revenue	Jun-21	Jun-22	0	Jun-22	Contracts for the provision of washing machines, driers, servicing and maintenance for communal laundries at council tenanted housing and sheltered housing properties.
TBA	Operations	Operations & Protective Services/ Building Services	Commercial Laundry - Card Readers Extension	Housing Revenue	Jun-21	Jun-22	0	Jun-22	Contracts for the provision of washing machines, driers, servicing and maintenance for communal laundries at council tenanted housing and sheltered housing properties.
000-AYBX8677	Operations	Operations & Protective Services/ Building Services	Construction Trade Subcontractors	HRA/ HRA Capital/ Revenue	Jul-22	Jul-26	0	Jul-26	Contracts for the provision of repair and maintenance at several construction trades (joiner, builder, stonemason, blacksmith, plumber, painter, electrician, glazier, roofing, etc) to supplement ACC in-house staff for repairs and improvement projects.
TBA	Operations	Operations & Protective Services/ Building Services	Construction Trade Subcontractors - Extension	HRA/ HRA Capital/ Revenue	Jun-21	Jun-22	0	Jun-22	Contracts for the provision of repair and maintenance at several construction trades (joiner, builder, stonemason, blacksmith, plumber, painter, electrician, glazier, roofing, etc) to supplement ACC in-house staff for repairs and improvement projects.

000-UPJJ5578	Operations	Operations & Protective Services/ Building Services	Drain and Grease Trap Cleaning	HRA/ Revenue/ Capital	Jul-22	Jul-26	2	Jul-28	Contract for the repair and maintenance of above and below-ground drainage systems, and associated grease traps and canopies, at council properties.
	Operations	Operations & Protective Services/ Building Services	Drain and Grease Trap Cleaning - Drain Cleaning Extension	HRA/ Revenue/ Capital	Jun-21	Jun-22	0	Jun-22	Contract for the repair and maintenance of above and below-ground drainage systems, and associated grease traps and canopies, at council properties.
	Operations	Operations & Protective Services/ Building Services	Drain and Grease Trap Cleaning - Grease Trap Cleaning Extension	HRA/ Revenue/ Capital	Jun-21	Jun-22	0	Jun-22	Contract for the repair and maintenance of above and below-ground drainage systems, and associated grease traps and canopies, at council properties.
000-BCDK5498	Operations	Operations & Protective Services/ Building Services	Electrician services including testing, rewiring, lighting, door entry, fire alarms, intruder alarms, CCTV, etc	HRA/ Revenue/ Capital	Jul-22	Jul-24	24	Jul-26	Contracts for the provision of several electrical trades to install, test and rewire at council housing and public building properties.
TBA	Operations	Operations & Protective Services/ Building Services	Electrician services including testing, rewiring, lighting, door entry, fire alarms, intruder alarms, CCTV, etc - Extension	HRA/ Revenue/ Capital	Jun-21	Jun-22	0	Jun-22	Contracts for the provision of several electrical trades to install, test and rewire at council housing and public building properties.
000-FGEH9429	Operations	Operations & Protective Services/ Building Services	Floor Coverings Subcontractors	HRA/ Revenue/ Capital	Jul-22	Jul-24	24	Jul-26	Contract for the provision of floor coverings.
TBA	Operations	Operations & Protective Services/ Building Services	Floor Coverings Subcontractors	HRA/ Revenue/ Capital	Jun-21	Jun-22	0	Jun-22	Contract for the provision of floor coverings.
000-PAVP3262	Operations	Operations & Protective Services/ Building Services	Glazing and PVC Window and Door Repairs	HRA/ Revenue	Jul-22	Jul-26	24	Jul-28	Contracts for the provision of glazier and glass supply to council housing and public building properties.
TBA	Operations	Operations & Protective Services/ Building Services	Glazing and PVC Window and Door Repairs	HRA/ Revenue	Jun-21	Jun-22	0	Jun-22	Contracts for the provision of glazier and glass supply to council housing and public building properties.
000-KMTL4274	Operations	Operations & Protective Services/ Building Services	Kitchen Worktop and Sanitaryware Repairs	Housing Revenue	Jul-22	Jul-26	24	Jul-28	Contract for the repair services to kitchen and bathroom worktops and sanitary appliances at council housing and public building properties in order to save costs on replacements.
TBA	Operations	Operations & Protective Services/ Building Services	Kitchen Worktop and Sanitaryware Repairs	Housing Revenue	Jun-21	Jun-22	0	Jun-22	Contract for the repair services to kitchen and bathroom worktops and sanitary appliances at council housing and public building properties in order to save costs on replacements.
000-MVGY2847	Operations	Operations & Protective Services/ Building Services	Locksmith and Key Cutting	Housing Revenue	Jul-22	Jul-24	24	Jun-26	Contract for locksmith and key cutting services at council housing and public building properties.

TBA	Operations	Operations & Protective Services/ Building Services	Locksmith and Key Cutting	Housing Revenue	Jun-21	Jun-22	0	Jun-22	Contract for locksmith and key cutting services at council housing and public building properties.
000-FWLJ2256	Operations	Operations & Protective Services/ Building Services	Manned mobile hoist hire	Housing Revenue	Jul-22	Jul-26	0	Jul-26	Contract for the provision of access plant and repair tradespersons to allow the Council to maintain roofs and high level housing and public buildings
000-LCCT6228	Operations	Operations & Protective Services/ Building Services	Passenger Lift Maintenance	Housing Revenue/ Revenue/ Capital	Jul-22	Jul-26	24	Jul-28	Contracts for repairs and maintenance to lifts, stairlifts and hoists at council housing and public building properties.
TBA	Operations	Operations & Protective Services/ Building Services	Passenger Lift Maintenance	Housing Revenue/ Revenue/ Capital	Jun-21	Jun-22	0	Jun-22	Contracts for repairs and maintenance to lifts, stairlifts and hoists at council housing and public building properties.
000-DTUA4159	Operations	Operations & Protective Services/ Building Services	Plumbing and Heating Materials	HRA/ Revenue/ Capital	Nov-21	Nov-23	24	Nov-25	Contract for the mini bid of plumbing and heating materials, through the Scotland Excel framework, at council housing and public building properties.
000-HRKA1156	Operations	Operations & Protective Services/ Building Services	Rope access contract	HRA/ HRA Capital	Jan-22	Jan-26	0	Jan-26	Contract for the provision of abseiling specialists to carry out essential repair work to maintain roofs, pest control at high level housing and public buildings
TBA	Operations	Operations & Protective Services/ Building Services	Rope access contract	HRA/ HRA Capital	Jun-21	Dec-21	0	Dec-21	Contract for the provision of abseiling specialists to carry out essential repair work to maintain roofs, pest control at high level housing and public buildings
000-MLUQ2316	Operations	Operations & Protective Services/ Building Services	Specialist Mechanical Works	HRA/ Revenue/ Capital	Jul-22	Jul-26	24	Jul-28	Contracts for various medium sized repairs, inspections and testing to mechanical services (fans, vents, clocks, dry risers, re Fridgeration plant, pipe insulation, cremation plant, water feature, swimming pool plant etc) at council housing and public buildings.
TBA	Operations	Operations & Protective Services/ Building Services	Specialist Mechanical Works	HRA/ Revenue/ Capital	Jun-21	Jun-22	0	Jun-22	Contracts for various medium sized repairs, inspections and testing to mechanical services (fans, vents, clocks, dry risers, re Fridgeration plant, pipe insulation, cremation plant, water feature, swimming pool plant etc) at council housing and public buildings.
000-DRTD8119	Operations	Operations & Protective Services/ Building Services	Voids Cleaning	Housing Revenue	Jul-22	Jul-26	0	Jul-26	Contracts for specialist property cleaning and clearance services at vacated void housing, to allow the property to be worked on and relet.

TBA	Operations	Operations & Protective Services/ Building Services	Voids Cleaning	Housing Revenue	Jun-21	Jun-22	0	Jun-22	Contracts for specialist property cleaning and clearance services at vacated void housing, to allow the property to be worked on and relet.
000-QWYR1851	Operations	Operations & Protective Services/ Building Services	Warden Call System Telecare	Housing Revenue	01/07/2021	30/06/2023	24	Jun-25	Contract to service, maintain and repair fixed wire telecare within housing properties, to allow tenants to remain in their homes and to be able to call for help in an emergency.
000-WQKM5478	Operations	Operations & Protective Services/ Building Services	Residual Waste Skips	HRA/ Revenue/ Capital	16/08/2021	16/08/2024	12	Aug-25	Contract for the supply of skips and the removal and disposal of residual construction waste, as well as the recycling and income from scrap metal.
TBA	Operations	Operations & Protective Services/ Building Services	Residual Waste Skips interim award through SXL	HRA/ Revenue/ Capital	01/07/2021	16/08/2024	12	Aug-25	Interim award to a successful supplier through Scotland Excel framework, while full tender is being completed
TBA	Operations	Operations & Protective Services/ Building Services	Recycling of Scrap Metal and income generation	HRA/ Revenue/ Capital	16/08/2021	16/08/2024	12	Aug-25	Contract for the supply of skips and the removal and disposal and recycling and income from scrap metal.
000-JGNC4182	Operations	Operations & Protective Services/ Building Services	Steeplejacks, Chimney and Latchwire Maint	HRA/ Revenue/ Capital	Jul-22	Jul-26	0	Jul-26	Contract for the inspection and repairs to high level roofs, walls and windows at council housing and public buildings.
000-JGNC4182	Operations	TBA	Steeplejacks, Chimney and Latchwire Maint	HRA/ Revenue/ Capital	Jul-21	Jul-22	0	Jul-22	Contract for the inspection and repairs to high level roofs, walls and windows at council housing and public buildings.

Procurement Work Plan	Committee: SCC	Date of Committee: 16th June 2021
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Reference (Borganised)	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-FMVG1775	Resources	Contract Landlord	Energy Efficiency Information Support & Advice	Revenue	Oct-21	Sep-24	24	Sep-26	Contract for the provision of free impartial information, advice and support service on all aspects of fuel poverty and energy efficiency to help alleviate fuel poverty, improve the energy efficiency of housing, maximise residents' income and reduce carbon emissions. To be provided to all residents of Aberdeen city.
000-DPMY8176	Resources	People & Organisational Development	Training Services (Dynamic Purchasing System)	Revenue	Sep-21	Aug-26	0	Aug-26	Dynamic Purchasing System for the Provision of Training Services covering a range of Training Services for Aberdeen City Council employees. A dynamic purchasing system offers a compliant, flexible route to market which can be opened up to training providers throughout the duration.

Procurement Work Plan	Committee: SCC	Date of Committee: 16th June 2021							
Reference (Borganised)	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-DKHN2921	Various	Customer Experience, Building Services, Housing & Community Safety	Security Services	Revenue	Jul-21	Jun-23	24	Jun-26	Contract for the provision of Security Services including: including: <ul style="list-style-type: none"> •Customer Services Experience – manned guards at Marischal College •Housing – manned guards at accommodation units •Community Safety – taxi marshalling •Building Services – watchmen and security in the event of secure door entry systems failing at council properties

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 AWARDED DUE TO COMPETITION BEING ABSENT FOR TECHNICAL REASONS:
Place	City Growth	Hydrogen Refuelling Station (ACHES) Local Operation & Maintenance	01/04/2021	31/03/2023	189,191	<p>Aberdeen City Council own and operate the Aberdeen Hydrogen Refuelling Station (ACHES) in Cove. Therefore, the legal, social and health and safety responsibilities to operate & maintain this facility lies with the Council.</p> <p>The hydrogen station is a bespoke configuration, built in 2015 by Hydrogenics. There are a very limited number of H2 stations of this type across Europe, certainly no others within Scotland and the skills required to both operate and maintain the station have been built up over time by the current contractors working together.</p> <p>At present a local company (Norco) works closely with the Original Equipment Manufacturer (Cummins/Hydrogenics) to deliver the safe operation of the station. There are no other local operators with the experience and knowledge to undertake the safe operation of this bespoke station.</p> <p>The Aberdeen Hydrogen Hub project will determine the long-term options for the ACHES station. It is not intended for the City Council to continue to operate a hydrogen station. Options for the future of the station will be explored within the context of the hydrogen hub which aims to provide a commercial supply of hydrogen for the region.</p> <p>The reason for a request for a short extension rather than tendering is that no reasonable alternative exists. Training up a new local operator and maintenance provider would take a considerable number of months by which point the outcome of the Aberdeen Hydrogen Hub and in turn ACHES will be determined.</p>
Customer	Data and Insights	GIS Maintenance and Associated Services	01/04/2021	31/03/2024	89,223.00	Support, maintenance, subscriptions and licences for ESRI ArcGIS, our existing Geographic Information System (GIS), through ESRI UK Ltd, the original supplier of the system. ESRI UK Ltd are the sole supplier of these services, there are no 3rd party providers.
Resources	Finance	EFinancials move to hosted environment	01/11/2021	31/03/2022	93,000 over one year period 393,000 over five year period.	<p>This is hosted by the specific supplier who only has the intellectual property capability to provide this service. Therefore, it is considered that direct award under the existing contract is justifiable in this case.</p> <p>It is proposed that having to re-tender would be exempt under s33 of the Procurement (Scotland) Regulations 2015 – as competition is absent for technical reasons (they are the only supplier with the intellectual property capable of continued maintenance of the system and the element of integration designed for ACC with the E Financials system).</p>
Resources	Finance	EFinancials upgrade from v5.0 to v6.0	01/11/2021	31/03/2022	65,000	<p>This is an upgrade of the corporate financial system from the specific supplier who only has the intellectual property capability to provide this service. Therefore, it is considered that direct award under the existing contract is justifiable in this case.</p> <p>It is proposed that having to re-tender would be exempt under s33 of the Procurement (Scotland) Regulations 2015 – as competition is absent for technical reasons (they are the only supplier with the intellectual property capable of continued maintenance of the system and the element of integration designed for ACC with the E Financials system).</p>

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