



## INTEGRATION JOINT BOARD

NOT FOR PUBLICATION – This report contains exempt information as described in paragraph 6 (Information relating to the financial or business affairs of any particular person (other than the authority)) and paragraph 9 (Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services) of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973, enacted by the Local Government (Access to Information) Act 1985. This is applied in this case because, in view of the nature of the business to be transacted or in the nature of the proceedings, if members of the public were present, there would be disclosure to them of exempt information as defined in the Schedule.

Not exempt: Covering report, appendix A1

Exempt: Appendix A Appendix B, Appendix C

|                                         |                                                                                                                                                                                                   |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date of Meeting</b>                  | 23 February 2021                                                                                                                                                                                  |
| <b>Report Title</b>                     | Annual Procurement Plan                                                                                                                                                                           |
| <b>Report Number</b>                    | HSCP.21.008                                                                                                                                                                                       |
| <b>Lead Officer</b>                     | Sandra Ross, Chief Officer HSCP                                                                                                                                                                   |
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| <b>Consultation Checklist Completed</b> | Yes                                                                                                                                                                                               |
| <b>Directions Required</b>              | Yes                                                                                                                                                                                               |
| <b>Appendices</b>                       | A1 – Summary Annual Work Plan for 2021/21<br><br>Exempt from publication:<br>A – Annual Work Plan for 2020/21<br><br>B – Procurement Business Cases<br><br>C – Direction to Aberdeen City Council |



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### 1. Purpose of the Report

- 1.1. The purpose of this report is to present the 2021/22 annual procurement work plan for expenditure on social care services, together with associated procurement business cases, for approval.

### 2. Recommendations

- 2.1. It is recommended that the Integration Joint Board:
- a) Approves the expenditure for social care services as set out in the annual work plan at Appendix A,
  - b) Approves the award or extension of contracts as set out in the procurement business cases, at Appendix B,
  - c) Makes the Direction, as attached at Appendix C, and instructs the Chief Officer to issue the Direction to Aberdeen City Council.

### 3. Summary of Key Information

- 3.1 The Integration Joint Board directs Aberdeen City Council to purchase and enter into contracts with suppliers for the provision of services in relation to functions for which it has responsibility. Aberdeen City Council procures services through the Commercial and Procurement Shared Service in accordance with Aberdeen City Council's Scheme of Governance.
- 3.2 Aberdeen City Council Powers Delegated to Officers includes, at Section 9.1, that the Chief Officer of the Aberdeen City Integration Joint Board (also referred to and known as the Chief Officer of the Aberdeen City Health and Social Care Partnership) has delegated authority to facilitate and implement Directions issued to Aberdeen City Council from the Integration Joint Board, on the instruction of the Chief Executive of Aberdeen City Council and in accordance with the ACC Procurement Regulations.
- 3.3 These Regulations require the submission of an annual procurement work plan prior to the commencement of each financial year detailing all contracts to be procured in the coming year with a value of £50,000 or



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more, to relevant Committees. In the case of adult social care services, this is the Integration Joint Board. The Regulations also require that procurement business cases to support items on the work plan are brought to the Integration Joint Board prior to any tender being undertaken or contract awarded directly. Although the intention is that all procurement should be planned in advance, there may be occasions where this is not possible and supplementary work plans and/or business cases may be required.

- 3.4** This report presents the 2021/22 annual work plan. Supporting procurement business cases are attached at Appendix B. The work plan comprises 11 items, including the extension or re-issue of several contracts to provide continuity of care for service users, increased expenditure under the supported living framework to take account of services that have been incorporated (not new expenditure), the extension of emergency cover for tenants at Raeden Court to allow a period for transitioning to the strategic intent of the delivery of care at home with an increase in the use of technology, and a tender for sensory impairment services.

Each entry on the work plan describes a contract or grouping of contracts that are due to expire in the coming financial year, together with the aggregated value of these over the defined period of time. For example, there is one entry relating to all the contracts for residential care homes for older people, rather than multiple entries. The value of the contracts is made up of the cost of all of the individual placements in residential care establishments, or the cost of all the individual care and/or support arrangements in the case of non-residential or community-based services.

- 3.5** Links with Strategic Commissioning

The procurement of works, goods and services is driven by strategic commissioning intentions. The Health and Social Care Partnership has established a Commissioning and Procurement board to create a clearer link between the programmes of work, the associated budgets, and the procurement work plan, in line with the Commissioning Cycle. The board is new, but it has already considered the items on the procurement plan and determined that they are required to support the delivery of strategic intentions.



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### 4. Implications for IJB

**4.1 Equalities** - An equality impact assessment is not required because the report is simply for the Integration Joint Board to approve a work plan and does not have a differential impact on any of the protected characteristics.

**4.2 Fairer Scotland** – The recommendations in this report will have a positive impact on service users and the wider community.

**4.3 Financial** - Expenditure is within identified current budgets. There are no specific financial implications arising from this report, other than the ongoing purchasing of services, there is no new expenditure.

Contract values for social care services in the annual procurement plan have been calculated to allow for an uplift which is dependent on the funding position for 2021/22, which is not yet confirmed. As a result, the values may be subsequently adjusted to reflect the actual uplift.

**4.4 Workforce** - There are no specific implications for the Council's or Partnership's workforce arising from this report.

**4.5 Legal** - The procurement of care and support services is a complex area, it is given special consideration under procurement legislation, with specific statutory guidance and best practice guidance issued by The Scottish Government. Because of this special consideration, there is a discrete team within the Commercial and Procurement Shared Service to support and manage the commissioning, procurement and contract management of care and support services, and the Work Plan for these services is presented separately to other reports

**4.6 Covid-19** – There are no specific implications linked to Covid-19 arising from the recommendations in this report.

**4.7 Unpaid Carers** – the continuation of services will indirectly support unpaid carers.



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### 4.8 Other - none

### 5. Links to ACHSCP Strategic Plan

This report links to Strategic Aim 3 Personalisation “Ensuring that the right care is provided in the right place and at the right time when people are in need”. It also links to Enabler 7.2, Principled Commissioning, and the commitment that all commissioned services enhance the quality of life for people and their carers.

### 6. Management of Risk

#### 6.1. Identified risks(s)

There is a risk that the IJB does not get assurance and accountability for all of the money that it spends on services provided by external bodies.

#### 6.2. Link to risks on strategic or operational risk register:



These proposals are linked to Risk 2 on the Strategic Risk Register “There is a risk of IJB financial failure and projecting an overspend, due to demand outstripping available budget, which would impact on the IJB’s ability to deliver on its strategic plan (including statutory work).”



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### 6.3. How might the content of this report impact or mitigate these risks:

By maintaining formal contractual arrangements and robust processes to monitor contracts with external organisations the IJB has assurance not only that it is getting best value but also that this expenditure is aligned to their strategic priorities and is reviewed regularly.

| Approvals                                                                          |                                         |
|------------------------------------------------------------------------------------|-----------------------------------------|
|   | Sandra Macleod<br>(Chief Officer)       |
|  | Alex Stephen<br>(Chief Finance Officer) |