

Supplementary Procurement Work Plan for 2023/24

Report Title:	Supplementary Procurement Work Plan (Social Care) HSCP23.056
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Introduction	<p>The purpose of this report is to present a Supplementary Procurement Work Plan for 2023/24 for expenditure on social care services, together with the associated procurement Business Cases, for approval. Almost always, the spend is related to services procured from external service providers – not internal ACC/Partnership/NHSG services</p> <p>This Supplementary Procurement Work Plan for 2023/24 is planned to meet the Delivery Plan and follow strategic direction</p>
Who are we?	The social care contracts team sits within the wider Commercial & Procurement Shared Service (CPSS). We provide commissioning, procurement, and contracting support to the Aberdeen City Health and Social Care Partnership (ACHSCP). We guide the ACHSCP with governance matters and offer the full commissioning cycle to support services/teams.
Why does the IJB need this report?	The report seeks your approval for what are referred to as “Business Cases”. On this occasion, you are seeing a supplementary work plan which is additional work we aim to undertake in 2023/2024 (financial year); although we have an annual work plan (presented in January 2023) naturally, as we are dealing with people, there can be subsequent work plans presented which are termed “supplementary”.
What do we want to do?	<p>We want to procure high quality services to deliver the right services to people in Aberdeen and commission these in a lawful, fair, and transparent manner.</p> <p>In this report, there is one (1) business case – you are recommended to approve “a” and “b”. Please see section 2 of the IJB Report titled “Recommendations”.</p> <p>The business case details the request – inviting you to consider the service’s wish to go to tender. This is in section 1 (Recommendation) of the business case. The rest of each business case should offer</p>

	you clarity on the expectations of the service, duration, annual and total cost. For reassurance, the business case is signed-off by Commercial & Procurement, Finance, Legal, and the Chief Officer.
How will we do this?	During the meeting someone from the social care contract team (usually the Strategic Procurement Manager) will briefly outline the report and the business case. This is your opportunity to ask questions/comment. The Chair will then ask for approval.
What will help us to do this?	As a starting point, I would recommend that you consider the Excel spreadsheet “2023-03-28 Appendix A Supplementary Procurement Plan 2023-24” – this gives a brief outline on the business case and allows you to consider if you need to at the business case as you may need more information.
What should I be asking?	<p>If you cannot find details in the business case, we would encourage you to consider some, or all, of the following questions:</p> <ul style="list-style-type: none"> • Am I clear that the service requested in the business case meets our strategic direction? • Are we commissioning ethically? • There is risk with every procurement – are the mitigations clear? • Do you think the people of Aberdeen City need the service requested – is this clear in the business case?
What next?	<p>Each business case has a Lead Officer, and you should contact that person if you have questions. It is likely that they will be at the pre-agenda and full board meeting and can ask questions noted above. However, it does save time if you ask your questions prior to the meeting where they can be answered or prepared for beforehand</p> <p>As the report author, if you have questions/comments, please contact the Strategic Procurement Manager directly at: nestephenon@aberdeencity.gov.uk – my team and I are always delighted to help where we can.</p>