

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	05 November 2025
EXEMPT	This report is not exempt, but Appendices 2 and 5-11 are (paragraph 8)
CONFIDENTIAL	No
REPORT TITLE	Work Plan & Business Cases
REPORT NUMBER	CORS/25/234
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Craig Innes
REPORT AUTHOR	Mel Mackenzie
TERMS OF REFERENCE	1.1.5 & 1.1.6

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present procurement work plans where expenditure is included for the Corporate Services, Families and Communities and City Regeneration & Environment Functions to Committee for review and to seek approval of the total estimated expenditure for the proposed contracts as contained in the work plans and Procurement Business Cases appended to the report.

2. RECOMMENDATIONS

That the Committee: -

- 2.1 reviews the Corporate Services, Families and Communities, City Regeneration & Environment and Cross Function work plans as detailed in the appendices;
- 2.2 approves the procurement business cases (Appendix 5 – 11), including the total estimated expenditure for each of the proposed contracts; and
- 2.3 notes the content of Appendix 3 – 3.10 Memo Approvals and Appendix 4 – 4.1.3 Technical Exemption Approvals.

3. CURRENT SITUATION

- 3.1 The ACC Procurement Regulations 2024 require that authority to incur expenditure must be sought prior to any invitation to tender or contract entered into. 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 Finance and Resources Committee, committee approval is required prior to the procurement being undertaken.
- 3.2 Committee is asked to review the work plans presented for each Function 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 contract is shown within the workplan and 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 robust 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.

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, legal commentary has been sought and is included within each Business Case.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 Consideration is included within each Business Case as to how the proposed contract will support the Council's climate commitments. If these are not to be included, officers are asked to confirm why this is the case. Standard wording is included in procurement templates to ensure this is captured at tender stage through to awarded contract.

7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H) *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
Strategic Risk	Contract expectations not being monitored or managed.	Contract Management consideration in business cases, guidance and training available for officers.	M	Yes
Compliance	Failure to comply with internal procurement regulations and procurement legislation	Robust process for review of individual business cases and proposed approach to procurement.	L	Yes

Operational	Unable to control demand	Robust process and focus on demand reduction strategies, contract terms developed to be more flexible.	L	Yes
Financial	Escalation of costs Differing market conditions depending on commodity or service	A strong focus on value for money in all commissioning activities and market engagement or use of Business Intelligence to engage with market / ascertain changes/trends.	M	Yes
Reputational	Insufficient information provided by officers, lack of transparency.	Robust process for review of individual business cases and proposed approach to procurement.	L	Yes
Environment/ Climate	Failure to consider sustainable options.	Environmental consideration within business cases and environmental clauses within tender documents.	L	Yes

8. 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, Fair Work and Climate 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	Details of anticipated outcomes and how they support key strategies are contained within the business case attached.
UK and Scottish Legislative and Policy Programmes	Details of the legislative and policy programmes to be complied with is contained within the business case attached.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	N/A - IIA screening and assessment will be conducted where required for individual business cases.
Data Protection Impact Assessment	Not required
Other	Not required

10. BACKGROUND PAPERS

None

11. APPENDICES

Public

Appendix 1- Final Revenue Work Plans- PUBLIC_FR_051125

Appendix 3_3.10 Memo's (Exemption Urgency) _PUBLIC_F&R_051125

Appendix 4_4.1.3 Forms (Technical Exemption) _PUBLIC_F&R_051125

Private

Appendix 2_Final Revenue _Work Plans_PRIVATE_F&R_051125

Appendix 5_Business Case_Production Partner for Events_PRIVATE_051125

Appendix 6_Business Case_Festive Lighting_PRIVATE_051125

Appendix 7_Business Case_Vehicle Telematics & CCTV_PRIVATE_051125

Appendix 8_Business Case_Free Period Products_PRIVATE_051125

Appendix 9_Business Case_Bottled Gas_PRIVATE_051125

Appendix 10_Business Case_Furniture Storage_PRIVATE_051125

Appendix 11_Business Case_Security Services_PRIVATE_051125

12. REPORT AUTHOR CONTACT DETAILS

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