
COMMITTEE	Finance Policy and Resources
DATE	6 May 2014
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Update on Commissioning of an Aberdeen-Japan Strategy
REPORT NUMBER:	EPI/14/110
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

The Finance Policy and Resources Committee on 20th February decided to "approve the commissioning of a wide-scoping study by external specialists to develop and deliver an Aberdeen-Japan strategy to further develop trade, tourism, academic and sporting links at a cost not to exceed the sum detailed by the Vice Convenor with a report back to the next meeting of the Committee". This update report provides details of progress to date, next steps and timescales.

2. RECOMMENDATION(S)

Committee is asked to note the update and accept a further update to Committee on 19th June, with the findings of the final study being reported to Committee on 30th September 2014.

3. FINANCIAL IMPLICATIONS

Finance Policy and Resources Committee on 20th February committed a sum of no more than £25,000 to develop and deliver an Aberdeen-Japan strategy. There are no available resources in the 2014/2015 Business Growth budget to support any further activity beyond this, therefore any additional activity would be the subject of a separate request to Committee for additional resources.

4. OTHER IMPLICATIONS

The immediate staffing implications involve the drafting and approval (the latter from Legal and Democratic Services) of an Invitation to Quote and then the management of the procurement process, and the eventual management of the contract. This represents significant short-term additional work for the Business Growth team.

5. BACKGROUND/MAIN ISSUES

The Finance Policy and Resources Committee on 20th February decided to "approve the commissioning of a wide-scoping study by external specialists to develop and deliver an Aberdeen-Japan strategy to further develop trade, tourism, academic and sporting links at a cost not to exceed the sum detailed by the Vice Convenor with a report back to the next meeting of the Committee".

In accordance with the Council's procurement procedures, a draft Invitation to Quote has been prepared, is currently with Legal and Democratic Services for review and approval, will then be published on the Public Contracts Scotland website and sent out to a list of possible interested parties.

Timescales: It is anticipated that a successful bidder would be able to commence work on the contract in late May. A period of 8 weeks is being allowed in which to complete the study and report back.

A further update can be provided to Committee on 19th June, with the findings of the final study being reported to Committee on 30th September.

6. IMPACT

The Strategy will contain performance measures to assess the success of its implementation.

7. MANAGEMENT OF RISK

The scope for the Strategy includes a risk assessment to be carried out on the activities proposed in the Strategy by the contractor, including business and financial risks.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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