

Appendix 1

COMMUNITY BENEFITS DELIVERY PROCESS

The purpose of this document is to outline the various steps in the journey an Aberdeen City Council officer with the intention to procure will take, and the support available to them, in incorporating community benefit clauses within their contracts.

Responsibility for provision of support is mapped out at each stage with Commercial & Procurement Shared Service (C&PSS) and Economic Development available to support throughout with the Linking Opportunity and Need (LOAN) Community Benefits Reference Group engaging at key points in the process.

This group represents officers from services across the Council including: C&PSS; Economic Development; Communities & Housing; Sustainability; Human Resources; Legal Services; Education Services; and Planning. The group works to raise awareness of and identify opportunities for community benefits, support procuring officers in incorporating them within contracts, matching opportunities with community needs, support contractors in delivering benefits and effectively monitoring achievement.

This process will be continuously reviewed as expertise and experience develops with the initial steps identified as follows.

THE REQUIREMENT TO PROCURE HAS BEEN HIGHLIGHTED

An officer (service, or budget holder) with the intention to procure is required to seek support from C&PSS in the first instance and will be guided to an appropriate Category Manager or Senior Procurement Specialist. If a procurement process is required, basic information will be collected in relation to the requirement so the appropriate procurement route can be identified.

Responsibility: Procuring officer responsible for contacting C&PSS, C&PSS responsible for advising on the appropriate next steps.

Documents: Procurement Request Form

THE APPROPRIATE APPROVALS ARE SOUGHT

The procuring officer will be encouraged to develop a Sourcing Strategy (further information available within [Procurement Guidance Note 22](#)) to assist in gaining the relevant approvals required to commence. At this stage, community benefit considerations are introduced and officers are required to select the themes they will develop community benefits around. [Procurement Guidance Note 10](#) (PGN10) will be the main source of support for an officer to refer to which includes narrative about wider sustainable procurement considerations, the key issues to think about when

developing community benefits and guidance on how they can be incorporated within contracts including useful templates and examples that can be developed relevant to a particular contract.

Responsibility: C&PSS and the procuring officer

Additional input: Economic Dev, members of the LOAN Group who have specialist expertise relevant to the theme(s) selected

Documents: Sourcing Strategy

Reference material available: PGN10

-----APPROVAL AT COMMITTEE APPROPRIATE TO THE PROCUREMENT-----

INVITATION TO TENDER DEVELOPED INCLUDING: DRAFT; ISSUE; AND EVALUATION

The officer will be guided through the tendering process by C&PSS colleagues. Community benefits considerations will be included within the Business Requirements and Method Statement relating to Sustainability in the Invitation to Tender. Support will be available where appropriate from Economic Development and the wider LOAN Group at this stage to ensure relevant intelligence from the local economy and communities are included.

Responsibility: C&PSS and the procuring officer

Additional input: Economic Development; wider Community Benefits Group

Documents: Invitation to Tender documentation with particular focus on Community Benefit Project Plan & Method Statement relating to Sustainability

Reference material available: PGN10

FORMALISATION OF NON-MANDATORY BENEFITS

Post contract award, this step allows for all additional, non-mandatory community benefits volunteered by the successful tenderer in their submission to develop these and formalise them using the Community Benefits Charter. Input from Economic Development will be available as required at this stage to ensure suppliers/contractors are aware of the support they can access for delivering community benefits to ensure opportunities are maximised.

Responsibility: C&PSS, the procuring officer and the supplier

Additional Input: Economic Development

Documents: Community Benefit Charter

Reference material available: Tender submission

COORDINATING THE DELIVERY OF SELECTED COMMUNITY BENEFITS THROUGH LOAN FUNCTION

Economic Development will be responsible for feeding selected community benefits committed into the LOAN function so that benefits can be appropriately matched with community needs and delivered as appropriate. This will allow broad commitments in Aberdeen City Council tenders or proposals from national framework suppliers to be localised and specified. It is likely the Council will receive submissions around unspecified community support (e.g. materials/ sponsorship/ funds/ time and expertise etc.). In that situation, LOAN will assist in helping the supplier to meet the community benefit standard in a proportionate and relevant way.

Support will be available to subcontractors as required from Economic Development in the delivery of community benefits.

Responsibility: Economic Development and the procuring officer

Additional input: C&PSS, wider Community Benefit Group

Documents: Community Benefits Delivery Matrix

Reference material available: Community Benefits Charter

CONFIRMATION OF MONITORING SCHEDULE

A monitoring process will be agreed that is appropriate to the contract and will identify the officer managing it. The responsibility for monitoring the delivery of community benefits will vary and with C&PSS agreement, could be managed by the procuring officer, C&PSS or by Economic Development.

Economic Development colleagues will retain a central record of CB data to ensure a full set of data is available for reporting purposes. This data will cover information per procurement and on broad, consolidated data distinguishing where the Council is and is not the contracting authority. C&PSS are required to report on CB as part of an annual report and it is included in the bi-annual external assessment (Procurement and Commercial Improvement Plan). C&PSS will therefore manage compliance within individual procurements to determine savings (cashable and non-cashable).

Responsibility: Economic Development, C&PSS and the procuring officer

Documents: Community Benefits Delivery Matrix

Reference: Community Benefits Charter

FURTHER ACTIVITIES

WIDER COMMUNICATION OF BENEFITS

Working with colleagues in Corporate Communications, this activity will raise awareness of community benefits internally to increase uptake from procuring officers in including them within appropriate contracts, maximising the opportunities for communities. Communications will align with C&PSS training materials and guidance notes. Also looking at external audiences, sharing details of achievements will allow businesses involved to benefit from good news and will ensure communities are aware of what has been delivered in their area.

Responsibility: Economic Development

Additional input: Corporate Communications and C&PSS

COORDINATION OF THE LOAN COMMUNITY BENEFITS REFERENCE GROUP

Economic Development will be responsible for the coordination of the LOAN Group, meeting bi-monthly to monitor community benefits activity in the Council and contribute expertise and intelligence as relevant. The reporting of information into the Aberdeen Prospers Community Planning Forum will also be managed under the heading Aberdeen Works as a standing agenda item on a quarterly basis.

Responsibility: Economic Development

Additional input: C&PSS