

STRATEGIC TRANSFORMATION COMMITTEE  
31 May 2018

ABERDEEN, 31 May 2018. Minute of Meeting of the STRATEGIC TRANSFORMATION COMMITTEE. Present:- Councillor Lumsden, Vice Convener in the Chair; and Councillors Boulton, Flynn, Graham and Yuill.

The agenda and reports associated with this minute can be found [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

### DETERMINATION OF EXEMPT BUSINESS

1. The Committee was requested to determine that the following item of business, which contained exempt information as described in Schedule 7(A) of the Local Government (Scotland) Act 1973, be taken in private:-

14.1 'Being Digital' Technology and Skills Development

**The Council resolved:-**

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of item 14.1 so as to avoid disclosure of exempt information of the class described in paragraph 8 of Schedule 7(A) of the Act.

### MINUTE OF PREVIOUS MEETING

2. The Committee had before it the minute of its previous meeting of 9 March 2018.

**The Committee resolved:-**

to approve the minute.

### COMMITTEE BUSINESS PLANNER

3. The Committee had before it the committee business planner as prepared by the Chief Officer - Governance.

**The Committee resolved:-**

to note the business planner.

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**TRANSFORMATION PORTFOLIO HIGHLIGHT REPORT - RES/18/043**

4. With reference to Article 5 of the minute of its previous meeting, the Committee had before it a report by the Director of Resources which presented a high level view of progress to date with the Transformation Portfolio.

**The report recommended:-**

that the Committee note the highlight report.

**The Committee resolved:-**

- (i) to note the highlight report;
- (ii) to note that a Service Update would be issued on the Case for Change information once finalised; and
- (iii) to note the latest position with regard to recruitment to vacant Chief Officer posts.

**TRANSFORMATION PORTFOLIO BUDGET UPDATE - RES/18/038**

5. With reference to Article 6 of the minute of its previous meeting, the Committee had before it a report by the Director of Resources which provided an update on the budget available and committed for the Transformation Portfolio.

**The report recommended:-**

that the Committee -

- (a) note the content of the report; and
- (b) agree the allocation of funding from the Transformation Fund for the Commitments for Approval as detailed in Appendix 1.

**The Committee resolved:-**

to approve the recommendations.

**In accordance with the decision recorded under Article 1 of this minute, the following item of business was considered with the press and public excluded.**

**'BEING DIGITAL' TECHNOLOGY AND SKILLS DEVELOPMENT - RES/18/041**

6. With reference to Article 7 of the minute of its previous meeting, the Committee had before it a report by the Chief Executive which presented proposals on the technology requirements to progress the 'Being Digital' Strategy.

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**The report recommended:-**

that the Committee -

- (a) approve the proposal for the Content Management System (CMS)/Website, and Community options as recommended within Options Appraisal 1, Section 8 in Appendix 1, subject to approval of the procurement by the Strategic Commissioning Committee;
- (b) approve the proposal for the Customer Relationship Management (CRM), Bookings, Workflow and Integration options as per the recommendation within Options Appraisal 2, Section 11 in Appendix 1, subject to the approval of the procurement by the Strategic Commissioning Committee;
- (c) approve the proposal for Reporting and Master Data Management (MDM) options as per the recommendation within Options Appraisal 3, Section 9 in Appendix 1, subject to approval of the procurement by the Strategic Commissioning Committee;
- (d) approve an additional investment from the Transformation Fund, inclusive of contingency, to deliver savings by Year 3 (as detailed in the report) to deliver the solutions as recommended in (a), (b) and (c) above;
- (e) note that technical support as identified in section 6 and digital skills training as detailed in Appendix 2 will be delivered from the Digital Partner as per the existing call-off contract; and
- (f) note that the proposed procurements in (a), (b) and (c) above would be subject to a standalone report to the Strategic Commissioning Committee on 7 June 2018 for approval in accordance with procurement regulation 4.1.

The Vice Convener moved, seconded by Councillor Boulton:-

That the Committee approve the recommendations contained within the report.

Councillor Yuill moved as an amendment, seconded by Councillor Flynn:-

That the Committee -

- (1) note that the recommendations in relation to:
  - (a) Content Management System/Website;
  - (b) Customer Relationship Management; and
  - (c) Master Data Management
 do not offer solutions sustainable in the long-term and instruct officers to report back to the Council meeting on 2 July 2018 with recommendations for Content Management System/Website, Customer Relationship Management and Master Data Management solutions which will provide long-term sustainability together with the accompanying business case(s);
- (2) note that there are many existing third party facilities and services which allow citizens to share information and therefore does not agree to procure a new tactical solution for Community;
- (3) reaffirm the decision made at the meeting of the Committee on 9 February 2018 to initiate a procurement process for the corporate digital booking service;

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- (4) given that “ACC already possesses an industry leading strategic solution”, agree to continue and enhance the current solution for Reporting; and
- (5) note that technical support as identified in section 6 and digital skills training as detailed in Appendix 2 will be delivered from the Digital Partner as per the existing call-off contract.

On a division, there voted:- for the motion (3) - Vice Convener; and Councillors Boulton and Graham; for the amendment (2) - Councillors Flynn and Yuill.

**The Council resolved:-**

to adopt the motion.

- **COUNCILLOR DOUGLAS LUMSDEN, Acting Convener.**