

STRATEGIC COMMISSIONING COMMITTEE

ABERDEEN, 13 September 2018. Minute of Meeting of the STRATEGIC COMMISSIONING COMMITTEE. Present:- Councillor John, Vice Convener in the Chair; and Councillors Cameron, Jackie Dunbar, Duncan, Flynn, Grant (as a substitute for Councillor Laing), Lumsden (as a substitute for Councillor Wheeler), Nicoll (as a substitute for Councillor Cameron for article 13 and part of article 21), Sellar and Yuill.

The agenda and reports associated with this minute can be found here (<https://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=616&MId=6239&Ver=4>)

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.

URGENT BUSINESS

1. The Vice Convener had determined that item 9.9 (New Schools Development Programme – 2018) be considered as a matter of urgency in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 in order to avoid delay in the delivery of the projects.

The Committee resolved:-

to note that the Vice Convener had accepted item 9.9 (New Schools Development Programme – 2018) onto the agenda as a matter of urgency in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973.

EXEMPT BUSINESS

2. The Vice Convener proposed that the Committee consider items 10.1 (Opportunity to Expand In-house Facilities Management Services – Exempt Appendix), 10.2 (Transition Extreme), 10.3 (New Schools Development Programme - 2018 - Exempt Appendix) and 10.4 (Workplans and Business Cases) with the press and public excluded.

The Committee 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 items 10.1, 10.2, 10.3 and 10.4 so as to avoid disclosure of exempt information of the classes described in paragraphs 6 and 8 (article 15), paragraph 6 (article 16) paragraph 6 (article 17) and paragraph 8 (article 18) of Schedule 7(A) of the Act.

STRATEGIC COMMISSIONING COMMITTEE
13 September 2018

DECLARATIONS OF INTEREST

3. The following declarations were intimated at this stage:
- Councillor Duncan declared an interest in relation to item 9.3 (Aberdeen Performing Arts Business Plan Annual Report), by virtue of being a Council appointed member of Aberdeen Performing Arts. Councillor Duncan considered that the nature of her interest did not require her to leave the meeting for consideration of this item; and
 - Councillor Cameron declared an interest in relation to item 9.5 (Aberdeen Sports Village Business Plan Annual Report), by virtue of his position as a Director of Aberdeen Sports Village Ltd. Councillor Cameron considered that the nature of his interest required him to leave the meeting for consideration of this item.

MINUTE OF PREVIOUS MEETING OF 7 JUNE 2018

4. The Committee had before it the minute of its meeting of 7 June 2018 for approval.

The Committee resolved:

to approve the minute as a correct record.

COMMITTEE BUSINESS PLANNER

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

The Committee resolved:

- (i) to note that items 4 (Community Benefit Policy), 11 (Strategic Commissioning Intentions), 12 (Population Needs Assessment) and 19 (City Centre Masterplan Project EN10: Union Terrace Gardens – Outline Design, Business Case, Development Costs and Procurement Strategy), had been delayed to the next meeting of the Committee on 20 November 2018 for the reasons detailed in the committee business planner;
- (ii) to agree to remove item 6 (Aberdeen Heat and Power Business Plan Annual Report);
- (iii) to note that item 15 (Strategic Energy Services Company (SESCo) Update), had been delayed to the meeting of the Committee on 29 January 2019 for the reason detailed in the committee business planner; and
- (iv) to otherwise note the business planner.

STRATEGIC COMMISSIONING COMMITTEE
13 September 2018

ANNUAL OUTCOME IMPROVEMENT REPORT 2017/18 - COM/18/107

6. The Committee had before it a report by the Director of Commissioning which presented the Annual Outcome Improvement Report which provided an overview of the steps the Council had taken in partnership with Community Planning Aberdeen during 2017/18 to achieve the improvement aims within the Local Outcome Improvement Plan 2016-26.

The report recommended:-

That the Committee –

- (a) approve the Annual Outcome Improvement Report 2017-18 as a representation of the Council's contribution to partnership working in delivery of the Local Outcome Improvement Plan 2016-26; and
- (b) note that the report would also be submitted to the Community Planning Aberdeen Board on 3 December 2018 for final approval from the Partnership.

The Committee resolved:

- (i) to approve the recommendations; and
- (ii) to instruct the Chief Officer – Business Intelligence and Performance Management, to advise the Committee, by way of email, of the comparator figures for drug related deaths.

BON ACCORD CARE ANNUAL REPORT - COM/18/103

7. The Committee had before it a report by the Director of Commissioning which presented the annual report of the Bon Accord Care Business Plan.

The report recommended:-

That the Committee –

- (a) approve the Bon Accord Care Business Plan Annual Report appended to the report for the Council's interests;
- (b) note that the Integration Joint Board issued a Direction to the Council instructing it to make arrangements for Bon Accord Care to continue to provide a range of services which were currently being delivered by Bon Accord Care for a period of 6 years from 1 August 2018 until 31 July 2024 and note that this would be undertaken in accordance with the Powers Delegated to Officers; and
- (c) instruct the Head of Commercial and Procurement Services to implement a standard annual performance report template which Bon Accord Care would be required to submit annually containing information on their performance against the outcomes set out in the revised Service Level Agreement.

The Committee resolved:

- (i) to approve the recommendations; and

STRATEGIC COMMISSIONING COMMITTEE
13 September 2018

- (ii) to instruct the Head of Commercial and Procurement Services, to advise the Committee, by way of email, of the total cost of the Bon Accord Care contract from 1 August 2018 until 31 July 2024.

ABERDEEN PERFORMING ARTS BUSINESS PLAN ANNUAL REPORT - COM/18/101

8. The Committee had before it a report by the Director of Commissioning which sought approval of the Aberdeen Performing Arts Business Plan Annual report for the Council's interest.

The report recommended:-

That the Committee –

- (a) approve the Aberdeen Performing Arts Business Plan Annual Report appended to the report for the Council's interests;
- (b) note progress made in the period 1 April to 30 June 2018 in the Creating A Spark Performance Report appended to the report;
- (c) instruct the Head of Commercial and Procurement Services to review and amend the Council's Service Level Agreement (SLA) with Aberdeen Performing Arts to ensure that it was outcomes-focused and contained robust contract management measures; and
- (d) instruct the Head of Commercial and Procurement Services to implement a standard annual performance report template which Aberdeen Performing Arts would be required to submit annually containing information on their performance against the outcomes set out in the revised SLA.

The Committee resolved:

to approve the recommendations.

SPORT ABERDEEN BUSINESS PLAN ANNUAL REPORT - COM/18/105

9. The Committee had before it a report by the Director of Commissioning which sought approval of the Sport Aberdeen Business Plan Annual report for the Council's interest.

The report recommended:-

That the Committee –

- (a) approve the Sport Aberdeen Business Plan Annual Report appended to the report for the Council's interests; and
- (b) instruct the Head of Commercial and Procurement Services to implement a standard annual performance report template which Sport Aberdeen would be required to submit annually containing information on their performance against the outcomes set out in the revised Service Level Agreement.

STRATEGIC COMMISSIONING COMMITTEE
13 September 2018

The Committee resolved:

to approve the recommendations.

DECLARATION OF INTEREST

In accordance with article 3 of this minute, Councillor Cameron left the meeting prior to consideration of the following item of business. Councillor Nicoll substituted for Councillor Cameron for this item of business.

ABERDEEN SPORTS VILLAGE BUSINESS PLAN ANNUAL REPORT - COM/18/104

10. The Committee had before it a report by the Director of Commissioning which sought approval of the Aberdeen Sports Village Business Plan Annual report for the Council's interest.

The report recommended:-

That the Committee –

- (a) approve the Aberdeen Sports Village Business Plan Annual Report appended to the report, for the Council's interests;
- (b) instruct the Head of Commercial and Procurement Services to review and amend the Council's Service Level Agreement with Aberdeen Sports Village to ensure that it was outcomes-focused and contained robust contract management measures; and
- (c) instruct the Head of Commercial and Procurement Services to implement a standard annual performance report template which Aberdeen Sports Village would be required to submit annually containing information on their performance against the outcomes set out in the revised Service Level Agreement.

The Committee resolved:

to approve the recommendations.

SPORT ABERDEEN CONTRACT - COM/18/112

11. With reference to article 3 of the minute of the meeting of Full Council of 6 March 2018 and article 16 of the minute of the meeting of the Finance, Policy and Resources Committee of 6 December 2017, the Committee had before it a report by the Director of Commissioning which sought approval for the Head of Commercial and Procurement Services to adjust and extend Sport Aberdeen's contract.

The report recommended:-

That the Committee approve option 1 as detailed at section 3.4 and instruct the Head of Commercial and Procurement Services to adjust and extend Sport Aberdeen's contract

STRATEGIC COMMISSIONING COMMITTEE

13 September 2018

to ensure that it was outcomes-focused and contained robust contract management measures.

The Committee resolved:

to approve option 1 as detailed at section 3.4 and instruct the Head of Commercial and Procurement Services, in consultation with the Convener and Vice Convener of the Strategic Commissioning Committee, to adjust and extend Sport Aberdeen's contract to ensure that it was outcomes-focused and contained robust contract management measures.

YOUNG CARERS SERVICE - COM/18/108

12. With reference to article 8 of the minute of the meeting of the Operational Delivery Committee of 29 May 2018, the Committee had before it a report by the Chief Operating Officer which sought approval to (1) initiate a procurement process to commission an external service for Young Carers; and (2) set up a Young Carers Grant Programme.

The report recommended:-

That the Committee –

- (a) instruct the Chief Officer - Integrated Children's and Family Services, following consultation with the Head of Commercial and Procurement Services, to undertake a procurement process to appoint a supplier of a service to Young Carers who did not meet the eligibility for a social work service;
- (b) to approve the estimated expenditure of £550,000 as detailed in the report and appended procurement business case; and
- (c) to delegate authority to the Chief Officer – Integrated Children's and Family Services, following consultation with the Chief Officer - Finance, to set up a Young Carers Grant Programme at a sum of £25,000 for each financial year until 2023 for the Young Carers Service to apply for a grant on behalf of a young person and/or their family; and to set the criteria for the awarding of funding from the Grant Programme.

The Vice Convener, seconded by Councillor Duncan moved:-

That the Committee approve the recommendations contained within the report.

Councillor Flynn, seconded by Councillor Jackie Dunbar, moved as an amendment:-

That the Committee –

- (i) instruct the Chief Officer - Integrated Children's and Family Services to report to the next meeting of the Committee presenting the options for the service to young carers to be delivered in house; and
- (ii) approve recommendation (c).

STRATEGIC COMMISSIONING COMMITTEE
13 September 2018

On a division, there voted:- for the motion (5) – the Vice Convener, and Councillors Duncan, Grant, Lumsden and Sellar; for the amendment (4) – Councillors Cameron, Jackie Dunbar, Flynn and Yuill.

The Committee resolved:-
to adopt the motion.

OPPORTUNITY TO EXPAND IN-HOUSE FACILITIES MANAGEMENT SERVICES - COM/18/111

13. The Committee had before it a report by the Director of Commissioning which sought approval, in principle, to expand in-house Facilities Management services by in-sourcing the cleaning of multi-storey building communal areas subject to consultation with owner occupiers in accordance with legislation.

The report recommended:-

That the Committee –

- (a) approve in principle the in-sourcing of the existing multi-storey cleaning contract from 1 July 2019, subject to consultation with owner occupiers in accordance with legislation; and
- (b) delegate authority to the Head of Commercial and Procurement Services to take the necessary steps to implement the service change if the statutory consultation was in favour of the change.

The Committee resolved:
to approve the recommendations.

MATTER OF URGENCY

The Vice Convener accepted the following item as a matter of urgency in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 in order to avoid delay in the delivery of the projects.

NEW SCHOOLS DEVELOPMENT PROGRAMME - 2018 - RES/18/174

14. The Committee had before it a report by the Director of Resources which sought approval of the combined total estimated expenditure of £7,500,000 to undertake procurement exercises, as required, for the detailed design and development works for each of the proposed schools as required by ACC Procurement Regulation 4.1.

The report recommended:-
That the Committee –

STRATEGIC COMMISSIONING COMMITTEE

13 September 2018

- (a) subject to approval of recommendations 2.1 to 2.4 in the report by the Capital Programme Committee on 12 September 2018 and recommendation 2.7 by the City Growth and Resources Committee on 18 September 2018, agree to dispense with the requirement for the Committee to approve Business Cases in accordance with ACC Procurement Regulation 4.1.1.2; approve the estimated expenditure of up to £7,500,000 and to instruct the Chief Officer – Capital, following consultation with the Head of Commercial and Procurement Services, to procure resources including a mixture of internal and external resources for the development of the detailed designs for each of the four schools, including the site and utility investigations, as required in accordance with the Council's Procurement Regulations; and
- (b) authorise the Chief Officer – Capital, following completion of recommendation (a) above to prepare tender documentation for each of the four schools and issue each of them for tender to provide detailed costs information.

The Committee resolved:-

to approve the recommendations.

In accordance with the decision recorded under article 2 of this minute, the following items of business were considered with the press and public excluded.

OPPORTUNITY TO EXPAND IN-HOUSE FACILITIES MANAGEMENT SERVICES - EXEMPT APPENDIX - COM/18/111

15. With reference to article 13 of this minute, the Committee had before it an exempt appendix in relation to item 9.8 (Opportunity to Expand In-house Facilities Management Services) on the agenda.

The Committee resolved:-

to note the information contained in the exempt appendix in relation to item 9.8 (Opportunity to Expand In-house Facilities Management Services) on the agenda (article 13 of this minute refers).

TRANSITION EXTREME - RES/18/170

16. With reference to article 16 of the minute of the meeting of the Finance, Policy and Resources Committee of 6 December 2017, the Committee had before it a report by the Director of Resources which advised of the work undertaken by Transition Extreme to identify options regarding their long-term future viability.

STRATEGIC COMMISSIONING COMMITTEE
13 September 2018

The report recommended:-

That the Committee -

- (a) note the update contained in the report; and
- (b) note the actions of Transition Extreme in setting out their strategic plan and the development options being pursued to secure their long-term future viability.

The Committee resolved:

to approve the recommendations.

NEW SCHOOLS DEVELOPMENT PROGRAMME - 2018 - RES/18/174 - EXEMPT APPENDICES

17. With reference to article 14 of this minute, the Committee had before it exempt appendices in relation to item 9.9 (New Schools Development Programme - 2018) on the agenda.

The Committee resolved:-

to note the information contained in the exempt appendix in relation to item 9.9 (New Schools Development Programme - 2018) on the agenda (article 14 of this minute refers).

WORKPLANS AND BUSINESS CASES - COM/18/110

18. The Committee had before it a report by the Director of Commissioning which (1) presented the procurement workplans for the Commissioning, Customer, Governance, Operations, Place and Resources Functions to Committee for review and (2) sought approval of the total estimated expenditure for each proposed contract as contained in the procurement business cases appended to the report.

The report recommended:-

That the Committee –

- (a) note the workplans of the six Council Functions as detailed in the Appendices;
- (b) where a business case had been submitted, approve the total estimated expenditure for each proposed contract as per the procurement business cases and workplans, as required by ACC Procurement Regulation 4.1.1.2;
- (c) note that business cases for procurement exercises to be commenced after 20 November 2018 would be submitted on a phased basis to future meetings of the Strategic Commissioning Committee; and
- (d) approve the direct award of any contracts where there were special circumstances detailed in the business case which justified not going out to tender or calling-off from a framework agreement.

STRATEGIC COMMISSIONING COMMITTEE

13 September 2018

The Head of Commercial and Procurement Services advised that there was an error in respect of the estimated expenditure detailed for business case CUST002 and confirmed the correct figure.

The Committee resolved:-

- (i) to approve the recommendations;
- (ii) to note and approve the corrected estimated expenditure for business case OPS002 as advised verbally;
- (iii) in relation to business case CUST002, to instruct the Chief Officer – Digital, to provide the following information to the Committee, by way of email: (1) confirmation as to whether sponsorship was being pursued in this area; (2) provide clarification of the service to be provided and why the estimated expenditure had increased; (3) a definition of a “world class WI-FI facility”; and (4) detail of the quality of speed to be provided and how this compared with other locations;
- (iv) in relation to business case OPS001, to instruct the Chief Officer – Integrated Children’s and Family Services, to provide the Committee, by way of email, with further detail on how the service was expected to be provided;
- (v) in relation to business case OPS015, to instruct the Chief Officer – Integrated Children’s and Family Services, to clarify the position with the Northfield Academy counselling service with the Northfield Academy Parent Council; and
- (vi) to instruct the Head of Commercial and Procurement Services to review the business case template to ensure that the current expenditure of any procurement being recommended for further procurement was contained in future business cases presented to the Committee.

COUNCILLOR JOHN, Vice Convener

STRATEGIC COMMISSIONING COMMITTEE
13 September 2018

DRAFT