

**Annual Procurement Report**  
**For the period**  
**1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**

**Published June 2019**

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## 1. INTRODUCTION

### 1.1 About SCRA

The Scottish Children's Reporter Administration (SCRA) is a national body focused on children and young people most at risk. SCRA was formed under the Local Government (Scotland) Act 1994 and became fully operational on 1st April 1996. Our main responsibilities as set out in the Act are:

- To facilitate the work of Children's Reporters
- To deploy and manage staff to carry out that work
- To provide suitable accommodation for Children's Hearings

The Children's Hearings System provides the operational setting in which SCRA and its partner agencies work. The aim is to provide a safety net for vulnerable children and young people, and deliver tailored solutions which meet the needs of the individuals involved, while helping to build stronger families and safer communities.

SCRA's Procurement Strategy 2017-20 was approved by the Board in December 2016 and refreshed in March 2019. The Strategy details the principal aims of SCRA Procurement as follows:

- Deliver a professional and flexible procurement service to both internal managers and external suppliers, ensuring that SCRA receives best value for money in the procurement of all goods, services and works in order to deliver an effective and efficient service to children and families.
- Contribute to SCRA carrying out its functions and the achievement of its purposes by ensuring that suitable contracts are in place, in particular to allow the dissemination of information and data and to ensure we have adequate premises for hearings to take place.
- Ensure full compliance with EU & UK Public Sector regulations giving due regard to SCRA's needs and requirements to ensure operational effectiveness is maximised.
- Ensure SCRA's procurement practices contribute to the Scottish Government's objective for sustainable economic growth and contribute to the achievement of relevant National Outcomes.

The Strategy set out seven priorities for the three years covered by the Strategy. The priorities and progress to date are covered in the table at section 3.2.

The Principal Reporter/Chief Executive was clear in his foreword that the solid approach to procurement, captured in the strategy, allows SCRA Localities and Teams across the country to have the kind of access to specialist support and advice they need, now and in the future, to make wise, best value decisions about goods and services, to benefit from the scale of national contracts and to vision future ways of making things ever more efficient, responsive and adaptable to our changing needs.

## 1.2 Procurement Vision

Our vision for the future is one where the approach to procurement and contract management is fully integrated into our business strategies and a culture of best practice is embedded which will deliver legally compliant procurement processes, ensuring value for money, sustainability, quality services and continuous improvement.

## 1.3 Publication of Report

This report will be published on SCRA's website at [www.scra.gov.uk](http://www.scra.gov.uk).

## 2. SUMMARY OF REGULATED PROCUREMENTS COMPLETED

The following regulated procurements were completed in the period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

Date of Award	Contract Title/ Subject Matter	Supplier	Total Est. Value (Including Extensions (Ex. VAT)	Total Est. Value (Excluding Extensions) (Ex. VAT)	Contract Start Date	Contract End Date (Excluding Extensions)
01/05/2018	Facilities Management Services	FES FM Ltd	£967,000	£967,000	01/05/2018	30/04/2020
08/05/2018	Multi-Function Devices (Lease)	Capital Document Solutions	£263,000	£157,800	11/06/2018	10/06/2021
19/09/2018	Supply of Electricity	EDF Energy	£781,000	£312,400	01/04/2019	31/03/2021
26/02/2019	Confidential Shredding Services	Paper Shredding Service	£44,240	£22,120	12/03/2019	11/03/2021

\* The above table does not include contract extensions which were taken during 2018/19.

## 3. REVIEW OF REGULATED PROCUREMENT COMPLIANCE

3.1 In compliance with Section 15(5) of the Procurement Reform (Scotland) Act 2014 and published Statutory Guidance, SCRA is now required to set out how it will ensure its regulated procurements will:

- Contribute to the carrying out of its functions and achievement of its purposes
- Deliver value for money
- Be carried out in accordance with the General Duties and the Sustainable Procurement Duty
- Ensure payment of invoices are made no later than 30 days after the invoice relating to payment is presented

### 3.2 Review of compliance with Corporate Procurement Strategy

Key Priorities	Compliance in 2018/19
1. Ensure full compliance with EU and UK Public Sector regulations	
For all regulated procurements comply with statutory requirements for addressing Fair Work Practices, including payment of a Living Wage	Complied: <ul style="list-style-type: none"> <li>Addressed by SPCD in setting up Frameworks.</li> <li>Statements on workforce matters, CSR, Environmental performance and Sustainability included in ITTs and Evaluation criteria where applicable.</li> </ul>
Develop a diverse range of suppliers, including SMEs, Supported Businesses and Third Sector	Complied: <ul style="list-style-type: none"> <li>Addressed by SPCD in setting up Frameworks.</li> <li>Two market engagement days organised which included SMEs.</li> <li>Engaged with Supported Businesses re possible contract opportunities.</li> </ul>
Consider Community Benefit clauses in all contracts for good and services over £50k in value	Complied: <ul style="list-style-type: none"> <li>Considered by SPCD in setting up Frameworks.</li> <li>One Cat C contract awarded will result in Community Benefits.</li> </ul>
Ensure that regulated procurements are carried out in compliance with SCRA's sustainable procurement duty	Complied: <ul style="list-style-type: none"> <li>Addressed by SPCD in setting up Frameworks.</li> <li>Sustainability Test included in Procurement Strategies and Evaluation Criteria included in tenders issued, where appropriate.</li> </ul>
Comply with SCRA's Health & Safety Policy by ensuring that suppliers comply with relevant regulations and best practice	Complied: <ul style="list-style-type: none"> <li>Addressed by SPCD in setting up Frameworks and in SCRA tender exercises, where relevant.</li> </ul>
Follow SCRA's established approach of consulting and engaging with those affected by its procurements	Complied: <ul style="list-style-type: none"> <li>Where appropriate SCRA engaged with partner organisations in the Hearing System, internal stakeholders (setting up a UIG or discussion with business lead) and suppliers (market test day).</li> </ul>

Ensuring SCRA's contracts deliver value for money	Complied: <ul style="list-style-type: none"> <li>• Procurement Strategies identify best route to market and ensure demand is justified.</li> <li>• Business Cases include whole life costing where appropriate.</li> <li>• Opportunities for collaboration actively considered.</li> <li>• All regulated procurements tendered via PCS.</li> </ul>
Ensuring that SCRA pays its suppliers within 30 days and endeavour to make payment within 10 working days of receipt of a valid invoice	Partly complied: <ul style="list-style-type: none"> <li>• Improvement in payment performance will be targeted again in 2019/20.</li> </ul>
<b>2. Promote continuous improvement</b>	
Develop contract management practices across SCRA	Partly complied: <ul style="list-style-type: none"> <li>• New guidance was rolled out during 2018/19 and a baseline exercise carried out, further work will be carried out during 2019/20 once the results have been analysed.</li> </ul>
Develop and train staff involved in managing contracts and suppliers	Partly complied: <ul style="list-style-type: none"> <li>• No formal training delivered but regular focus at Contracts Review Group.</li> </ul>
Embed the role of the Contracts Review Group in ensuring SCRA receives best value whilst meeting legal obligations	Partly complied: <ul style="list-style-type: none"> <li>• Continued progress in 2018/19, need to continue to refine focus and role of group in 2019/20.</li> </ul>
Develop relationships with Scottish Government Procurement and identify opportunities for collaborative working with other public bodies	Complied: <ul style="list-style-type: none"> <li>• Good relationships with Scottish Government Procurement and opportunities for collaboration actively considered.</li> </ul>

### 3.3 Review of regulated procurements

SCRA's Head of Finance and Resources reviewed all regulated procurements in the period April 2018 to March 2019, as shown in the table above, for compliance with the organisation's Procurement Strategy and Policy.

In summary all four regulated procurements:

- where relevant were tendered via PCS;
- complied with SCRA Procurement Policy thresholds;

- where appropriate, included statements in the ITTs on Fair Work Practices, sustainability including fair and ethically traded goods and payment performance for suppliers and sub-contractors.

Two were awarded under Scottish Government Frameworks and in the case of Facilities Management services, an award was made to the sub-contractor when the main contractor went into liquidation.

#### **4. COMMUNITY BENEFITS SUMMARY**

- 4.1 Where relevant, consideration was given to the inclusion of Community Benefit Clauses (CBCs). A question on CBCs was included in the Confidential Shredding Services contract awarded during the reporting period. CBCs agreed include a work placement for someone from a disadvantaged group, a charitable donation to the Beatson Cancer Charity for every tonne of paper recycled and free confidential shredding days for SCRA staff. Arrangements to fulfil these are currently being put in place and progress will be monitored during 2019/20.

#### **5. SUPPORTED BUSINESSES SUMMARY**

- 5.1 SCRA actively take steps to facilitate contract opportunities for Supported Businesses where possible. One low value contract for desktop screens was awarded to NL Industries during the reporting period, through the Supported Factories & Businesses Framework.
- 5.2 SCRA engaged with two Supported Businesses, RSBi and Dovetail Enterprises regarding a furniture requirement, however, they confirmed they were unable to meet our requirements. Further engagement was made with Dovetail Enterprises regarding the manufacture of acoustic fire doors for possible future requirements. This will be considered further during 2019/20.
- 5.3 SCRA had representation on the Supported Businesses Working Group until this forum was stood down in October 2018.

#### **6. FUTURE REGULATED PROCUREMENTS**

- 6.1 A summary of regulated procurements expected to commence within the next two financial years is included at Appendix A. Details may be subject to change due to budget revisions/resource availability.

#### **7. NON-REGULATED PROCUREMENTS**

- 7.1 A summary of non-regulated procurements and contract extensions with an estimated value above £20k, awarded in the reporting period, is included at Appendix B.

In addition c. 25 non-regulated procurements below £20k, with a total value of around £160k were awarded in the reporting period.

## **8.0 PROCUREMENT PERFORMANCE**

### **8.1 Supporting national policies**

SCRA and CHS are part way through a joint Digital Strategy which will transform digital services in the Children's Hearing System. The Strategy is fully aligned with the Scottish Government's Digital ambitions for Scotland. The Procurement Team have supported the Programme Manager by providing procurement advice and leading on any tendering requirements.

SCRA's Procurement Team participate in the organisations Environmental Group which leads on environmental reporting and development of environmental initiatives. In addition the potential for environmental benefits are considered in procurement exercises and where appropriate sustainability is included as one of the criteria for tender evaluation with bidders advised that sustainability is a key feature of the Procurement Reform Bill and a focus of Scottish Government.

### **8.2 PCIP Healthcheck**

The last Healthcheck took place in autumn 2016. The main recommendations were:

- Contract and Supplier Management (CSM) - although competent and evidenced it was agreed that SCRA need to strengthen CSM formalities.
- Further development by SCRA Procurement Team (with support from SPCD) in Community Benefit Clauses in the tender process/weighting and scoring/recording and reporting.

Revised guidance on CSM has been developed and communicated internally. A self-assessment exercise was carried out in 2018/19 to establish a baseline and identify areas for improvement, starting with critical suppliers.

Community Benefit clauses are considered at Procurement Strategy stage in regulated procurement exercises and, where relevant in non-regulated procurements, and included in tender exercises where identified as appropriate. It remains the case that opportunities are very limited however the Procurement Team continue to build their understanding of Community Benefits requirements including reviewing examples of best practice. Details of Community Benefits included in contracts awarded in 2018/19 can be found at Section 4 above.

SCRA's next PCIP assessment will take place in September 2019.



### 8.3 2018/19 Published Spend Data

The following table was extracted from the data published by Spikes Cavell.

<p style="text-align: center;"><b>£6,225,185</b> Total Spend</p>			<p style="text-align: center;"><b>£5,382,954</b> Core Trade Spend</p>	
<p style="text-align: center;"><b>428</b> Input Suppliers</p>	<p style="text-align: center;"><b>410</b> De-duplicated Total Suppliers</p>	<p style="text-align: center;"><b>18</b> Duplicate Suppliers</p>	<p style="text-align: center;"><b>65</b> SME Suppliers</p>	<p style="text-align: center;"><b>2</b> Local Suppliers</p>
<p style="text-align: center;"><b>2559</b> Transactions</p>	<p style="text-align: center;"><b>£15,183</b> Avg. spend per supplier</p>	<p style="text-align: center;"><b>3%</b> PCard Spend</p>	<p style="text-align: center;"><b>31%</b> SME Spend</p>	<p style="text-align: center;"><b>10%</b> Local Spend</p>

#### Key:

**Total Spend** - the total amount of spend for the 18/19 year.

**Input Suppliers** - The number of suppliers, before de-duplication.

**De-duplicated Total Suppliers** - The number of unique suppliers.

**Duplicate Suppliers** - The number of suppliers which are duplicates of another supplier.

**PCard Spend** - Percentage of transactions by value of spend that are identified as Purchase Card transactions in the extract.

**Transactions** - The total number of transactions.

**Avg. spend per supplier** - The average spend per unique supplier.

**Core Trade Spend** - Core Trade is a sub-set of your supply base that includes all **Trade Suppliers** and **Social Care Providers** with whom you have spent £1,000 or more in the financial year.

**SME Suppliers** - Small & Medium sized businesses where the supplier has less than 249 employees or where the annual revenue is less than £22.8m.

**SME Spend** - Spend with SME as a percentage of Core Trade Spend.

**Local Suppliers** – Spend with suppliers within the same local authority area as your organisation (based on Postcodes).

**Local Spend**– Spend with local suppliers as a percentage of Core Trade Spend.

### 8.4 Contracted Spend

Of the estimated total procurement spend of £6,225,185 in 2018/19, £5,734,687 was contracted spend (including non-regulated contracts). This represented 92% of all procurement spend in the year.

Procurement spend is closely monitored by the Procurement Team with support from the Contracts Review Group.

### **8.5 Spend with SMEs**

During 2018/19 31% of SCRA's Core Trade Spend was with SMEs, however, it should be noted that Spikes do not currently have sufficient data from all suppliers on their number of employees, so the SME information is likely to be understated.

Of the four regulated procurements completed within the reporting period, two were awarded to SMEs. A further six non-regulated contracts above £20k were awarded to SMEs and c. eight contracts below £20k.

### **8.6 Invoices paid within 10 working days**

During the year ended 31 March 2019 SCRA paid 67.2% of all invoices within the terms of its payment policy.

### **8.7 Collaborative working**

SCRA utilises Scottish Government Frameworks where possible. In addition SCRA occasionally participates in UIGs (Interpreting, Translation & Transcription Services) and works with Children's Hearings Scotland where possible. No collaborative contracts were awarded by SCRA during 2018/19.

### **8.8 Savings & Benefits**

Scottish Procurement have confirmed that SCRA made savings of £376.3k in 2018/19 from SCRA's use of Scottish Government collaborative framework agreements. It should be noted that these are not savings which reduce SCRA's costs or help SCRA to operate within the approved level of Grant in Aid so are not counted as efficiency savings.

The Procurement Officer has developed a Savings Tracker to capture savings from SCRA contracts (as distinct from Frameworks above). Information on these savings have been captured throughout 2018-19 and the accumulated savings, largely based on the difference between the average of all tenders less the winning bid, amount to around £70.5k across the 11 procurement exercises where savings were calculated.

Savings are now reported to SCRA's Board in the quarterly Budget Outturn reports.

## **9.0 OTHER PROCUREMENT ACTIVITIES**

### **9.1 Digital Strategy**

The Procurement Team have supported the second year of the implementation of the Digital Delivery plan. The main procurement exercise was for the development of new core IT solutions for the Children's Hearings System and a contract was awarded in 2017/18. During 2018/19 the Procurement Team have been involved in a significant number of contract awards for IT equipment purchases all of which were non-regulated with a value below £20k. The Team have also played a key role in the tender exercise for Security Accreditation in the last quarter of 2018/19.

The Digital Strategy vision is to create a child centred hearing system, staffed with digitally capable volunteers and employees, who confidently utilise digital technologies to improve outcomes for children and young people in Scotland including through enhanced participation and engagement. The Strategy is linked to Scottish Government ambitions for digital transformation.

### **9.2 Facilities Management**

Prior to 2017/18 SCRA participated in the second Facilities Management collaborative contract let by Scottish Government. The performance of the contractor, Carillion, caused considerable difficulties throughout 2017/18 and the Procurement Team supported efforts to manage the main contractor, move services over to the main sub-contractor following Carillion's liquidation, let a two year contract during 2018/19 with a view to commencing new regulated procurement exercises in 2019/20. Work is ongoing with these procurements and invitations to tender are expected to be issued during Summer 2019.

### **9.3 General Data Protection Regulations (GDPR)**

The Procurement Team continued to work closely with SCRA's Information Governance Team to develop Data Processing Contracts where required in line with the requirements of the new GDPR, to update standard Terms and Conditions and Privacy Notices before the deadline of 25<sup>th</sup> May 2018.

GDPR is considered at the Procurement Strategy stage of each procurement exercise.

### **9.4 Policy development**

In line with the Procurement Reform (Scotland) Act, SCRA's Procurement Strategy was revised in March 2019 with changes approved by the senior management team.

The Procurement Policy is reviewed every two years and was updated in March 2019 and approved by the senior management team..

## **10.0 CONTINUOUS IMPROVEMENT ACTIVITY**

### **10.1 Competency Framework**

During 2018/19 the Procurement Officers updated their Procurement Competency using the Framework template. The priority areas for development will be incorporated into Personal Development Plans for the Procurement Officers and progress tracked in 2019/20.

### **10.2 Flexible Framework**

The Flexible Framework was completed in late 2017/18. Some progress was made against the actions identified in April 2018. Key actions from the Flexible Framework feature in the Procurement Team Plan against which progress is reviewed at regular Team meetings.

### **10.3 Contract and Supplier Management (CSM)**

New CSM guidance was developed during 2018/19 and rolled out to key Contract Managers, who were asked to complete a questionnaire to develop a baseline of current procedures. Responses to this exercise will be analysed during 2019/20 to identify areas for improvement.

There is a need to introduce more formality into contract management of critical suppliers with the Procurement Team reviewing evidence of compliance with the new procedures to ensure greater consistency of approach.

### **10.4 Networks and Training**

SCRA's Procurement Officers are members of a Cluster Group. In addition Procurement Officers attended the following events during the reporting period:

- Scottish Procurement & Commercial Directorate Procurement Improvement Event
- SG 14<sup>th</sup> National Procurement Conference & Professional Procurement Skills Training Zones
- Standard Form Construction Contracts Training
- Unconscious Bias Training
- Cyber Security Training
- Collateral Warranty Training
- Asbestos Awareness Refresher Training
- Webinar on Annual Procurement Reports and the Procurement Reform (Scotland) Act

## **11.0 ANNUAL PROCUREMENT REPORT TEMPLATE**

In accordance with Scottish Procurement Policy Note SPPN 4/2019 an Annual Procurement Report template has been completed and attached at Appendix C.

## 12.0 OWNERSHIP AND CONTACT DETAILS

The owner of SCRA's Annual Procurement Report is as follows:

Ed Morrison  
Head of Finance & Resources  
0131 244 8585  
[ed.morrison@scra.gsi.gov.uk](mailto:ed.morrison@scra.gsi.gov.uk)

## SUMMARY OF REGULATED PROCUREMENTS EXPECTED TO COMMENCE IN THE NEXT 2 FINANCIAL YEARS

Subject Matter	Type	Expected Contract Notice or Call Off Publication Date	Expected Award Date	Expected Start Date	Estimated Value of the Contract or Extension
Address Verification Software	Re-let	Jun 2019	Sep 2019	Oct 2019	£75,000
Core System & Applications Solution	Extension	Nov 2020	Nov 2020	Dec 2020	£1,400,000
Enterprise Agreement	New	Jun 2019	Aug 2019	Sep 2019	£1,577,000
Facilities Management Services – Hard Services	Re-Let	Jun 2019	Aug 2019	Nov 2019	£2,100,000
Facilities Management Services – Islands	Re-Let	Jul 2019	Sep 2019	Nov 2019	£200,000
Facilities Management Services – Soft Services	Re-Let	Jun 2019	Aug 2019	Nov 2019	£1,620,000
Finance System	Extension	Mar 2020	Mar 2020	Jun 2020	£67,000
Finance System	Re-let	May 2020	Feb 2021	Apr 2021	£450,000
General Stationery & Office Paper	Extension	Jun 2019	Jun 2019	Jun 2019	£77,000
General Stationery & Office Paper	Re-Let (Call Off)	May 2020	May 2020	Jun 2019	£232,000
Hearing Room Improvement Project – Furniture	New	Sep 2019	Nov 2019	Jan 2019	£180,000
Interpreting, Translation & Transcription Services	Extension	Oct 2019	Oct 2019	Nov 2019	£147,000
Interpreting, Translation & Transcription Services	Extension	Oct 2020	Oct 2020	Nov 2020	£147,000
Legal Services	Re-Let	Oct 2019	May 2020	Jun 2020	£560,000
Payroll & HR System	Re-Let	Jan 2020	Dec 2020	Jan 2021	£210,000
Postal Services	Extension	Sep 2019	Sep 2019	Oct 2019	£300,000
Postal Services	Re-Let (Call Off)	Sep 2020	Sep 2020	Oct 2020	£900,000
Supply of Electricity	Extension	Mar 2021	Mar 2021	Apr 2021	£165,000
Supply of Gas	Re-Let (Call Off)	Mar 2020	Mar 2020	Apr 2020	£220,000
Travel Services	Re-Let (Call Off)	Aug 2019	Aug 2019	Sep 2019	£80,000
Water & Waste Water	Re-Let (Call Off)	Mar 2020	Mar 2020	Apr 2020	£260,000
Winter Gritting	New	Jul 2019	Sep 2019	Nov 2019	£240,000

\* Note: Contract Extensions shown above are not included in the Section 9 of the template at Appendix C. Call Off's from Frameworks are included in the template.

**SUMMARY OF NON-REGULATED PROCUREMENTS ABOVE £20K  
AWARDED BETWEEN 01/04/18 AND 31/03/19**

<b>Contract/ File Ref.</b>	<b>Contract Title</b>	<b>Supplier Name(s)</b>	<b>Total Value (ex VAT)</b>	<b>Contract/ Extension Award Date</b>
SCRA/2018/10	Glasgow - Toilet Upgrade - Principal Contractor	Ross & Laidlaw	£45,821	08/11/2018
SCRA/2018/11	Greenock Upgrading - Principal Contractor	W.H. Kirkwood	£138,453	21/12/2018
SCRA/2018/20	Hearing Room Improvements - Furniture	Azzurro	£28,000	18/12/2018
SCRA/2018/21	Hearing Room Improvements - Works	Ross and Laidlaw	£22,000	17/01/2019
SCRA/2017/18	Perth - 1st Floor Upgrading - Principal Contractor	Ross and Laidlaw	£77,451	14/08/2018
SCRA/2018/24	Skills Licenses	QA	£20,833	26/03/2019
SCRA/2017/28	Taking Evidence by Commissioner	Heriot Electronics Ltd (T/a Heriot AV)	£20,800	19/09/2018
SCRA/2015/09 & 17	Legal Services (Extensions)	Anderson Strathern LLP	£280,000	01/06/2018
SCRA/2014/10	Payroll & eHR Software (Extension)	Insight	£70,000	14/01/2019
SCRA/2015/21	Water & Waste Water (Extension)	Anglian Water Business (Wave)	£60,000	01/03/2019

\* Notes: Works contracts below £2m are classed as non-regulated.

The above extensions were taken against contracts where procurements commenced prior to new Regulations introduced in April 2016.

## Annual Procurement Report template

[NOTE: reference to contract is also to be construed as meaning a Framework Agreement]

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	Scottish Children's Reporter Administration
b) Period of the annual procurement report	1 <sup>st</sup> April 2018 to 31 <sup>st</sup> March 2019
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b><u>2. Summary of Regulated Procurements Completed</u></b>	
a) Total number of regulated contracts awarded within the report period	4
b) Total value of regulated contracts awarded within the report period	£2,055,240
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	4
i) how many of these unique suppliers are SMEs	1
ii) how many of these unique suppliers how many are Third sector bodies	0
<b><u>3. Review of Regulated Procurements Compliance</u></b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	4
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b><u>4. Community Benefit Requirements Summary</u></b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	1



**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups <i>(Each contracting authority sets its own priority groups)</i>	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	Not Known
i) Total Value of contracts sub-contracted to Social Enterprises	Not Known
j) Total Value of contracts sub-contracted to Supported Businesses	£0
k) Other community benefit(s) fulfilled	0

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	1
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	2
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	2
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Not Known

**6. Payment performance**

a) Number of valid invoices received during the reporting period.	2579
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	67.2%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	0
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

## **7. Supported Businesses Summary**

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£171
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£171

## **8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report.	£6,225,185
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£1,668,716
c) Total procurement spend with Third sector bodies during the period covered by the report.	Not Known
d) Percentage of total procurement spend through collaborative contracts.	26.58%
e) Total targeted cash savings for the period covered by the annual procurement report	Not Known
i) targeted cash savings for Cat A contracts	Not Known
ii) targeted cash savings for Cat B contracts	Not Known
iii) targeted cash savings for Cat C contracts	Not Known
f) Total delivered cash savings for the period covered by the annual procurement report	£446,829
i) delivered cash savings for Cat A contracts	£335,852
ii) delivered cash savings for Cat B contracts	£40,472
iii) delivered cash savings for Cat C contracts	£70,505
g) Total non-cash savings value for the period covered by the annual procurement report	Not Known

## **9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	15
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£6,953,000

## Glossary

Term	Description
<b>Collaboration</b>	When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).
<b>Contract Management</b>	The process of monitoring the performance of a supplier to contract.
<b>Framework Agreement</b>	An agreement or other arrangement between one or more contracting authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.
<b>Critical Suppliers</b>	Those suppliers identified as business critical in terms of risk/value and business continuity.
<b>Procurement Exercise</b>	Full end to end procurement exercise documentation from strategy development to contract & supplier management.
<b>Procurement function</b>	The business management function that ensures identification, sourcing, access and management of the external resources that an organisation needs or may need to fulfil its strategic objectives.
<b>Procurement Journey</b>	Revised public procurement toolkit with guidance and templates on the procurement process or Construction manual when appropriate. The Procurement Journey will be enhanced on an on-going basis with feedback from users and any other identified good practice guidance and tools where appropriate to ensure a standardised approach to the supply base.
<b>Procurement Officer</b>	Individual who spends the majority of their time working in a role that adds value to the quality, cost and effectiveness of the procurement or acquisition of goods, works and services; impacting upon commercial relationships during one or more stages of the procurement cycle and contributing towards best practice contract and supplier management.
<b>Procurement strategy</b>	Strategy for procurement within an organisation (can be called policy).
<b>Public Contracts Scotland</b>	The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.
<b>Small Medium Enterprise (SME)</b>	The category of micro, small and medium-sized enterprises (SME's) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or an annual balance sheet total not exceeding 43 million euro.
<b>Supply Chain</b>	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.
<b>Supply Chain Management</b>	The coordinated set of techniques to plan and execute all steps used to acquire raw materials from suppliers, transform them into finished goods, and deliver both goods and services to customers. It includes chain-wide information sharing, planning, resources and performance measurements.
<b>Supported Business</b>	Either the organisation's main aim should be the social and professional integration of disabled or disadvantaged persons, or the contract should be performed within a sheltered employment programme.
<b>Value for Money</b>	An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.
<b>Whole Life Costing</b>	The costs of acquiring goods or services (including consultancy, design and construction costs, and equipment), the costs of operating it and the costs of maintaining it over its whole life through to its disposal – that is, the total ownership costs. These costs include internal resources and overheads.