



SCOTTISH

CHILDREN'S REPORTER

ADMINISTRATION

Procurement in SCRA

Annual Procurement Report

For the period
1st April 2019 to 31st March 2020

Published June 2020

VERSION CONTROL

VERSION NO.	REVISED BY	DESCRIPTION OF CHANGES	DATE
1.0	Helen Mora	First Issued Version	22/06/2020
2.0	Helen Mora	Updated Savings Information	21/07/2020

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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 May 2020 for the period 2020 to 2023. 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.

2. SUMMARY OF REGULATED PROCUREMENTS COMPLETED

The following regulated procurements were completed in the period from 1st April 2019 to 31st March 2020.

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)
22/05/2019	Independent Accreditor for CSAS	Arcanum Information Security Ltd	£42,197	£42,197	31/05/2019	30/05/2022
10/09/2019	Postal Services	Royal Mail	£890,658	£296,886	01/10/2019	30/09/2020
25/09/2019	Enterprise Agreement Software	Softcat Ltd	£840,000	£840,000	01/10/2019	30/09/2022
08/10/2019	Supply of Gas	Total Gas & Power Ltd	£179,250	£35,850	01/04/2020	31/03/2022
29/10/2019	Winter Gritting	Idverde Ltd	£51,306	£38,480	01/11/2019	31/10/2022
10/01/2020	Dual Monitors for CSAS	HP Inc Uk Ltd	£596,400	£596,400	13/01/2020	13/02/2020
26/02/2020	Water & Waste Water	Business Stream	£232,188	£174,171	01/04/2020	31/03/2023

* The above table does not include contract extensions which were taken during 2019/20.

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 2019/20
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	<p>Complied:</p> <ul style="list-style-type: none"> Addressed by SPCD in setting up Frameworks (Postal Services, Enterprise Agreement Software, Supply of Gas, Dual Monitors for CSAS, Water & Waste Water). Statements on workforce matters, CSR, Environmental performance and Sustainability included in ITTs and Evaluation criteria where applicable.
Develop a diverse range of suppliers, including SMEs, Supported Businesses and Third Sector	<p>Complied:</p> <ul style="list-style-type: none"> Addressed by SPCD in setting up Frameworks (as above). Engaged with Supported Businesses re possible contract opportunities.
Consider Community Benefit clauses in all contracts for good and services over £50k in value	<p>Complied:</p> <ul style="list-style-type: none"> Considered by SPCD in setting up Frameworks (as above). One Cat C contract awarded will result in Community Benefits.
Ensure that regulated procurements are carried out in compliance with SCRA's sustainable procurement duty	<p>Complied:</p> <ul style="list-style-type: none"> Addressed by SPCD in setting up Frameworks (as above). Sustainability Test included in Procurement Strategies and Evaluation Criteria included in tenders issued, where appropriate.
Comply with SCRA's Health & Safety Policy by ensuring that suppliers comply with relevant regulations and best practice	<p>Complied:</p> <ul style="list-style-type: none"> Addressed by SPCD in setting up Frameworks and in SCRA tender exercises, where relevant.
Follow SCRA's established approach of consulting and engaging with those affected by its procurements	<p>Complied:</p> <ul style="list-style-type: none"> 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).

Ensuring SCRA's contracts deliver value for money	Complied: <ul style="list-style-type: none"> • Procurement Strategies identify best route to market and ensure demand is justified. • Business Cases include whole life costing where appropriate. • Opportunities for collaboration actively considered. • All regulated procurements tendered via PCS.
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"> • Improvement in payment performance will be targeted again in 2020/21.
2. Promote continuous improvement	
Develop contract management practices across SCRA	Partly complied: <ul style="list-style-type: none"> • Results of a baseline exercise were considered in drafting contract management guidance which will be implemented in 2020/21..
Develop and train staff involved in managing contracts and suppliers	Partly complied: <ul style="list-style-type: none"> • No formal training delivered but regular focus at Contracts Review Group. Formal training planned for 2020/21.
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"> • Continued progress in 2019/20, focus of group in 2020/21 will be on effective contract management.
Develop relationships with Scottish Government Procurement and identify opportunities for collaborative working with other public bodies	Complied: <ul style="list-style-type: none"> • Good relationships with Scottish Government Procurement and opportunities for collaboration actively considered.

3.3 Review of regulated procurements

SCRA's Head of Finance and Resources reviewed all regulated procurements in the period April 2019 to March 2020, as shown in the table above, for compliance with the organisation's Procurement Strategy and Policy.

In summary all seven of our 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.

Five were awarded under Scottish Government Frameworks, one was awarded following a mini competition using a Crown Commercial Services Framework and in the case of Winter Gritting Services, an award was made following a single stage competition.

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 Winter Gritting contract awarded during the reporting period. These have not yet taken place. The CBCs agreed include:
- One talk and one workshop to two local schools. Their visits could cover a presentation on careers in the construction and landscaping industry as well as information that is of use to the pupils, such as safety around worksites and a basic introduction to horticulture or civil engineering.
 - An on-site workshop, where pupils could go to site to get a glimpse of how their environment is being improved.
 - Should they require to recruit to deliver our contract, they will ensure the recruitment drive is targeted locally.
- 4.2 A question on CBCs was also included in the Facilities Management contracts and the Legal Services contract which commenced during the reporting period and will be awarded during 2020/21.

5. SUPPORTED BUSINESSES SUMMARY

- 5.1 SCRA actively take steps to facilitate contract opportunities for Supported Businesses where possible. One low value contract for furniture in Greenock was awarded to RSBi during the reporting period, through the Supported Factories & Businesses Framework.
- 5.2 SCRA invited Dovetail Enterprises to quote for furniture for the Ochil House Boardroom but they were unsuccessful.
- 5.2 SCRA met with the Supported Businesses Framework Managers to discuss a possible project for the supply of furniture for the hearing room project. The Framework Managers discussed the project with the Supported Business, however, it was agreed that on this occasion use of the Framework was not an option.

The Framework Managers agreed that the meeting had been beneficial and a discussion around the best way of encouraging and incentivising use of Supported Businesses in the supply chains of main contractors was thought provoking and they would explore the opportunities around this with their colleagues.

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 and the COVID-19 pandemic.

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.14 non-regulated procurements below £20k, with a total value of around £145k were awarded in the reporting period.

8.0 PROCUREMENT PERFORMANCE

8.1 Supporting national policies

SCRA and CHS are nearing the end of a joint Digital Programme which will provide a robust platform and future-proofed systems on which it will be possible to 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 December 2019. The main recommendations were:

- Learning & Skills – although agreed as green status, it was recommended that a formalised training plan/register for DPOs is created to ensure consistent knowledge of commercial and procurement requirements . Consideration should also be given to linking the delegation of DPA to completion of training.
- Fraud – Although agreed as green statues, it was recommended that a formalised record of training in fraud prevention is created to enable visibility of DPOs having their knowledge refreshed to mitigate any risk.

- Contract Management – An amber status was agreed and it was recommended that a formalised process is implemented routinely to gauge the level of risk (and therefore level of contract management) that should apply. This includes the creation of a formal handover document from the Procurement Team to the Contract Manager to make the KPIs, deliverables etc. visible to enable measurement and management of the Supplier. This will also provide Contract Managers with items to include on the agenda for contract review meetings.
- Savings & Benefits – A green status was agreed, however, it was recommended that the Benefits Reporting Guidance document is used as a reference for all potential savings going forward. It was also recommended that the softer benefits realised from calling off SG frameworks are also recorded.

Following a self-assessment exercise being carried out in 2018/19 to establish a baseline and identify areas for improvement, revised guidance on CSM has been developed and will be communicated internally during June 2020.

8.3 2019/20 Published Spend Data

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

<p style="text-align: center;">£6,227,148 Total Spend</p>			<p style="text-align: center;">£5,339,311 Core Trade Spend</p>	
<p style="text-align: center;">532 Input Suppliers</p>	<p style="text-align: center;">495 De-duplicated Total Suppliers</p>	<p style="text-align: center;">37 Duplicate Suppliers</p>	<p style="text-align: center;">74 SME Suppliers</p>	<p style="text-align: center;">2 Local Suppliers</p>
<p style="text-align: center;">2197 Transactions</p>	<p style="text-align: center;">£12,580 Avg. spend per supplier</p>	<p style="text-align: center;">4% PCard Spend</p>	<p style="text-align: center;">37% SME Spend</p>	<p style="text-align: center;">14% Local Spend</p>

Key:

Total Spend - the total amount of spend for the 19/20 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 £6,227,148 in 2019/20, £5,844,046 was contracted spend (including non-regulated contracts). This represented c. 94% 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 2019/20 37% 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 seven regulated procurements completed within the reporting period, one was awarded to a SME. A further six non-regulated contracts above £20k were awarded to SMEs and c. nine contracts below £20k.

8.6 Invoices paid within 10 working days

During the year ended 31 March 2020 SCRA paid 70% 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 (Mobile phone and Police Scotland's British Sign Language procurement) and works with Children's Hearings Scotland where possible. No collaborative contracts were awarded by SCRA during 2019/20.

8.8 Savings & Benefits

Due to the COVID-19 pandemic, Scottish Procurement had not confirmed the Q4 savings that SCRA made from SCRA's use of Scottish Government collaborative framework agreements, before this report was published. It has now been confirmed that savings of £417.3k were achieved during 2019/20. 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 has been captured throughout 2019-20 for regulated and non-regulated procurements, and the accumulated savings, largely based on the difference between the average of all tenders less the winning bid and large savings over the 4 year period of the Winter Gritting contract, amount to around £156.4k across the 10 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 third year of the Digital Programme. 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 2019/20 the Procurement Team played a key role in the tender exercise for Security Accreditation which was awarded in the first quarter of 2019/20.

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

During 2019/20, the Procurement Team worked with the Property Team to finalise the tender documents for three separate Facilities Management contracts. These were issued between September and November 2019. Following an extensive clarification period, all three contracts will be awarded early 2020/21.

9.3 Equalities & Inclusion

The Procurement Officer participated in the dry run of the Equalities & Human Rights Impact Assessment (EHRIA) training in order to feedback comments from a Procurement perspective. Following this, the Procurement Officer met with the Inclusion & Diversity Manager in March 2020 for further advice on completing an EHRIA for the updated Corporate Procurement Strategy in order to make the

Strategy more inclusive. The EHRIA was submitted to the review group in May 2020.

9.4 Policy development

In line with the Procurement Reform (Scotland) Act, SCRA's Procurement Strategy was revised in May 2020 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.

9.5 Cyber Resilience

In January 2020, the Scottish Government advised that the Supplier Cyber Security Guidance Note had been developed to meet the commitment to develop a proportionate, risk-based policy in respect of supply chain cyber security for Scottish public sector organisations.

The Procurement Officer has been working with the Digital Governance Lead in connection with a scoping exercise to implement the requirements. From 1st April 2020, the Procurement Officers will consider the importance of cyber security before commencing each procurement and where relevant will complete the Scottish Cyber Assessment Service decision-making support tool and include relevant wording in tender documentation and Terms & Conditions of contracts. As per the guidance, the tool will also be used on relevant existing contracts.

10.0 CONTINUOUS IMPROVEMENT ACTIVITY

10.1 Competency Framework

During 2019/20 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 2020/21.

10.2 Contract and Supplier Management (CSM)

New CSM guidance was developed during 2019/20 which will be implemented in 2020/21.

There is a need to introduce more formality into contract management of critical suppliers in line with findings in the PCIP and Internal Audit review.

10.3 Procurement Audit

A Procurement and Contract Management Audit was carried out during December 2019 as part of the 2019/20 Internal Audit Plan and process improvement recommendations will be implemented in 2020/21.

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:

- Heads of Procurement Meeting
- SG 15th National Procurement Conference & Professional Procurement Skills Training Zones
- SG Contract & Supplier Management Training Modules
- Webinar on Annual Procurement Reports and the Procurement Reform (Scotland) Act
- Asbestos Awareness Refresher Training

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

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 for CSAS	Re-Let	15/06/2020	27/07/2020	01/08/2020	£75,000
Confidential Shredding (Extension)	Extension	N/A	01/02/2021	11/03/2021	£11,060
Core Systems & Application Solution Extension	Extension	N/A	01/11/2020	22/12/2020	£300,000
Enterprise License Agreement - Volume Licenses for production phase of CSAS	New	10/12/019	25/09/2019	01/10/2019	£840,000
Finance System (Re-Let)	Re-Let	12/10/2020	01/03/2021	01/04/2021	£450,000
General Stationery & Office Paper - Re-Let by SG	Call Off	N/A	01/10/2020	01/11/2020	£155,000
Hearing Rooms Improvement – Furniture, consultancy, works	New	01/09/20	02/11/20	11/01/21	£400,000
Independent Accreditor for CSAS	Re-Let	22/11/2021	01/05/2022	01/06/2022	£50,000
Internal Audit Services (Re-Let) (Collaborative Contract with CHS)	Re-Let	01/02/2021	01/06/2021	01/07/2021	£125,000
Interpreting, Translation & Transcription Services	Call Off	N/A	01/10/2021	12/11/2021	£650,000
Payroll & HR Software	Re-Let	15/07/2020	15/12/2020	15/01/2021	£350,000
Postal Services	Extension	N/A	01/09/2020	01/10/2020	£300,000
Secure Mailing Bags (SCRA wide)	New	TBA	01/05/2021	01/06/2021	TBA
Supply of Electricity	Extension	N/A	02/04/2020	01/04/2021	£156,000

* 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 & CONTRACT EXTENSIONS
ABOVE £20K - AWARDED BETWEEN 01/04/19 AND 31/03/20**

Contract/ File Ref.	Contract Title	Supplier Name(s)	Total Value (ex VAT)	Contract/ Extension Award Date
SCRA/2019/05	Asset Valuation Services	Ryden LLP	£20,425	18/09/2019
SCRA/2019/07	Child Development Training (2019/20)	University of Strathclyde (Celcis)	£21,200	27/02/2020
SCRA/2017/02 (PCCN 12)	CSAS – PROJECT MANAGER (NCA)	Leidos Innovations UK Ltd	£21,182	15/05/2019
SCRA/2017/02 (PCCN 10)	CSAS – SECURITY ASSURANCE (NCA)	Leidos Innovations UK Ltd	£44,800	15/05/2019
SCRA/2019/35	Dual Monitors	HP Inc UK Ltd	£49,700	12/01/2020
SCRA/2014/13	Finance System (Extension)	Advanced Business Solutions	£66,686	11/03/2020
SCRA/2019/17	Furniture - Kilmarnock	Datel Interiors Ltd	£45,660	30/10/2019
N/A	General Stationery & Office Paper (Extension)	Lyreco	£77,150	17/05/2019
SCRA/2019/16	Glasgow - Staff Area - Main Contractor	Interact Interiors Ltd	£33,888	05/02/2020
N/A	Glasgow - Staff Area - Supply of Furniture	Claremont Office Supplies	£34,232	27/01/2020
SCRA/2017/01	Interpreting, Translation & Transcription Services (Extension)	Global Connections (Scotland) Ltd	£146,950	11/11/2019
SCRA/2019/15	Kilmarnock - Staff Area - Principal Contractor	Interact Interiors Ltd	£122,025	30/10/2019
N/A	Stranraer - External Works - Priority Works	Ross & Laidlaw	£39,719	05/03/2020
SCRA/2018/15	Water Coolers - Plumbed in and Bottled	Angel Springs (t/a Waterlogic)	£20,000	13/06/2019

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

Annual Procurement Report template

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

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	Scottish Children's Reporter Administration
b) Period of the annual procurement report	1 st April 2019 to 31 st March 2020
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	7
b) Total value of regulated contracts awarded within the report period	£2,831,999
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	7
i) how many of these unique suppliers are SMEs	1
ii) how many of these unique suppliers how many are Third sector bodies	0
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	7
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<u>4. Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
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.	2
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.	1
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.	2161
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms).	70%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains	To be confirmed
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:	£210
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£210

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£6,227,148
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£1,975,545 (%age of Core Trade Spend)
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.	31.95%
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	£573,715
i) delivered cash savings for Cat A contracts	£381,099
ii) delivered cash savings for Cat B contracts	£36,171
iii) delivered cash savings for Cat C contracts	£156,445
g) Total non-cash savings value for the period covered by the annual procurement report	Not Known
<u>9. Future regulated procurements</u>	
a) Total number of regulated procurements expected to commence in the next two financial years	10
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£7,003,000

Glossary

Term	Description
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).
Contract Management	The process of monitoring the performance of a supplier to contract.
Framework Agreement	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.
Critical Suppliers	Those suppliers identified as business critical in terms of risk/value and business continuity.
Procurement Exercise	Full end to end procurement exercise documentation from strategy development to contract & supplier management.
Procurement function	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.
Procurement Journey	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.
Procurement Officer	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.
Procurement strategy	Strategy for procurement within an organisation (can be called policy).
Public Contracts Scotland	The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.
Small Medium Enterprise (SME)	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.
Supply Chain	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.
Supply Chain Management	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.
Supported Business	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.
Value for Money	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.
Whole Life Costing	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.