

## AGENDA

#	Item	Purpose	Paper	Action
1.	<b>Apologies</b>			
2.	<b>AOB</b>			
3.	<b>Minute of Previous Meeting – 01 February 2023</b>	Approval	Attached	
4.	<b>Matters Arising</b> a) Staff Pay b) SCRA Budget c) Improvement Leader Course	Update Update Update	Verbal Verbal Verbal	SD EM AH
5.	<b>SCRA Staff Event</b>	Approval	Attached	MMcl
6.	<b>Corporate Procurement Strategy</b>	Approval	Attached	EM
7.	<b>Internal Audit Action Tracker</b>	Review	Attached	PA
8.	<b>SCRA Board – March Meeting</b> a) Agenda b) SCRA Internal Review c) Budget Monitoring Report	Review	Attached	HE EM
<b>Standing Items</b>				
9.	<b>Practice and Policy</b> a) General Update	Update	Verbal	AH
10.	<b>Information Governance</b> a) General Update b) January Breach Report	Update Noting	Verbal Attached	AH AH
11.	<b>Digital Programme</b> a) General Update	Update	Verbal	LMcD
12.	<b>Keeping the Promise</b> a) Hearing System Working Group (HSWG) b) Keeping The Promise Programme Board	Update Update		LB LB
13.	<b>New Risks</b>			
14.	<b>Forward Plan</b> a) CHIP – 02/03 b) Care & Justice Bill, Call for Views – 03/03 c) Collective Leadership Group – 06/03 d) National Child Protection Leadership Group – 08/03 e) Youth Justice Improvement Board – 08/03			

#	Item	Purpose	Paper	Action
	f) CELCIS Strategic Advisory Board – 10/03 g) Secure Care Symposium – 14/03 h) Accountability Meeting – 14/03 i) Justice Board – 16/03 j) NBHGG Pathfinders Engagement Workshop – 21/03 k) Children and families National Leadership Group – 22/03 l) WSA Implementation Group – 27/03 m) SCRA Board Meeting – 29/03 n) LRM Network 31/03			
	<b>Date of Next meeting;</b> Wednesday 05 April 2023, at Ochil House, Stirling			

**Present**

Neil Hunter (NH)	PR/CE, Chair
Alistair Hogg (AH)	Head of Practice & Policy
Ed Morrison (EM)	Head of Finance & Resources
Lisa Bennett (LB)	Head of Strategy and OD
Susan Deery (SD)	Head of Human Resources
Lawrie McDonald (LMcD)	Head of IT
Paul Mulvanny (PM)	Senior Operational Manager (East & Central)
Helen Etchells (HE)	Senior Operational Manager (North & West)
Pamela Armstrong (PA)	Governance Officer – Minute (By Teams)

	Item	Timescale	Action
1.	<b>Apologies</b> None		
2.	<b>AOB</b> None		
3.	<b>Minute of Previous Meeting – 11 January 2023</b> Minute Approved		
4.	<b>Matters Arising</b> <ol style="list-style-type: none"> <li><b>Staff Pay</b> – The SCRA pay offer is one of the highest NDPB offers. UNISON members have been balloted with results expected towards the end of the month.</li> <li><b>Public Service Reform</b> - Baseline information has now been issued to the sponsor team. A CE meeting was called last week. A strategic sponsorship review including the Chair will be held next week with a number of EMT members and the SG Sponsor Team.</li> </ol>		
5.	<b>SCRA Business Plan</b> LB introduced the latest draft of the SCRA Business Plan. <ul style="list-style-type: none"> <li>The Board are content with structure of the report and now focused on understand the delivery structure.</li> <li>Strategic objectives are one of the areas still to be completed.</li> <li>The plan needs to have deliverables attached, enabling progress to be measured.</li> <li>EMT are asked to provide any ideas and further consider if they are priorities or supporting strategies.</li> </ul>		EMT

	Item	Timescale	Action
6.	<p><b>SCRA Audit &amp; Risk Committee</b></p> <p>Draft reports were reviewed ahead of the 23 February Audit &amp; Risk Committee. Final version of the reports are to be submitted by the end of the week.</p>		All
<b>STANDING ITEMS</b>			
9.	<p><b>Practice and Policy</b></p> <p><b>General Update</b></p> <p>AH Provided the following verbal update:</p> <ul style="list-style-type: none"> <li>• <b>UNCRC</b> – No change. An update will be provided when available.</li> <li>• <b>Care &amp; Justice Bill</b> – SCRA will engage fully with the bill team on influencing any future changes and reconsider the financial memorandum.</li> <li>• <b>Bairns’ Hoose model and governance group</b> – A short life working group will be set up. There is ongoing contention regarding the standards.</li> <li>• <b>IG Team</b> – The Information Governance manager is focusing on a particular role that would help stabilise the team. An exercise has been conducted with SE in relation to recent breaches. This has been positive but has surfaced some tensions.</li> </ul>		
10.	<p><b>Information Governance</b></p> <p>AH provided the following verbal update:</p> <ul style="list-style-type: none"> <li>• The change to the non-disclosure process has been implemented. This will be monitored, and future enhancements will be considered. This has been received positively and will prevent high risk breaches.</li> <li>• The Covid enquiry is starting to gather all relevant information. There may be a series of requests for information. The IG Manager is coordinating SCRA’s response to any enquiry requests.</li> </ul>		
11.	<p><b>Digital Programme</b></p> <p>LMcD provided a verbal update.</p> <ul style="list-style-type: none"> <li>• All immediate priorities remain on track.</li> <li>• We need to consider how asks are made to other teams and how best to allocate priorities.</li> <li>• There is ongoing development of the relationship with Scottish Government regarding AI opportunities in the future.</li> <li>• The tribunal model work conducted by CHS has potential to consume a large amount of SCRA digital resource and will require the use of the pre-production environment. Leidos have been commissioned to do a piece of work to look at the implications.</li> </ul>		

	<b>Item</b>	<b>Timescale</b>	<b>Action</b>
<b>12.</b>	<b>Keeping the Promise</b> AH provided a verbal update. <ul style="list-style-type: none"> <li>The deadline for submission of a paper requested by the Chair of the HSWG , from SCRA and CHS, is tomorrow. The paper responds to the question, is there a legitimate role for the Reporter once grounds have been established and should supporting functions still exist?</li> </ul>		
<b>13.</b>	<b>New Risks</b> No new risks identified		
<b>14.</b>	<b>Forward Plan</b> The forward plan was reviewed.		
	<b>Date of Next Meeting</b> Wednesday 01 March 2023, Bell Street, Glasgow.		

# SCOTTISH CHILDREN'S REPORTER ADMINISTRATION

## REVISION OF CORPORATE PROCUREMENT STRATEGY

**Accountable Director:** Head of Finance & Resources

**Report Prepared By:** Procurement Officer

**Date:** 24<sup>th</sup> February 2023

### Recommendations:

1. To approve SCRA's revised Corporate Procurement Strategy in line with the Procurement Reform (Scotland) Act 2014 (the Act) which further aligns SCRA with Scottish Public Sector best practice.

**Reason for Report:** For approval

**Resource Implications:** Not applicable

**Strategy:** In accordance with approved Procurement Policy

**Consultation:** Scottish Procurement Directorate (Scottish Procurement)

**Equalities Duties:** An equalities impact assessment has been prepared and is awaiting feedback from the Equality Review Group

**Document Classification:** Not protectively marked

## **1. Introduction**

- 1.1 SCRA's Corporate Procurement Strategy, covering the period 2020-23, was first published in May 2020 and last revised in March 2022 to cover the period 2020-24. Under the Procurement Reform (Scotland) Act 2014, we are required to revise this Strategy annually before the start of each new financial year. A copy of the latest revision is attached at Appendix 1.

## **2. Main Changes**

- 2.1 The main changes to the Strategy were to update our General Policies at Section 6.1, in particular:
- 6.1.2 – to reflect changes to the Policy on Consulting and Engaging with those affected by its Procurements, in connection with updated guidance following Brexit
  - 6.1.3 - to reflect the changes to the Fair Work Practices Policy which were approved by EMT in December 2022
  - 6.1.7 - to include details of the new Policy on Prompt Payment in the Supply Chain which was approved by EMT in December 2022
  - 8.1 – to update the expenditure profile to reflect 2021/22 spend figures
- 2.2 The updated Strategy is required to be published and a copy sent to the Scottish Ministers.
- 2.5 The Strategy will also be sent to all Delegated Purchasers, the Digital Programme Director and Head of Property and will be placed on the Procurement page of Connect and SCRA's website so that they are accessible to SCRA staff at all levels of the organisation and also to external readers and suppliers.

## **3. Continuous Improvement**

- 3.1 The Procurement Officer has continued working with the Inclusion & Diversity Manager to further understand general rules for completing EHRIA's for procurement exercises and embedding diversity monitoring questions into our tender documents to ensure an inclusive approach to procurement.
- 3.2 The Procurement Officers will continue to work with the Head of Property to implement the actions required to assist SCRA to meet its net zero targets.

## **4. Recommendation**

- 4.1 To approve SCRA's revised Corporate Procurement Strategy in line with the Procurement Reform (Scotland) Act and Scottish Public Sector best practice.

# Procurement in SCRA

## Corporate Procurement Strategy 2020 – 2024

Published March 2023

### VERSION CONTROL

VERSION NO.	REVISED BY	DESCRIPTION OF CHANGES	DATE
1.0	Helen Mora	First Issued Version	29/04/2020
2.0	Helen Mora	Annual Review	31/03/2021
3.0	Helen Mora	Annual Review	24/02/2022
4.0	Helen Mora	Annual Review	24/02/2023



## Contents

### Foreword

1. Introduction
2. Strategic Context
3. Compliance with Requirements of Section 15(5) of the Procurement Reform (Scotland) Act 2014 and Statutory Guidance
4. Strategic Aims
5. Key Priorities
6. SCRA's Procurement Policy & Procedures
7. Supporting Policies
8. Spend Analysis & Value for Money
9. Performance Monitoring & Reporting
10. Annual Reporting
11. Ownership and contact details

### Appendix A: Glossary

## FOREWORD BY NEIL HUNTER, PRINCIPAL REPORTER/CHIEF EXECUTIVE

Effective and efficient procurement is very important to all public bodies and SCRA is no different in that regard. This strategy, which has been reviewed and approved by SCRA's Board, sets out how our procurement work in SCRA will benefit Localities and Head Office by ensuring that the goods and services that we consume and rely on in our day to day work represent the best value in terms of quality and price.

### Accountability

SCRA Board	<ul style="list-style-type: none"><li>• Approve Corporate Procurement Strategy</li></ul>
Principal Reporter/Chief Executive	<ul style="list-style-type: none"><li>• Responsibility to ensure that procurement activity is carried out in accordance the Scottish Public Finance Manual</li></ul>
Head of Finance & Resources	<ul style="list-style-type: none"><li>• Sponsor of the Procurement Strategy</li></ul>
Procurement Officers	<ul style="list-style-type: none"><li>• Responsibility for delivering the Procurement Strategy</li><li>• Ensure full compliance with Public Sector Regulations</li><li>• Ensure services purchased are safe for children, young people, their families and staff to use</li></ul>
Delegated Purchasers	<ul style="list-style-type: none"><li>• Support delivery of the Procurement Strategy</li></ul>
Business Leads	<ul style="list-style-type: none"><li>• Support the Procurement Team</li><li>• From across the organisation but particularly Property, Digital, IT and Business Managers.</li></ul>

### Approach

A solid approach to procurement, captured by this strategy, allows 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.

I know the team will really appreciate you taking the time to consider this strategy and for your continued engagement with them on this important aspect of SCRA's work.

Kind regards



**Neil Hunter**  
**Principal Reporter/Chief Executive**

## 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.

### 1.2 Procurement Vision

Our vision for the future is one where the approach to procurement and contract management is inclusive and 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.

Our inclusive approach will increase supplier diversity by:

- Eliminating unnecessary barriers to the procurement process to give Small to Medium Enterprises (SMEs), minority-owned businesses, third sector, social enterprises and other different organisations fair and equal access to opportunities.
- Working proactively to encourage these organisations to participate in the procurement process.
- Seeking feedback on the procurement process to ensure the process is as accessible as possible to as many as possible

## 2. STRATEGIC CONTEXT

This document updates SCRA's 2020-24 Procurement Strategy which was originally published in May 2020 and revised in February 2022.

We need to review our Strategy each year and make changes to it where appropriate. This update is the outcome of our third review. It sets out how we plan to carry out our procurements for this financial year, 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024, providing focus on some of those policies that we aim to support through procurement. We will publish this Strategy on our [website](#).

The Procurement Reform (Scotland) Act 2014 requires a contracting authority with expected annual procurement spend above £5 million to produce a Procurement Strategy.

The SCRA Corporate Plan 2020-24 sets out the changing environment in which the organisation will operate with a particular focus on working with The Promise and with partners to reform the areas of the Hearings system, outlined in Plan 2021-24, preparing for the implementation of the Children’s Care and Justice Bill (CCJB) and further developing Digital systems technology to support participation by children and young people.

The procurement strategy, which is evolving to reflect developments including Fair Work First, Inclusive Procurement, Climate Change Call to Action and Cyber Security, will support delivery of the Corporate Plan’s aims, objectives and values and will ensure compliance with national policies, legislation, tools and guidance including:

- Procurement Reform (Scotland) Act 2014;
- Procurement (Scotland) Regulations 2016;
- Public Contracts (Scotland) Regulations 2015;
- Concessions Contracts (Scotland) Regulations 2016;
- The Equality Act (2010) and associated Regulations
- Scottish Procurement Policy Notes;
- Procurement Commercial Improvement Programme (PCIP)
- The Scottish Public Finance Manual
- The Construction Procurement Manual
- The Sustainable Procurement Duty tools developed by Scottish Government
- Case Law; and
- SCRA’s Procurement Policy Manual

SCRA Procurement follows the “Scottish Model of Procurement” using the Scottish Government’s Procurement Journey as the basis for our policy and procedures.

### **3. COMPLIANCE WITH REQUIREMENTS OF SECTION 15(5) OF THE PROCUREMENT REFORM (SCOTLAND) ACT 2014 AND STATUTORY GUIDANCE**

In compliance with Section 15(5) of the Procurement Reform (Scotland) Act 2014 and published Statutory Guidance, SCRA is 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.

### **4. STRATEGIC AIMS**

The principal aims of SCRA Procurement are to:

- Deliver a professional and flexible procurement service to both internal managers and external suppliers through an inclusive procurement approach, 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, young people 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 UK legislation and Public Sector Regulations, in accordance with the General Duties and Sustainable Procurement Duty, 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.

## 5. KEY PRIORITIES

In order to achieve the above aims, SCRA Procurement has identified the following key priorities for the period 2020 to 2024. These also align with the 7 Public Procurement Priorities, in particular, Sustainable Economic Recovery, Maximise Impact of the Sustainable Procurement Duty, Climate Emergency and Achieving Professional Excellence.

### 5.1 Priority one: implementation of Fair Work First Criteria

In accordance with Scottish Procurement Policy Notes (SPPNs) 03/2021 and 06/2021, and the Statutory and Best Practice Guidance, we will continue to embed Fair Work in our organisation through our supply chain by applying the seven Fair Work First criteria in our regulated procurement processes where relevant and proportionate to do so. We will do this by asking suppliers bidding for our contracts to commit to progressing towards adopting the following seven criteria:

- Appropriate channels for effective voice, such as trade union recognition
- Investment in workforce development
- No inappropriate use of zero hours contracts
- Action to tackle the gender pay gap and create a more diverse and inclusive workplace
- Providing fair pay for workers (for example, payment of the real Living Wage).
- Offer flexible and family friendly working practices for all workers from day one of employment
- Oppose the use of fire and rehire practices

We will update our policy to reflect the Fair Work First criteria and continue to incorporate evaluation of other workforce matters in our tenders for regulated procurements where the use of labour is key to the delivery of the contract.

We are also committed to promoting the use of Fair Work Practices, including payment of the Real Living Wage in our non-regulated procurements by including a statement in our tender documents.

## 5.2 Priority two: working with Suppliers (Including SME's, Supported Businesses & Third Sector)

To ensure transparency and to assist prospective suppliers, existing suppliers and other stakeholders, SCRA has a section for Procurement on the corporate website, [www.scra.gov.uk](http://www.scra.gov.uk), where SCRA publish the Strategy, Procurement Policy and standard Terms & Conditions and has a link to SCRA's profile on Public Contracts Scotland. This information will help suppliers to forecast when contracts will be procured and assist them in bidding for SCRA work.

SCRA is committed to reviewing and updating Procurement Policies and procedures to ensure that SCRA contributes to improving social, economic and environmental wellbeing where relevant in our regulated contracts. This on-going review will ensure that SCRA remains an inclusive organisation and encourages a diverse range of suppliers including SME's, Supported Businesses and the Third Sector. SCRA's tender strategies are designed to promote SME participation wherever possible and tender documentation is written in a manner which is easy to understand SCRA will continue to identify and reserve appropriate contracts for Supported Businesses.

We will work with the Digital Programme Director and Head of Property to build long term resilience into our supply chains.

SCRA has signed up to the Supplier's Charter. Further information about this and practical information for suppliers on bidding for public sector contracts can be found using this [link](#).

## 5.3 Priority three: ensuring Inclusive Procurement

In line with the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 as amended, we consider equality, diversity and inclusion throughout tender processes and comply fully with legislation. Where relevant and proportionate in our regulated procurements, we carry out an Equality & Human Rights Impact Assessment (EHRIA) at procurement stage and suppliers are required to provide details of any equality policies and systems that they have in place and that will be utilised when delivering the contract. This is further addressed in SCRA's standard Terms & Conditions.

To monitor the use of SME's we currently request information from Suppliers on the size of their organisation. We will develop an Equality Diversity Form and a Supplier Guide on Inclusion & Diversity to include in our Tenders to promote and monitor inclusive procurement. We will also explore opportunities to provide Diversity Training or an awareness video for Suppliers in the future.

Also addressed in SCRA's standard Terms & Conditions is the Employment Relations Act 1999 (Blacklists) Regulations 2010 which addresses blacklisting activities. This is also covered in the European Single Procurement Document (ESPD) (Scotland).

On completion of a procurement, we offer a debrief to all suppliers to help them improve their competitive performance and this will include any issues specifically pertaining to inclusion and diversity.

In line with our updated General Policy on Consulting and Engaging with those affected by procurements (see 6.1.2) we now include as standard in our letters to Suppliers that we welcome feedback on the procurement process to ensure the process is as accessible as possible to as many as possible.

#### **5.4 Priority four: realising Sustainability**

In response to the Sustainable Procurement Duty included in the Procurement Reform (Scotland) Act 2014, our Procurement Policy sets out how SCRA will meet this duty including adopting best practice, meeting legal and financial obligations, securing wider economic, social and environmental benefits, including the use of community benefit clauses, and encouraging the procurement of low carbon options to support the development of a low carbon economy.

In response to the Global Climate Emergency and SPPN 1/2021, we will contribute to SCRA's commitment to reduce indirect emissions of greenhouse gases by:

- Carrying out a review of our procurement pipeline to prioritise where to focus resources to reduce emissions, support biodiversity or a circular economy.
- Reviewing the new Sustainable Procurement Tools and continuing to assess contracts for sustainability opportunities by completing a Sustainability test for all regulated procurements or others with scope to reduce emissions.
- Drive compliance through use of Frameworks which have already considered climate change.
- Reviewing historical consumption patterns to help prioritise where to best focus resources internally to influence demand management, consumption and associated internal policies and ways of working.
- Implementing priority actions from our Sustainable Procurement Action Plan (Flexible Framework)
- Contributing to SCRA's mandatory environmental reporting by completing the procurement section of the annual Climate Change Report.

We will continue to consider the whole life cost and environmental impact of construction projects as appropriate, encouraging recycling and the reuse of materials through waste management plans in order to minimise waste to landfill, look to the use of low energy equipment and environmentally friendly chemicals, and maximise use of materials from sustainable sources in accordance with government buying standards.

Further, SCRA will procure fairly and ethically traded goods and services in accordance with current legislation.

#### **5.5 Priority five: continuous improvement**

Our processes are continuously reviewed to take account of revisions to legislation, Scottish Government Procurement Policy Notes and best practice. SCRA underwent the Procurement & Commercial Improvement Programme (PCIP) health check assessment in September 2019 and a Procurement Audit in December 2019 and expect the next PCIP health check to take place in 2024.

Procurement Officers rolled out a new Contract & Supplier Management Handbook and regular meetings are held with key business teams including Property, Digital, Human Resources and Business Managers.

Further Delegated Purchaser Training was carried out during 2021/22 and we now carry out refresher training every three years. All new Delegated Purchasers are given training before being given Delegated Purchasing authority. This includes a section on inclusive procurement and social, environmental and economic wellbeing, with a particular focus on reducing inequality, however, our training is continuously reviewed to ensure it is adequate and relevant to the Delegated Purchasers.

We are further embedding our approach to savings and benefits by implementing recommendations from the PCIP, including reviewing the Benefits Reporting Guidance to better understand the potential savings which could be claimed and recording the softer benefits from the use of frameworks (e.g. sustainability) and reviewing reporting of Best Practice Indicators (BPI's) on the Observatory.

The Procurement Team held a Climate Change Workshop attended by the Head of Property and have put in place a number of actions to help achieve SCRA's net zero targets through procurement.

The Procurement Competency Framework has been completed and will inform training requirements for the Team over the remainder of this Strategy period.

More regular dialogue with the Chief Executive and Senior Management Team has taken place to raise the profile of Procurement within SCRA.

We will develop our use of the Procurement Hub to support regular reporting on procurement activities to SCRA's Senior Management Team, the Board and Scottish Government.

SCRA Procurement work closely with the Scottish Government's Procurement Team and other public sector organisations. SCRA collaborate with other public sector organisations through membership of a multi-agency Cluster Group which facilitates the sharing of knowledge, encourages partnership working and assists the group so that the public sector can deliver value for money, pool resources and expertise and better meet the needs of their internal customers. SCRA has participated and will continue to participate in the use of Scottish Procurement collaborative frameworks as a representative of public sector organisations. SCRA has undertaken collaborative procurement with other organisations including Children's Hearings Scotland and as part of the normal procurement process have now implemented the use of the Cyber Assessment Tool and complete Equality & Human Rights Impact Assessment.

## **5.6 Priority six : Information Governance**

We will continue to ensure that all procurements comply with existing information governance legislation and internal policies, including the requirements of the General Data Protections Regulations (GDPR) by reviewing compliance with GDPR requirements and file destruction.



We have fully embedded the use of the Cyber Security Procurement Support Tool (CSPST) into our procurement process, to improve the cyber security and resilience of our Suppliers.

## 6. SCRA'S PROCUREMENT POLICY & PROCEDURES

The following policies are embedded into existing procurement processes and procedures in SCRA and are intended to assist decision making, management and administrative functions. Where appropriate, monitoring, review and reporting of the effectiveness of a policy is a key part of ensuring continuous improvement. In our drive for continuous improvement in our procurement activity, SCRA introduced a Procurement Compliance Check process which is carried out at key stages of a regulated procurement. The Compliance Check looks to identify areas of policy and procedure non-compliance and put in place improvement action plans as necessary.

In addition to the national policies and legislation mentioned in section 3 Strategic Context, SCRA staff are required to take account of the following when undertaking any procurement activity:

- The requirement to have an appropriate level of Delegated Purchasing Authority;
- SCRA's Business Case and Capital Proposal procedures;
- SCRA's Risk Management Framework;
- Specific SCRA Procurement Policy, including the requirement for procurement activity above £20k to be underpinned by an approved Procurement Strategy;
- The prompt payment of invoices for goods, services and works in line with the Scottish Government's 10 day payment policy, including the adoption of this approach in the procurement of contracts by the inclusion of clauses to ensure the same approach is adopted throughout the supply chain; and
- The requirement for suppliers to comply with relevant environmental and health and safety legislation, such as the Construction (Design and Management) Regulations 2015.

The Procurement Team comply with SCRA's policies listed at section 7 including Fraud & Corruption, Equality & Diversity and Gifts, Hospitality & Other Inducements. They maintain the highest standard of integrity in all business relationships by rejecting any business practice which might reasonably be deemed improper, never using their authority or position for their own financial gain, declaring any personal interest which might affect, or be seen by others to affect, their impartiality in decision making and never breaching the confidentiality of information received in a professional capacity.

SCRA promote the eradication of unethical business practices by undertaking due diligence, where relevant, in relation to modern slavery and other human rights and by continually developing knowledge of these issues.

### 6.1 Local Policies

In compliance with Section 15(5) of the Procurement Reform (Scotland) Act 2014, SCRA must include a statement on its General Policies. SCRA's response to this requirement is summarised below:

### **6.1.1 General policy on the use of community benefits requirements:**

Policy: SCRA requires that the potential for community benefits to be delivered is considered at procurement preparation stage for regulated procurements, prior to approval of the project procurement strategy.

When developing any contract specification, consideration must be given to the suitability of including community benefit clauses, such as the requirement to provide targeted recruitment and training for disadvantaged groups.

The delivery of community benefits is a contractual commitment which will provide opportunities for targeted training and recruitment, including training and jobs for long-term unemployed people, development of the skills and qualifications of the existing workforce, apprenticeships and job start positions and professional graduate training opportunities.

Monitoring, Reviewing & Reporting will include:

- Including details of any community benefits agreed in our contract award notices for regulated procurements;
- Contract management to ensure delivery in accordance with contractual requirements;
- Internal data collection to identify and analyse for trends, consistency and to inform regular lessons learned reviews to identify any improvement opportunities;
- Procurement Strategy Compliance check to provide assurance that the requirements identified at development stage were carried through to the contract;
- The outcome of the above will be summarised in SCRA's Annual Procurement Reports, as per the requirements of the Procurement Reform (Scotland) Act 2014.

### **6.1.2 General policy on consulting and engaging with those affected by its procurements**

Policy: Consultation and engagement with key stakeholders affected by our procurement activity is embedded in our processes, both during project development and any subsequent procurement activity.

This consultation can include, for example, consultation with internal stakeholders, children and families, other public bodies, e.g. Children's Hearings Scotland, and suppliers via market engagement and meetings.

The appropriate level of consultation and engagement for a project will be identified at development stage. This may include consultation with SME's, minority owned businesses, third sector, social enterprises and other different organisations. Where relevant, Supplier Engagement Days are arranged to inform our procurement strategy. These will now include discussion on inclusive and diverse practices and corporate social responsibilities.

Feedback from consultation during preparation for procurement will be reported in the procurement strategy to provide assurance that an appropriate level of consultation has been undertaken prior to approval to proceed.

Information about the progress of major projects is supported by an appropriate communications strategy. This includes the use of SCRA's Intranet site, (Connect), Team Briefs and specific project websites to provide progress reports and other information of interest to SCRA's employees.

SCRA advertises up and coming tender opportunities for regulated procurements through the Public Contracts Scotland portal and, those valued at over the relevant World Trade Organisation Agreement on Government Procurement (WTO GPA) threshold are also advertised through the UK Find a Tender Service (FTS). Where relevant, an advert should also be placed on SCRA's website.

In addition, SCRA's Procurement Team regularly meet with key business leads to review current and future contract requirements, challenge the need for contracts and identifies areas where savings and benefits can be achieved.

SCRA's Procurement Officers share best practice with delegated purchasers.

Monitoring, Reviewing and reporting will include:

- Lessons learned review to identify any complaints regarding a failure to consult;
- Compliance checks to review level of consultation undertaken v that stated in the procurement strategy.
- Recording of any complaints about failure to consult on any of our contracts.

### **6.1.3 General policy on Fair Work Practices in Procurement**

Policy: This policy should be considered as early as possible in the procurement process. This makes sure that where it is relevant to how the contract is carried out, assessing a business's approach to fair employment, including the real Living Wage, can be an important part of the procurement exercise.

Guidance is available to staff on what should be included, however, consideration should be given to the following for each individual contract:

- To what extent the quality of the delivery of the contract can be affected by those working on it.
- Is there is a risk that suppliers use unfair employment practices? This has mostly been in sectors where low pay is widespread and the Real Living Wage is not paid, or where, for example, the inappropriate use of zero hours contracts might be used in delivering the contract.

Monitoring, Reviewing & Reporting will include:

- A commitment in a tender to pay the Real Living Wage, will be recorded in the contract award notice and SCRA's benefits tracker. It will form part of the

contract and be monitored through contract and supplier management processes.

- Information on which SCRA contractors pay the Real Living Wage will be included in the Annual Procurement Report.

#### **6.1.4 General policy on promoting compliance by contractors and sub-contractors with the Health & Safety at Work etc. Act 1974 (c. 37) and any provision made under that Act**

Policy: Health and Safety risks are taken into consideration at the design stage of a project and again during preparation for procurement. Factors pertaining to specific health and safety requirements are recorded in the procurement strategy as these will vary depending on the nature of the works, services or goods being purchased.

The supplier will be required to provide information within its tender that provides assurance to SCRA that the necessary legislation will be complied with.

Monitoring, reviewing and reporting will include:

- Contract management to ensure delivery in accordance with contractual requirements;
- Internal data collection to identify and analyse for trends, consistency and to inform regular lessons learned reviews to identify any improvement opportunities;
- Procurement Strategy Compliance check to provide assurance that the requirements identified at development stage of regulated procurements were carried through to the contract;
- The outcome of the above will be summarised in SCRA's Annual Procurement Reports, as per the requirements of the Procurement Reform (Scotland) Act 2014.

#### **6.1.5 General policy on the procurement of fairly and ethically traded goods and services**

Policy: Consideration of specific requirements and availability in relation to fairly and ethically traded goods and services will be considered at project development stage and recorded in the project Procurement Strategy for approval prior to commencement.

The use of the SPD as standard for regulated procurements allows consideration of whether a potential supplier has been convicted of certain offences and/or committed any acts of professional misconduct and allows suitability to be assessed.

Monitoring, reviewing & reporting will include:

- Contract management to ensure delivery in accordance with contractual requirements;
- Internal data collection to identify and analyse for trends, consistency and to inform regular lessons learned reviews to identify any improvement opportunities;

- Procurement Strategy Compliance check to provide assurance that the requirements identified at development stage were carried through to the contract;
- The outcome of the above will be summarised in SCRA's Annual Procurement Reports, as per the requirements of the Procurement Reform (Scotland) Act 2014.

#### **6.1.6 General Policy on how it intends to approach regulated procurements involving the provision of food to:**

- (i) Improve the health, wellbeing and education of communities in the authority's area, and
- (ii) Promote the highest standards of animal welfare

Policy: Not applicable to SCRA contracts as there is no requirement to purchase food via a regulated procurement.

#### **6.1.7 General Policy on Prompt Payment in the Supply Chain**

Policy: This policy should be considered as early as possible in the procurement process. Further information on Prompt Payment is available in various sections of the Procurement Journey.

SCRA's standard payment terms are payment within 30 days, however, where possible, SCRA will endeavour to meet the Scottish Government's payment target of payment within 10 working days of receipt of a valid invoice. Our standard Terms & Conditions of contract include a prompt payment standard clause.

We are committed to ensuring contracts are awarded to bidders who have good payment history and have systems in place so that their full supply chain is paid on time and in accordance with the terms of the contract.

Prompt payment of the supply chain is not only the ethical and socially responsible thing to do, it is critical to the sustainability and resilience of our supply chains in delivering goods, services and works to, or on behalf of, the people of Scotland.

Mechanisms have been put in place to assess and monitor payment performance of the supply chain throughout the lifetime of the contract.

Monitoring, reviewing and reporting will include:

- Monitoring answers during the Selection & Award Stages
- Reviewing Prompt Payment as part of the Contract & Supplier Management process – this can be done using a Prompt Payment Certificate
- Ensuring bidders provide an Improvement Plan where required
- Reporting payment performance information, including payment of invoices to sub-contractors down the supply chain within the Annual Procurement Report.

## **6.2 Local Procedures**

SCRA has a range of procurement procedures dependent on the value and nature of what is being purchased:

### **6.2.1 Non-Regulated Procurement (Below £50k)**

Where SCRA is seeking quotes for commissions below £50,000, invitations to quote will be sent to a minimum of three appropriate suppliers, where possible through the “Quick Quote” section of the national advertising portal, [Public Contracts Scotland](#) (PCS).

SCRA has a Delegated Purchaser based in each Locality and a number based within Head Office teams. Delegated Purchasers have authority to purchase up to a total contract value of £20k using Route 1 of the Procurement Journey. Contract requirements over £20k or of lower value and more complex nature are passed to Procurement Officers to be competed.

### **6.2.2 Regulated Procurement (Goods & Services over £50k)**

SCRA’s policy, where possible, is to advertise tender opportunities over £50,000 on the national advertising portal, [Public Contracts Scotland](#) (PCS). These may also be advertised on SCRA’s website, [www.scra.gov.uk](http://www.scra.gov.uk) Interested suppliers must formally apply for these opportunities through the portal, and applicants will be considered in terms of their capacity and capability to meet SCRA’s requirements.

SCRA’s Contract Register can be viewed on PCS and interested suppliers can apply to receive automatic notifications of any future SCRA contract opportunities that may be of interest and those of many other Scottish public sector organisations.

During early strategic procurement discussions with Project Managers, options available will be discussed and agreed to ensure the most appropriate route is developed to meet their needs and ensure value for money is achieved. SCRA uses Scottish Procurement frameworks, Crown Commercial Service frameworks and other relevant public sector frameworks such as Healthtrust Europe, Yorkshire Purchasing Organisation and Scotland Excel where appropriate.

Where there are no appropriate frameworks available, for regulated procurement (over £50k), the Procurement Team work with internal customers to design, develop and procure contracts that are fit for purpose, ensure value for money and are compliant with legislation.

SCRA uses the open procedure where appropriate for regulated procurements to open up the opportunity to suppliers, in particular, to SME’s, and reduce paperwork and timescales.

At the end of each regulated procurement, Procurement Officers complete a Tender Recommendation Report which reviews the procurement exercise and requests approval from the Budget Holder and Principal Reporter/Chief Executive Officer before awarding the contract.

### 6.2.3 Non-Regulated Works Contracts (Below £2m)

SCRA Works contracts are non-regulated due to the value. The Construction Procurement Manual provides mandatory guidance in developing and delivering construction projects and how to take these procurements to market using the appropriate Construction Procurement Route (CPR).

The guidance recommends using CPR1 A for contracts below £500k, which means they can be taken to market without advertising, for example by inviting selected suppliers to bid using the Quick Quote facility on Public Contracts Scotland, however, if an assessment of risk determines that they need wider marketing, CPR1 B will be used and where possible, we may also openly advertise contract opportunities between £250k and £500k on Public Contracts Scotland using CPR1 B.

## 7. SUPPORTING POLICIES

The Procurement Strategy is supported by other policies and procedures including:

- Risk Management
- Data Protection
- Fraud Protection
- Whistleblowing
- Records Management
- Environmental Management
- Health and Safety
- Equality and Inclusion
- Gifts, Hospitality and other inducements
- Conflicts of Interest
- Anti-competitive behaviours
- Suppliers Charter

## 8. SPEND ANALYSIS & VALUE FOR MONEY

### 8.1 Expenditure profile

The Procurement Team carried out the annual spend review for 2021/22 and uploaded this information onto the Scottish Government Information Hub. The spend figures were - Contracted Spend £5,200,369 (92.58%) and Non Contracted £416,731 (7.42%).

### 8.2 Ensuring Value for Money

SCRA Procurement aim to provide a high quality service for internal customers, which is responsive, pragmatic, timely and delivers value for money. Value for money is based on the optimum combination of whole life cost and quality to meet the user's requirements. SCRA awards regulated procurements on the basis of the most economically advantageous tender (MEAT) which balances value for money and the required quality of goods, services or works being procured.

Working with Project managers, SCRA Procurement makes a contribution to the organisation's annual efficiency savings targets and continue to provide value for money while maintaining the required quality of service.

SCRA's collaborative savings from the use of Scottish Procurement frameworks are gathered and reported six-monthly, along with savings from SCRA's own procurement exercises. In addition, using Scottish Government frameworks provides a quicker, compliant procurement route for Project Managers.

## **9. PERFORMANCE MONITORING & REPORTING**

This Strategy is implemented on a day to day basis by the Procurement Officers, supported by Delegated Purchasers. The priorities set out in the Strategy are translated into specific actions which are included in an annual Team Plan.

The Procurement function is subject to periodic Internal Audit review with any recommendations for improvement considered by the Executive Management Team (EMT) and Audit & Risk Committee (ARC).

The Strategy and Team Plan are reviewed annually and the outcome of the reviews are reported to the EMT and SCRA Board including information on key contracts awarded in the year, annual spend information and changes in legislation. This reporting format has been adapted to ensure the requirements for an Annual Procurement Report are fully met. Team Plan actions are also included in the Corporate and Business Plan process and the actions are monitored regularly.

## **10. ANNUAL REPORTING**

In accordance with Section 18(2) of The Procurement Reform (Scotland) Act 2014 an Annual Procurement Report is published annually. The Annual Procurement Report includes:

- A summary of the regulated procurements that have been completed during the period covered by the report;
- A review of whether those procurements complied with SCRA's Procurement Strategy;
- The extent to which any regulated procurements did not comply, and a statement detailing how SCRA will ensure that future regulated procurements do comply;
- A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period covered by the report;
- A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the report period;
- A summary of regulated procurements expected to commence in the next two financial years; and
- Reporting on other matters as contained within this Strategy.

## **11. OWNERSHIP AND CONTACT DETAILS**

The owner of the Procurement Strategy will be as follows:

Ed Morrison  
Head of Finance and Resources  
[ed.morrison@scra.gov.uk](mailto:ed.morrison@scra.gov.uk)



## Glossary

Term	Description
<b>Commercial Awareness</b>	Evidence of commercial acumen. Awareness of the need for efficiency, cost-effectiveness, customer / stakeholder support, a knowledge of the sector and the services the organisation provides and will provide in the future, considering the strategic objectives, current economic climate etc.. A track record of appropriate procurement skill and experience, evidence of on-going/continual training and development. (Desirable and post/org specific) professional qualification / undertaking or willingness to undertake as appropriate.
<b>Contract Management</b>	The process of monitoring the performance of a supplier to contract.
<b>Corporate Social Responsibility</b>	The idea that a company should be interested in and willing to help society and the environment as well as be concerned about the products and profits it makes.
<b>DPA</b>	Delegated Purchasing Authority - Is the authority given to an individual to sign-off contracts. It is not to be confused with Delegated Finance Authority as it is important that there is adequate separation of duties between the individual who has finance authority i.e. the budget holder and the individual with purchasing authority i.e. who places the contract.
<b>DPO</b>	Delegated Purchaser Officer - A permanent individual with Delegated Purchasing Authority (DPA).
<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>Key Suppliers</b>	Those suppliers identified as business critical in terms of risk/value and business continuity.
<b>MEAT</b>	The most economically advantageous tender (MEAT) criterion enables the contracting authority to take account of criteria that reflect qualitative, technical and sustainable aspects of the tender submission as well as price when reaching an award decision.
<b>Open Procedure</b>	A one-stage procedure whereby all suppliers are invited to tender for the contract or framework agreement. The organisation cannot limit the number of bids it receives.
<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.

## SCOTTISH CHILDREN'S REPORTER ADMINISTRATION

### INTERNAL AUDIT ACTION TRACKER UPDATE

**Accountable Director:** Head of Finance &  
Resources

**Date:** 01 March 2023

**Report Author:** Governance Officer

#### Recommendations:

1. To note the latest status of the Internal Audit action tracker.

**Reason for Report:** EMT Update

**Resource Implications:** Within approved budgets

**Consultation:** EMT

**Document Classification:** Open

**Equality Impact  
Assessment:** Not applicable

## 1. Introduction

- 1.1 This report provides an update to the EMT on all outstanding audit actions, identified by BDO, Internal Auditor.

## 2. 2020/2021

- 2.1 Current SCRA status;

- 2 open

- 2.2 Data Protection – 1 Open

- DP02 - SCRA do not comply with the secondary legislation requirement to post documents using recorded delivery.

- Sustainability – 1 Open

- S04 - SCRA does not regularly analyse consumption of utilities

- 2.3 The following items can be closed but require supporting evidence to be provided.

- DP04 - Data Retention Compliance.
- BCP01 – Lessons Learned
- BCP02 – Scenario Planning
- FOI02 - Timely Publication of Information

## 3. 2021/22

- 3.1 Current status;

- 4 Open

- 3.2 Virtual Hearings – 2 Open,

- VH01 - SCRA does not currently keep a log of reported issues with virtual hearings. Additionally, that there are no KPIs in place to monitor hearings performance.
- VH02 - Currently, SCRA does not obtain feedback from hearing participants following the hearing.

- Locality Risk Management – 1 Open

- LRM02 - Localities may not have adequate reporting to relevant committees and management in relation to risk management activities and also at a locality level.
- CM03 -S CRA may not have appropriate systems in place to allow for complaints to be recorded and monitored.

- 3.3 The following items can be closed but require supporting evidence to be provided.

- GPC01 - Expenditure on GPC's may not be in line with policy, and unauthorised expenditure may be paid due to the absence of a process to review GPC spend.

- GPC02 - Expenditure on GPCs may not be in line with policy, and unauthorised expenditure may be paid due to the absence of a process to review GPC spend.
- LRM02 - Localities may not have adequate reporting to relevant committees and management in relation to risk management activities and also at a locality level.
- LRM04 - Appropriate risk management training may not be provided to and completed by localities.
- LRM05 - Localities may not have adopted a systematic process in identifying, evaluating and measuring risks.

#### **4. 2022/23**

##### 4.1 Current SCRA status

- 9 open

##### 4.2 Learning & Development – 6 Open

- LD01 - There is a risk that staff are not performing to the best of their ability and this is not being managed.
- LD02 - There is a risk that supervision meetings cannot be evidenced as taking place and may not be taking place.
- LD03 - mandatory training is not being completed and staff may not know how to comply with organisational and regulatory requirements.
- LD04 - line managers and staff cannot easily track progress against learning and development plans. Additionally, there is a risk that staff do not have learning and development plans.
- LD05 - training courses are on the plan which do not meet the required learning outcomes.
- LD06 - management are not identifying areas of poor performance in the learning and development process and corrective action is not being taken swiftly.

##### Locality Planning – 3 Open

- LP01 - Locality Plans review processes may not be clearly defined or outlined, which may undermine their effectiveness.
- LP02 - locality progress against several actions may not be effectively monitored as they do not have an identified action lead, start dates or end dates.
- LP03 - SCRA's locality action plans do not contain clear objectives with measurable and specific success indicators.

#### **5. Recommendation**

##### 5.1 EMT are asked to note the latest status of the Internal Audit action tracker.