

# Procurement in SCRA



SCOTTISH  
**CHILDREN'S REPORTER**  
ADMINISTRATION

## Annual Procurement Report

For the period  
1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

Published: September 2025

### VERSION CONTROL

Version No.	Revised By	Description of Changes	Date
1.0	Helen Mora	First Issued Version	31/07/2022
2.0	Helen Mora	Second Issued Version	23/08/2023
3.0	Christina Thomson	Third Issued Version	01/08/2024
4.0	Christina Thomson	Fourth Issued Version	17/09/2025

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## 1. INTRODUCTION

### 1.1 About SCRA

The Scottish Children's Reporter Administration (SCRA) is a national body focused on making effective decisions concerning the welfare of children 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 deliver tailored solutions which meet the needs of the individuals involved, while helping to build stronger families and safer communities.

SCRA's Procurement Strategy 2024-27 was approved by the Board in March 2024 and refreshed in April 2025<sup>1</sup>. 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 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 and families.
- Contribute to SCRA carrying out its functions and the achievement of its purposes by ensuring that suitable contracts are in place; 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.

The Strategy set out six priorities for the four years covered by the Strategy. The priorities and progress/compliance to date are in the table at section 3.2.

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<sup>1</sup> <https://www.scra.gov.uk/wp-content/uploads/2025/04/SCRA-Procurement-Strategy-2024-2027.pdf>

The Principal Reporter/Chief Executive is clear in his Procurement Strategy 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 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.

## **1.3 Looking Ahead**

In developing plans for 2025/26 and beyond, the Procurement Team will ensure objectives align with the seven public procurement priorities published by the Public Procurement Group (PPG) in April 2023: Leadership & Visibility, Sustainable Economic Recovery, Supply Chain Resilience, Maximise Impact of the Sustainable Procurement Duty, Climate Emergency, Achieving professional excellence and Developing use of systems to drive sustainable outcomes and support reporting.

Specific activity in 2025/26 includes

- Refreshed and updated face-to-face contract and supplier management (CSM) training to all Contract Managers
- Continuing to implement Scottish Government Procurement and Commercial Improvement Programme (PCIP) recommendations
- Ensuring all relevant Delegated Purchasers and Environmental Ambassadors undertake the SG Climate Literacy e-learning modules
- Ensuring all tender evaluators undertake Scotland Excel e-learning modules
- A review of SCRA's procurement function and processes by SCRA's internal auditors

## **1.4 Publication of Report**

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

## 2. SUMMARY OF REGULATED PROCUREMENTS COMPLETED

The following regulated procurements were completed in the period from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

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)
20/02/2025	AV Equipment (Framework)	Computacenter	£149,747	£149,747	20/02/2025	31/03/2025
28/03/2025	AV Deployment & Support (Framework)	Computacenter	£53,995	£53,995	28/03/2025	27/03/2030
24/01/2025	Digital Evidence Sharing Capabilities (DESC) (SG single supplier)	Axon Public Safety Ltd	£200,000	£200,000	01/04/2025	31/03/2028
14/11/2024	Laptop Refresh (Framework)	Hewlett Packard Ltd	£117,925	£117,925	14/11/2024	31/03/2025
01/05/2024	Legal Services – One stop shop (Framework)	Anderson Strathearn LLP	£702,000	£526,500	01/06/2024	31/05/2027
25/06/2024	Secure Mailing Bags (Re-let)	Bayard Packaging	£110,700	£83,025	27/06/2024	26/06/2027
26/02/2024	Supply of Electricity (Framework)	EDF Energy Customers Ltd	£1,506,500	£602,600	01/04/2024	31/03/2026
02/08/2023	Water & waste Water Billing Services (Framework – agency agreement)	Scottish Water Business Stream Ltd	£216,360	£162,270	01/04/2024	31/03/2028

The above table does not include contract extensions which were taken during 2024/25.

### 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/progress in 2024/25
Implementation of Fair Work First Criteria	<ul style="list-style-type: none"> <li>• Addressed by Scottish Procurement &amp; Property Directorate (SPPD), Yorkshire Purchasing Organisation (YPO), Crown Commercial Services (CCS) and Scotland Excel (SXL) in setting up Frameworks (G-Cloud, Estates Management Services, Managed Print Solutions, Drinking water)</li> <li>• Statements on workforce matters, CSR, Environmental performance and Sustainability included in Invitations to Tender (ITTs) and evaluation criteria where applicable.</li> </ul>
Working with Suppliers including SMEs, Supported Business and Third Sector	<ul style="list-style-type: none"> <li>• Addressed by SPPD, YPO, SXL and CCS in setting up Frameworks as above and by including SMEs in non-regulated procurements.</li> <li>• Efforts were made to engage with Supported Businesses but has not yet resulted in opportunities.</li> </ul>
Ensuring Inclusive Procurement	<ul style="list-style-type: none"> <li>• Where appropriate SCRA engaged with internal stakeholders either by setting up User Intelligence Groups (UIGs) or in discussions with contract/business leads.</li> </ul>
Realising Sustainability	<ul style="list-style-type: none"> <li>• Addressed by SPPD, YPO, SXL and CCS in setting up Frameworks as above.</li> <li>• Sustainability Test included in Procurement Strategies and Evaluation Criteria included in tenders issued, where appropriate.</li> <li>• No Cat C Community Benefits opportunities.</li> </ul>
Continuous improvement	<ul style="list-style-type: none"> <li>• Procurement Strategies identify best route to market and ensure demand is justified to ensure Value for Money (VfM).</li> <li>• Business Cases include whole life costing where appropriate to ensure VfM.</li> <li>• Opportunities for collaboration actively considered to ensure VfM.</li> <li>• Adherence to Contract &amp; Supplier Management (CSM) guidance was assessed in 2022/23 and a number of improvement actions agreed with contract managers.</li> </ul>

	<p>Monitoring of CSM contract performance meetings took place in 2024/25 across all SCRA contracts.</p> <ul style="list-style-type: none"> <li>• Delegated Purchaser (DP) Training continued to be delivered to new DPs in 2024/25. Refresher Training for all DP's was successfully completed in September 2024.</li> <li>• Mandatory in-person CSM training is taking place in September 2025.</li> <li>• Other training captured in Section 10.</li> <li>• Regular meetings with Property, Digital and HR Teams throughout 2024/25.</li> <li>• 2025/26 will see the Business Development team (formed in 2024/25) included in the regular meeting cycle</li> <li>• Good relationships with Scottish Government Procurement and membership of Cluster Group.</li> </ul>
Information Governance	<ul style="list-style-type: none"> <li>• Ongoing compliance with internal policies and governance legislation including GDPR.</li> </ul>

### 3.3 Review of regulated procurements

SCRA's Head of Finance and Resources reviewed all regulated procurements in the period April 2024 to March 2025, as shown in the table above, for compliance with the organisation's Procurement Strategy and Policy.

In summary all eight 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.

One was awarded after advertising, six were awarded under Scottish Government Frameworks, one was awarded via the single supplier of SG Digital Evidence Sharing Capability (DESC) contract. There were no regulated procurements awarded by Non-Competitive Action (NCA).

### 3.4 Change of regulated works advertisement policy threshold

Scottish Government reviewed its thresholds for advertisement of regulated works in January 2024, increasing the threshold for advertising from £500,000 to £2,000,000. SCRA, due to its relative size, continues to apply a threshold 50% lower than Scottish Government's. Consequently, SCRA now has a policy of only requiring regulated works to be advertised if the anticipated value is over £1,000,000, effective from 1 April 2024.

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

- 4.1 Consideration is given to the inclusion of Community Benefit Clauses (CBCs) in our procurement exercises, however, there were no relevant procurements during the reporting period. We did award the Hamilton House furniture contract to Wagstaff who included details of community benefits as part of their answer to the scored sustainability question, which included providing educational talks to primary school children and site visits for local students to raise awareness of how to protect the environment.

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

- 5.1 SCRA actively take steps to facilitate contract opportunities for Supported Businesses where possible. Although initial enquiries were made regarding furniture this was not pursued any further and no other suitable opportunities were identified during 2024/25.
- 5.2 We have liaised with Supported Businesses Framework managers to try to get at least one Hearing Loop supplier added to the Framework to enable them to be considered for our Hearing Loop procurement project, however although the Framework managers are attempting to progress this there haven't been any suppliers added to date.
- 5.3 A Scottish Procurement Policy Note (SPPN 1/2025) was issued 28/05/2025 detailing guidance on how to define a supported business and, information on the Supported Business Dynamic Purchasing System and information to ensure organisations remain compliant with legislation
- 5.4 In order to assist with closing an identified gap on supported business monitoring we included a request for info on SME's and Supported Businesses on our revised New Supplier Form and re-issued to staff for use from 1/8/24. 2025/26 will be the first full year of information being monitored.

#### **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. Of the 11 identified exercises (excluding Works contracts which are for information only) which total £6.4M, it should be noted that a significant amount of this spend includes commitment to various sized contracts over a longer period of time. Details may be subject to change due to budget revisions/resource availability, in particular, following the development of the organisation's Digital Capital Programme for 2025/26 as well as the re-let of our Core Systems and Applications Solution (CSAS).

## 7. NON-REGULATED PROCUREMENTS COMPLETED

- 7.1 There has been a change of SCRA policy thresholds in line with SG review of their guidelines on 1/1/24. Regulated works are not being advertised under £1M (SG's updated threshold is now £2M).
- 7.2 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.
- 7.3 In addition 5 non-regulated procurements below £20k, with a total value of around £28k were awarded in the reporting period.

## 8.0 PROCUREMENT PERFORMANCE

### 8.1 Supporting national policies

#### **Digital**

SCRA and Children's Hearings Scotland (CHS) continued to develop the shared core system CSAS this year. In addition, there was significant investment in virtual hearings technology, and refresh of laptops. SCRA hearing rooms now have cloud-based video conference and collaboration units and guest Wi-Fi provision. The Procurement Team have supported the Digital Programme Manager by providing procurement advice and leading on any tendering requirements.

#### **Environment**

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.

Procurement also contributes to the mandatory environmental reporting by completing the procurement section of the annual Climate Change Report.

There is now more prominence given to Climate Change in the organisation's Corporate Procurement Strategy and Sustainability Tests are completed for all regulated procurements as well as all Procurement Strategy documents that are valued above £20K.

The Procurement Team support the Business Development Team and the Head of Property in their efforts to review historical electricity and gas consumption patterns with a view to reducing future emissions.

## **8.2 Procurement & Commercial Improvement Programme (PCIP) - Health check**

Further to SCRA's 2024 PCIP report recommendations and the creation of an SCRA action plan to improve performance, strides have been made throughout the past year to review, action and monitor several key areas. The Action Plan is reviewed at our regular full Procurement team meetings as a standing item and SG periodically request plan progress updates. To date, we have closed most of the recommendations.

SCRA is awaiting the publication of the high-level outcomes/themes that were garnished from all the PCIP reviews undertaken by Scottish Government. At this time (Sept 2025) these have not yet been made available.

## **8.3 2024/25 Published Spend Data**

The following table is extracted from the data published by DXC Technology.

**Annual Data Publication Report for  
Scottish Children's Reporter Administration (SCRA)**

The 24/25 annual spend data has now been published to the [Hub](#).



**24/25 Published Data Overview**

<b>£8,307,854 Total Spend</b>			<b>£7,322,968 Core Trade Spend</b>	
<b>583 Input Suppliers</b>	<b>576 De-duplicated Total Suppliers</b>	<b>7 Duplicate Suppliers</b>	<b>98 SME Suppliers</b>	<b>3 Local Suppliers</b>
<b>2,345 Transactions</b>	<b>£14,423 Avg. spend per supplier</b>	<b>3.59% PCard Spend</b>	<b>34.82% SME Spend</b>	<b>10.88% Local Spend</b>

**Key:**

Total Spend - the total amount of spend for the 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 classified suppliers.

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 classified suppliers.

## 8.4 Contracted Spend

Of the total procurement spend of £8,307,854 in 2024/25, £7,827,805 was contracted spend (including non-regulated contracts). This represented around 94.22% of all procurement spend in the year.

Procurement spend is closely monitored by the Procurement Team with support from the Contract Managers.

## 8.5 Spend with SMEs

During 2024/25, 34.82% of SCRA's Core Trade Spend was with SMEs, however, it should be noted that DXC (Spikes) still do not have sufficient data from all suppliers on their number of employees to be able to classify them, so the number of SME's is likely to be understated. As noted in the DXC table 'Key' section above only spend of £+1K is used in the overall calculations which will reduce our reported spend with numerous smaller SMEs.

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

## 8.6 Sums due to suppliers paid within 10 working days

During the year ended 31 March 2025 SCRA paid 86% of all sums due to suppliers within the terms of its payment policy.

## 8.7 Collaborative working

SCRA utilises Scottish Government Frameworks wherever possible. In addition, SCRA participates in the SG UIG's where relevant and works with CHS where possible. We have also extended an invite to 3 CHS employees being offered places on our Contract Supplier Management training course taking place in September 2025.

Internal collaborative working is also a key priority for the procurement team as this allows information garnered from different sources/sectors/networks /events to be circulated within SCRA to encourage participation in events, promote development and increase awareness and knowledge.

## 8.8 Savings & Benefits

Scottish Procurement have confirmed the full year savings that SCRA achieved from their use of Scottish Government collaborative framework agreements, which was £277,380. This includes both Category A and B Frameworks. 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.

Savings from SCRA contracts (as distinct from Frameworks above) are captured on SCRA's Savings Tracker. Information on these savings has been captured throughout 2024/25 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, amount to around £306k across five procurement exercises, including Aberdeen, Glasgow, Greenock, and Inverness property projects, alongside Amazon Business Account identified savings.

## **9.0 OTHER PROCUREMENT ACTIVITIES**

### **9.1 Inclusion & Diversity**

SCRA's Inclusion & Diversity Manager looked to update SCRA's non-scored wording in procurement documents with full review of a weighted question being asked in larger procurement documents. The review of the Equality, Diversity and Inclusion question & weighting, alongside FWF info, remained incomplete by the end of March 2025 but will be completed after April 2025. This will also result in further training for some members of the HR team who evaluate and score the tender responses.

The Procurement Officer continued to work with the Inclusion & Diversity Manager to discuss further opportunities for improving inclusion and diversity in our procurement processes.

Basic Impact Assessments are completed for all regulated goods and services procurements and individual works contracts over £100k. Where possible a joint EHRIA is completed for works contracts between £50k and £100k and for any non-regulated procurements which are likely to have more of an impact on equalities and the Strategy was recently updated to reflect a more inclusive approach.

The Procurement Officers will continue to work with the Inclusion & Diversity Manager during 2025/26 to ensure SCRA's procurement policies and processes continue to support inclusive procurement.

### **9.2 Policy development**

In line with the Procurement Reform (Scotland) Act, SCRA's Procurement Strategy was revised in March 2025 with changes approved by the senior management team before being published early April 2025 and a link sent to the Scottish Ministers.

The Procurement Policy is now reviewed every year; the latest update was approved by the senior management team and published on our website in April 2025.

In response to Construction Policy note (CPN) 1/2024 which was issued in June 2024, which further enhances CPN 3/2022, the note adds further guidance and reporting of cash retentions in construction contracts. SCRA's general policy (no.8) on Retention was created and approved on 27/9/24. SCRA published its first SG retention return on the website on 28/8/24 (to be reviewed annually no later than 31<sup>st</sup> August) with a link sent to the Construction Procurement Policy Unit. There is a secondary requirement to complete a compliance statement on completed project retentions which must also be published no later than 20<sup>th</sup> February every year – this return was first published 14/2/25.

SCRA has also chosen to complete a Construction Pipeline Forecast tool in response to CPN 2/2024. This bi-annual return via Scottish Futures Trust shows data on planned and potential construction projects over £200K and helps provide a national forecast of projects with data being published through interactive dashboards where projects can be searched by value, sector, public body and geography. SCRA's first return was completed 3/12/24.

CPN 3/2024 – Graduated Price Mechanism implementation – it was agreed that the use of GPM would be used in Works contracts, effective from 1/4/25 and will be reported in the next Annual Procurement Report.

### **9.3 Cyber Resilience / Artificial Intelligence (AI)**

In January 2020, the Scottish Government advised that a 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.

From 1<sup>st</sup> April 2020, the Procurement Officers had embedded cyber security in our procurement processes by considering the importance of cyber security before commencing each procurement and where relevant completing the Cyber Security Procurement Support Tool and including relevant wording in tender documentation and Terms & Conditions of contracts where required. This tool was discontinued on 31<sup>st</sup> December 2023, and the Digital Security & Governance Manager had sourced a spreadsheet questionnaire consistent with the tool which is being used in the interim in advance of SG completing trial testing of a new tool (Supply25-Civ Tech) in the near future.

Artificial Intelligence (AI) - Standard AI disclosure questions will be added to procurement tender documents to improve transparency around the use of generative AI in bid writing. Responses are non-scored but ensures suppliers confirm any AI-generated content is checked for accuracy, helping to mitigate the risk of misleading or over-optimised responses.

### **9.4 Fair Work**

We include a statement on Fair Work in all our tender documents and where relevant and proportionate we include a scored question as part of the award criteria.

Refreshed Guidance on Fair Work First published via SPPN 1/2024 (which superseded SPPN 6/2021) has been reviewed and changes required to our Policy and Procedures has been implemented during 2024/25.

## **10.0 CONTINUOUS IMPROVEMENT ACTIVITY**

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

New CSM guidance was issued in late 2020/21 to key Contract Managers. The Procurement Team now meet with Property, HR, Bus Dev and Digital Teams to review recent procurement exercises and plan for upcoming exercises.

### **10.2 Delegated Purchaser Training**

The Procurement Officers delivered comprehensive refresher Delegated Purchaser training sessions to all Delegated Purchasers between September and November 2024. Any new Delegated Purchaser appointed after November 2024 will receive introductory training by the Procurement Officers which will be followed up by the comprehensive training at a later date.

### **10.3 Risk Management**

The Procurement Team maintains a risk register which is regularly reviewed. The risk “insufficient capacity and/or lack of training/resilience results in failure to delivery key business plan and team plan objectives” was closed following an assessment of the controls in place and actions undertaken. The risk that market conditions lead to tender prices significantly exceeding budgets and/or lead to significant project delays was also closed, as this sits with the relevant budget holders rather than procurement. The sole remaining risk (ineffective contract management leads to poor supplier performance resulting in contract dispute or delivery failure) remains open and mitigated through controls and actions including contract management training in September 2025.

### **10.4 Networks and Training**

SCRA’s Procurement Officers are members of a Cluster Group which meet regularly throughout the year.

The Procurement Officer was unable to attend the SG 19<sup>th</sup> National Procurement Conference & Professional Procurement Skills Training Zones, in October 2024 during the reporting period, however, registration has taken place for the return of the event in October 2025.

Other training attended/undertaken included:

- GDPR Refresher Training (Annual)
- SG Climate Literacy e-learning (Apr 2024)
- Delegated Purchaser refresher training (Sept 2024)
- SG Fair Work First in Procurement (Dec 2024)
- Scotland Excel Tender Evaluation for Evaluators e-learning (March 25)
- Scotland Excel Evaluation for Procurement Leads e-learning (March 25)

## **11.0 ANNUAL PROCUREMENT REPORT TEMPLATE**

In accordance with Scottish Procurement Policy Note SPPN 02/2023 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:

Ross Mackenzie, Head of Finance & Resources  
[ross.mackenzie@scra.gov.uk](mailto:ross.mackenzie@scra.gov.uk)

## Appendix A

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

Subject Matter	Type	Expected Contract Notice Publication Date	Expected Award Date	Expected Start Date	Estimated Value of the Contract or Extension
E-learning Platform	Re-Let	TBA	Oct 2025	31/10/25	£120,000
Virtual Hearings Extension	Re-Let	N/A	01/10/25	01/11/25	£180,000
Core Systems & Applications Solution	Re-Let	TBA	March 2026	01/07/25	£3-4m
Laptop refresh 2025/26	New	TBA	TBA	Feb 2026	£145,000
Financial Management Software Solution & Hosting	Re-Let	TBA	Jan 2026	Jan 2026	£250,000
Provision of Postal Services	Re-Let	TBC	Apr 2026	01/10/2026	£913,000
Dundee – refurbishment hearing room furniture	New	Jan 2026	Jan 2026	1/3/26	£100,000
Interpreting, Translation & Transcription Services	Re-Let	Dec 2025	May 2026	12/06/2026	£611,000
Enterprise Service Agreement Software	Re-Let	N/A	Sept 2025	01/10/2025	£640,000
Payroll and eHR Software - iTrent	Extension (2 yr)	N/A	Dec 2025	15/01/2026	£150,000
Supply of Electricity	Extension	N/A	March 2026	01/04/2026	£300,000
Dundee – refurbishment – Principal Contractor	New (Works)	N/A	Oct 2025	Nov 2025	£900,000
Lerwick – external repairs/reconfiguration - Principal Contractor	New (Works)	N/A	Sept 2025	Dec 2025	£130,000
Dumbarton – reconfig/upgrade - Principal Contractor	New (Works)	N/A	Mar/Apr 2026	May/June 2026	£320,000
Paisley – Design team – design consultant	New (Works)	N/A	Mar/Apr 2026	May/June 2026	£400,000

#### Notes:

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

Works contracts with an estimated contract value above £50k are included in the above table for information, however, these are non-regulated due to their value and not included in Section 9 of the template at Appendix C.

## Appendix B

### SUMMARY OF NON-REGULATED PROCUREMENTS & CONTRACT EXTENSIONS ABOVE £20K - AWARDED BETWEEN 01/04/2024 AND 31/03/2025

Contract/PO Ref.	Contract Title	Supplier Name(s)	Est. Total Value (ex VAT)	Contract/ Extension Award Date
SCRA/2024/06	Aberdeen - Smart Working - Principal Contractor	Interact Interiors Ltd	£70,316	17/10/2024
SCRA/2024/03	Building Surveying Services 2024/25	Hardie's Property & Construction Consultants	£35,720	10/07/2024
SCRA/2024/09	CSAS Audit Data Management	Bridgeall	£21,400	15/08/2024
SCRA/2023/26	Cyber Security Testing Services Re-Let	NTA Monitor (T/A Intertek NTA)	£45,900	30/04/2024
SCRA/2024/02	Dundee, Inverness & Greenock - Smart Working -Design Consultant	Space Solutions Ltd (Scotland)	£107,013	23/07/2024
SCRA/2023/28	Fraserburgh - Condition Survey Remedial Works - Principal Contractor	Ross & Laidlaw & Sons Ltd	£54,253	23/05/2024
SCRA/2024/23	Furniture Inverness	Gresham Office Furniture	£28,821	28/02/2025
SCRA/2024/10	Glasgow - Hearing Suite Refurbishment - Principal Contractor	Insite Group Contracts Ltd	£969,645	05/02/2025
SCRA/2025/02	Greenock Furniture	Gresham Office Furniture	£26,855	24/01/2025
SCRA/2024/11	Greenock - Smart Working - Principal Contractor	Interact Interiors Ltd	£84,337	03/02/2025
SCRA/2024/19	Hearing Room Furniture Pilot Hamilton	Wagstaff Bros Ltd	£20,731	16/01/2025
SCRA/2024/12	Inverness Principal contractor	Interact Interiors	£144,141	03/03/2025
SCRA/2025/07	Occupational Health Services	Working on Wellbeing Ltd trading as Optima Health	£20,000	18/03/2025
SCRA/2025/17	M365 & Azure Services improvement	Bridgeall	£35,940	01/10/2024
SCRA/2024/16	Transcription Tool (Magic Notes)	Softcat (as reseller for Beam Up)	£29,473	11/11/2024

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

## Appendix C Annual Procurement Report template

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

<b>1. Organisation and report details</b>	
a) Contracting Authority Name	Scottish Children's Reporter Administration
b) Period of the annual procurement report	1 <sup>st</sup> April 2024 to 31 <sup>st</sup> March 2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b>2. Summary of Regulated Procurements Completed</b>	
a) Total number of regulated contracts awarded within the report period	8
b) Total value of regulated contracts awarded within the report period	£3,057,227
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
<b>3. Review of Regulated Procurements Compliance</b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	8
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b>4. Community Benefit Requirements Summary</b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	0
<b>Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:</b>	
d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	Data not held
e) Number of Apprenticeships filled by Priority Groups	Data not held
f) Number of Work Placements for Priority Groups	Data not held

g) Number of Qualifications Achieved Through Training by Priority Groups	Data not held
h) Total Value of contracts sub-contracted to SMEs	Data not held
i) Total Value of contracts sub-contracted to Social Enterprises	Data not held
j) Total Value of contracts sub-contracted to Supported Businesses	Data not held
k) Other community benefit(s) fulfilled	1
<b>5. Fair Work and the real Living Wage</b>	
a) Number of regulated contracts awarded during the period that included a Fair Work criterion.	8
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.	3
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	0
<b>6. Payment performance</b>	
a) Number of valid invoices received during the reporting period.	2345
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms).	86% - this figure includes Credit Card payments and Direct Debits
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains	8
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts	0
<b>7. Supported Businesses Summary</b>	
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:	£972
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£972

**8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report.	£8,307,854
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£2,549,857 (34.82% of Core Trade Spend)
c) Total procurement spend with Third sector bodies during the period covered by the report.	Data not held
d) Percentage of total procurement spend through collaborative contracts.	17.51%
e) Total delivered cash savings for the period covered by the annual procurement report.	£583,380
f) Total non-cash savings value for the period covered by the annual procurement report.	Data not held

**9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years.	9
b) Total estimated value of regulated procurements expected to commence in the next two financial years.	£5,959,000

Term	Description
<b>Collaboration</b>	When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).
<b>Contract Management</b>	The process of monitoring the performance of a supplier to contract.
<b>Critical Suppliers</b>	Those suppliers identified as business critical in terms of risk/value and business continuity.
<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>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>Retention</b>	An amount deducted and withheld from each progress payment made to a contractor or subcontractor to secure obligations under a construction contract and ensure defects are remediated without the holder becoming liable for costs arising from unmet contract performance.
<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.

**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.