

Procurement in SCRA



SCOTTISH

CHILDREN'S REPORTER

ADMINISTRATION

Annual Procurement Report

For the period
1st April 2025 to 31st March 2026

Published: September 2026

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
5.0	Christina Thomson	Fifth Issued Version	28/08/2026

Contents

1. Introduction
2. Summary of Regulated Procurements Completed
3. Review of Regulated Procurement Compliance
4. Community Benefits Summary
5. Supported Businesses Summary
6. Future Regulated Procurements
7. Non-regulated Procurements Completed
8. Procurement Performance
9. Other Procurement Activities
10. Continuous Improvement Activities
11. Annual Procurement Report Template
12. Ownership and contact details

Appendix A: Summary of Regulated Procurements Expected to Commence in the next two financial years.

Appendix B: Summary of non-regulated procurements completed.

Appendix C: Annual Procurement Report Template

Appendix D: Glossary

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 and March 2026¹. 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.

¹ <https://www.scra.gov.uk/wp-content/uploads/2026/04/SCRA-Procurement-Strategy-2024-2027-Mar-26-final.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 2026/27 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 2026/27 includes:

- Refreshed and updated face-to-face contract and supplier management (CSM) training to all Contract Managers
- 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
- Implementing improvement recommendations following a review of SCRA's procurement function and processes by SCRA's internal auditors
- Continuing the comprehensive review of team functions and requirements, facilitated by SCRA's Planning and Performance Manager, to ensure the team is resourced and resilient to meet the organisation's ongoing and future needs

1.4 Publication of Report

This report will be published on SCRA's website at www.scra.gov.uk.

2. SUMMARY OF REGULATED PROCUREMENTS COMPLETED

The following regulated procurements were completed in the period from 1st April 2025 to 31st March 2026.

Date of Award	Contract Title/ Subject Matter	Supplier	Total Est. Value (Including Extensions (Ex. VAT)	Total Est. Value (Excluding Extensions) (Ex. VAT)	Contract Start Date	Contract End Date (Excluding Extensions)
01/04/2025	Multi Function Devices Purchases	Agilico	£56,615	£56,615	01/04/2025	30/04/2025
08/04/2025	Hearing Room Improvements Furniture - Glasgow	Wagstaff Bros. Ltd	£132,744	£132,744	08/04/2025	31/05/2025
01/10/2025	Enterprise Service Agreement Software	Computacenter	£570,000	£570,000	01/10/2025	30/09/2028
01/12/2025	Virtual Hearings Support and Maintenance	Brightwire Technology Services	£188,240	£188,240	01/12/2025	30/11/2028
12/12/2025	Dundee – Office/Hearing room furniture	Wagstaff	£97,038	£97,038	12/12/2025	31/03/2026
19/12/2025	Financial Management System	Computacenter (subcontracted to Technology Partners)	£182,599	£182,599	31/12/2025	29/12/2030

The above table does not include contract extensions which were taken during 2025/26.

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 2025/26
Implementation of Fair Work First Criteria	- Addressed by Scottish Procurement & Property Directorate (SPPD), Yorkshire Purchasing Organisation (YPO), Government Commercial Agency (GCA) (previously known as CCS) and Scotland Excel (SXL) in setting up Frameworks, (G-Cloud, Estates Management Services, Managed Print Solutions, Drinking water) - Statements on workforce matters, CSR, Environmental performance and Sustainability included in Invitations to Tender (ITTs) and evaluation criteria where applicable.
Working with Suppliers including SMEs, Supported Business and Third Sector	- Addressed by SPPD, YPO, SXL and CCS/GCA in setting up Frameworks as above and by including SMEs in non-regulated procurements. - SCRA awarded a reserved Supported Businesses contract in 2025 and are actively looking for further opportunities as they arise.
Ensuring Inclusive Procurement	Where appropriate SCRA engaged with internal stakeholders either by setting up User Intelligence Groups (UIGs) or in discussions with contract/business leads.
Realising Sustainability	- Addressed by SPPD, YPO, SXL and CCS/GCA in setting up Frameworks as above. - Sustainability Test included in Procurement Strategies and Evaluation Criteria included in tenders issued, where appropriate. - No Category C Community Benefits opportunities.
Continuous improvement	- Procurement Strategies identify best route to market and ensure demand is justified to ensure Value for Money (VfM). - Business Cases include whole life costing where appropriate to ensure VfM. - Opportunities for collaboration actively considered to ensure VfM. - Adherence with Contract & Supplier Management (CSM) guidance has resulted in a number of improvement actions being agreed with contract managers. Monitoring of CSM contract performance meetings took place in 2025/26 across all SCRA contracts. - Delegated Purchaser (DP) Training continued to be delivered to new DPs in 2025/26. - Mandatory in-person CSM training took place in September 2025 and updated in-house training is scheduled for September 2026. - Other training captured in Section 10. - Regular meetings with Property, Digital, Business Development and HR Teams throughout 2025/26 - Good relationships with Scottish Government Procurement and membership of Cluster Group.

Information Governance	• Ongoing compliance with internal policies and governance legislation including GDPR.
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3.3 Review of regulated procurements

SCRA's Head of Finance and Resources reviewed all regulated procurements in the period April 2025 to March 2026, as shown in the table above, for compliance with the organisation's Procurement Strategy and Policy.

In summary all six 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.

Of the 6 regulated procurements shown in section 2 above: 3 were awarded under Scottish Government Frameworks, one was awarded via CCS/GCA G-cloud 14 framework, and two were awarded via YPO Framework. There were no regulated procurements awarded by Non-Competitive Action (NCA).

3.4 Regulated works advertisement policy threshold

The Scottish Government threshold for advertisement of regulated works in January 2024 rose to £2,000,000 (excl VAT). SCRA, due to its relative size, continues to apply a threshold 50% lower than Scottish Government's. Consequently since 1st April 2024, SCRA's policy requires regulated works to be advertised if the anticipated value is over £1,000,000 (excl VAT).

4. COMMUNITY BENEFITS SUMMARY

- 4.1 Consideration is given to the inclusion of Community Benefit Clauses (CBCs) in our procurement exercises whenever possible, however, there were no regulatory thresholds reached during the reporting period.

SCRA did however:

- award a 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.
- award a contract to a reserved supported business in which the supplier applies a 'buy one product, donate one product' model.

5. SUPPORTED BUSINESSES SUMMARY

- 5.1 SCRA actively take steps to facilitate contract opportunities for Supported Businesses where possible and refer to SPPD Supported Businesses Dynamic Purchasing System Framework which list all current supported businesses available through the Framework to check if there are any suitable suppliers.
- 5.2 A Scottish Procurement Policy Note (SPPN 1/2025) was issued 28/05/2025 detailing guidance on how to define a supported business and providing information on the Supported Business Dynamic Purchasing System to ensure organisations remain compliant with legislation.
- 5.3 In November 2025 SCRA awarded a 4-year contract to Hey Girls CIC to provide Period Poverty products to all SCRA office general public toilet areas. The contract was awarded using the SPPD Supported Businesses Framework, with a contract end date of November 2029.
- 5.4 In order to assist with closing an identified gap on supported business monitoring the Procurement team 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. In 2025/26 this information was reviewed and a further version of the form will be released in 2026/27 to simplify and enhance information from front line users.

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 12 identified exercises (excluding Works contracts which are for information only) which total £8.2M, 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 2026/27.

Due to the business criticality and complexity of the re-let of our Core Systems and Applications Solution (CSAS) procurement, this regulated exercise had a lengthy lead-in time and was awarded during the 2026/27 period and will be reported on in next years report.

7. NON-REGULATED PROCUREMENTS COMPLETED

- 7.1 SCRA policy thresholds remain as per 2024/2025, goods and services are regulated and advertised over £50k, with SCRA's Works being advertised over £1M, however Scottish Government Policy is currently for Works only to be advertised over £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 21 non-regulated procurements below £20k, with a total value of around £134k 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 supports the Business Development Team and the Head of Property in SCRA's efforts to reduce SCRA's carbon emissions.

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

Further to SCRA's 2024 PCIP report recommendations and the creation of a SCRA action plan to improve performance, strides have been made throughout the past 2 years. The Action Plan was a standard item at our regular full Procurement team meetings however this item has now been closed and recommendations are now part of business as usual work.

8.3 2025/26 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 The 25/26 annual spend data has now been published to the Hub .				
				
25/26 Published Data Overview				
£10,227,778 Total Spend			£9,203,674 Core Trade Spend	
539 Input Suppliers	527 De-duplicated Total Suppliers	12 Duplicate Suppliers	85 SME Suppliers	2 Local Suppliers
3,583 Transactions	£19,408 Avg. spend per supplier	2.68% PCard Spend	45.28% SME Spend	9.84% Local Spend
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 £10,227,778 in 2025/26, £9,869,479 was contracted spend (including non-regulated contracts). This represented around 96.50% of all procurement spend in the year - an increase in contracted spend from 2024/25 of 2.28%.

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

8.5 Spend with SMEs

During 2025/26, 45.28% 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 six regulated procurements completed within the reporting period, three were awarded to SME's. A further ten non-regulated contracts above £20k were awarded to SMEs and c. fourteen contracts below £20k.

8.6 Sums due to suppliers paid within 10 working days

During the year ended 31 March 2026 SCRA paid 84% 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 (i.e SCRA staff member took part in the evaluation phase of the Interpretation, Translation & Transcription Services framework). SCRA procurement officers work with CHS where possible and are available to offer advice/guidance on processes or frameworks upon request. Three CHS employees were offered, and took up places, on our Contract Supplier Management training course in September 2025.

Internal collaborative working is also a key priority for the procurement team as this allows information gleaned 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 £286,867. 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 2025/26 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 £102k across four procurement exercises, including (i) Dundee property project, (ii) Greenock and Paisley joint property projects, (iii) re-let of our Finance Management system, (iv) resilience programme, alongside Amazon Business Account identified savings.

9.0 OTHER PROCUREMENT ACTIVITIES

9.1 Inclusion & Diversity

The Procurement Officers continued in 2025/26 to work with SCRA's Inclusion & Diversity Manager to discuss further opportunities for improving inclusion and diversity in SCRA's procurement processes. SCRA's Inclusion & Diversity Manager updated the non-scored wording in procurement documents and simultaneously undertook a full review of the weighted question being asked in larger value procurement documents. The review of the Equality, Diversity and Inclusion question & weighting, alongside FWF info, was updated and is now included in all tenders where relevant & proportional. This also resulted in the Manager undertaking further training with members of the HR team who evaluate and score the tender responses.

As a result of this collaboration, the Procurement Team from March 2026 work with a live Equality & Human Rights Impact Assessment (EHRIA) document that is reviewed on an annual basis in March of each year, or reviewed and updated upon any substantial changes taking place between reviews. This approach has eliminated the need for the Procurement Team to complete individual and/or joint assessments. Our Procurement Strategy was updated to reflect a more agile approach.

The Procurement Officers will continue to work with the Inclusion & Diversity Manager during 2026/27 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 February 2026 with changes approved by the senior management team before being published early April 2026 and a link sent to the Scottish Ministers on 7th April 2026. During 2026/27, SCRA will produce an new Corporate Procurement Strategy 2027-30 for publication in March/April 2027.

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 2026.

There were many Scottish Procurement Policy Notes (SPPNs) released within the Financial year 2025/26 but listed below are notes that required SCRA interaction/review:-

- SPPN 1/2025 – this related to Reserving contracts for supported businesses. Further to reviewing this, SCRA awarded a 4-year contract in December 2025 to one supported business on this list
- SPPN 3/2025 – SCRA responded to the consultation on amending the thresholds within the 2014 Act
- SPPN 5/2026 – Further to the Procurement Act 2023 becoming law, this SPPN establishes cross-border co-operation within the differing legislative devolved authorities within the UK.

It is noted that there were no further Construction Policy notes (CPN's) issued in 2025/26, however:-

- we do continue to adhere to CPN 1/2024 regarding cash retentions and submit SCRA's annual retention statement & compliance statement as mandatory requirements
- we do in compliance with CPN 2/2024 continue to complete the Scottish Futures Trust Construction Pipeline forecast tool, bi-annually
- we have reviewed CPN 3/2024 which relates to the Graduated Pricing Mechanism but have had not met the criteria for using this within the 2025/26 period.

9.3 Cyber Resilience / Artificial Intelligence (AI)

SCRA continues to follow the SG Cyber Security Guidance for Public Sector Suppliers (22 Dec 2023). SCRA use the latest Buyer Risk Profile Assessment tool to assign a risk profile to each supply contract, enabling proportionate, risk-based cyber assurance.

The new SG supported Supply25 tool has undergone successful trials amongst public sector in Scotland. This online platform digitises existing supplier cyber risk assessment and assurance process. SCRA will consider adopting Supply25 to help provide a more collaborative and consistent approach than existing spreadsheet driven process.

During 2025, SCRA introduced non-scored tender questions requiring suppliers to disclose the use of generative AI in preparing bids and whether proposed products or services contain AI functionality. This improves transparency and supports appropriate oversight of emerging AI risks.

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.

As noted above in para 9.1 within 2025/26 SCRA have reviewed and revised procurement tender wording in relation to Fair Work and EDI with refresher training having been undertaken by SCRA's Inclusion and Diversity Manager.

10.0 CONTINUOUS IMPROVEMENT ACTIVITY

10.1 Contract and Supplier Management (CSM)

The Procurement Team organised mandatory CSM training delivered by Elite Training which was attended by all contract managers in September 2025. Follow up in-house training for all contract managers will be delivered by the Procurement Team in September 2026.

The Procurement Team now regularly meet with Property, HR, Business Development 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 have received introductory training by the Procurement Officers which is 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 that “ineffective contract management leads to poor supplier performance going unchallenged ... [resulting] in major contract dispute or delivery failure” remains open and mitigated through controls and actions including contract management training in September 2025 and 2026. A new risk was opened in February 2026: that “long term unavailability of either Procurement Officer results in a disruption to service, risk to compliance and VFM and sub-optimal decision-making”. This is mitigated through close collaborative working (internal and external), strong forward planning and an increase in activity supporting future team development.

10.4 Networks and Training

- SCRA's Procurement Officers are members of a Scottish Government Cluster Group which meet regularly throughout the year, and are also part of SCRA's Strategic Sustainability Group.

SCRA's Procurement Officer attended the SG 20th National Procurement Conference & Professional Procurement Skills Training Zones, in October 2025 during the reporting period, and both Procurement Officers are registered for the return of the event on 29th October 2026.

Other training attended/undertaken included:

- GDPR Refresher training (Annual)

- Delegated Purchaser refresher training (ongoing for new DP's as and when required, with the next full mandatory refresher training not due until 2027)
- All other mandatory training as required by SCRA

SCRA's procurement team met in February 2026 to undertake their first Team Development Day, facilitated by SCRA's Planning and Performance Manager. The primary outcome of the day was the successful production of a Procurement process map. The Development day for SCRA's small Procurement Team will become an annual event.

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. SCRA's acknowledges that a revised template will be used as part of the 2026/27 return as mandated in SPPN 1/2026 issued on 19/1/26.

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

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
Provision of postal services	Re- Let	N/A	Sept 2026	01/10/2026	£1,350,000
Interpreting, Translation & Transcription Services (incl BSL) – SG contract	Re Let	N/A	Oct 2026	12/11/2026	£760,000
Paisley and Greenock – Design consultant	New	N/A	Dec 2026	Jan 2027	£50,000
Dumbarton – reconfiguration/upgrade – Principal Contractor	New	N/A	Feb 2027	March/April 2027	£320,000
Edinburgh – hearing suite refurb, glazing, drainage and environmental overview (stage 2)	New	N/A	Feb/March 2027	April/May 2027	£400,000
Legal Services - One Stop Shop	Extension	N/A	March 2027	01/06/2027	£175,000
Supply of Electricity - SG contract	Extension	N/A	March 2027	01/04/2027	£300,000
Supply of Gas – SG contract	Extension	N/A	March 2027	01/04/2027	£82,000
Water & Waste water billing services – SG contract - agency agreement	Extension	N/A	March 2027	01/04/2027	£54,000
General Office Supplies	Re-Let	N/A	March 2027	01/07/2027	£314,000
Facilities Management - Hard & Soft FM Islands	Extension	N/A	TBC - review new f/work early 2027	30/04/2028	£201,000
Facilities Management - Hard FM (mainland)	Extension	N/A	TBC - review new f/work early 2027	30/04/2028	£2,500,000
Facilities Management - Soft FM (mainland)	Extension	N/A	TBC - review new f/work early 2027	30/04/2028	£1,900,000
Payroll and eHR software	Re-Let	N/A	Sept 2027	15/01/2028	£500,000
Asset Valuation Services	New	N/A	March/April 2028	01/05/2028	£80,000

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 01/04/2025 AND 31/03/2026

Contract / PO Ref.	Contract Title	Supplier Name(s)	Est. Total Value (ex VAT)	Contract/ Extension Award Date
SCRA/2024/18	Child Development Training 2025	CELCIS (Strathclyde Uni)	£27,000	26/05/2025
SCRA/2025/17	Digital Skills Licenses	QA	£40,000	30/05/2025
SCRA/2025/13	Dumbarton - Design Consultant (stage 1)	Space Solutions Ltd (Scotland)	£24,758	11/08/2025
SCRA/2025/14	Dundee - refurbishment/reconfiguration - Principal Contractor	Insite Group Contracts Ltd	£1,333,092	11/11/2025
SCRA/2025/16	E Learning Platform	Softcat Plc (sub-contracted to Learning Nexus)	£42,205	01/07/2025
SCRA/2025/46	Greenock – condition works – principal contractor	C B I Construction Ltd	£61,498	07/01/2026
SCRA/2024/20	Lerwick - external repairs-smart working - Principal Contractor	RG Construction Shetland Ltd	£145,680	03/10/2025
SCRA/2025/28	Lerwick Furniture	Wagstaff Interiors	£28,175	12/08/2025
SCRA/2025/46	Paisley – condition works – principal contractor	C B I Construction Ltd	£28,376	07/01/2026
SCRA/2025/42	Redaction Manager ARM Proof of Concept	Microports.net t/a Folding Space	£39,300	01/06/2025
SCRA/2025/43	Redaction Manager ARM 1 year standard support	Computacenter (supplying software provided by Microports.net t/a Folding Space)	£33,769	25/11/2025
SCRA/2025/44	Resilience Programme	Thrivewise	£29,900	30/01/2026
SCRA/2025/23	Transcription Tool	Beam Up Ltd	£30,000	30/06/2025

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]

1. Organisation and report details	
a) Contracting Authority Name	Scottish Children's Reporter Administration
b) Period of the annual procurement report	1 st April 2025 to 31 st March 2026
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	6
b) Total value of regulated contracts awarded within the report period	£1,227,236
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	4
i) how many of these unique suppliers are SMEs	2
ii) how many of these unique suppliers how many are Third sector bodies	0
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	6
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
4. Community Benefit Requirements Summary	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	0
Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	
d) Number of Jobs Filled by Priority Groups (<i>Each contracting authority sets its own priority groups</i>)	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

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work criterion.	6
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.	3

6. Payment performance

a) Number of valid invoices received during the reporting period.	3583
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms).	84% - 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	6
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts	0

7. Supported Businesses Summary

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£13,630
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£13,630

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£10,227,778
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£4,167,424 (45.28% of Core Trade Spend)
c) Total procurement spend with Third sector bodies during the period covered by the report.	£10,380
d) Percentage of total procurement spend through collaborative contracts.	17.34%
e) Total delivered cash savings for the period covered by the annual procurement report.	£384,845
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.	5
b) Total estimated value of regulated procurements expected to commence in the next two financial years.	£3,004,000

Glossary

Appendix D

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

Whole Life Costing

The costs of acquiring goods or services (including consultancy, design and construction costs, and equipment), the costs of operating it and the costs of maintaining it over its whole life through to its disposal – that is, the total ownership costs. These costs include internal resources and overheads.