
**Please find attached an amended report in respect of
Item No. 6 on the agenda for the above meeting.**

6.	Annual Procurement Report 2022/23 (Pages 3 - 54) Consider report by Director – Finance and Procurement. (Copy attached.)	15 mins
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ANNUAL PROCUREMENT REPORT 2022/2023

Report by Director, Finance & Procurement

EXECUTIVE COMMITTEE

12 September 2023

1 PURPOSE AND SUMMARY

- 1.1 **This report presents the Executive Committee with the 2022/2023 Annual Procurement Report (APR) for review, a mandatory report required by the Procurement Reform (Scotland) Act 2014.**
- 1.2 Organisations required to prepare a procurement strategy must also publish an annual procurement report. These documents are now part of the reporting landscape for the public sector to support increased transparency and visibility of public expenditure and to embed sustainability into public sector procurement.
- 1.3 The purpose is to demonstrate to stakeholders that procurement spend is being used to best effect to achieve:
 - Better public services
 - Social, economic and environmental outcomes in the area; and
 - Compliance with a range of local and national policies.
- 1.4 The report includes a dedicated section noting the support and service provided during the period.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Executive Committee approves the Annual Procurement Report 2022/2023, as appended to this report, for submission to Scottish Government.**

3 BACKGROUND

- 3.1 The Procurement Reform (Scotland) Act 2014 requires any public organisation, with an estimated total value of regulated procurement spend of £5 million or more (excluding VAT) in a financial year, to prepare and publish a procurement strategy.
- 3.2 The Council's procurement strategy for the period 2018-2023 was approved in December 2017 and was delivered by the Procurement team and the wider organisation.
- 3.3 Where an organisation is required to prepare a procurement strategy, it must also publish an annual procurement report to record and publicise its performance and achievements in delivering its strategy.
- 3.4 The strategy and annual report are now a standard part of the reporting landscape for public sector organisations to support increased transparency and visibility of public expenditure, and to embed sustainability into public sector procurement.

4 ANNUAL REPORT

- 4.1 The APR for the period 1st April 2021 – 31st March 2022 (developed in the format required by Scottish Government guidance) is attached to this report as Appendix 1.
- 4.2 As part of the production of the report, an assessment has been undertaken to ensure delivery of procurement is in line with strategy objectives and the legislative landscape. The assessment has concluded all activities are compliant.
- 4.3 The APR also offers the opportunity to showcase activities and benefits delivered through procurement in the reporting period.
- 4.4 The procurement strategy must be reviewed annually to ensure it remains aligned to corporate objectives. A new strategy is in place for 2023-24 which is aligned to the Council Plan but it should be noted the period of this APR aligns with the previous 2018-2023 Commercial and Commissioned Services Strategy.
- 4.5 Note that the Scottish Government has clarified and modified their reporting requirements for Annex A to the APR. The effect of these changes has been to reduce the collaborative spend percentage from 30+ percent in previous years to 12 percent this year (since strictly only category A and B contracts are to be included) and a change in how cash and non-cash savings are recorded.
- 4.6 Following endorsement by the Executive Committee, the approved APR will be submitted to the Scottish Government and published on the Council website.

5 REPORT HIGHLIGHTS

- 5.1 During FY 2022/23, the total level of spend increased from c. £183m in the previous financial year to c.£200m with the amount spent with SMEs remaining broadly flat at c. £100m. Local supplier spend was c. £78.5m.

There were notable increases in the spend on Electricity (from approx. £2.6m to £3.3m) and Gas (from approx. £700k to £1.7m), both of which are procured through Category A national frameworks established by the Scottish Government.

- 5.2 Delivering sustainable procurement with social and economic impact is an area of key importance. Substantial community benefits and other social value has been achieved through the Hawick Flood Protection Scheme and other projects. Examples of some of the benefits delivered to date are included in Appendix 4 of the report.
- 5.3 A further key ambition of the procurement strategy is to support the supply chains cash flow by ensuring the efficient and effective payment of invoices. The average indicator for the year 2022/23 was 94% with 100% of invoices paid electronically. This maintains the performance from the previous year with a 12% increase in the number of invoices. This compares favourably against the Scottish average of 91.4% for 2021/22 (latest available comparison period Local Government Benchmarking Framework).

6 IMPLICATIONS

6.1 Financial

There are no costs attached to any of the recommendations in this report.

6.2 Risk and Mitigations

If the annual report is not submitted to the Scottish Government and made available online then the Council will not be compliant with statutory legislation.

6.3 Integrated Impact Assessment

This is a routine report for good governance and statutory purposes, not a new or revised strategy of policy for decision and, as a result, completion of an integrated impact assessment is not an applicable consideration.

6.4 Sustainable Development Goals

Legislation in Scotland drives the consideration and use of economic, social, and environmental benefits in public procurement. The Procurement Reform (Scotland) Act 2014 places a number of general duties on public authorities.

A public body must, in carrying out a regulated procurement:

- treat economic operators equally and without discrimination,
- act in a transparent and proportionate manner,
- comply with the sustainable procurement duty.

The sustainable procurement duty is a general duty which aims to encourage wider economic, social, and environmental benefits in contracts. Scotland's sustainable procurement duty is a key mechanism through which public procurement contributes to the outcomes of the

National Performance Framework which in turn support the delivery of the SD goals.

6.5 **Climate Change**

Public procurement is expected to contribute to climate change targets, and public bodies will be required from next year's Procurement Annual Report to report annually on how their procurement policies and activity have:

- contributed to carbon emissions reduction targets
- contributed to climate change adaptation
- acted sustainably

As point 6.4, the sustainable procurement duty should help in this reporting process as the tools associated with the duty prompt public bodies to consider carbon and energy consumption, resource efficiency and pollution during the procurement process.

6.6 **Rural Proofing**

Not applicable.

6.7 **Data Protection Impact Statement**

There are no personal data implications arising from the proposals contained in this report.

6.8 **Changes to Scheme of Administration or Scheme of Delegation**

There are no changes to the Schemes of Administration or Delegation as a result of this report.

7 CONSULTATION

- 7.1 The Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Director (People Performance & Change), the Clerk to the Council and Corporate Communications have been consulted and any comments received have been incorporated into this final report.

Approved by

Suzy Douglas
Director, Finance & Procurement
Signature.....

Author(s)

Ryan Douglas	Procurement Business Partner
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Background Papers:

Previous Minute Reference:

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. The Procurement & Payment

Team can also give information on other language translations as well as providing additional copies.

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annual procurement report

2022-23

Sustainable procurement - making a real difference



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Introduction

This annual procurement report has been prepared to meet the requirements of the Procurement Reform (Scotland) Act 2014, and throughout we will demonstrate how our performance and achievements during the period meet both the strategic direction set by the organisation and all relevant procurement legislation.

In February 2022 a new Council Plan was approved to cover financial year 2022-23 with a subsequent modest refresh for the current financial year. It is anticipated that the Council Plan will continue to be refreshed annually to take account of significant developments and in order to re-evaluate priorities and align these with its strategic aims. This approach is significantly different to the previous Corporate Plan and has required a change of approach to the organisational procurement strategy.

The previous Commercial and Commissioned Services Strategy covered the period 2018-2023 to align with the previous Corporate Plan. The current Corporate Procurement Strategy was intended to be an interim strategy covering the current financial year only, to provide time to align the forthcoming strategy to the new Council Plan and to embed the significant organisational changes which occurred within the procurement function over the previous 12-18 months. It is now anticipated that the Corporate Procurement Strategy will, aligning with the Council Plan, be refreshed annually.

This annual procurement report covers the period 1st April 2022 to 31st March 2023 and therefore details progress against the final year of the previous Commercial and Commissioned Services Strategy. It should be noted, however, that the strategic themes in this strategy do not conflict with, and broadly support, the objectives of the both the Council Plan and the recently published Public Procurement Strategy for Scotland 2023-2028.

Strategic Themes

Our local strategy focuses on a number of key themes and objectives. These aims continued to underpin our procurement activity during 2022/23.

	Theme	Objective
1	Support our local market and the economy	to grow the Councils local supply base to increase the proportion of Council spend within the area
2	Deliver sustainable, flexible and innovative procurement	to capture opportunities while balancing priorities
3	Identify effective and efficient procurement policy improvements	to maximise the benefit from the investment in technology through the new ERP system
4	Deliver added value through savings and benefits	to make a positive and measurable impact through procurement opportunities
5	Develop commercial awareness across the organisation	to benefit from a commercial approach to key supplier and partner relationships

Corporate Procurement Service – Key Activities and Highlights 2022/23

Procurement Restructure

The procurement function has undergone significant and challenging organisational change during this period.

It was decided to restructure the way that Scottish Borders Council commissions and manages its social care and health contracts and services leading to the creation in September 2021 of a new service - Strategic Commissioning & Partnerships. The new service has responsibility for all social care and health commissioning activities, including forecasting, capacity planning, service planning and design, contract monitoring and management. This restructure led to the redeployment in June 2022 of several members of staff responsible for the management and non-competitive procurement of social care and health contracts to the new service.

Equally significant was the departure of a number of long serving and senior members of staff, including the former Commercial and Commissioned Services Manager, resulting in a loss of over 100 years public sector procurement experience.

Following a period of interim arrangements and temporary appointments lasting from June 2022, in February 2023 Council approved a permanent restructure with the procurement and payment functions now more closely integrated into finance and renamed the Corporate Procurement Service.

The new, more streamlined service is responsible for all regulated, competitive procurements (including social care and health services where competition is deemed the most appropriate route to market), and is structured into three distinct sub-teams:

Sourcing	regulated and non-regulated procurements
Compliance	purchase order and purchase card management, document control, contract management
Payments	invoice processing, payments, supplier record management

The Corporate Procurement Service continues to evolve and develop and may change further in future.

Meet the Buyer South 2022

On 4 October 2022 the team co-hosted the inaugural Meet the Buyer South event in Selkirk with partners including the Supplier Development Programme (SDP), South of Scotland Enterprise (SOSE) and Dumfries and Galloway Council. Exhibitors included Scottish Procurement Alliance, Scotland Excel, Hub South West Scotland Ltd, Hub South East Scotland Ltd, Ogilvie Construction Ltd and BAM Construction.



There were 239 attendees on the day of which 105 were from unique Scottish SME businesses, including 7 based in Dumfries and Galloway, and 24 based in the Scottish Borders. Post event feedback highlighted that 84% of Scottish SMEs attending said they were more likely to bid for public contracts after participating in the event.

Following the success of this first event, it has been agreed that Meet the Buyer South will take place annually with discussions currently under way for 2023.

Payment Performance

The volume of invoices processed increased 12 percent in 2022/23 vs 2021/22. The previous excellent levels of performance were nonetheless sustained and improved. The full year average of the two indicators is noted below:-

94% of invoices paid within 30 days

100% of invoices paid electronically

This level of payment performance compares positively against the Local Government Benchmarking Framework all Scotland average figure of **91.4%** and family group average of **90.9%** during the period 2021/22 (the latest available data for comparison).

Team of the Year Nominations

The hard work of the team was recognised with nominations for awards during 2022.

The payments team were nominated for and awarded, against stiff competition from both public and private sector organisations, Finalist status in the Team of the Year category at the Purchase to Pay Network event in June 2022.

The wider procurement team were likewise nominated for Team of Year at the Go Awards hosted at Procurex 17 in October 2022.



Key procurement Statistics 2022/23		
COUNCIL SPEND £200,634,741	REGULATED CONTRACTS LET 122	VALUE OF REGULATED CONTRACTS £67,623,285
MICRO/SMALL/MEDIUM SIZE ENTERPRISES £100,457,914	ACTIVE SUPPLIERS 2,909	PURCHASE ORDER TRANSACTIONS 40,689
LOCAL SPEND £78,424,097	LOCAL SUPPLIERS 620	LOCAL SPEND AS A PROPORTION OF TOTAL 39%

SECTION 1

Summary of Regulated Procurements Completed

This section provides a record of the regulated procurement processes (any procurement with a value equal to or more than £50,000 for goods and services or £2M for works contracts) completed during 1st April 2021 – 31st March 2022. Regulated procurement activity is governed by the rules set out within the Procurement Reform (Scotland) Act 2014 and Public Contracts (Scotland) Regulations 2015.

Total Regulated Procurement Expenditure for period

Number of Contracts	Category A (Scottish Procurement)	Category B (sectoral)	Category C (Local)	Total Value
121	£9,165,359	£10,452,347	£48,005,579	£67,623,285

Full details relating to each contract is provided in **Appendix 2**. An example dataset is shown below.

Reference	Supplier Name	Subject Matter	Start Date	End Date	Contact Value
SP-17-004	EDF Energy Ltd	Electricity	01/04/22	31/03/2023	£3,290,131

SECTION 2

Review of Regulated Procurement Compliance

Overall Assessment

Compliance of our regulated procurement activities was in line with the aims and objectives of the Commercial and Commissioned Services Strategy 2018-2023 underpinned by robust corporate governance provided by the Council's Procurement and Contract Standing Orders and the Financial Regulations.

Regulated procurement activities are delivered by a centralised team which ensures that the procurement regulations are correctly applied and that Council and wider public sector policy priorities are appropriately considered.

Each regulated procurement is reviewed to assess if and how it might contribute to the achievement of the Council's wider policy objectives. This review is carried out in partnership with the relevant Council service through the development of a procurement strategy for that project. The detail contained in this document is used to develop and determine the most appropriate procurement route while considering sustainability and added value opportunities.

To meet the objectives of our strategy we actively utilise a variety of best practice tools, mechanisms and approaches. These are supported by operational process and procedures in line with corporate policy. A selection of these methods is noted below.

National Procurement Tools

The Council makes use as appropriate of a number of national procurement tools, including:

- Procurement Journey
- Public Contracts Scotland (PCS)
- Public Contracts Scotland-Tender (PCS-T)
- Sustainable Procurement Tools

The use of these tools facilitates best practice and consistency across all our activity by bringing together each of the steps involved in procurement.

Sustainable Procurement Duty

The Council policy 'Adding Value to the Community through Procurement' is embedded into the procurement strategy to ensure every procurement project is considered for additional opportunities such as community benefits. Section 3 of this report summarises outcomes from this policy.

In line with the policy and other strategy commitments, we have developed a Sustainable Procurement Charter. This is provided at Appendix 1. The charter lays out each of our principles, standards and the expectations for suppliers who would like to work with us.

Fair Work

Fair work practices are embedded in the Sustainable Procurement Charter and the Scottish Government's Fair Work First criteria are considered for each project at the procurement strategy stage and applied as appropriate. Scottish Borders Council is itself an accredited Living Wage employer. The accreditation recognises the Council's commitment to paying all directly employed and regular third-party contracted staff the real Living Wage.

Collaborative Procurement

Collaborative frameworks are the default first choice for regulated procurements and are utilised wherever possible. This includes, in particular, the frameworks provided by Scottish Procurement and Scotland Excel (see table below). Other national collaborative opportunities utilised includes frameworks provided by (or via) Crown Commercial Services (CCS), Eastern Shires Purchasing Organisation (ESPO), Yorkshire Purchasing Organisation (YPO) and North East Procurement Organisation (NEPO). Regional and local collaboration is undertaken with a number of public sector organisations including City of Edinburgh Council, East Lothian Council, Dumfries and Galloway Council and Scottish Border Housing Association.

2022-2023	Q1	Q2	Q3	Q4
Frameworks Available	69	70	70	69
Frameworks Noted as Yes for Participation	58	59	59	59
Noted Participation Percentage	84%	84%	84%	86%
Frameworks with Spend	46	48	46	45
Overall Utilisation	67%	69%	66%	65%

SXL framework participation 2022/23

Procurement & Commercial Improvement Programme

The most recent assessment (2018) of the Procurement & Commercial Improvement Programme (PCIP) resulted in a total score of 78%, placing us in the top F1 Band and ahead of the Scottish local authority average. The next assessment is scheduled to take place in late 2023/early 2024.

Contract Registrar

Our annually updated contract register is available [here](#).

SECTION 3

Community Benefit Summary

The Council has a well-established 'Adding Value to Communities through Procurement Policy'. This can be found on page 12 of the CCS strategy. Community benefit clauses (CBCs) are considered for every contract with an estimated value exceeding £50,000 with a clear process in place to ensure proportionate and appropriate application, particularly for regulated procurement activity.

Our CBCs include minimum requirements which are developed with consideration of the type, value and duration of the contract. Bidders must meet or, as appropriate, go further than the minimum requirements and explain how they intend to deliver the benefits they commit to. The quality and ambition of the proposed delivery plan is evaluated with the score making up a suitably weighted element of the final outcome.

In this reporting period 32 contracts awarded included community benefit requirements covering a range of services, including construction, heavy vehicles, waste, and specialist consultancy. See Appendix 3 below. The community benefits delivered during the period are summarised below:

Type of Community Benefit	Delivered
Apprenticeships	21
Work Experience	12
New Jobs	50
School Activities	35
College Activities	6
Financial Donations (number)	88
Financial Donations (value)	£30,844
Surplus Material Donations (number)	49
Surplus Material Donations (est. value)	£26,729
Community Events Supported	67

Illustrative case study examples can be found at Appendix 4 below.

SECTION 4

Climate and Environment

The Council, as an organisation, and for the Scottish Borders, as a region, has set out a clear plan of action to reduce our carbon emissions and other greenhouse gases. First published in June 2021, this document is known as the Climate Change Route Map (CCRM).

The objective of the CCRM is to set the framework by which the Council and the region will pursue a path to net zero emissions of all greenhouse gases by 2045, while also putting in place measures to those changes which can no longer be pre-empted as result of changes to our climate.

The Route Map is based around 5 themes;

- Resilience
- Transport Use
- Nature Based Solutions
- Energy
- Waste Management

These five themes are the primary focus for our achievement of Net Zero. Within each theme, there are milestones and core actions against these milestones. The CCRM, in common with national and local governments around the world, will evolve, being populated with developing work streams and actions as we progress.

The current Corporate Procurement Strategy and future iterations will work to support delivery on these themes and, as required by Scottish Government policy guidance, the Council will prioritise and take account of climate and circular economy in its procurement activity and will report ongoing progress against these commitments in our annual procurement reports, demonstrating how we are using procurement to support Scotland's response to the global climate emergency.

Notable examples from this reporting period include:

- Pilot project to source fresh meat for schools from local suppliers. This began as a 3 month pilot with 3 secondary schools, and was extended to the end of the year and to include all 9 secondary schools in the Borders. Besides benefits that included improved quality and supporting the local economy, the pilot was calculated to have reduced distribution food mileage by 9,906 miles equating to 3.84 CO₂e.
- Orders placed for the purchase or lease of electric or hybrid to replace diesel-fuelled vehicles and reduce grey mileage, including an additional 4 electric cars, 26 hybrids, and 5 electric cage tippers.

SECTION 5

Supported Business and the Third Sector Summary

The development of every procurement strategy considers the involvement of supported business or social enterprise as a delivery option and, as appropriate, we utilise the Scottish Government Supported Business Framework or our local providers to consider innovative ways of ensuring supported business and social enterprises have the opportunity to work with us.

The Council works closely with Scottish Borders Social Enterprise Chamber (SBSEC) to encourage supported business and other third sector organisations to access Council contract opportunities. This active role allows us to keep members updated with contract and community benefit opportunities.

The Council will continue to look for opportunities for supported businesses, investigating all procurement avenues to identify appropriate providers and matching them with our contract opportunities. Community benefit clauses also provide an opportunity to direct our third party contractors/ suppliers to consider supported businesses in their supply chain.

During this reporting period the Council has engaged with the following supported businesses through both contract and grant award mechanisms:

Borders Green Team	£15,670
Lady Haig Poppy Factory	£1,428

SECTION 6

Future Regulated Procurements

Summary

The Procurement Reform (Scotland) Act 2014 states it is mandatory that this annual procurement report includes “a summary of the regulated procurements the authority expects to commence in the next two financial years.”

2023/2024

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
Management Agent - EES:ABS	Renewal	£230,000	18/05/2023
General Stationery and Office Paper	Renewal	£360,000	01/07/2023
Hosted Case Management Software Solution	Renewal	£1,355,000	01/07/2023
License and Support Agreement for eLearning System	Renewal	£52,000	01/08/2023
Early Learning & Childcare Framework – Annual Reopening	Renewal	£23,000,000	16/08/2023
Hire of Small Plant & Temporary Accommodation Framework Agreement	Renewal	£3,000,000	25/08/2023
Food Waste	Renewal	£80,000	28/08/2023
Bridge General Assessments 2023/24	Renewal	£85,000	25/09/2023
Washroom Solutions and Sanitary Products	Renewal	£400,000	01/10/2023
Repairs and Maintenance (Trades) Framework	Renewal	£30,000,000	01/10/2023
Janitorial Products	Renewal	£1,200,000	01/10/2023
Fresh Fruit & Vegetables, Bakery Products and Eggs	Renewal	£1,278,162	16/10/2023
Fire Extinguisher Maintenance	Renewal	£60,000	01/11/2023
Technical Advisor Hawick High School	New	£250,000	01/11/2023
Legal Advisor Hawick High School	New	£50,000	01/11/2023
Wood Recycling	New	£144,000	01/11/2023
Jedburgh Corner Building	New	£2,200,000	01/12/2023
Lease Accounting and Portfolio Management Software	Renewal	£50,000	01/02/2024

2024/2025

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
Legal Services	Renewal	£80,000	01/04/2024
Sheriff Officer and Debt Collection Services	Renewal	£200,000	01/04/2024
TF Property and Asset Management Software Solution	Renewal	£222,000	01/04/2024
Supply of Electricity	Renewal	£16,200,000	01/04/2024
Support & Maintenance Service for the Council's Revenues & Benefits Software Solution	Renewal	£565,340	01/04/2024
Water and Waste Water Billing Services including AMR services	Renewal	£2,620,000	01/04/2024
Risk Management Software	Renewal	£89,000	01/04/2024
Fleet Management Software	Renewal	£280,000	01/04/2024
GIS Mapping Solution	Renewal	£68,000	12/04/2024
Microsoft Enterprise License Agreement	Renewal	£1,900,000	01/05/2024
JAMF Mobile Device Platform (Curricular)	Renewal	£206,000	01/05/2024
Cashless Catering Software	Renewal	£57,000	01/05/2024
Document Storage and Related Services	Renewal	£100,000	31/05/2024
Galashiels Academy – Supply of Loose Furnishings	New	£840,000	01/06/2024*
Peebles High School – Supply of Loose Furnishings	New	£887,000	01/06/2024*
Earlston Primary School – Supply Loose Furnishings	New	£300,000	01/06/2024*
Insurance Services	Renewal	£3,102,000	01/07/2024
Jedburgh Flood Study	New	£100,000	01/07/2024*
Glass Recycling	New	£255,000	01/07/2024*
Employment Skills Development Training	New	£70,000	01/09/2024*
Bonchester Bridge Flood Study	New	£70,000	01/09/2024*

2024/2025 (cont'd)

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
Mobile Voice and Data Services	Renewal	£371,000.00	01/10/2024
Leachate Waste Removal and Treatment	New	£100,000	01/10/2024*
Winter Maintenance Assistance Framework Agreement	Renewal	£1,700,000	19/10/2024
Hawick Natural Flood Management Study	New	£100,000	01/11/2024*
Eyemouth Primary School Construction	New	£15,000,000	01/11/2024*
Asset Management and Tracking Software Solution	Renewal	£216,000	05/11/2024
Decant Peebles & Gala HS	New	£80,000	01/03/2025*
Natural Gas	Renewal	£2,220,000	01/04/2025
IDOX Uniform, PA & DMS Licenses	Renewal	£457,500	01/04/2025
Microsoft SQL Server and Cloud Enrolment (SCE) Enterprise Licence	Renewal	£180,000	01/04/2025
Eyemouth Primary School - Loose Furnishings	New	£500,000	01/05/2025*
Hawick High School Construction	New	£55,000,000	TBC
Tweedbank Residential Care Home	New	£20,000,000	TBC

*Indicative timeframe only.

GLOSSARY/PROCUREMENT TERMINOLOGY

Collaboration	Working with other partners to undertake joint or shared procurement activities with the intention of obtaining better value through the economies of scale and reduced procurement costs
Commissioning	This is the process used to assess the needs of people in the area, then to design and specify the appropriate services to deliver those needs in a cost effective and value for money way.
Community Benefits	These are contract requirements that deliver wider benefits in addition to the core purpose of the contract. These will create added value and will be social, economic or environmental benefits
Contract Management	This is the management of contracts with suppliers or partner. It includes the tasks and activities to ensure the contract is delivered as per the terms. Activity can include the
Goods	Items that we buy include things such as catering provisions, office stationery and supplies, or the materials needed to build roads
PCIP	The Scottish Government led Procurement and Commercial Improvement Programme and its associated assessment programme
Procurement	This is process of acquiring goods, services and works
Purchasing	The transactional stages of placing orders for goods, services or works, using P2P systems to receipt goods, services or works received and then to pay for them
Regulations	Public Contracts (Scotland) Regulations 2015 Procurement (Scotland) Regulations 2016 The Procurement Reform (Scotland) Act 2014
Services	Services we buy might include care services, professional services to design works projects or repair and maintenance services
Small and Medium Enterprises (SME's)	Firms that employ less than 9 employees are classified as micro businesses, firms that employ less than 50 are classed as small and those employing less than 250 medium
Sustainable Procurement	A process where organisations meet their needs for goods, services and works in a way that achieves value for money on a whole life costs] basis and generates benefits, not only for the organisation but for society, the economy and the environment
Third Sector	The group name for a range of organisations such as community groups, charities, voluntary organisations, social enterprises or community interest companies. They may be everything in-between small and local or large multinational companies or charities
Value for Money	Value for money is the optimum combination of whole life costs quality and sustainability to meet our requirements
Works	Construction works that we buy, including the construction and/or refurbishment of new and existing buildings, roads, bridges, parks or other open spaces

Appendix 1 – Sustainable Procurement Charter

Sustainable Procurement Charter

Scottish Borders Council aims to be a responsible purchaser of goods, services and works. We set standards to make sure we undertake our activities in an ethical, responsible and sustainable way. This charter lays out a number of important principles and policy requirements of the Council to which we expect our suppliers to comply.



Achieving our Sustainable Procurement duty

Equalities

We view the Scottish Borders as a place where everyone matters, where everyone should have equal opportunities and where everyone should be treated with dignity and respect. As a responsible employer the Council is committed to promoting equal opportunities to all of the Scottish Borders community, employees and suppliers alike. Consideration of equal opportunities is fully integrated into our procurement practices and is fully committed to the values and ethos of the Equality Act 2010.

Disability Confident Scheme

The Council is an accredited Disability Confident employer. We are committed to the aims of Disability Confident and would encourage our partners, suppliers and providers to demonstrate their commitment to the scheme and also become accredited Disability Confident employers. As appropriate, contracts or framework agreements may include clear performance indicators relating to the positive benefits of such a scheme.

Facilitating SME's, third sector and supported businesses in the procurement process

Our procurement strategy aims to achieve a mixed economy of suppliers to support and develop our local rural market, particularly micro, small and medium sized enterprises, Third Sector organisations and supported businesses. This approach includes simplified and standardised public sector procurement practices, consideration of lotting and a range of hands-on assistance to the local supply chain to help reduce any barriers to involvement in procurement opportunities.

Promoting Innovation

Influencing the market towards innovative solutions can focus public spending on sustainable goods, services and works and create an important catalyst for local job creation, sustainable innovation and market development. Our procurement strategy notes the importance of innovation through procurement and we encourage all our suppliers to consider an innovative approach to the way goods and services are delivered.

Fair Work Practices

The Council is committed to encouraging the adoption of Fair Work Practices. When relevant, suppliers bidding for public contracts should adopt fair working practices, specifically: appropriate channels for effective voice, 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 worker, offer flexible and family friendly working practices for all workers, oppose the use of fire and rehire practices. As an accredited real living wage employer the Council is committed to encouraging the wider adoption of the real living wage. This is an hourly rate set by the living wage foundation. The current rate is £10.90. (October 2022).

Consultation with Stakeholders

Service User and, where appropriate, wider community consultation is an integral part of commissioning considerations. The strategic importance and complexity of required outcomes will mainly govern the level of consultation undertaken and the choice of the procurement route followed. The final decision on these matters will always be considered in light of what is likely to provide best value for the local community.

Health & Safety Compliance

The Council is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavours to provide safe places and safe systems of work. This principal extends to those employed to do contracted works for and on behalf of the Council. The Council will only employ contractors who are SSIP accredited.

Fairly & ethically traded goods

The Council supports the Fair Trade initiative because it reflects our commitment to sustainable development and offers the prospect that marginalised producers across the world will receive fairer deals for their produce. The Council will promote the use of fair trade products across all its services and raise awareness of fair trade amongst its staff and customers. The Council will (to the extent permitted by EU procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.

Provision of Food

The procurement of food considers the wider community focus of improving the health and wellbeing of young people and communities in the Borders. Promoting a sustainable food supply chain by (where possible) the use of Scottish produce through collaborative contracts supports the delivery of healthy choices to support healthy eating. Food security and ethics are of equal importance and the Council follows Scottish Government guidance to ensure consideration of the highest levels of animal welfare.

Prompt payment within 30 days

The effect of late payment on SME's can be significant, impacting cash flow and the ability to trade. As direct support the Council has a prompt payment policy and related performance indicator which aims to make payment of invoices within 30 days of receipt of a valid invoice. To make sure this policy flows through all stages of the supply chain, our terms and conditions of contract obliges our contracted suppliers to make payment of valid invoices within a similar 30 day period.

Information/Data Management/Protection

The Council regards information as a valuable corporate asset which must be obtained, processed and protected diligently, lawfully and ethically. The approach to information governance focuses on safeguarding customers, providing business transparency and ensuring legislative compliance. Relationships with 3rd parties who handle data on behalf of the Council, or with whom we share data are carefully managed. Contracts include information governance compliance conditions with these arrangements being documented and monitored. We will expect all suppliers to take the same robust approach to information management as we do, even after their contract has expired.

Environmental Impact and Climate Change

The Council is committed to reducing its environmental impact, including carbon emissions, wherever possible. The Climate Change (Scotland) Act 2009 places duties on public bodies to deliver their services in a way which supports this, including both internal activities, such as energy saving within buildings, and its work with partners. The way that the Council procures goods and services can have a huge environmental impact, and by purchasing items which can demonstrate a reduced negative effect on wildlife, natural resources and carbon emissions, we can reduce our carbon footprint and support suppliers to do the same.

Improving the economic, social and environmental wellbeing of the area

Adding Value to Communities through Community Benefits or 'social' requirements in public sector procurement is intended to ensure that wider local economic and social issues are considered when delivering construction works, service or supplies contracts. This is achieved through the inclusion of specific clauses within contracts known as community benefit clauses (CBCs).

Conflict of Interest

Council Officers and Members conducting business on behalf of the organisation have a responsibility to do so in a manner that is objective and ethical. As such we require any individual whether employee or supplier to declare such an interest before any procurement activity commences as the best way to handle conflicts of interest is to avoid them entirely.

Modern Slavery Act 2015

The Council adopts a zero tolerance approach to modern slavery and human trafficking. We expect all those who work for and with us to adhere to this approach. As appropriate we will address areas of concern in the tendering process through requiring minimum standards and contract management.



Appendix 2 – Regulated Procurement

Category A Scottish Government Framework Agreements - Contract Awards/Spend

Scot. Gov. Ref.	Supplier Name	Subject Matter	Start Date	End Date	Contract Value
SP-17-004	EDF Energy Ltd	Electricity 2019	01/04/2022	31/03/2023	£3,290,131
SP-14-009	Lyreco UK Ltd	General Stationery and Office Paper (2016)	01/04/2022	31/03/2023	£89,538
SP-19-009-103	Scottish Fuels	Liquid Fuel - Scotland Central (2019)	01/04/2022	31/03/2023	£156,620
SP-19-009-104	Scottish Fuels	Liquid Fuel - Scotland South (2019)	01/04/2022	31/03/2023	£713,245
SP-19-009-104	Highland Fuels	Liquid Fuel - Scotland South (2019)	01/04/2022	31/03/2023	£1,924,999
SP-17-031	Total Gas & Power Ltd	Natural Gas	01/04/2022	31/03/2023	£1,719,883
SP-19-035	Royal Mail	Physical, Hybrid, Scheduled/Regular Bulk (Print and Post) and Digital Mail Services	01/04/2022	31/03/2023	£224,740
SP-19-025	TMP (UK) Ltd	Recruitment Advertising & Public Information Notices (2020)	01/04/2022	31/03/2023	£90,830
SP-018-040	Business Stream	Water and Waste Water Services (2020)	01/04/2022	31/03/2023	£729,495
SP-19-013	XMA Limited	Web Based & Proprietary Client Devices 2019	01/04/2022	31/03/2023	£225,874
				TOTAL	£9,165,359

*Recorded cumulative regulated expenditure against Category A national frameworks during the reporting period. Figures from Scottish Procurement.

Category B Scotland Excel Framework Agreements*

SXL Schedule Number	Supplier Name	Subject Matter	Start Date	End Date	Contract Value
0118	Brake Bros Ltd	Fresh Meat, Cooked Meats & Fresh Fish	01/04/2022	31/03/2023	£92,879
0118	Campbell Brothers Limited	Fresh Meat, Cooked Meats & Fresh Fish	01/04/2022	31/03/2023	£129,704
0121	Cooks Van Hire Limited	Vehicle And Plant Hire	01/04/2022	31/03/2023	£355,679
0219	Kibble Education & Care Centre	Secure Care	01/04/2022	31/03/2023	£323,990
0219	St Mary's Kenmure	Secure Care	01/04/2022	31/03/2023	£199,185
0318	Jewson Limited	Buildings & Timber	01/04/2022	31/03/2023	£102,959
0318	Travis Perkins Trading Company Ltd	Buildings & Timber	01/04/2022	31/03/2023	£255,569
0320	Colas Ltd	Bitumen Products	01/04/2022	31/03/2023	£423,259
0517	Care Visions Group Limited	Children's Residential	01/04/2022	31/03/2023	£218,179
0517	Clearview Care Limited	Children's Residential	01/04/2022	31/03/2023	£72,608
0517	Common Thread Limited	Children's Residential	01/04/2022	31/03/2023	£108,885
0517	Harmeny Education Trust Ltd	Children's Residential	01/04/2022	31/03/2023	£396,186
0517	Hillside School (aberdour) Limited	Children's Residential	01/04/2022	31/03/2023	£205,809
0517	Inspire Scotland Ltd	Children's Residential	01/04/2022	31/03/2023	£138,000
0517	Kibble Education & Care Centre	Children's Residential	01/04/2022	31/03/2023	£476,910
0517	Moore House School Limited	Children's Residential	01/04/2022	31/03/2023	£87,403
0517	Seamab	Children's Residential	01/04/2022	31/03/2023	£252,729
0517	Spark Of Genius (training) Limited	Children's Residential	01/04/2022	31/03/2023	£216,917
0618	Avmi Kinly Ltd	Audio Visual	01/04/2022	31/03/2023	£120,228
0620	Langstane Press Limited	Education And Office Furniture	01/04/2022	31/03/2023	£139,607
0621	Unico Ltd	PPE	01/04/2022	31/03/2023	£77,169
0720	A M Phillip Trucktech Limited	Vehicle Parts	01/04/2022	31/03/2023	£94,603
0720	Dingbro Ltd.	Vehicle Parts	01/04/2022	31/03/2023	£161,683
0721	Cromwell Polythene Limited	Recycle And Refuse Containers	01/04/2022	31/03/2023	£97,971
0919	City Electrical Factors Ltd	Electrical Materials	01/04/2022	31/03/2023	£151,163
0919	Edmundson Electrical Ltd	Electrical Materials	01/04/2022	31/03/2023	£59,400
1020	Aberlour Child Care Trust	Fostering	01/04/2022	31/03/2023	£80,195
1020	Action For Children	Fostering	01/04/2022	31/03/2023	£54,475
1020	Barnardo's	Fostering	01/04/2022	31/03/2023	£72,885
1020	Fosterplus (Fostercare) Ltd	Fostering	01/04/2022	31/03/2023	£60,490
1120	Brake Bros Ltd	Frozen Foods	01/04/2022	31/03/2023	£623,514

SXL Schedule Number	Supplier Name	Subject Matter	Start Date	End Date	Contract Value
1121	Aberlour Child Care Trust	Childrens Residential	01/04/2022	31/03/2023	£78,075
1121	Care Visions Group Limited	Childrens Residential	01/04/2022	31/03/2023	£113,774
1121	Clearview Care Limited	Childrens Residential	01/04/2022	31/03/2023	£103,142
1121	Inspire Scotland Ltd	Childrens Residential	01/04/2022	31/03/2023	£103,479
1121	Kibble Education & Care Centre	Childrens Residential	01/04/2022	31/03/2023	£421,926
1121	Seamab	Childrens Residential	01/04/2022	31/03/2023	£206,858
1121	St Philips School Plains	Childrens Residential	01/04/2022	31/03/2023	£132,732
1218	Unico Ltd	Janitorial Products	01/04/2022	31/03/2023	£431,372
1219	Brake Bros Ltd	Groceries & Provisions	01/04/2022	31/03/2023	£627,889
1220	Findel Education Limited T/a Hope Education	Education Materials	01/04/2022	31/03/2023	£81,877
1220	Yorkshire Purchasing Organisation	Education Materials	01/04/2022	31/03/2023	£156,885
1521	ICL UK (Sales) Limited	Salt	01/04/2022	31/03/2023	£220,331
1918	Cygnnet (oe) Limited	Care Homes For Adults LD Inc Autism	01/04/2022	31/03/2023	£100,708
2017	The Social Care Community Partnership Limited (TSCCP)	Social Care Agency Workers	01/04/2022	31/03/2023	£184,574
2018	Apetito Limited	Community Meals	01/04/2022	31/03/2023	£191,602
2019	CF Services Ltd	Domestic Furniture and Furnishings	01/04/2022	31/03/2023	£282,711
2019	The Furnishing Service Ltd	Domestic Furniture and Furnishings	01/04/2022	31/03/2023	£667,091
2617	Street Lighting Supplies & Co Ltd	Street Lighting Materials	01/04/2022	31/03/2023	£51,040
2917	ICL UK (Sales) Limited	Salt for Winter Maintenance	01/04/2022	31/03/2023	£382,470
3017	Stark Building Materials UK Limited	Road Maintenance Materials	01/04/2022	31/03/2023	£63,578
				TOTAL	£10,452,347

*Recorded cumulative regulated expenditure by supplier against Scotland Excel Category B Frameworks during the reporting period. Figures from Scotland Excel. Note this does not include individual Category C contracts called-off from Scotland Excel frameworks. These are noted in the table below.

Category C Contract and Framework Awards

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
SBC/CPS/1614	Various	Scottish Borders Community Planning Partnership Sustainable Transport DPS	08/04/2019	08/04/2019	07/04/2029		£1,447,143*
SBC/CPS/1633	Various	Hire of Small Plant & Temporary Accommodation Framework	26/08/2019	26/08/2019	24/08/2023		£434,545*
1000893	Various	Road Materials Aggregates (dry) and Ready Mix Cement Framework	11/07/2022	11/07/2022	10/07/2024	2 x 12 months	£2,105,490*
SBC/CPS/1826	Various	Winter Maintenance Additional Services Framework	20/10/2020	20/10/2020	19/10/2024		£179,724*
SBC/CPS/2055	Various	Winter Maintenance Pathways Framework	28/09/2021	01/11/2021	19/10/2024		£113,389*
SBC/CPS/1164	Various	Subcontractors Framework	06/09/2021	04/10/2021	03/10/2023	2 x 12 months	£3,152,714*
SBC/CPS/1601	Various	Repairs and Maintenance (Trades) Framework	01/10/2019	01/10/2019	20/09/2023		£3,452,561*
1053	Turner and Townsend	Information Manager - Peebles HS	01/04/2022	01/04/2022	31/03/2025		£68,461
1054	Turner and Townsend	Information Manager - Galashiels CC	01/04/2022	01/04/2022	31/03/2025		£68,428
1000906	Treka Bus Limited	16 Seat Minibuses x2	27/04/2022	27/04/2022	31/03/2023		£167,828
1000849	Forth Resource Management Limited Composting	Garden Waste	03/05/2022	02/05/2022	01/05/2024	1 x 12 months	£390,000
SBC/CPS/1502	Maxi Construction Ltd	Hawick Business Centre	06/05/2022	06/05/2022	31/07/2023		£2,508,655
1000742	Allium UK Holdings Limited	Online Technical Resource Library	10/05/2022	12/05/2022	11/05/2024	2 x 12 months	£84,751
1000912	Changeworks	HEEPS ABS Managing Agent	18/05/2022	18/05/2022	17/05/2023		£162,607

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
1020	St Boswells Mowers	JCB 3CX Compact Highway Master Excavator	23/05/2022	23/05/2022	23/05/2022		£85,000
1000918	Wirtgen Limited	Purchase of a precision cold milling machine 0.5m	23/05/2022	23/05/2022	23/05/2022		£155,000
1030	J E Douglas and Sons Limited	Used 2021 plate 7.5t DAF Hookloader	07/06/2022	07/06/2022	07/06/2022		£65,000
1000944	J E Douglas and Sons Limited	Johnson Sweeper (Used 2021)	21/06/2022	21/06/2022	21/06/2022		£144,000
1000920	McConechy's Tyre Service Limited	Supply & Fit of Tyres	24/06/2022	01/07/2022	30/06/2023	2 x 12 months	£189,091
1000947	Thomas Sherriff and Company Limited	Ride on Mowers	30/06/2022	30/06/2022	30/06/2022		£227,099
1055	J E Douglas and Sons Limited	Used DAF 7.5t Hookloader	07/07/2022	07/07/2022	07/07/2022		£65,000
1000951	Team Netsol Limited	Revenues and Benefits Self-Service Claims System	08/07/2022	01/06/2022	30/05/2024	2 x 12 months	£84,829
1000893	Various	Road Surfacing Materials Framework Agreement	11/07/2022	11/07/2022	10/07/2024	2 x 12 months	£15,000,000
1000931	National Testing Services Limited	Coring Contract 2022-23	15/07/2022	25/07/2022	26/09/2022		£56,000
1000958	Critiqom	Print to Post Services	05/08/2022	05/08/2022	31/03/2025		£150,000
1000953	SWARCO UK & Ireland Ltd	Electronic Signage	10/08/2022	10/08/2022	10/08/2022		£100,000
1000965	Geesinknorba Limited	Purchase of 4 Food Waste Vehicles	24/08/2022	24/08/2022	24/08/2022		£332,500
1000966	Geesinknorba Limited	Purchase of 6x26ton Refuse Collection Vehicles	24/08/2022	24/08/2022	24/08/2022		£1,138,092
1000891	Continuity 2 Limited	Business Continuity System	26/08/2022	01/06/2022	31/05/2024	2 x 12 months	£76,000
1000997	Scot JCB Limited	5x Gravemaster JCB Mini-Excavators	13/09/2022	13/09/2022	31/10/2022		£125,000

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
1000854	Jacobs UK Limited	Bus Service Review project	22/09/2022	22/09/2022	28/02/2023		£80,000
1000983	Sweco UK Limited	Bridge General Inspection & Scour Assessment 2022/23	26/09/2023	26/09/2023	03/03/3023		£73,420
1106	Link Treasury Services Limited	Treasury Management Consultancy and Leasing Advisory Services	27/09/2022	22/10/2022	21/10/2025		£58,260
1089	Dawson Plant Hire	Purchase of Used Sweeper	29/09/2022	29/09/2022	29/09/2022		£115,000
1000995	Flogas Britain Limited	Liquid Petroleum Gas	01/10/2022	01/10/2022	30/09/2027		£100,000
1001026	Parentpay Limited	Cypad Kitchen Manager and Meal Selection	01/10/2022	01/10/2022	30/09/2024	2 x 12 months	£153,052
1000994	Addex Group	5x Electric Cage Tipper Vehicles	19/10/2022	19/10/2022	31/03/2023		£234,460
1000964	Turner and Townsend	Strategic Partnership Consultancy Support	21/10/2022	21/10/2022	20/10/2025	3 x 12	£900,000
1000673	We Are With You	Alcohol and Drugs Treatment Recovery Service	02/11/2022	01/04/2023	31/03/2026	3 x 12	£3,515,938
1001029	ALD Automotive	Lease of 37 Cars and Light Commercial Vehicles	03/11/2022	03/11/2022	02/11/2027		£1,019,630
1001050	Athlon UK	Lease of 84 Cars and Light Commercial Vehicles	03/11/2022	03/11/2022	02/11/2027		£2,462,124
1001031	J E Douglas and Sons Limited	2x16 Tonne Road Sweepers	10/11/2022	10/11/2022	02/02/2023		£329,316
1108	J E Douglas and Sons Limited	8*4 DAF Chassis	11/11/2022	11/11/2022	31/12/2022		£108,950
1109	J E Douglas and Sons Limited	6*4 DAF Chassis	11/11/2022	11/11/2022	31/12/2022		£106,310
1109	James A. Cuthbertson Limited	6*4 Chassis	11/11/2022	11/11/2022	31/03/2023		£97,529
1115	Leeds Commercial Limited	2 x Used Signage Vans	18/11/2022	18/11/2022	25/11/2022		£110,000

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
11001052	J E Douglas and Sons Limited	DAF 6*2 Tractor Unit	30/11/2022	30/11/2022	31/12/2022		£128,220
1001054	Unit4 Business Software Limited	Unit 4 Enterprise SaaS Solutions including Unit4 ERP, Unit4 Financial Planning & Analysis and Unit4 Talent Management	14/12/2022	01/01/2023	31/12/2025	1 x 12 months	£1,458,000
1000954	Rock Compliance Limited	Water Systems Risk Assessment and Hygient Monitoring	15/12/2022	01/01/2023	31/12/2025	2 x 12 months	£400,000
1134	Palfinger UK	Ex-Demo 7.5t Iveco Hookloader	20/12/2022	20/12/2022	13/01/2023		£59,000
1001045	Allstar Business Solutions Ltd	Fuel Cards	05/01/2023	01/04/2023	31/03/2024	1 x 12 months	£240,000
1136	BSP TEX Limited	Asphalt Spreader	11/01/2023	11/01/2023	24/03/2023		£77,695
1001056	Atkins	Roads Asset Management Plan Review	22/02/2023	01/03/2023	01/11/2023		£62,871
1000962	Various	Place-Making Framework	24/02/2023	27/02/2023	26/02/2025	2 x 12 months	£1,300,000
1001042	British Telecommunications Plc	Telephone Calls and Line Rentals	22/03/2023	06/03/2023	05/03/2024	2 x 12 months	£455,315
1001088	J E Douglas and Sons Limited	Five DAF 26t 6x4 Chassis	02/03/2023	02/03/2023	01/11/2023		£1,022,163
1174	Turner and Townsend	Hawick High School RIBA Stage 2	03/03/2023	01/08/2022	29/03/2024		£421,373
1001075	Groupcall Limited	Parents Evening Booking System	20/02/2023	01/04/2023	31/03/2026	1 x 12 months	£60,000
1001080	QRoutes Limited	Transport Scheduling Solution	22/02/2023	01/04/2023	31/03/2025	2 x 12 months	£136,000
1001074	Scottish Water	Private Water Sampling	28/03/2023	01/04/2023	31/03/2025	2 x 12 months	£165,000
1001102	Civica UK Limited	Workflow 360 Enterprise Content Management (ECM) Solution	29/03/2023	01/04/2023	31/03/2026		£227,046
						TOTAL	£48,005,579

* Cumulative spend for FY 2022-23



Social Care & Health Contracts

The Council uses a number of specialist providers across Adult and Children's Social Care & Health Services. These include Residential, Fostering, Educational and other specialist needs. The contracts for these services are put in place with multiple providers (both locally and out of the area) through existing framework agreements or via spot contracts. The use of the EU light touch regime ensures compliance with legislation.

After consideration it is believed that the individual nature of these arrangements creates a significant risk of a data breach occurring if they are publicised in more detail. These contracts are excluded from the above list.

Appendix 3 – Contracts awarded with Community Benefit Clauses

SBC Reference	Supplier Name	Subject Matter	Start Date	End Date	Optional Extension	Estimated Value
SBC/CPS/1614	Various Transport DPS Participants	Awarded Contracts from Transport DPS	01/04/2022	31/03/2023		£1,447,143
1000906	Treka Bus Limited	16 Seat Minibuses x2	27/04/2022	31/03/2023		£167,828
1000849	Forth Resource Management Limited	Garden Waste Composting	02/05/2022	01/05/2024	1 x 12 months	£390,000
SBC/CPS/1502	Maxi Construction Ltd	Hawick Business Centre	06/05/2022	31/07/2023		£2,508,655
1000912	Changeworks	HEEPS ABS Managing Agent	18/05/2022	17/05/2023		£162,607
1000992	BCA Insulation Limited	Internal Wall Insulation 2022/23	01/06/2022	31/05/2023		£875,403
1000908	Finlayson Contracts	St Peters PS Toilet Expansion	28/06/2022	10/10/2022		£155,000
1000947	Thomas Sherriff and	Ride on Mowers	30/06/2022	30/06/2022		£227,099
1000920	McConechy's Tyre Service Limited	Supply & Fit of Tyres	01/07/2022	30/06/2023	2 x 12 months	£189,091
1000893	Various	Road Surfacing Materials Framework Agreement	11/07/2022	10/07/2024	2 x 12 months	£15,000,000
1000958	Critiqom	Print to Post Services	05/08/2022	31/03/2025		£150,000
1000953	SWARCO UK & Ireland Ltd	Electronic Signage	10/08/2022	10/08/2022		£100,000
1000630	Bendcrete Leisure Limited	Design and Build of Peebles Skate Park	16/08/2022	31/01/2023		£199,210
1000965	Geesinknorba Limited	Purchase of 4 Food Waste Vehicles	24/08/2022	24/08/2022		£332,500
1000966	Geesinknorba Limited	Purchase of 6x26ton Refuse Collection Vehicles	24/08/2022	24/08/2022		£1,138,092
1000997	Scot JCB Limited	5x Gravemaster JCB Mini-Excavators	13/09/2022	31/10/2022		£125,000
1000854	Jacobs UK Limited	Bus Service Review project	22/09/2022	28/02/2023		£80,000
1000983	Sweco UK Limited	Bridge General Inspection & Scour Assessment 2022/23	26/09/2022	03/03/2023		£73,420
1000994	Addex Group	5x Electric Cage Tipper Vehicles	19/10/2022	31/03/2023		£234,460

SBC Reference	Supplier Name	Subject Matter	Start Date	End Date	Optional Extension	Estimated Value
1000964	Turner and Townsend	Strategic Partnership Consultancy Support	21/10/2022	20/10/2025	3 x 12 months	£900,000
1001025	Everwarm Limited	Installation of Heat Pumps 2022/23	24/10/2022	31/05/2023		£535,666
1001024	Everwarm Limited	Solar PVs installation programme 2022/23	24/10/2022	31/05/2023		£396,124
1001031	J E Douglas and Sons Limited	2x16 Tonne Road Sweepers	10/11/2022	02/02/2023		£329,316
1001052	J E Douglas and Sons Limited	DAF 6*2 Tractor Unit	30/11/2022	31/12/2022		£128,220
1000993	Finlayson Contracts	Lowood Lodge Melrose Refurbishment	05/12/2022	31/03/2023		£137,642
1001007	Smith & McMath	Refurbishment of Jedderfield Farmhouse, Peebles	03/01/2023	31/03/2023		£155,000
1000996	KOMPAN Scotland Limited	Small Play Parks Supply and Installation	23/01/2023	22/01/2025	2 x 12 months	£680,000
1000962	Various	Place-Making Framework	27/02/2023	26/02/2025	2 x 12 months	£1,300,000
1000945	Nathan's Waste Savers	Textile Recycling	28/02/2023	27/02/2025	2 x 12 months	£23,000
1001056	Atkins	Roads Asset Management Plan Review	01/03/2023	01/11/2023		£62,871
1001088	J E Douglas and Sons Limited	Five DAF 26t 6x4 Chassis	02/03/2023	01/11/2023		£1,022,163
1000998	KOMPAN Scotland	Play Parks Design, Supply and Install - St Boswells & Sleepy Valley	17/03/2023	16/03/2025		£380,000
1000673	We Are With You	Alcohol and Drugs Treatment Recovery Service	01/04/2023	31/03/2026	3 x 12 months	£3,515,938
1001045	Allstar Business	Fuel Cards	01/04/2023	31/03/2024	1 x 12 months	£240,000

* Category C contracts, including individual contracts called-off from frameworks, only. It is assumed that all Category A and B frameworks listed in appendix 2 include community benefits as a matter of course.

Appendix 4: CB Examples



Working with the Community

Date: May 2022

Activity: Upskilling and supporting local SME: Wright Auto Repair

Local garage owner, Stewart Wright has big plans. Plans for prosperity but most importantly for giving back to the community in terms of delivery first class motor vehicle repair services and in the creation of apprenticeships, jobs and the delivery of work experience programmes.

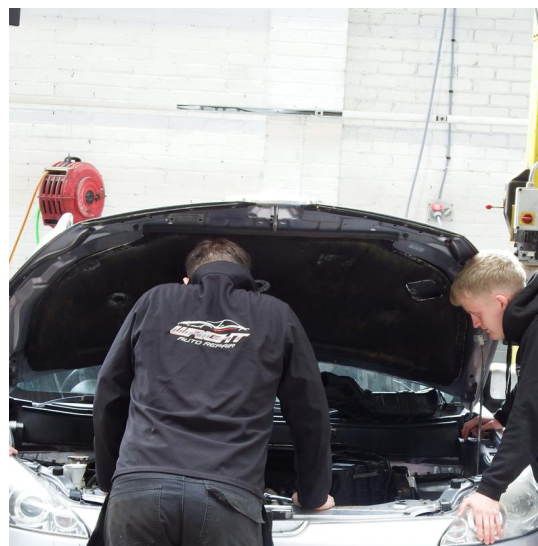
Pro-active, in less than one year of setting up business on Commercial Road, Stewart has already secured the required permissions to operate as a MOT testing station and the garage has become the first environmentally-friendly lubricant user/disposer in Hawick.

It is not all a “*bed of roses though*”. The garage is in a competitive market with other garages benefitting from a trading history spanning decades (although many are due to retire in the next 5 – 8 years). The funding of equipment is expensive and there is a limit to what can be achieved as a small business owner without support from others.

On review of Stewart’s draft business plan and existing marketing, Yvonne offered to help convert his business and personal profiles from ‘*grease monkey to competent, corporate business owner*’. A draft marketing brief was prepared. Further to enthusiastic agreement from Stewart, a series of photographic and video sessions were set up; videos created with original soundtracks; photos edited for use across the various platforms; a new Website is in design stage and will be ready to launch in the next week (once Yvonne writes the text); the original Facebook account has been updated to correct previous typos & grammatical errors; a Twitter Feed has been formed and a LinkedIn profile will be created shortly.

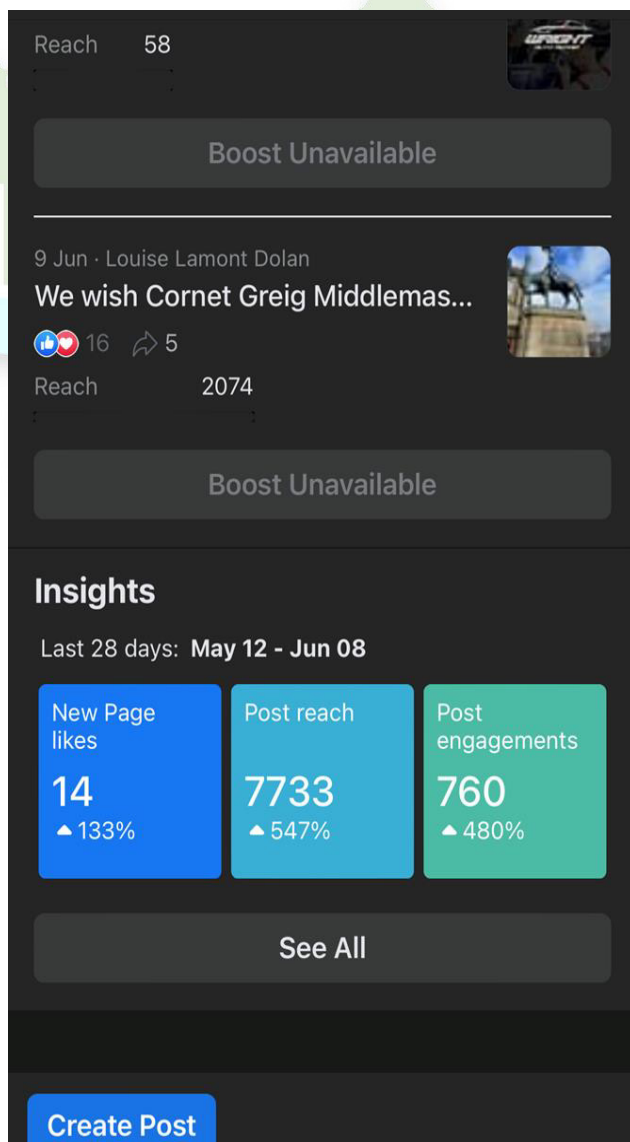
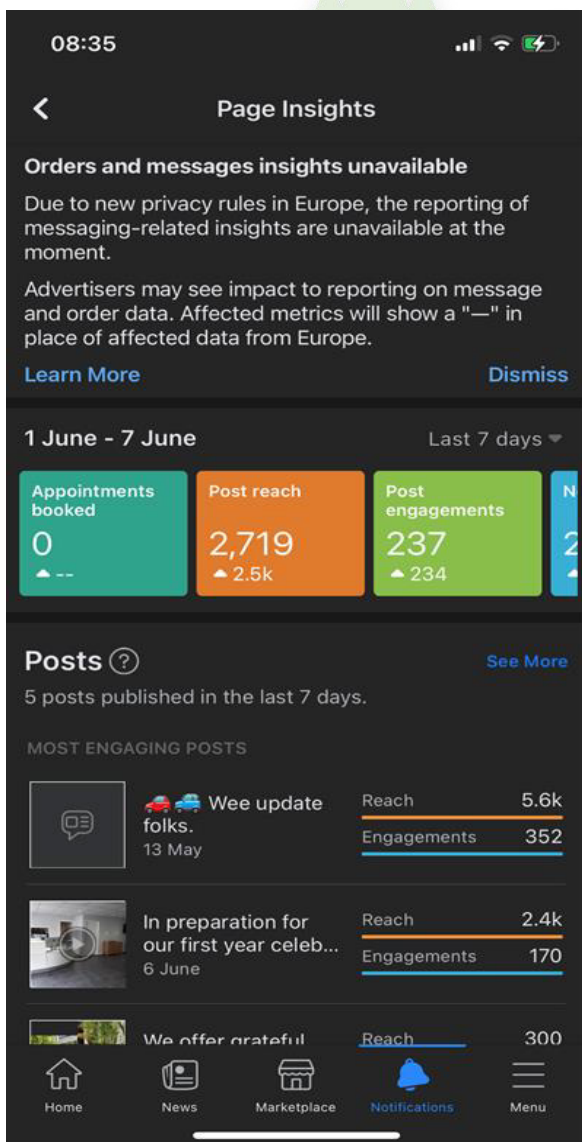
As at 08/06/2022 some 59 hours of dedicated business marketing, customer services and social media support has been given to Wright Auto Repair as part of the ‘front end’ work required to gain brand and reputation traction.

Sample photos include the following:





Videos already loaded to LinkedIn and Facebook are receiving very positive feedback. Indeed, early results of our involvement with Wright Auto Repair are encouraging, with social media posts reaching approx. eight thousand people. See Page Insights below.



There is still considerable work to be done to ensure continuity and uplift of the business (in terms of position, sales and continuity) but once the new website is complete and the targeted B2B campaign is underway, then it will only be updated posts/photos/videos that will require upload via the various channels. This activity is something we have given an undertaking to do until Yvonne has the opportunity to work closely with Michaela (Stewart's niece) to establish whether she has the skillset to take forward the business communications.

In addition to marketing, Yvonne is helping Stewart pull together a comprehensive business plan to take to South of Scotland Enterprise in a bid to gain assistance to help take the business to the next level.

Note – this type of specialist support is not offered by other Contractors in the industry.

Benefits of these particular activities

- Supports one of the smaller businesses positioned on Commercial Road (subject to traffic management restrictions)
- Helps differentiate the business from the 17 other garages operating in Hawick
- Creates consistency in branding and corporate profile
- Generates interest (private and corporate)
- Helps with substantiation of funding for MOT testing station now that authorisation has been given
- Promotes the familial aspect of the business to the families of Hawick
- Gives platform for future plans including the provision of work experience and creation of apprenticeships
- Helps with business continuity and sustainable growth
- Lifts the bar for the construction industry once again in terms of delivering social value



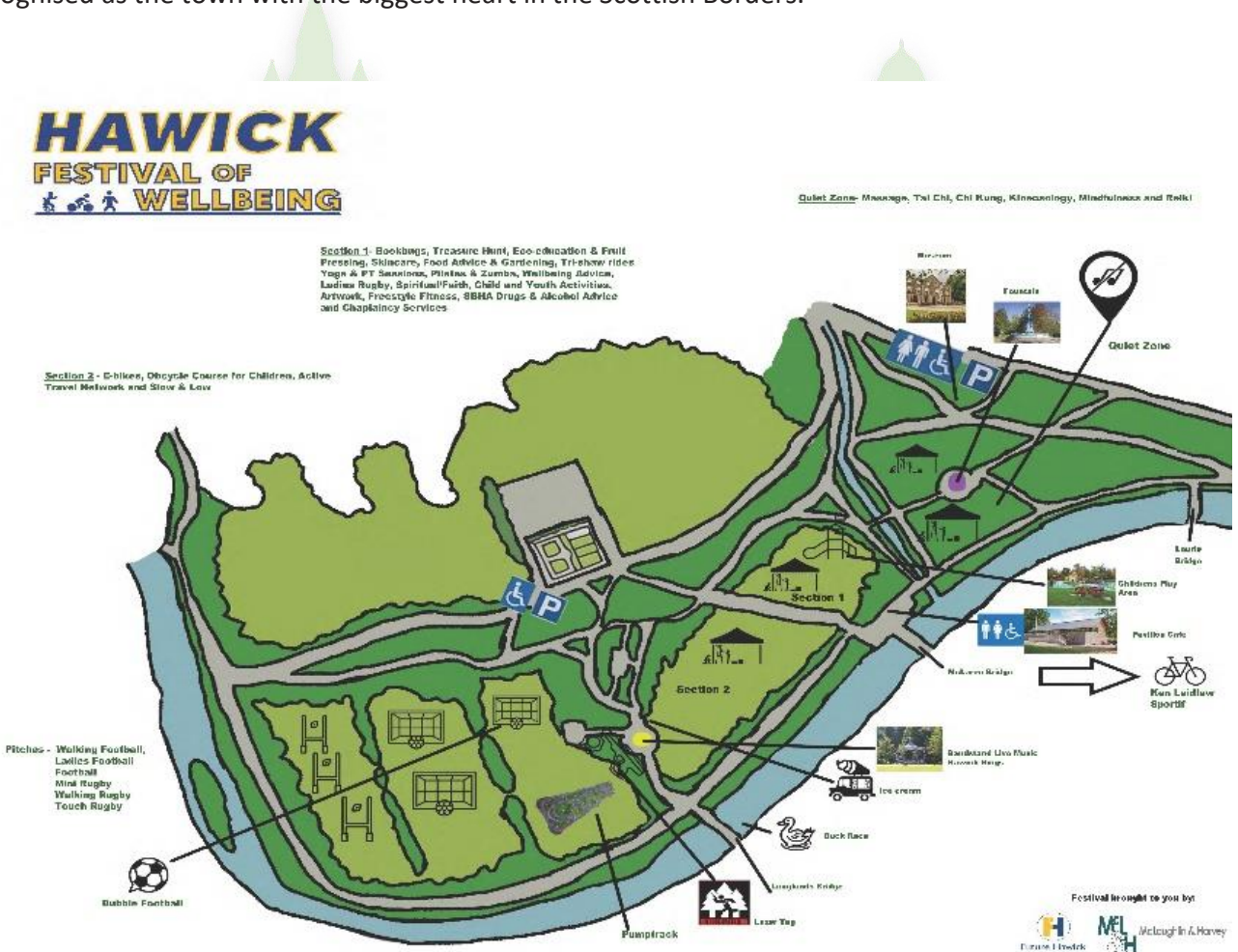
Working with the Community

Date: August 2022

Activity: Hawick Festival of Wellbeing

Further to the success of the Festival of Cycling in 2021, Yvonne Gilfillan suggested the creation of and subsequently organised the Hawick Festival of Wellbeing: an event that was a first for the town and the Scottish Borders.

Why? Three objectives - in a bid to further enhance (a) the socio-economic, physiological, psychological and spiritual wellbeing of the people and businesses of Hawick; (b) the town's position as a warm, welcoming and caring destination of choice for visitors; and (c) to provide evidence that Hawick should be recognised as the town with the biggest heart in the Scottish Borders.



Over the three month period leading up to the Festival of Wellbeing held on Sunday 21st August 2022, Yvonne handled 649 emails, 73 texts, 121 Calls, numerous WhatsApp and social media messages, attended 6 formal meetings and 8 informal meetings and dealt with 48 different national and local organisations and groups directly (even if not all participated on the day). She reviewed and contributed to RAMS, SBC

Application for the Event, Insurances, created the marketing strategy, supplied content and text for all social media posts and Hawick Paper features, agreed signage requirements, engaged all but 6 of the activity and gazebo holders, instructed the gazebo & equipment placement (Quiet Zone, Section 1, Section 2 and beyond), organised electricians, kept the Councillors, Community Councillors and various community leaders/influencers informed and involved, etc, etc.

With support from Louise Lamont for graphics design and manning of the McLaughlin & Harvey gazebo on the day, a total of 125.5 hours were invested in ensuring the smooth running and successful delivery of the inaugural festival.



Louise created an Adult Wordsearch; Children's Wordsearch and an Early-Years Healthy Options Quiz. On the day of the Festival, all the children who participated in the activities at the McLaughlin & Harvey gazebo then had to find the Apple Treasure Signs dotted at different locations across the park: (1) on entrance to the Pavilion Café, (2) in the Quiet Zone next to the Fountain at Amethyst Massage, (3) in section 1 at Hornshole Greenway/apple pressing, and (4) in section 2 at NHS Borders 'money worries' and 'soup in a bag' gazebo. This encouraged the children and their parents/grandparents/carers (as appropriate) to really engage with the Festival offerings.

All completed entries were put into respective prize draws. The winners were called on the night of the event and the prizes were delivered –

Scotland Rugby Ball – Sophie, Age 7
 Football – Tegan Swinton, Age 10
 Micro Skateboard – Isaac, Age 4
 Stunt Skateboard – Avalily, Age 9
 £50 Pavilion Café Voucher – Helen Hall

Scotland Rugby Ball – Joshua Harris, Age 9
 Football – Megan, Age 10
 Micro Skateboard – Logan, Age 4
 Badminton Set for 4 – Oliver French, Age 12



Some of the prize winners above - L-R: Joshua Harris (9)'s Mum, Megan (10) and Sophie (7)

Feedback from the Festival indicates that the objectives were achieved.

- Marjorie McCreddie, Welcome Hosts noted - *I had six campervans in the Haugh today and four had come for the event having been in Hawick recently and had seen the event advertised in the Host brochure and had returned to attend the event. Well done everyone.*
- Scott Runciman, Cycling UK noted - *everything went really well and glad I could be a part festival. We were really busy all day so I didn't get a chance to see too much of the other stalls but hopefully it went well for them too*
- Ian Mayo - *The day was a great success and all three of my girls had an amazing time, they even went to bed early on Sunday night!*
- Steph Mackenzie, NHS Borders - *It was a very well organised enjoyable day and you even made the sun shine! We chatted to LOADS of people so thanks for the opportunity to be part of it.*
- Gordon Muir, Hornshole Greenway - *We all had great fun, and continued the process of spreading the word on eco-education & 'Hawick Grown'... so onwards and upwards.*
- Cath Elliot-Walker (wearing various hats)- *Well done to everyone involved in pulling together an excellent day for Hawick. It was an excellent example of this unique community of Hawick working together.*
- Lydia Dickie, Amethyst - *I just wanted to send a message to say thank you so much for all that you did with this event and to thank everyone else involved! I had such a great day meeting everyone and massaging non stop. It was a great boost for me and my business.*
- Graham Dixon, Baptist Church - *Thank you so much for organising the festival and the many arrangements which you must have made to make it run smoothly. It was nice to find everything ready and allocated on arrival. With warmth and sunshine, everybody seemed happy and to be enjoying themselves. Please include me if you have another next year*

- Rosemary, Down to Earth – *Down to Earth has a wonderful time and want to thank you and your fabulous band of volunteers. It was an amazing day. I hope you have another one next year and can you put my name down for it please?*
- Marie Barton, NHS Borders – *I really enjoyed being part of the event and totally agree with what you said – if it makes a difference to just one person it is all worthwhile! I appreciated the opportunity to promote our service and to be out in the community to listen to people, hear their needs and guide them to supports available. I hope to be involved again next year! Plus, I would not have met you had I not been there!! You are on my radar now! I think all of what you do, and that's a lot, is amazing! You have a big heart.*

To create any type of event takes planning, time, energy and help. Yvonne gives grateful thanks to:

1. The team at the Hawick Paper for the support and coverage of the Festival
2. Future Hawick - Colin Telfer (Butch) for putting up with my lists of actions and accountability; Brian Bouglas for his help with keeping the park clear of litter on the day and organising the drinking water; and Derek Tait for dealing with the finances.
3. David Killean of Hawick Cycling Club for his support and tying-in with the Ken Laidlaw Sportif
4. Hawick Community Council for their volunteering, labour, supply of gazebos and tables and sponsoring/organising music at the bandstand
5. Hawick Reivers for their volunteering, labour and supply of gazebos and chairs
6. Friends of Wilton Lodge Park for their volunteering, labour and agreement to hold the event in Wilton Lodge Park
7. Members of the Hawick Volunteers who came out to help put up/take down the equipment
8. Hawick Youth Rugby who rose early from their beds on a Sunday morning to position and put up the equipment whilst subject to my coaching technique, and again in the afternoon at the end of the Festival
9. The Mosstrouper for putting the 'quack' into the day with the duck race
10. SBC for allowing the event to proceed
11. Mike from Borders Tai Chi for his thoughtful demonstrations and lessons
12. Lydia of Amethyst Massage who spent all day easing the aches and pains of many Teries
13. Rosemary of Down to Earth who brought calm, kinesiology and crystals
14. Peer2Peer Mindfulness who took people (young and old) through techniques to help bring balance, focus and quiet
15. NHS Borders – Steph, Marie & Caroline all of whom offered excellent support and advice on an array of topics including money worries, eating for good mental health and six ways to wellbeing
16. Hornshole Greenway and Abundant Borders – who encouraged participants to press local apples into fruit, whilst also regaling of the Hornshole Greenway project proposals
17. Sam Deans Fitness Studio – what energy and drive Sam demonstrated as she led multiple groups of participants through Zumba and/or Pilates sessions whilst many others (including myself) were seen to be attempting to dance in tune to the music
18. Craig at G10 Sports brought excitement with the bubble football and lazer tag (both of which were very much in demand)
19. Jane Gray Skincare for demonstrating her natural products for all skin types
20. LGBT Borders for offering advice, support and literature on associated diversity and inclusion matters
21. Kaye from SBHA
22. Kelso Ladies Rugby Club who really encouraged the next generation to get involved through practical exercises
23. Escape Youth Services who raised awareness of their excellent facilities and offerings

24. Graham Dixon of Hawick Baptist Church who offered spiritual wellbeing advice and guidance where sought
25. Flori of Fox-Fit who offered yoga instruction
26. Donna from Live Borders who offered the Bookbugs sessions in the morning
27. Cycling without Age Scotland (Hawick Chapter) who offered numerous trishaw rides around the park
28. Cycling UK who brought E-bikes and E-cargo bikes and allowed trial rides around the park
29. Hawick Active Travel Network who provided information on the new HATN and run a colouring/design a bike competition
30. Judith and her team at the Pavilion Café for providing excellent food and service as always
31. Kenny of Carnival Catering for bringing the ice cream van up at the Bandstand to help offer some cool refreshment and alleviate some of the pressures on the Pavilion Café
32. All the performers from Hawick Sings who offered spectacular entertainment in the afternoon
33. The paramedics in attendance
34. Ian Mayo of Mayo Graphics who exercised a great deal of patience with me when I was asking for particular posts in tight timescales
35. Graeme Webb Photography for the production of the drone and stills footage of the Festival
36. Hawick Community Pump Track
37. Hawick Minis Rugby
38. Trades Rugby
39. Hawick Ladies Football Team
40. Hawick Legion Walking Football Team
41. Muirhall Energy who supplied some cartons of water which were placed in three locations across the park for people to rehydrate themselves
42. All those who came along to participate and enjoy the day.
43. All the other individuals, not affiliated to any one organisation, who came along to offer their support in any form.

PLEASE SEE THE 6-PAGE SPECIAL FEATURE PULLOUT FROM THE HAWICK PAPER TO ACCOMPANY THIS CASE STUDY in which Provost Watson McAteer is reported as saying “There was something to cater for every taste. We have a lot to thank our flood prevention contractors McLaughlin & Harvey for, especially [community liaison officer] Yvonne Gilfillan who organised a very special day, supported by Future Hawick and many local organisations who were able to showcase their projects and services”.

Yvonne has already been asked to organise another Festival next year and has a waiting list of willing organisations to participate (some who did not have any involvement this year).

Benefits of these particular activities

- Collaborative working with national and local organisations & community groups to deliver best help, support, advice and services to benefit the community
- Raises awareness of wellbeing and how to improve wellbeing
- Highlights the array of support and other services available in the local area
- Encouraged people to take time to learn Tai Chi, experience a massage, consider kinesiology, practice mindfulness, etc.
- Demonstrates ongoing commitment by this Contractor to delivering a positive lasting legacy
- Highlights that Contractors can offer specialist skills that go beyond what is considered to be ‘standard’ construction and/or sponsorship activity

Working with the Community

Date: May 2023

Activity: Hawick Eco School Visits

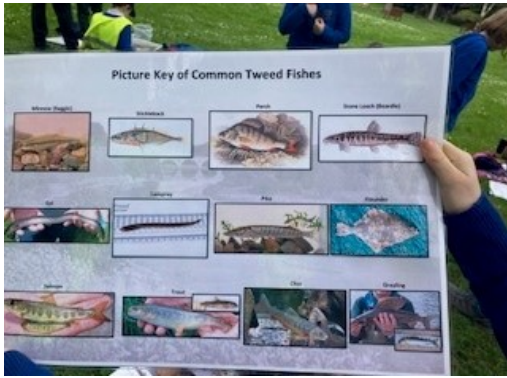
Further to the success of Drumlanrig Primary School visit to the Flood Protection Scheme at the Common Haugh, Marion Hughes suggested the creation of some eco schools workshops, to inform school children not only of the flood protection works but also the local ecology and the importance of protecting this. Marion subsequently liaised with Tweed ecology, Tweed forum and John Holmes from SBC and several school events were organised in collaboration with these partners to inform children not only of the flood protection works, but also of it's ecological importance.

Why?

Three objectives - in a bid to further enhance:

- (a) the knowledge of the towns children on why the flood protection scheme exists;
- (b) the town's position on the river Teviot and Sliprig and the ecological importance of this.
- (c) to provide evidence of the local flora, fauna and wildlife surrounding Hawick and the need for this to be preserved.





Invertebrate Pollution Monitoring Sheet

Type of Freshwater Invertebrate	Score	Tick this box if Present
Water Flea Larvae	5	
Beetle	5	
Central Caddisfly Larvae	5	
Case-head Caddisfly Larvae	5	
Damselfly nymph	5	
Leech	5	
Freshwater Shrimp	5	
Muskyfly nymph - Agile Chiron	5	
Muskyfly nymph - Bushcrazer	5	
Muskyfly nymph - Stone Changer	5	
Large Stonefly nymph	5	
Small Stonefly nymph	5	
Trout Fly Larvae - Caddis Fly	5	
Trout Fly Larvae - Bloodworm	5	
Trout Fly Larvae - Black Fly	5	
Water Boatman - Greater	5	
Water Boatman - Lesser	5	
Water Scorpion	5	
Worm	5	
Flat Worm	5	
Freshwater Mollusc - Pica Mussel	5	
Freshwater Mollusc - River Mussel	5	
Freshwater Mollusc - River Snail	5	
Water Scorpion	5	

No. of boxes ticked: _____ Total Score: (add up the scores next to the boxes ticked) _____

Divide total score by No. of boxes ticked: _____

= Pollution Score



Benefits of these particular activities

Feedback from the Schools projects indicate that the objectives were achieved.

Collaborative working with national, local organisations & community groups to deliver best help, support, advice and services to benefit the community

- Raises awareness of local ecology
- Highlights the array of pond life available in the local burns, streams and rivers.
- Encourages children to see and experience first hand local nature.
- Demonstrates ongoing commitment by this Contractor to delivering a positive lasting legacy in terms of education.
- Highlights that Contractors can offer specialist skills that go beyond what is considered to be 'standard' construction and/or sponsorship activity.



Foodbank Rebates - Each of the foodbanks below is to get a share of the Brakes CB rebate money which equates to £334.26 per organisation. The total rebate amount is £5348.25.

Name of organisation	Address	Amount to be paid
Newtown Community Help Food Larder	Newtown Community Help, Newtown community wing, Sprouston Road, Newtown st Boswells, Td6 0rz	£334.26
Galashiels and Area Foodbank		£334.26
Lauder Larder	The Byer (c/o Lauder Leisure Centre), The Old Causeway, East High Street, Lauder, TD2 6SX	£334.26
Tweeddale Youth Action	Old corn Exchange, School Brae, Peebles, EH45 8AT	£334.26
Chirnside Development group (who run Chirnside community larder)	Chirnside Community Centre, North Church, Crosshill, Chirnside, Duns TD11 3XR	£334.26
Selkirk Foodbank	35 Market Place, Selkirk	£334.26
Kingsmeadow Social Enterprise (trading as the food foundation)	Victoria Park Centre, Kingsmeadows Road, EH45 9BH	£334.26
Rowlands	24-26 West Port	£334.26
Kingsland Primary School	Neidpath Road, Peebles, EH45 8NN	£334.26
Peeblesshire Foodbank	1 Silverbirch Studios, Cavalry Park, Peebles, EH45 9EN	£334.26
Café Recharge	58 Island Street Galashiels	£334.26
Eildon West Youth Hub (TD1 Youth Hub)	47a Ladhope Vale, Galashiels, TD1 1BW	£334.26
Innerleithen Swap and Share Shed	Co-op Car Park, Peebles Road, Innerleithen EH44	£334.26
Philiphaugh Early Years Centre	2 Linglie Road, Selkirk, TD7 4LT	£334.26
Duns Food Bank (A restricted fund of Duns & District Parishes - Scottish Charity Number SC005161)	6A Market Square, Duns, TD11 3DB	£334.26
Food Hugs	Food HUGS c/o The Bridge, Volunteer Resource Centre, School Brae, High Street, Peebles, EH45 8AT	£334.26

Annual Report Ownership

Approved	Scottish Borders Council Council Management Team 30/08/2023 Executive Committee XX/09/2023
Authorised By	Mrs Suzy Douglas, Director – Finance & Procurement sdouglas@scotborders.gov.uk
Prepared By	Mr Ryan Douglas, Procurement Business Partner ryanthomas.douglas@scotborders.gov.uk

You can get this document on audio CD, in large print, and various other formats by contacting us at the address below. In addition, contact the address below for information on language translations, additional copies, or to arrange for an officer to meet with you to explain any areas of the publication that you would like clarified.

PROCUREMENT SERVICES

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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 Borders Council
b) Period of the annual procurement report	2022-23
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	122
b) Total value of regulated contracts awarded within the report period	£67,623,285
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	98
i) how many of these unique suppliers are SMEs	53
ii) how many of these unique suppliers are Third sector bodies	6

3. Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	122
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.	2
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	2
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	25

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 (Each contracting authority sets its own priority groups)	46
e) Number of Apprenticeships Filled by Priority Groups	25
f) Number of Work Placements for Priority Groups	16
g) Number of Qualifications Achieved Through Training by Priority Groups	Unknown
h) Total Value of contracts sub-contracted to SMEs	Unknown
i) Total Value of contracts sub-contracted to Social Enterprises	Unknown
j) Total Value of contracts sub-contracted to Supported Businesses	Unknown
k) Other community benefit(s) fulfilled	N/A

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	7
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.	40
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	19

6. Payment performance

a) Number of valid invoices received during the reporting period.	93,807
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	94
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	0
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

7. Supported Businesses Summary

a) Total number of regulated contracts awarded to supported businesses during the period	£0
b) Total spend with supported businesses during the period covered by the report, including:	£17,098
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£17,098

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£200,634,741
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£101,376,072
c) Total procurement spend with third sector bodies during the period covered by the report.	£35,548,061
d) Percentage of total procurement spend through collaborative contracts.	12
e) Total delivered cash savings for the period covered by the annual procurement report	£142,328
f) Total non-cash savings value for the period covered by the annual procurement report	£566,374

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	52
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£187,930,002

NOTES

- Reference to contract is also to be construed as meaning a framework agreement.
- Please provide exact figures wherever possible, rather than estimations.
- Please distinguish between the 'zero' value and where information is either not recorded or not available.

1. Organisation and report details

- a) Enter the name of the contracting authority to which the report refers.
- b) Enter the actual period of the report (for example, 01 April 22 to 31 March 23 or 1 August 22 to 31 July 23.)
- c) Has the report been prepared because there is a requirement to do so under [Section 18 of the 2014 Act](#)?

2. Summary of regulated procurements completed

- a) This is the total number of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
- b) This is the total estimated value (excluding VAT) of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
- c) This is the total number of unique suppliers that were awarded a place on a regulated contract which was awarded during the reporting period (where a supplier has been awarded more than one framework, or contract only one instance should be recorded).
 - i) Number of unique SME suppliers that were awarded a place on a contract awarded during the reporting period (an SME means an enterprise which employs less than 250 staff) (where a SME supplier has been awarded more than one framework, or contract only one instance should be recorded).
 - ii) Number of unique third sector suppliers that were awarded a place on a contract awarded during the reporting period (where a third sector supplier has been awarded more than one framework, or contract only one instance should be recorded).

3. Review of regulated procurements compliance

- a) Total number of regulated contracts awarded within the reporting period that complied with the commitments and policies set out in your corporate procurement strategy.
- b) Total number of regulated contracts awarded within the reporting period that did not comply with commitments and policies set out in the corporate procurement strategy.

4. Community benefit requirements summary

- a) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater.
- b) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater that contain Community Benefit requirements.
- c) Total number of regulated contracts with a value of less than £4 million that contain Community Benefit requirements.
- d) Total number of jobs filled by individuals within a priority group during the period of the report.
- e) Total number of apprenticeships filled by priority groups during the period of the report.
- f) Total number of work placements delivered for priority groups during the period of the report.
- g) Number of qualifications achieved during the period of the report through training by priority groups.
- h) Total value of contracts subcontracted to SMEs during the period of the report
- i) Total value of contracts subcontracted to Social Enterprises during the period of the report.
- j) Total value of contracts subcontracted to Supported Businesses during the period of the report.

- k) Other community benefits that were fulfilled during the period of the report that do not fall into one of the preceding categories.

[Scottish Procurement Policy Note 10/2020](#) clarifies the Scottish Government's policy on measuring social impact through procurement and support for application of this policy in the form of the sustainable procurement duty tools and accompanying guides.

5. Fair Work and the real Living Wage

- a) Number of regulated contracts awarded during the reporting period that include a scored Fair Work First criterion where it was relevant to do so. The Scottish Government asks employers to adopt fair working practices, specifically: 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; 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 practice.
- b) Total number of unique suppliers that have committed to pay the real Living Wage to persons involved in producing, providing or constructing the subject matter of regulated procurements; this number will include suppliers who are awarded onto a framework agreement and will also reflect those suppliers who are accredited as Living Wage employers.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period of the report; this number will include suppliers who are awarded onto a framework agreement.

[Fair Work First: guidance](#) outlines our Fair Work First approach and exemplifies the Fair Work First criteria in practice. It should be used by those involved in awarding public sector grants, other funding, and public contracts as well as those who receive funding through public sector grants, sponsorship arrangements with the Scottish Government and/or are involved in the delivery of contracts.

6. Payment performance

- a) Total number of valid invoices received during the period of the report.
- b) The percentage of valid invoices received during the period of the report that were paid on time (for example, within the time period set out in the contract terms).
- c) Total number of regulated contracts awarded during the period of the report that contained a contract term requiring the prompt payment of invoices in public contract supply chains.
- d) Total number of concerns raised by sub-contractors within the timeframe covered by the report about timely payment of invoices relating to the supply chain of public contracts.

[Scottish Procurement Policy Note \(SPPN\) 02/2022](#) provides details of how public bodies are to embed prompt payment performance in the supply chain through procurement processes.

7. Supported businesses summary

- a) Total number of all regulated contracts that were awarded to supported businesses during the reporting period (this includes contracts reserved for supported businesses)
- b) Total amount of spend with supported businesses during the reporting period (through regulated and non-regulated contracts).
 - i) Total spend with supported businesses during the reporting period through regulated contracts (*including spend within the period on contracts placed before the period*).
 - ii) Total spend with supported businesses during the reporting period through non-regulated contracts (*including spend within the period on contracts placed before the period*).

Organisations as defined by [regulation 21 of the Public Contracts \(Scotland\) Regulations 2015](#) are commonly referred to as supported businesses. [Scottish Procurement Policy Note \(SPPN\) 04/2017](#) contains information on: determining whether an organisation meets the definition of a supported

business for the purposes of public procurement legislation; identifying supported businesses; and monitoring and reporting.

8. Spend and savings summary

- a) Total amount of procurement spend during the reporting period.
- b) Total amount of procurement spend with SMEs during the reporting period.
- c) Total amount of procurement spend with third Sector bodies during the reporting period.
- d) Percentage of total procurement spend during the reporting period that is through collaborative contracts.
- e) Total amount of cash savings delivered for the period of the report.
- f) Total non-cash savings value for the period covered by the annual procurement report.

[Procurement benefits reporting: guidance](#) is available to help procurement teams identify savings and benefits from procurement activity. It is also important that these savings and benefits are reported in a consistent manner across sectors.

9. Future regulated procurements

- a) Total number of all regulated contracts that are expected to commence in the next two financial years.
- b) Total estimated value of all regulated contracts that are expected to commence in the next two financial years.

While it is acknowledged that at the time a contracting authority prepares its annual procurement report, it is unlikely to know what its precise requirements will be over the course of the next two financial years, it should be in a position to provide a brief forward plan of anticipated procurements relevant and proportionate to the contracting authority's size and spend.