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EXECUTIVE COMMITTEE TUESDAY, 1 DECEMBER 2020

A MEETING of the EXECUTIVE COMMITTEE will be held on TUESDAY, 1 DECEMBER 2020 at 10.00 am. The Chairman has directed that this meeting will be conducted in accordance with Section 43 of the Local Government in Scotland Act 2003 and will be accessed remotely by Members via MS Teams. The meeting will be live-streamed to the public and a link will be on the Council website.

J. J. WILKINSON,
Clerk to the Council,

24 November 2020

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 3 - 10) Minute of meeting held on 17 November 2020 to be noted for signature by the Chairman (copy attached).	2 mins
5.	Corporate Debts - Write Offs in 2020/21 (Pages 11 - 16) Consider report by Executive Director, Finance & Regulatory. (Copy attached.)	20 mins
6.	Eyemouth Harbour Operations and Maintenance Project - Update on the Proposed Dive Shore Access Road for Recreational Divers (Pages 17 - 20) Consider Joint report by Executive Director, Corporate Improvement and Economy and Service Director, Assets and Infrastructure. (Copy attached.)	20 mins
7.	Annual Procurement Report (Pages 21 - 50) Consider report by Executive Director, Finance & Regulatory. (Copy attached.)	20 mins
8.	Any Other Items Previously Circulated	

9.	Any Other Items which the Chairman Decides are Urgent	
10.	<p>Private Business</p> <p>Before proceeding with the private business, the following motion should be approved:- “That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act.”</p>	
11.	<p>Minute (Pages 51 - 52)</p> <p>Consider Private Section of the Minute of the Meeting held on 17 November 2020. (Copy attached.)</p>	2 mins

NOTES

1. **Timings given above are only indicative and not intended to inhibit Members’ discussions.**
2. **Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.**

Membership of Committee:- Councillors S. Haslam (Chairman), S. Aitchison (Vice-Chairman), G. Edgar, C. Hamilton, S. Hamilton, E. Jardine, S. Mountford, M. Rowley, R. Tatler, G. Turnbull and T. Weatherston

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**SCOTTISH BORDERS COUNCIL
EXECUTIVE COMMITTEE**

MINUTE of Meeting of the EXECUTIVE
COMMITTEE held remotely by Microsoft
Teams on Tuesday, 17 November 2020 at
10.00 am

- Present:- Councillors S. Haslam (Chairman), S. Aitchison (Vice-Chairman),
C. Hamilton, S. Hamilton, E. Jardine, S. Mountford, M. Rowley, R. Tatler and
G. Turnbull
- Apologies:- Councillors G. Edgar and T. Weatherston
- In Attendance:- Executive Director Corporate Improvement & Economy, Executive Director
Finance & Regulatory, Service Director Assets & Infrastructure, Democratic
Services Team Leader, Democratic Services Officer (F. Walling).

1. **MINUTE**

There had been circulated copies of the Minute of the meeting of 6 October 2020.

DECISION

APPROVED for signature by the Chairman.

2. **MONITORING OF THE GENERAL FUND REVENUE BUDGET 2020/21**

- 2.1 There had been circulated copies of a report by the Executive Director Finance & Regulatory providing the budgetary control statements for the Council's General Fund based on actual expenditure and income to 30 September 2020 along with explanations of the major variances identified between projected outturn expenditure and income and the current approved budget. As reported to the Executive Committee of 15 September 2020 after the first quarter of 2020/21 a detailed budget review exercise had been undertaken to realign budgets in light of the financial implications of the COVID-19 response. The reported position after the first quarter was a residual budget pressure, based on forecasts at that point, of £1.393m. Forecasts had now been updated to the second quarter of 2021/21 at 30 September and the position had improved with a revised residual forecast pressure of £0.628m. This position reflected an improvement of £0.765m from the first quarter with the aim remaining to balance the revenue budget by the 31 March 2021 if at all possible. As previously reported, there was likely to be a significant impact on the delivery of planned Financial Plan savings during 2020/21 as a result of the emergency situation. Financial plan savings of £12.091m required to be delivered in 2020/21. An analysis of deliverability had been updated as shown in Appendix 4 to the report. Following the September month end £5.705m (47%) savings had been delivered permanently, £1.454m (12%) were profiled to be delivered by 31 March 2021 and £4.932m (41%) had been delivered on a temporary basis through alternative savings. Full details of pressures, risks and challenges and the significant majority of areas of the Council's operation where budget plans remained on track were detailed in Appendix 1 to the report. The report detailed key assumptions made in arriving at the figures; management actions for the remainder of the financial year with the aim of closing the current £0.628m gap; and a summary of the impact of COVID-19 related pressures on individual services.

- 2.2 Members discussed the report and received answers to their questions from the Executive Director, David Robertson. The Executive Member for Economic Regeneration and Finance thanked Mr Robertson and his team for their work in producing the report. He welcomed the efforts made over the recent quarter to halve the residual forecast pressure but emphasised the huge amount of work being carried out by officers to deliver

the savings required. He also noted the significant additional work being managed by the Council during the COVID-19 emergency to administer and deliver grants to local businesses. In response to a question about Specific Grant flexibility around the use of funds freed up from Early Years expansion Mr Robertson advised that the funding was ring-fenced within Education and available funds would be used to offset COVID-19 costs in that service during 2020/21. He confirmed that the Council had made a commitment in full in terms of Early Years expansion and delivery of 1140 funded hours. Mr Robertson agreed that, in terms of financial risk, it was Health & Social Care which was continuing to experience ongoing pressures as a result of the COVID-19 response. There had been a significant amount of funding to the IJB budget to address these pressures and more was expected. Mr Robertson gave assurance that the Corporate Management Team continued to closely monitor the service to ensure that pressures were minimised.

DECISION

AGREED to:-

- (a) note the projected corporate monitoring position reported at 30 September 2020, the remaining pressures identified, the underlying cost drivers of this position and the identified areas of financial risk as reflected in Appendix 1 to the report;**
- (b) approve the virements attached as Appendix 2;**
- (c) note the progress made in achieving Financial Plan savings in Appendix 3; and**
- (d) request the Corporate Management Team to continue to take all possible management action to balance the budget in the current year.**

3. MONITORING OF THE CAPITAL FINANCIAL PLAN 2020/21

There had been circulated copies of a report by the Executive Director Finance & Regulatory providing an update on the progress of the 2020/21 Capital Financial Plan and seeking approval for virements and the reallocation of funds. The monitoring tables in Appendix 1 to the report detailed actual expenditure to 30 September 2020. Key issues identified in the tables were summarised within the main report. The review of the capital budget, in light of financial implications of COVID-19 approved by Council on 27 August 2020, focussed on assessing the impact of the national “lockdown” of the construction industry and the associated inevitable delays in current and planned programmes of work. The assessment of COVID-19 impacts had continued during the second quarter of the year with a net budget variance of £1.878m now being identified. This was made up of net timing movements from 2020/21 of £3.610m. The most significant of which were Hawick Flood Protection Scheme £6.487m, Jedburgh High Street Building £0.500m, Play Areas and Outdoor Community Spaces £0.540m and a timing movement to bring budget forward from future years into 2020/21 for IT Transformation £4.376m. Appendix 2 of the report contained a list of the block allocations approved for this year and the various approved and proposed projects to be allocated from them within the 2020/21 Capital Plan. A list of estimated whole project capital costs for single projects which would not be completed in the current financial year was contained in Appendix 3 to the report. In a discussion of the report, Members recognised the impact of COVID-19 in terms of delays in planned programmes of work but also noted progress being made with current projects, referring in particular to the development of the Tapestry Building in Galashiels.

DECISION

- (a) AGREED the projected outturns in Appendix 1 to the report as the revised capital budget and approved the virements required.**
- (b) NOTED:-**

- (i) **the budget virements previously approved by the Executive Director Finance & Regulatory and the Service Director Assets and Infrastructure detailed in Appendix 2 under delegated authority;**
- (ii) **the list of block allocations detailed in Appendix 2; and**
- (iii) **the list of whole project costs detailed in Appendix 3.**

4. BALANCES AT 31 MARCH 2021

There had been circulated copies of a report by the Executive Director Finance & Regulatory providing an analysis of the Council's balances as at 31 March 2020 and details of the projected balances at 31 March 2021. The report explained that the unaudited Council's General Fund useable reserve (non-earmarked) balance was £6.315m at 31 March 2020. The projected General Fund useable reserve was projected, to remain at £6.315m at 31 March 2021 in line with the Council's Financial Strategy. Any year end overspend as a result of the COVID-19 pandemic would, however, require to be funded from reserves. The total of all useable balances, excluding developer contributions, at 31 March 2021 was projected to be £22.262m, compared to £29.866m at 31 March 2020. The projected balance on the Capital Fund of £6.397m would be affected by any further capital receipts, developer contributions, interest credited and any expenditure authorised to be financed from the Fund during the remainder of the financial year. Members noted the continuing pressure of costs relating to the COVID-19 pandemic.

**DECISION
NOTED:-**

- (a) **the audited 2019/20 revenue balances at 31 March 2020;**
- (b) **the projected revenue balances as at 31 March 2021 as contained in Appendices 1 & 2 to the report; and**
- (c) **the projected balance in the Capital Fund as contained in Appendix 3 to the report.**

5. STRATEGIC HOUSING INVESTMENT PLAN 2021-2026 SUBMISSION

There had been circulated copies of a report by the Executive Director Corporate Improvement and Economy seeking formal approval of the Strategic Housing Investment Plan (SHIP) 2021-2026, so that it could be submitted to Scottish Government as required by the mid-December deadline. The Chief Planning & Housing Officer, Ian Aikman, was in attendance and highlighted the main points of the report and the SHIP 2021-2026 which was attached as an Appendix. The SHIP articulated how the Council and its Registered Social Landlord (RSL) partners would seek to deliver the Border's affordable housing investment needs and priorities, identified in the Council's Local Housing Strategy (LHS) 2017-2022, over a rolling 5 year planning horizon. Based on available Resource Planning Allocations from Scottish Government and resource planning assumptions, RSL partner private sector borrowing and commitment from the Council's Affordable Housing Budget, approximately 122 new homes could be delivered during 2020/21 and potentially up to 1125 new affordable homes over the five-year SHIP 2021-2026 period, representing investment of around £166m. Mr Aikman explained that this was the Council's 12th SHIP submission and over that period the Council and partners had delivered a total of 1270 new affordable homes. The four main Borders RSLs now had an estimated stock of 12,093 homes for social and mid-market rent. 2019-2020 saw 141 affordable homes being delivered. Unfortunately due to the adverse impact of the COVID-19 pandemic and resultant construction site closures, which had delayed both site starts and programmed completions, it was anticipated that annual affordable housing completions in 2020-2021 would be reduced to around 122 new homes. This would fall slightly short of the LHS

annual target of 128 homes. Members welcomed the report and the ambitious plans, recognising the significance to the individuals involved in every single warm, affordable and sustainable home that was provided. They noted that the provision of affordable housing had been across the Borders and that the investment priorities had a particular emphasis on extra care housing for older people. In thanking the housing team responsible for the development of the SHIP, Members also made reference to the effective and important work carried out by the Council's Homelessness Service.

DECISION

AGREED to approve the SHIP 2021-2026, attached as Appendix 1 to the report, for submission to the Scottish Government – More Homes Division.

6. DEFERRAL OF THE NEXT LOCAL HOUSING STRATEGY BY ONE YEAR TO 2023

There had been circulated copies of a report by the Executive Director Corporate Improvement and Economy seeking agreement on the proposed deferral of the development of the next Local Housing Strategy (LHS) by one year. The Housing (Scotland) Act 2001 placed a statutory requirement on Local Authorities to develop a LHS, supported by an assessment of housing need and demand for a five year period. The current Scottish Borders LHS covered the period 2017-2022 and was approved by the Executive Committee in June 2017. The next LHS would be expected to cover a period of five years from 2022-2027. For the reasons outlined in the report, principally the timings identified for the development of the next regional Housing Need and Demand Assessment (HNDA) and the setting of Housing Supply Targets, Council Officers recommended deferring the development of the next LHS by one year. It was proposed that the new LHS would cover the five year period from 2023-2028. The Chief Planning & Housing Officer gave Members further information about the regional spatial strategies and the associated HNDA. He emphasised that outputs from the regional assessment were essential to the development of the next LHS. The Scottish Government had indicated support for deferring development of Local Housing Strategies where an up to date HNDA was not yet available. This was the case for four out of the six local Authorities in the South East Scotland Region.

DECISION

(a) AGREED to the deferral of the next Local Housing Strategy by one year to cover the five year period 2023-2028.

(b) NOTED that discussions with the Scottish Government indicated support for this proposal.

7. WHEELCHAIR ACCESSIBLE HOUSING TARGET

There had been circulated copies of a report by the Executive Director Corporate Improvement & Economy proposing that the Council set an all tenure annual wheelchair accessible housing delivery target of 20 homes. The report explained that revised Scottish Government Guidance required Councils to set all tenure wheelchair accessible housing targets by end of April 2020. However the COVID-19 pandemic had adversely impacted on this being done as intended. Scottish Government indicated that the Strategic Housing Investment Plan 2021-26 should include further update and timescales for implementation. The Council had commissioned Consultants to carry out research regarding the need for wheelchair accessible housing in the Scottish Borders, which was completed in January 2020. The Consultants had been supported by a working group consisting of Council officers, and representatives from other related communities of interest including service users and carers, voluntary sector service providers and the Registered Social Landlord sector. The final report recommended 20 additional wheelchair accessible homes as an annual all tenure wheelchair accessible housing target, and also provided a proposed action plan. It was proposed that the action plan be consolidated into the actions developed to implement the Council's Local Housing Strategy 2017-22. The Chief Planning & Housing Officer advised that it was proposed

that delivery of the 20 homes be proportioned as 15 from RSLs and the balance from private sector providers. The consultants also identified a range of other challenges and actions in order to make best use of available wheelchair accessible and adapted housing stock across all tenures. It was proposed that these actions would be consolidated within the LHS 2017-22 action plan. Members welcomed the report. They emphasised the need to ensure the provision covered the geographical spread of the Borders and encouraged the Council to work closely with private developers at the early planning stage in order to deliver wheelchair accessible housing within the private sector. In response to a Member's question Mr Aikman gave assurance that the Council would work closely with all stakeholders and voluntary sector representatives in the delivery of wheelchair accessible housing and the adaptation of the existing housing stock. In terms of the recommendations it was agreed to amend recommendation (c) of the report to require a review report to Executive Committee on an annual basis.

DECISION

AGREED to:-

- (a) approve 20 new wheelchair accessible houses as an annual delivery target, with Registered Social Landlords to deliver 15 of these each year;**
- (b) remit the Executive Director to consolidate the research final report actions into the Local Housing Strategy 2017-22 action plans and monitor and report progress via Local Housing Strategy related processes; and**
- (c) remit the Executive Director to bring forward on an annual basis a report on the delivery of the wheelchair accessible annual target.**

8. LOCAL BUS SERVICE IMPROVEMENTS

There had been circulated copies of a report by the Service Director Assets & Infrastructure proposing enhancements to the local bus service in the Eildon, Berwickshire and Cheviot localities. The Service Director introduced the report which explained that a review of the Council's In-House Fleet had identified a number of opportunities to enhance local bus services in the Eildon, Berwickshire and Cheviot localities as detailed in Appendix 1 to the report. In order to deliver the proposed service changes the Council would need to make minor changes to bus timetables; operate services on the back of School contracts; register dead mileage (where a vehicle operated out of service between two points) to qualify for Bus Service Operators grant at 14.4p per Km; and utilise Melrose Gait Development Contribution of £26k per annum for three years, thus reducing the need to draw on bus subsidies. It was anticipated that these proposed changes would deliver savings of £44,000 per annum towards existing Fit for 2024 savings targets within both Passenger Transport and Education; increase contract and revenue income generated by the Councils in-house fleet; improve connections and service efficiency; and enhance the service provided in the Eildon, Cheviot and Berwickshire localities providing improved links between communities and the wider local bus network. Members fully supported the proposals and innovative thinking reflected in the report and referred in particular to the proposed changes to the 964 Border Weaver Service by providing additional links to the BGH and Melrose Gait. In response to Members' questions officers confirmed that there would be continued monitoring of patronage numbers on services and that the proposals were the start of a wider review of bus services to be carried out in partnership with bus operators and in consultation with local communities.

DECISION

- (a) AGREED to implement the proposed bus service changes outlined in the report.**
- (b) NOTED the utilisation of Melrose Gait Development Contribution of £26k per annum for 3 years.**

9. **TEMPORARY SUSPENSION OF PAY & DISPLAY PARKING CHARGING**

9.1 There had been circulated copies of a report by the Service Director Assets & Infrastructure proposing that Pay & Display Parking be temporarily suspended from 1 December 2020 with the intention of providing a boost to the ability of towns to attract local shoppers in the lead up to Christmas. In the light of continuing COVID-19 restrictions, Members were invited to consider whether pay parking charges should be suspended just over the festive period until 4 January 2021 or until the end of the financial year on 31 March 2021. The main rationale for introducing Pay & Display operations was to provide an efficient turn-over of vehicles in key town centre locations and to assist in providing vibrant town centres. For this reason Members were presented with a third option for consideration of retaining the current pay parking regime in its current operational form. The Infrastructure Manager explained that Pay & Display operations currently took place in five towns across the Scottish Borders and typically provided a surplus in each town that could be utilised on roads and environmental improvements or initiatives in that area. The operation of Pay & Display was suspended during the initial lockdown period but resumed again in early August 2020. There had however been requests from some areas to suspend the operation again in the run-up to Christmas and potentially for the remainder of this financial year. It was anticipated that such a move would encourage people to shop local and be particularly beneficial to Christmas trade.

9.2 Members discussed the report and options presented for consideration. There was general support for a temporary suspension of charging to boost local spending and to encourage shoppers into the towns but only for the festive period rather than for the longer period to 31 March 2021. They also strongly supported the proposal to undertake a review of the scope of pay parking. In terms of a temporary suspension and in response to concern about the risk of people parking for longer periods and possibly using free car parking spaces to facilitate trips to Edinburgh Mr Young confirmed that attendants would still be utilised to monitor use of the car parks and possible all day parking. However, it was accepted that attendants would not have a reasonable way of enforcing turnover without operation of the ticket machines. In response to a question, Mr Young said it was technically possible to amend the machines to issue tickets without payment but this was complex and likely to be cost prohibitive if it was just to serve a short period of time. A suggestion was made for signage to be used to dissuade people from occupying a space for long periods. In further discussion Members stressed the importance of effective communication messages to encourage support of local businesses. Mr Young agreed to look at these matters and also to consider a method of measuring whether the initiative had been successful, perhaps by way of a short Citizen Space consultation.

DECISION

AGREED to:-

- (a) **the suspension of Pay & Display operations over the festive period from 1 December 2020 to 4 January 2021; and**
- (b) **authorise the Director of Assets & Infrastructure to undertake a review of the scope of pay parking, the current charging regimes and charging times for Pay & Display parking and that a further report be brought forward within a 6 month period.**

10. **PRIVATE BUSINESS**

DECISION

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in Appendix 1 to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 8 and 9 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

11. **NETHERDALE SPECTATOR STAND, GALASHIELS - UPDATE REPORT**
Members considered an update from the Service Director Assets & Infrastructure.

The meeting concluded at 11.50 am

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**CORPORATE DEBTS – WRITE OFFS IN 2020/21
MID YEAR UPDATE**

**Report by Executive Director, Finance & Regulatory
EXECUTIVE COMMITTEE**

1 December 2020

1 PURPOSE AND SUMMARY

- 1.1 **As requested at the Executive Committee meeting of 15 September 2020, this report details the aggregate amounts of debt written off in the first 6 months of 2020/21 under delegated authority.**
- 1.2 The report covers the areas of Council Tax, Non-Domestic Rates, Sundry Debtors, Housing Benefit Overpayments and aged debt from the balance sheet.
- 1.3 The total value of write-offs between 1 April 2020 and 30 September 2020 is £371.1k

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Executive Committee note the debtor balances written off under delegated authority for the period 1 April 2020 to 30 September 2020.**

3 BACKGROUND

- 3.1 Financial Regulations give the Executive Director, Finance & Regulatory authority to write-off individual irrecoverable debts up to £100,000. Any debt in excess of £100,000 may only be written off as irrecoverable following approval by the Executive Committee. No write-offs have fallen into this category in 2020/21.
- 3.2 Financial Regulations also require that the Executive Director, Finance & Regulatory shall report to the Executive Committee annually on the aggregate amounts written off under delegated authority and this report adds to that remit for financial year 2020/21.

4 LEVEL OF WRITE OFFS

- 4.1 The total net amounts which were written off during the period 1 April 2020 to 30 September 2020 are shown in table 1 below. Full year figures for 2019/20 are shown for comparison.

Table 1

Category	Net amount written off (£'000) 01/04/20-30/09/20	Net amount written off (£'000) 2019/20 (full year)
Council Tax	142.1	597.0
Non Domestic Rates	141.1	928.1
Sundry Debts	32.1	298.1
Housing Benefits Overpayments	55.8	49.1
Aged debt from balance sheet	0	0
Total	371.1	1,872.3

- 4.2 The 'write-offs' are net of any amount 'written back on'. This occurs where a debt has been written off and subsequent information is received, such as a new forwarding address, which would enable the Council to again pursue a debt previously considered irrecoverable. In these circumstances, the write-off will be reversed by a write-on and the debtor will then be pursued for the debt.
- 4.3 In all cases, a debt will only be written off when at least one of the following occurs: -
- Legislation prevents its recovery;
 - It is uneconomic to pursue;
 - The Debtor becomes insolvent;
 - All options of recovery have been exhausted, which includes the use of the Council's Legal team and the appointed Sheriff Officers, Walker Love;
 - After a professional assessment of the debt concludes that recovery is unlikely. For example, if Sheriff Officers advise that there are no assets,

or the debtor has left the area and cannot be traced.

- 4.4 The categories of Council Tax write offs processed in the first 6 months of 2020/21 are detailed below. Much of the resource dealing with these have been highly involved in Business Grants and other Covid-19 related work which remains ongoing and therefore we would not expect write off levels to exceed those reached in 2019/20.

Table 2

Reason for write off: Council Tax	Net amount written off (£'000) 01/04/20- 30/09/20
Small Balance under £10	-0.1
Deceased	45.7
Gone Away	61.1
Sequestered	19.7
Miscellaneous	0.6
Surcharge	15.1
Total	142.1

- 4.5 The categories of Non-Domestic Rates write offs processed in the first 6 months of 2020/21 are detailed below. Much of the resource dealing with these have been highly involved in Business Grants and other Covid-19 related work which remains ongoing and therefore we would not expect write off levels to exceed those reached in 2019/20.

Table 3

Reason for write off: Non Domestic Rates	Net amount written off (£'000) 01/04/20- 30/09/20
Sequestered	130.5
Surcharge	10.6
Total	141.1

- 4.6 Levels of write-offs for Sundry Debt are relatively low at this point in time as more write-offs are recorded in the second half of the year when recovery processes have been exhausted. At this stage it is not known how the Covid 19 situation will affect write-off levels.

Table 4

Reason for Write-off: Sundry Debt	Net amount written off (£'000)
	01/04/20- 30/09/20
Deceased	7.6
Gone Away	4.8
Bankruptcy	9.1
Uneconomic to Pursue	4.2
Sheriff Officer Unable to Collect	6.4
Total	32.1

5 IMPLICATIONS

5.1 Financial

An annual budget provision for sundry bad debts of £125k and £635k for Council Tax is maintained, which is regularly reviewed and if necessary will be revised in future.

5.2 Risk and Mitigations

It is expected that the level of debts written off in 2020/21 will be lower than 2019/20 due to continued heightened risk factors, particularly Covid 19. Performance in this area continues to be closely monitored and management action, including the approved policy on debt recovery and supporting procedures, are in place to minimise risk.

The Council maintains an appropriate bad debt provision to help manage these risks.

5.3 Integrated Impact Assessment

There is no impact or relevance to Equality Duty or the Fairer Scotland Duty for this report. This is a routine financial monitoring report which is required to comply with the Financial Regulations. Nevertheless, a light touch assessment has been conducted and this will be published on SBC's Equality and Diversity Pages of the website as in doing so, signifies that equality, diversity and socio-economic factors have duly been considered when preparing this report.

5.4 Acting Sustainably

There are no environmental implications directly associated with this report.

5.5 Carbon Management

There is no impact on the Council's carbon emissions.

5.6 **Rural Proofing**

There are no changes in policy or strategy in relation to rural areas.

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

There are no changes to the Scheme of Administration or the Scheme of Delegation.

6 CONSULTATION

6.1 The Executive Director (Finance & Regulatory), the Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR & Communications, the Clerk to the Council and Corporate Communications have been consulted and their comments have been incorporated into this report.

Approved by

David Robertson
Executive Director, Finance & Regulatory

Signature.....

Author(s)

Name	Designation and Contact Number
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Background Papers:

Previous Minute Reference: Executive Committee 15 September 2020

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Contact us at Suzy Douglas, Council Headquarters, Newtown St Boswells, Melrose TD6 0SA.
Tel 01835 824000 Extn 5881,
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Eyemouth Harbour Operations and Maintenance Project – Update on the Proposed Dive Shore Access Road for Recreational Divers

Joint Report by Executive Director, Corporate Improvement and Economy and Service Director, Assets & Infrastructure

EXECUTIVE COMMITTEE

1 December 2020

1 PURPOSE AND SUMMARY

- 1.1 This paper provides elected members with an update on the Eyemouth Operations and Maintenance Project Neart na Gaoithe offshore windfarm and specifically on the funding and construction of the proposed dive shore access road for recreational divers, which is a key condition of the recently approved planning application.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Executive Committee:-**
- a) Agrees that the Dive Shore Access Road should be constructed by SB Contracts as part of the Eyemouth Operations and Maintenance Contract;**
 - b) Approves funding of £125k from the revenue roads budget to allow works at the Dive Shore Access Road to proceed**
 - c) Agrees for £125k to be allocated from the Capital Emergency and Unplanned Schemes fund to the Roads Block within 2020/21 to fund eligible capital works which are being re-allocated from the revenue budget to accommodate the project.**

3 BACKGROUND

- 3.1 Earlier this year, planning permission was granted to Eyemouth Harbour Trust for a new Operations & Maintenance (O&M) base at Eyemouth Harbour to support the Neart na Gaoithe Offshore Wind Farm. The O&M base will house office, warehousing and staff welfare facilities for the servicing of the wind farm.
- 3.2 The proposal has the potential to provide the town with significant economic benefits, including the prospect of direct and indirect employment opportunities and allows for the diversification of the existing harbour operations.

- 3.3 A key condition of the initial planning application was the requirement that vehicular access should be maintained to nearby popular diving sites at Greenends Gully and Nestends Gully during the construction and operational phases of the O&M base development.
- 3.4 Following discussions between Eyemouth Harbour Trust and Scottish Borders Council, it was agreed that a re-routing of the access road which is also known as the Dive Shore Road would be required to satisfy planning conditions outlined in the initial application. It was also agreed that Scottish Borders Council would design and help fund the new access road to help ensure the work related to the O&M base could be initiated.
- 3.5 Eyemouth Harbour Trust subsequently submitted a new planning application (20/01082/FUL) for a revised Dive Shore Access Road on 17 September 2020 and this application has recently been approved.

4 CURRENT PROPOSAL

- 4.1 The proposed new section of Dive Road will provide vehicular access to the popular dive sites and will be approximately 60 metres in length, with its width varying between 5.5m and 3.25m. The new road has been designed to facilitate access for emergency vehicles should they be required and it is proposed that this new section of road will be constructed by the Council's in-house construction team, SBc Contracts.
- 4.2 To fund the works from the revenue roads budget, by re-allocating eligible capital works from the revenue budget to the capital roads block within the current year.

5 IMPLICATIONS

5.1 Financial

- a) The cost of the new section of road has been estimated to be in the region of £145k, part funding of £20k is being provided by Eyemouth Harbour Trust.
- b) A contribution of £125k is required from the revenue roads budget to allow for the works at the Dive Shore Access Road to proceed.
- c) Allocate £125k from the Emergency & Unplanned Schemes fund to the Roads Block within capital to allow eligible capital works to take place which are being re-allocated from the revenue budget to allow this scheme to be funded.

5.2 Risk and Mitigations

There is a risk that if the Council does not support this proposal, there could be an adverse impact on the O&M project.

5.3 Equalities

A key aspect of Scottish Borders Council's work in relation to Economic Development is to reduce barriers to economic inequality and help ensure that information on service delivery in relation to equalities groups is constantly monitored.

5.4 Acting Sustainably

This proposal supports the development of a significant renewable energy project which will have a significant impact on sustainability.

5.5 Carbon Management

This proposal will ultimately have a significant impact on carbon production and will help the country meet targets on carbon emissions.

5.6 Rural Proofing

This proposal will provide a positive impact on Eyemouth and Berwickshire.

5.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes which are required to either the Scheme of administration or the Scheme of Delegation as a result of the proposals in this report.

6 CONSULTATION

6.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR and the Clerk to the Council have been consulted and any comments received have been incorporated into the final report.

6.2 The Corporate Management Team (CMT) have been consulted and any comments received have been incorporated into the final report.

Approved by

Executive Director, Corporate Improvement and Economy

Signature

Service Director, Assets & Infrastructure

Signature

Author(s)

Name	Designation and Contact Number
Graeme Johnstone	Lead Officer
Paul Frankland	Engineering Manager

Background Papers: None

Previous Minute Reference: None

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. The contact can also give information on other language translations as well as providing additional copies.

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annual procurement report

2019 - 2020

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. This report covers the period 1st April 2019 to 31st March 2020.

In 2017, a new Commercial and Commissioned Services Strategy 2018-2023 (CCSS) was delivered to achieve the strategic procurement ambitions of Scottish Borders Council. By embedding a sustainable approach into the strategy themes and objectives we aim to make a real difference and positively influence the outcome of our procurement activities.

In February 2018 a new Corporate Plan for 2018-2023 called 'Our Plan and Your Part in it' was approved at Council. It set the direction for the next five years to:

- Make the most of the new opportunities we now have
- Tackle the challenges we face
- Take account of what our new Administration want to achieve
- Ensure we respond to national policies and other statutory requirements

The plan is structured across four key themes:

- Our Services for you
- Independent Achieving people
- A Thriving Economy with opportunities for everyone
- Empowered vibrant communities

The CCSS strategy has been reviewed to ensure the ongoing direction of procurement is in line with [Our Plan and your Part in it.](#)

PROCUREMENT STRATEGIC THEMES AND OBJECTIVES 2018-2023

The CCSS strategy focuses on a number of key themes and objectives. These aims underpinned all our activities during 2019/2020.

	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

SCOTTISH BORDERS PROFILE



Key procurement Statistics 2019/2020

COUNCIL SPEND £174m	REGULATED CONTRACTS 120	VALUE OF REGULATED CONTRACTS £125m
MICRO/SMALL/MEDIUM SIZE ENTERPRISES £108m	ACTIVE SUPPLIERS 3,461	PURCHASE ORDER TRANSACTIONS 42,715

Scottish Borders Council

Frameworks



£11.3M

Spend in the last 12 months



£153k

Estimated savings in the last 12 months

Latest information for customers and suppliers, including support for local authority sourcing of PPE Supplies – <https://scotlandexcelcovid19-newsroom.prgloo.com/>

 **3** Local suppliers on live frameworks

 **£1M**

Spend with local suppliers through our frameworks

 Participating in **61** frameworks

 **71** Available frameworks

 Amounts to **86%** participation

OUR APPROACH TO DELIVERY OF AMBITIONS

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 are noted below.

The Procurement Journey/Public Contracts Scotland (PCS)/PCS - Tender

The use of this suite of national procurement 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'* has been 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 the positive outcomes from this policy.

In line with the policy and other strategy commitments, we have developed a Sustainable Procurement Charter. This can be found [here](#) (and is shown in Appendix 1). The charter lays out each of our principles, standards and the expectations for suppliers who would like to work with us.

The Flexible Framework assessment tool is used to measure our overall performance across sustainability and to map our continuous improvement. The prioritisation tool is used to assess and identify the key spend areas with clear opportunity for sustainable benefit and the sustainability test is used to embed identified benefits into the development of frameworks and contracts.

Fair Working Practices

As can be noted from our Sustainable Procurement Charter, the Council has fully adopted the statutory guidance relating to the Selection and Award of Contracts addressing Fair Work Practices (FWP) including the Living Wage. As part of implementing the Scottish Living Wage within Adult Social Care, an extensive FWP exercise was carried out. The process invited providers to share detailed information across their work practices while at the same time providing a detailed breakdown of their rate. This enabled rates to be benchmarked and benefits contrasted. Against this backdrop the Council was able to facilitate payment of the Scottish Living Wage (through providers) to Care and Support workers across the Borders.

During Living Wage Week in November 2019, it was confirmed that Scottish Borders Council had been successful in receiving Living Wage accreditation. The accreditation recognises the Council's commitment to paying all directly employed and regular third-party contracted staff the real Living Wage.



Contract Register

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

Procurement & Commercial Improvement Programme

The Procurement & Commercial Improvement Programme (PCIP) assessment regime considers four key areas across Leadership & Governance, Development & Tender, Contract and Purchase Processes. Our second assessment during 2018 resulted in overall total score of 78%, placing us in the top F1 Band and ahead of the Scottish local authority average. Consideration of the assessment approach for 2020/21 is underway, recognising the challenges of COVID-19 across the local authority sector.

Collaborative Procurement

Collaborative frameworks are utilised wherever possible, particularly through our shared service Scotland Excel as can be noted from the image on p5. Other collaborative opportunities include Crown Commercial Services, ESPO and other public sector based organisations. Regional collaboration is undertaken with neighbouring authorities such as City of Edinburgh, Midlothian and East Lothian Councils.

SECTION 1

Summary of Regulated Procurements completed during the period

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 2019 – 31 March 2020. Regulated procurement activity is governed by the rules set out within the Procurement Reform (Scotland) Act 2014.

Total Regulated Procurement Expenditure for period

Number of Contracts	Category A (Scottish Procurement)	Category B (sectoral)	Category C (Local)	Total Value
120	£7,020,675	£8,894,339	£109,544,152	£125,459,166

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-11-010	EDF Energy Ltd	Electricity	01.04.19	31.03.20	£2,493,996

SECTION 2

Review of Regulated Procurement Compliance

As during 2019/20, compliance of our regulated procurement activities remains in line with the CCSS strategy aims and objectives and is achieved through the robust Council governance across Procurement and Contract Standing Orders and Financial Regulations.

Procurement services continue to be delivered by a centralised Commercial and Commissioned Services team, which facilitates and enables a strategic corporate approach to all requirements. The team applies our organisational values of fairness, equal treatment and openness to all that we do.

Each regulated procurement activity is reviewed to determine if and how it might contribute to the achievement of the Councils wider objectives. This review is carried out, in full partnership with the contract owner, by the development of a project procurement strategy. The detail contained in these documents is used to develop and determine the most appropriate procurement route while considering sustainability and added value opportunities.

This approach creates a consistent, proportionate and effective mechanism to make certain these procurement activities are linked and aligned with the overall corporate and procurement strategic themes and associated objectives.

Case study - Supporting our local supply market and the local economy

Developing online tendering skills continues to progress in the Scottish Borders. During the year the team worked closely with the Supplier Development Programme (SDP) to deliver bespoke training for suppliers looking to submit electronic tender responses.



We recognise that for some companies moving from traditional paper-based tendering to paperless online tendering presents a challenge. To support contractors preparing to bid for the Council's new Repair and Maintenance Framework opportunity, the team together with SDP, held supplier engagement drop in sessions and delivered bespoke support and training on PCS and PCS-Tender (the online tendering tool) to assist companies to submit tenders online. The Council's Repairs and Maintenance Framework is a wide-ranging Framework which has 18 different lots and has a total estimated budget of £19m over the four-years of the framework.

Local SME businesses, ranging from single contractors to builders, electricians, and joiners, landscaping companies, roofers and more, attended the various training sessions held to become more familiar and comfortable using the PCS and PCS-Tender portals. When suppliers attended these events, they were provided with a step-by-step guide and encouraged to utilise resources on the SDP website. Feedback from the training sessions held was very positive and the approach taken made what can seem a daunting process much more straightforward.

This partnership between the team and SDP resulted in a positive outcome with 142 successful suppliers being appointed to the framework. Of these, 116 suppliers (81.7%) were suppliers who were based in the Scottish Borders.

This arrangement delivers reactive services to Council owned property managed through a framework of local tradesmen. This approach supports local SME's and ensures travel is kept to a minimum reducing carbon emissions.

The approach taken to this procurement resulted in the Council and the Supplier Development Programme (SDP) being announced as the winner of the Best Procurement Delivery category in the Government Opportunities (GO) Excellence in Public Procurement Awards Scotland 2020.

During the online ceremony, the GO Awards judging panel noted that the project was chosen to win because the procurement aligned with a Community Wealth Building approach. It was described as a very good example of breaking down a complex procurement to deliver social and economic benefits to a wider supply base, while another commented that it was a great demonstration of a 'local first' policy with effective stakeholder and supplier engagement and tailored training solutions.



The evening training sessions hosted jointly by Scottish Borders Council and the Supplier Development Programme were well attended by SMEs.

SECTION 3

Community Benefit Summary

Background

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 16 contracts included community benefit requirements, covering a range of services including construction, mental health, social care, specialist consultants and energy efficiency activities.

Summary of Community Benefits delivered during the reporting period

Type of Community Benefit	Number delivered
Employment & Skills Activity	
a) Jobs Created / New Employment Opportunities	12
b) Apprentices – Starts	1
c) Apprentices – Existing	4
d) Apprentices – Completions	
Training & Work Experience	
a) Work Experience Placements (16 plus years)	8
b) Work Experience Placements - Employability programmes	26
Support Activities Education	
a) Education No. of Participants	284
b) Education Support Activities - Schools	12
Community Engagement Events/Activity	
a) Engagement with Community Groups	1
b) Supporting Community Projects/Events	13
c) Sponsorship Activity	14
d) Donation of materials	6

Community Benefits Case Studies

ICL UK (Sales) Limited Salt and Spreaders

- The Council is using CBC's to support local resilience groups to keep their villages moving in the winter months.
- Last year ICL, who supply the Council with road salt from the Scotland Excel salt for winter maintenance framework, supplied over 500 bags of rock salt to local rural communities to help keep their paths clear and keep the villages moving.
- Some communities asked for assistance in purchasing spreaders to assist in the distribution of salt, ICL were approached to see if they could offer assistance. The local representative agreed to supply a number of robust salt spreaders which were distributed to the resilient community groups.
- This is a great example of how large companies can support small rural communities through community benefit clauses.
- Quote from SBC Emergency Planning: *'These salt spreaders have been very well received in our communities and some have already been put to good use. Communities in some of our most isolated rural areas have to be self-reliant during bad weather and these spreaders are a great boost to them as they have some older residents who will benefit from the paths in the village being gritted'*.

Local Frameworks

- The Council has developed a number of local frameworks and one dynamic purchasing system (DPS) to secure the highest standard of service and at the same time support the local economy in the Scottish Borders.
- The Scottish Borders economy is made up from over 90% of micro business. Many of which are too small to deliver our larger contracts or access the national frameworks.
- The local frameworks and DPS are spread across construction, transport, roads maintenance materials and equipment hire and have provided opportunities to over 350 local suppliers, which in turn supports hundreds of local jobs, and injects over £23m into the local economy every year. When developing these frameworks the Council works closely with the Supplier Development Programme to provide close support to all potential suppliers to ensure they are able to successfully access the framework.
- The Repairs and Maintenance Framework which was awarded in October 2019 has 142 local construction trades supplying 18 lots including; electrical, plumbing & heating, joinery, painting & decorating and roofing services. This framework provides access to local trades giving them the confidence to recruit apprentices from the young labour market and in turn developing the workforce of the future.
- Further details about this framework can be found in the Case Study on page 10.



School Holiday Programme

- A school holiday programme for Early Years families was developed and implemented by multi agency partners in the Scottish Borders to ensure vulnerable children in the most deprived areas had access to vital support over the school summer break.
- The key outcomes of the programme were to:
 - Provide nutritious meals
 - Improve family relationships
 - Develop skills for healthy cooking on a budget
 - Maintain social connections
 - Progress to other learning and community opportunities
 - Assist volunteers to become actively engaged with the community
 - Improve working relationship between partnership organisations
- Key to the success of the programme was the supply of food and basic ingredients to provide nutritious meals and promote family cooking.
- Through the community benefits rebate clause in the National Groceries Framework, the Council was able to make funding available to the programme to cover the cost of all the groceries for the six week programme. Brake Brothers, who are the Councils main grocery supplier, supported the group setting up new accounts and providing a robust delivery system to ensure all three locations hosting the programme received regular food supplies.
- Brake Brothers also agreed to support the future development of the group through their Meals and More Charity.
- The Councils Fresh Fruit and Vegetable supplier George Carruthers and Sons also supported the programme and provided and delivered free fruit and vegetables to all the locations for the six week duration.
- This initiative provided a vital lifeline to the most vulnerable families in the Scottish Borders during the school holiday period. Providing them with not only nutritious meals but helped develop cooking skills to show them how to cook tasty healthier foods on a limited budget.

“The Scottish Borders summer programme is an excellent example of community development work in action. Multi agency staff and volunteers worked in partnership to make best use of local assets, providing the foundations for community peer support to develop and health improving activities that offer good food and physical activity options. Programmes have been thriving with the addition of community benefits funding, this has seen the introduction of a wide range of fruit snacks, picnic lunches and transport options to increase accessibility and ensure good health and wellbeing for our Scottish Borders children and families”.

Nichola Sewell - NHS Borders Health Improvement Team

SECTION 4

Supported Business and the Third Sector Summary

The development of every contract 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 a number of supported businesses through both contract and grant award mechanisms:

- Borders Green Team £12,339
- Lady Haig Poppy Factory £1,594

Borders Green Team

In May 2019 the Council awarded a four-year contract, worth £44,000 to maintain gardens for tenants of Scottish Borders Council Homeless Temporary Accommodation, to the Borders Green Team, a Hawick-based social enterprise. Borders Green Team trades as a business with a social and/or environmental benefit.

The service provides a high-quality professional gardening service that includes planting, fencing and Borders Green Team staff carry out weeding, strimming and grass cutting, as well as garden maintenance services at approximately 30 of the homelessness temporary accommodation properties throughout the Scottish Borders area.

“The Directors and management of the Borders Green Team Enterprises are very appreciative to Scottish Borders Council in being awarded the contract of maintaining the gardens for the Homeless Service throughout the Scottish Borders,” said manager, David Oliver. “This enables us to keep a full time supervisor in employment, which in turn helps greatly in the continuation of our core aim of providing work and training placements for our service users with physical and learning disabilities.”

The award of this contract demonstrates that the Council and its staff are committed to supporting the Borders Green Team’s ethos: a valuable service while guiding adults with learning disabilities towards employment.

SECTION 5

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.”

2020/2021

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
NFM Study - Hawick	New	£150,000	30.11.20
Mobile Voice and Data Services	Renewal	£125,000	01.12.20
Document Management and Storage Solution	Renewal	£50,000	01.11.20
Catering Sundries & Disposables	Renewal	£300,000	01.10.20
Ability Equipment - Aids to Daily Living	New	£250,000	01.12.20
Border Playparks	New	£200,000	01.04.21
Wood Recycling	Renewal	£140,000	01.12.20
Glass Recycling	Renewal	£300,000	01.12.20
Domestic Furniture & Furnishings & White Goods	Renewal	£1,200,000	01.11.20
IT Mobile Client Devices	Renewal	£1,375,000	16.11.20
Vehicle Charging Infrastructure (LCITP Project)	New	£1,300,000	01.12.20
Homeless Rent Accounting System	Renewal	£225,000	01.12.20
Provision of Microsoft Educational Enrolment Licence Agreement For Educational Solutions	Renewal	£201,240	01.01.21
Supply of Postal Services	Renewal	£1,100,000	01.02.21
Library Books, Educational Textbooks & Multimedia Supplies	Renewal	£100,000	01.02.21
Personal and Protective Equipment	Renewal	£481,000	01.03.21
Peebles Ground Investigation Consultancy	New	£100,000	31.03.21

2021/2022

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
Online Payments, Cashless Catering & Kitchen Management Systems	Renewal	£260,000	01.04.2020
Education & Office Furniture	Renewal	£99,000	01.03.2021
Provision of Support & Maintenance Service for the Council's Revenues & Benefits Software Solution	Renewal	£799,000	01.04.2021
Print and Associated Services	Renewal	£240,000	01.04.2021
Provision of Microsoft SQL License Agreement	Renewal	£161,000	01.04.2021
Energy Efficiency Consultancy and Programme Management	Renewal	£130,000	01.04.2021
Supply of APP Information Management and Tranman Fleet Management	Renewal	£90,000	01.04.2021
Provision of Local View GIS Mapping Solution	Renewal	£63,000	01.04.2021
Security Services and Cash Collection	Renewal	£80,000	01.04.2021
Fire Extinguisher Maintenance	Renewal	£128,000	01.04.2021
Sub-Contractor Framework Agreement	New	£16,000,000	01.04.2021
PAT Testing	Renewal	£260,000	01.04.2021
Dry Mixed Recyclate	Renewal	£3,583,000	01.06.2021
Border Playparks	New	£400,000	01.04.2021
Lift Maintenance Service	Renewal	£380,000	01.04.2021
General Stationery and Office Paper	Renewal	£600,000	01.04.2021
IT Consumables	Renewal	£72,000	01.04.2021
Care at home	Renewal	£12,000,000	01.04.2021
Supported Living - Care & Support	Renewal	£45,000,000	05.04.2021
Hawick Regeneration	New	£2,085,000	01.07.2021
Residential Care Home – Hawick	New	£8,500,000	01.07.2021
Social Care Hosted Case Management Solution	Renewal	£1,400,000	01.06.2021
Supply of Postal Services	Renewal	£1,100,000	01.06.2021
Jedburgh High Street Building	New	£1,895,000	15.07.2021
Educational Materials	Renewal	£920,000	01.08.2021

2021/2022 (cont'd)

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
Provision of Licenses and Support Agreement for eLearning System	Renewal	£161,000	01.08.2021
Early Learning and Childcare Framework for 3 and 4 Year Olds	Renewal	£7,340,000	01.08.2021
Provision of Occupational Health Service	Renewal	£440,000	01.10.2021
Publishing of SB Connect Council Newspaper	Renewal	£104,000	01.10.2021
Treasury Management Advisory Service	Renewal	£98,000	22.10.2021
Supply of IT Consumables	Renewal	£564,000	01.11.2021
National Tablet Client Devices	Renewal	£592,000	24.12.2021
Eyemouth PS	New	£15,400,000	15.01.2022
Peebles HS	New	£30,000,000	15.01.2022
Residential Care Home – Central Borders	New	£10,000,000	15.01.2022
Electronic Payment Services - Multiple Network Managed Service	Renewal	£84,000	01.02.2022
Supply of Electricity	Renewal	£16,200,000	01.04.2022
Provision of TF Property and Asset Management Software Solution	Renewal	£90,000	01.04.2022
Pay and Display Parking Machines - Management Solution	Renewal	£70,000	01.04.2022
One Scotland Mapping Solution	Renewal	£540,000	11.04.2022
Liquid Fuels	Renewal	£5,950,000	14.10.2022
Provision of Microsoft Enterprise License Agreement	Renewal	£1,620,000	01.05.2021
Frozen Foods	Renewal	£1,080,000	01.07.2021
Electronic Homecare Monitoring and Scheduling Solution	Renewal	£450,000	01.07.2021

SECTION 6

Performance

Payment Performance

Positive progress has continued during 2019/20. The full year average of the two indicators is noted below:-

- 90% of invoices paid within 30 days
- 98% of invoices paid electronically

The invoices paid within 30 days continues to improve in 2020/21 with the average percentage of invoices paid within 30 days to date being 96%.

Annual Report Ownership

	Further Information
Approval Process	Scottish Borders Council – Executive Committee November/December 2020
Led By	Mr David Robertson Executive Director Finance and Regulatory Services david.robertson@scotborders.gov.uk
Delivered By	Ms Kathryn Dickson Commercial & Commissioned Services Manager kathryn.dickson@scotborders.gov.uk

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 mobilisation of the contract, delivery throughout the term of the contract to expiry and decommissioning. It will also include supplier relationship and performance management
Demand Management	This is a way to reduce costs by managing requirements through many different methods such as forecasting, reducing options, increasing flexibility or considering distribution methods and frequency
Flexible Framework Self-Assessment Tool (FFSAT)	A tool used to assess and measure our level of performance of sustainable procurement and to build an action plan to build on that performance
Goods	Items that we buy include things such as catering provisions, office stationery and supplies, or the materials needed to build roads
KPI	Key Performance Indicators are measures put in place as part of the contract arrangements. These will be used to help manage delivery of the contract to a pre-agreed set of quality and quantity indicators
P2P	Procurement to Payment - electronic IT systems and processes used to manage the raising of purchase orders through to the payment of supplier invoices
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
Whole Life Costing	Whole life costing takes into account the total cost of a product or service over its lifetime, from concept to disposal and including purchase, hire or lease, maintenance, operation, utilities, training and end of life disposal. It is important to take all of these costs into consideration when making decisions as in some cases the purchase cost is only a small proportion of the cost of operating it
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

As an accredited real Living Wage employer, the Council is committed to encouraging the wider adoption of the real Living Wage by suppliers. The Council has adopted the Scottish Government *Best Practice Guidance on Addressing Fair Work Practices, including the Real Living Wage, in Procurement* for relevant contracts. The real Living Wage is an hourly rate set by the Living Wage Foundation and is revised in November every year. The current rate is £9.50 (November 2020)

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 areSSIP 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-11-010	EDF Energy Ltd	Electricity	01.04.19	31.03.20	£2,493,996
SP-11-001	Lyreco UK Ltd	General Stationery and Office Paper	01.04.19	31.03.20	£122,898
SP-15-016	Computacenter	IT Peripherals (2018)	01.04.19	31.03.20	£513,249
SP-11-004	Highland Fuels	Liquid Fuel - Automotive fuel (South) (2015)	01.04.19	31.03.20	£110,908
SP-11-004	Scottish Fuels	Liquid Fuel - Heating oil (South) (2015)	01.04.19	31.03.20	£148,873
SP-19-009	Scottish Fuels	Liquid Fuel - Scotland Central (2019)	01.04.19	31.03.20	£86,458
SP-19-009	Scottish Fuels	Liquid Fuel - Scotland South (2019)	01.04.19	31.03.20	£440,579
SP-19-009	Highland Fuels	Liquid Fuel - Scotland South (2019)	01.04.19	31.03.20	£466,315
SP-12-009	XMA Limited	National Framework for Tablet Client Devices	01.04.19	31.03.20	£899,291
SP-12-005	Total Gas & Power Ltd	Natural Gas	01.04.19	31.03.20	£611,410
SP-15-814	Royal Mail Group	Postal Services - Ad-hoc and hybrid mail (2016)	01.04.19	31.03.20	£122,088
SP-15-814	Royal Mail Group	Postal Services - Scheduled/Regular Bulk Mail (2016)	01.04.19	31.03.20	£72,244
SP-14-012	TMP (UK) Ltd	Recruitment Advertising & Public Information Notices	01.04.19	31.03.20	£78,508
SP-15-005	Anglian Water Business (National) Ltd	Water and Waste Water Services	01.04.19	31.03.20	£853,858
				Total Value	£7,020,675

Category B Scotland Excel Framework Agreements - Contract Awards/Spend

SXL Schedule Number	Supplier Name	Subject Matter	Start Date	End Date	Contract Value
0516	Nynas UK AB	Bitumen Products	01.04.19	31.03.20	£465,884
0516	Colas Ltd	Bitumen Products	01.04.19	31.03.20	£190,281
0517	Kibble Education & Care Centre	Children's Residential	01.04.19	31.03.20	£951,713
0517	Hillside School (Aberdour) Ltd	Children's Residential	01.04.19	31.03.20	£332,795
0517	Care Visions Group Limited	Children's Residential	01.04.19	31.03.20	£364,421
0517	Spark Of Genius (Training) Ltd	Children's Residential	01.04.19	31.03.20	£374,939
0517	Common Thread Limited	Children's Residential	01.04.19	31.03.20	£207,574
0517	Harmeny Education Trust Ltd	Children's Residential	01.04.19	31.03.20	£145,872
0517	Seamab	Children's Residential	01.04.19	31.03.20	£179,889
1115	George Beattie & Sons Ltd	Demolition	01.04.19	31.03.20	£110,999
0815	The Furnishing Service Ltd	Domestic Furniture and Furnishings	01.04.19	31.03.20	£522,644
0216	Sico Europe Limited	Education & Office Furniture	01.04.19	31.03.20	£135,431
0916	Findel Education (T/A Davies Sports)	Education Materials	01.04.19	31.03.20	£56,190
0916	TTS Group Ltd	Education Materials	01.04.19	31.03.20	£58,394
0916	Yorkshire Purchasing Organisation	Education Materials	01.04.19	31.03.20	£84,108
0615	Edmundson Electrical Ltd T/A Edmundson Walsall	Electrical Materials	01.04.19	31.03.20	£63,182
0913	BCA Insulation Ltd	Energy Efficiency Contractors	01.04.19	31.03.20	£966,330
0913	Everwarm Ltd	Energy Efficiency Contractors	01.04.19	31.03.20	£1,054,294
1016	Brake Bros Ltd	Frozen Foods	01.04.19	31.03.20	£491,398
0515	Brake Bros Ltd	Groceries & Provisions	01.04.19	31.03.20	£512,515
1414	Unico Limited	Janitorial Products	01.04.19	31.03.20	£247,858
0214	Brake Bros Ltd	Meats - Fresh, Prepared & Cooked (inc. Fresh Fish)	01.04.19	31.03.20	£65,234
0214	Campbell Brothers Limited	Meats - Fresh, Prepared & Cooked (inc. Fresh Fish)	01.04.19	31.03.20	£98,308
2917	ICL UK (Sales) Limited	Salt For Winter Maintenance	01.04.19	31.03.20	£339,656
0716	Good Shepherd Company	Secure Care	01.04.19	31.03.20	£75,686
0716	Kibble Education & Care Centre	Secure Care	01.04.19	31.03.20	£211,750
2017	The Social Care Community Partnership Ltd	Social Care Agency Workers	01.04.19	31.03.20	£369,343
0716	Marwood Electrical Company Ltd	Street Lighting Materials	01.04.19	31.03.20	£55,691
0217	Cooks Van Hire Ltd	Vehicle & Plant Hire	01.04.19	31.03.20	£79,744
0116	Dingbro Ltd.	Vehicle Parts	01.04.19	31.03.20	£82,214
Total Value					£8,894,339

Category C Contract and Framework Awards

SBC Ref. Number	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Ext.	Estimated Contract Value
1548	Insight Direct UK Ltd	Provision of Microsoft SQL License Agreement	01.04.19	01.04.19	31.03.21	0	£161,030
1598	HP Inc UK LTD	Purchase of Mobile Devices	01.04.19	01.04.19	31.03.20	0	£693,912
1830	Everything Everywhere Ltd	Provision of Mobile Voice and Data Telephony Services (EE Listed as Orange Personal Communications in BW)	15.04.19	16.04.19	15.04.22	0	£200,000
1706(c)	XMA Limited	"JAMF" Mobile Device Platform - Cloud Hosted Software Solution	29.04.19	29.04.19	28.04.24	0	£206,568
1257	Unit 4 Software Services Ltd	Integrated ERP Solution and Maintenance License Agreement	01.05.19	01.04.19	31.03.21	0	£159,677
1565	SCC Plc - Scotland	Cognos Support and Maintenance Licensing Agreement	01.05.19	01.04.19	31.03.20	0	£71,916
1579	Strata Health (UK) Limited	Resource Matching Referral and Digital Flow Solution (Lot 2 - Cloud Software)	05.05.19	01.04.19	31.03.21	0	£230,000
1706(b)	XMA Limited	Inspire Learning Project - Purchase of iPS Accessories	15.05.19	15.05.19	14.05.20	0	£75,000
1471	Corona Service Limited	Corona Electoral Registration Software Solution License Agreement	15.05.19	01.04.19	31.03.20	0	£56,849
1706(a)	XMA Limited	Inspire Learning Project - Purchase of iPads and iPad Accessories	17.06.19	17.06.19	16.06.20	0	£159,677
1547	Changeworks	Energy Efficiency Consultancy and Programme Management	24.06.19	01.04.19	31.03.20	0	£130,000
1781	Link Treasury	Lease Accounting and Portfolio Management Software	15.01.20	01.02.20	31.01.23	0	£52,400
1706(d)	XMA Limited	Inspire Learning Project - Purchase of iPads and iPad Accessories	02.08.19	02.08.19	01.08.20	0	£653,750
1601	Various Framework Participants	Repairs and Maintenance (Trades) Framework	30.09.19	01.10.19	30.09.21	24	£19,000,000

SBC Ref. Number	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Ext.	Estimated Contract Value
1763	Pitney Bowes Software	Purchase of Hosted Confirm Asset Management Solution and Training	01.10.19	01.10.19	01.10.20	0	£88,981
1760	HP Inc UK Ltd	Inspire Learning Project - Purchase of Mobile Devices	07.10.19	07.10.19	06.10.20	0	£212,060
1706(e)	Computacentre	Inspire Learning Project - LAN/WAN Wifi Equipment Purchase and Installation at 6 Secondary Schools	23.10.19	23.10.19	31.03.20	0	£159,419
1754	Aquila Heywood	Altair - LGSAS Pension Software	04.11.19	18.11.19	17.11.24	0	£1,538,745
1706(f)	XMA Limited	Inspire Learning Project - Purchase of AV Equipment for Earlston High School	04.11.19	04.11.19	03.11.21	0	£71,553
1786	British Telecommunications	Contract for Provision of Telephone Calls and Line Rentals	12.12.19	12.12.19	13.12.22	0	£517,590
1791	British Telecommunications	IP Connect Diverse Solution	12.12.19	01.01.20	31.12.23	0	£93,888
1743	Royal Bank of Scotland	Core Banking Service	10.01.20	01.01.20	31.12.23	24	£105,861
1706(g)	Computacentre	Inspire Learning Project - LAN/WAN Wifi Equipment Purchase and Installation at 2 Secondary Schools	20.01.20	20.01.20	31.03.20	0	£77,728
1706(h)	XMA Limited	Inspire Learning Project - Purchase of AV Equipment for Berwickshire High School	30.01.20	30.01.20	29.01.21	0	£50,029
1706(i)	Computacentre	Inspire Learning Project - LAN/WAN Wifi Equipment Purchase and Installation at new Jedburgh Campus School	20.02.20	20.02.20	31.03.20	0	£50,605
1822	Civica UK Limited	Supply Workflow 360 Enterprise Content Management (ECM) solution	20.03.20	01.04.20	31.03.23	0	£126,000
1821	Civica UK Limited	Supply of APP Information Management and Tranman Fleet Management	20.03.20	01.04.20	31.03.21	0	£89,594
1794	Ledingham Chalmers	Provision of Legal Services	27.03.20	01.06.16	31.03.23	12	£80,000

SBC Ref Number	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Ext.	Estimated Contract Value
1782	Sharp Business System UK PLC	Educational Furniture for Jedburgh Community Campus School	01.01.20	31.03.20	31.03.20	0	£457,833
1695	Integrated Water Services Ltd	Water System Risk Assessment and Water Hygiene Monitoring Service	08.04.19	29.04.19	28.04.21	12	£534,120
1692	Forth Resource Management	Green Waste Collection	01.04.19	01.04.19	31.03.21	12	£411,000
1674	McConechys Tyre	Supply & Fit of Tyres Service Ltd	14.05.19	03.06.19	02.06.21	12	£612,000
1713	Scot JCB Ltd	360 Excavator for Waste Material	17.06.19	17.06.19	17.08.19	0	£158,995
1343	Levenseat Limited	Provision of Residual Waste Waste Treatment	20.06.19	01.07.19	30.06.24	60	£47,000,000
1732	Turner & Townsend	Project Manager, Cost & Design Team - Galashiels Academy	01.07.19	01.07.19	06.04.20	0	£127,000
1633	Various Framework Participants	Hire of Small Plant & Temporary Accommodation Framework Agreement	26.08.19	26.08.19	25.08.21	24	£3,000,000
1726	Energen Biogas	Food Waste Treatment	28.08.19	28.09.19	27.09.23	24	£84,000
1716	Turner & Townsend	Project, Design & Cost Management Services for Eyemouth Community Campus	10.09.19	10.09.19	31.07.22	0	£143,743
1790	Turner & Townsend	Project, Design & Cost Management Services for Earlston Primary School	10.09.19	10.09.19	31.07.22	0	£111,526
1751	Turner & Townsend	Project, Design & Cost Management Services - Borders Innovation Park Phase 2	20.09.19	20.09.19	31.08.21	0	£237,000
1770	Lex Autolease	Lease of four electric vans	15.10.19	15.10.19	14.10.22	0	£52,930
1746	Turner & Townsend	Project Manager - Borders Innovation Park Phase 3	29.10.19	29.10.19	30.09.22	0	£125,406
1772	A M Phillip	6 x 6 Chassis cab de-mount system with 9 cube gritter	06.11.19	06.11.19	01.09.20	0	£140,075
1758	Chargemaster Ltd	Electric Vehicle Chargers	11.11.19	11.11.19	11.01.20	0	£137,534
1649	Mott MacDonald	Berwickshire Coast Shoreline Management Plan and Eyemouth Coastal Study	14.11.19	14.11.19	14.12.20	0	£136,960

SBC Ref Number	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Ext.	Estimated Contract Value
1689	Cornerstone	Shared Lives Scheme	15.11.19	02.03.20	02.03.25	24	£1,215,754
1764	Turner & Townsend	Project Manager, Cost & Design Team - Agile Working	18.11.19	18.11.19	31.03.22	0	£162,000
1780	Turner & Townsend	Project, Design & Cost Management Services - SBC Social Hub	18.11.19	18.11.19	31.03.22	0	£77,000
1777	Turner & Townsend	Project & Cost Management Services for Eyemouth Primary School	25.11.19	25.11.19	04.04.22	0	£1,198,246
1783	Dennis Eagle Ltd	Low Entry Refuse Truck	13.12.19	13.12.19	30.06.20	0	£163,105
1789	Borders Buses Ltd	Scottish Borders Council - Core Supported Bus Network	01.01.20	01.01.20	31.12.25	24	£4,039,693
1613	Ogilvie Construction Ltd	Borders Innovation Park - New Office Build Tweedbank	20.01.20	17.02.20	28.05.21	0	£5,848,748
1793	Mercedes Benz Western Commercial	18 tonne Gritter 4 x 4 with de-mount	28.01.20	28.01.20	30.09.20	0	£109,000
1799	Thomas Sherriff & Co Ltd	Purchase of Tractors with Loading Buckets	29.01.20	29.01.20	15.07.20	0	£268,555
1691	AOC Archaeology Group	Whiteadder: the Heart of Historic Lammermuir - Additional Works	31.01.20	31.01.20	30.09.20	0	£106,850
1363	Victim Support Scottish Borders	Victim Support Service	02.02.20	01.07.18	31.03.21	24	£80,000
1801	Scot JCB Ltd	JCB Backhoe Digger	13.02.20	13.2.20	30.05.20	0	£71,450
1807	J E Douglas & Sons Ltd	18t Road Sweeper	18.02.20	18.02.20	15.12.20	0	£154,052
755	Borders Buses Ltd	Local Bus Services Short-term Extension	14.10.19	14.10.19	31.12.19	0	£105,316
1806	A M Phillip Trucktech Ltd	Hybrid Street Lighting Tower	19.02.20	19.02.20	15.07.20	0	£77,299
1805	Scot JCB Ltd	JCB Loadalls	24.02.20	24.02.20	15.06.20	0	£92,250
1818	Daimler Fleet Management	Lease of 6 Electric Cars	12.03.20	12.03.20	11.03.23	0	£52,797
1697	Nuphalt	Pothole Repair Machine	07.06.19	07.06.19	07.09.19	0	£93,600
DPS/1614/0001	Various Framework Participants	Quarterly Award Notice Jul-Sep 2019	01.07.19	01.08.19	01.08.24	Various	£10,761,471

SBC Ref. Number	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Ext.	Estimated Contract Value
DPS/1614/0002	Various Framework Participants	Quarterly Award Notice Oct-Dec 2019	01.10.19	01.10.19	01.06.22	Various	£405,031
1709	Scottish Water	Laboratory Services for Private Water Supply samples	16.03.20	01.04.20	31.03.22	12	£132,295
1813	J E Douglas & Sons Ltd	26t steel tipper with demount gritter and plough	19.03.20	19.03.20	15.12.20	0	£298,850
1824	J E Douglas & Sons Ltd	Artic Tractor Unit	23.03.20	23.03.20	06.04.20	0	£81,500
1814	J E Douglas & Sons Ltd	26t Chassis demount gritter and plough	25.03.20	25.03.20	15.12.20	0	£135,690
1079	Alzheimer Scotland	Information and support service for those with Alzheimers and others in the community	26.03.20	01.04.20	31.03.22	0	£95,000
1827	A M Phillip Trucktech Ltd	Two x Crew cab tippers 4.6t	27.03.20	27.03.20	15.08.20	0	£74,459
1857	Ability Borders	Carers Support (physical disabled) Service	01.04.19	01.04.19	31.03.20	12	£172,900
723	Aberlour Child CareTrust	Children's Residential Respite and Summer Activity Club	01.04.19	01.04.19	31.03.23	0	£1,740,388
1861	Addaction	Support and advice to those with an addiction	01.05.19	01.05.14	31.03.22	0	£2,585,317
1929	Border Womens Aid	Provision of support and accommodation to women fleeing violence	13.05.19	01.04.18	31.03.21	0	£211,899
1656	Apetito	Community meals service	12.09.19	01.09.19	31.08.22	12	£456,000
Total Value							£109,544,152

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 – Regulated contracts awarded during the period with Community Benefit Clauses

Scot. Gov. Ref.	Supplier Name	Subject Matter	Start Date	End Date	Contract Value
SP-11-010	EDF Energy Ltd	Electricity	01.04.19	31.03.20	£2,493,996
SP-11-001	Lyreco UK Ltd	General Stationery and Office Paper	01.04.19	31.03.20	£122,898
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SP-14-012	TMP (UK) Ltd	Recruitment Advertising & Public Information Notices	01.04.19	31.03.20	£78,508
SP-15-005	Anglian Water Business (National) Ltd	Water and Waste Water Services	01.04.19	31.03.20	£853,858
				Total Value	£7,020,675

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PROCUREMENT SERVICES

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