

**Draft Annual Procurement Report 2022-23**

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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 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. 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.





# SCOTTISH BORDERS PROFILE



## KEY PROCUREMENT STATISTICS 2022/2023

Council Spend <b>£200,634,741</b>	Regulated Contracts Let <b>122</b>	Value of Regulated Contracts <b>£67,623,285</b>
Micro/Small/Medium Size Enterprises <b>£100,457,914</b>	Active Suppliers <b>2909</b>	Purchase Order Transactions <b>40,689</b>



## 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

<b>Number of Contracts</b>	<b>Category A (Scottish Procurement)</b>	<b>Category B (sectoral)</b>	<b>Category C (Local)</b>	<b>Total Value</b>
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.

<b>Reference</b>	<b>Supplier Name</b>	<b>Subject Matter</b>	<b>Start Date</b>	<b>End Date</b>	<b>Value/Spend</b>
SP-17-004	EDF Energy Ltd	Electricity 2019	01/04/2022	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 the 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.

<b>2022-2023</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
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 Register**

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 5: 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 CO<sub>2</sub>e.
- 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 6: 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 7: 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.”

### 2023/24

<b>Contract/Framework Title or Subject Matter</b>	<b>Renewal or New</b>	<b>Estimated SBC Total Contract Value</b>	<b>Expected Contract Start Date</b>
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

**2024/25**

<b>Contract/Framework Title or Subject Matter</b>	<b>Renewal or New</b>	<b>Estimated SBC Total Contract Value</b>	<b>Expected Contract Start Date</b>
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*



<b>Contract/Framework Title or Subject Matter</b>	<b>Renewal or New</b>	<b>Estimated SBC Total Contract Value</b>	<b>Expected Contract Start Date</b>
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

<b>Term</b>	<b>Definition</b>
<b>Collaboration</b>	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
<b>Commissioning</b>	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.
<b>Community Benefits</b>	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
<b>Contract Management</b>	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
<b>Goods</b>	Items that we buy include things such as catering provisions, office stationery and supplies, or the materials needed to build roads
<b>PCIP</b>	The Scottish Government led Procurement and Commercial Improvement Programme and its associated assessment programme
<b>Procurement</b>	This is process of acquiring goods, services and works
<b>Purchasing</b>	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
<b>Regulations</b>	Public Contracts (Scotland) Regulations 2015 Procurement (Scotland) Regulations 2016 The Procurement Reform (Scotland) Act 2014
<b>Services</b>	Services we buy might include care services, professional services to design works projects or repair and maintenance services
<b>Small and Medium Enterprises (SME's)</b>	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
<b>Sustainable Procurement</b>	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
<b>Third Sector</b>	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
<b>Value for Money</b>	Value for money is the optimum combination of whole life costs quality and sustainability to meet our requirements
<b>Works</b>	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

<p><b>Equalities</b></p> <p>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.</p>	<p><b>Disability Confident Scheme</b></p> <p>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.</p>	<p><b>Facilitating SME's, third sector and supported businesses in the procurement process</b></p> <p>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.</p>	<p><b>Promoting Innovation</b></p> <p>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.</p>
<p><b>Fair Work Practices</b></p> <p>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).</p>	<p><b>Consultation with Stakeholders</b></p> <p>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.</p>	<p><b>Health &amp; Safety Compliance</b></p> <p>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.</p>	
<p><b>Fairly &amp; ethically traded goods</b></p> <p>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.</p>	<p><b>Provision of Food</b></p> <p>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.</p>	<p><b>Prompt payment within 30 days</b></p> <p>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.</p>	<p><b>Information/Data Management/Protection</b></p> <p>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.</p>
<p><b>Environmental Impact and Climate Change</b></p> <p>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.</p>	<p><b>Improving the economic, social and environmental wellbeing of the area</b></p> <p>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).</p>	<p><b>Conflict of Interest</b></p> <p>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.</p>	<p><b>Modern Slavery Act 2015</b></p> <p>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.</p>

## Appendix 2: Regulated Procurement

### Category A Scottish Government Framework Agreements\*

Scot. Gov. Ref.	Supplier Name	Subject Matter	Start Date	End Date	Spend
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
<b>TOTAL</b>					<b>£9,165,359</b>

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

### Category B Scotland Excel Framework Agreements\*

SXL Framework Reference	Supplier Name	Subject Matter	Start Date	End Date	Spend
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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
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
<b>TOTAL</b>					<b>£10,452,347</b>

\*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**

<b>SBC Refence</b>	<b>Supplier Name</b>	<b>Subject Matter</b>	<b>Award Date</b>	<b>Start Date</b>	<b>End Date</b>	<b>Optional Extension</b>	<b>Estimated Value</b>
SBC/CPS/1614	Various	Scottish Borders	08/04/2019	08/04/2019	07/04/2029		£1,447,143*



		Community Planning Partnership Sustainable Transport DPS					
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
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-	08/07/2022	01/06/2022	30/05/2024	2 x 12 months	£84,829

		Service Claims System					
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
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	27/09/2022	22/10/2022	21/10/2025		£58,260

		Advisory Services					
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 months	£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 months	£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 Gritter Body	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
1001052	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	Unit4 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 Hygiene 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
<b>TOTAL</b>							<b>£48,005,579</b>

\* 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 Benefits Clauses\*

SBC Refence	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 Composting	Garden Waste	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 Company Limited	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
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 Limited	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 Solutions Ltd	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



Case Study 74. May 2022. Upskilling and



Case Study 80. Festival of Wellbeing



Case Study 88. Eco Schools Projects.pdf



Rebate Progress - May 2023.xlsx

## 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 <a href="mailto:sdouglas@scotborders.gov.uk">sdouglas@scotborders.gov.uk</a>
Prepared By	Mr Ryan Douglas, Procurement Business Partner <a href="mailto:ryanthomas.douglas@scotborders.gov.uk">ryanthomas.douglas@scotborders.gov.uk</a>