
Report To:	Environment & Regeneration Committee	Date:	27 October 2022
Report By:	Interim Director, Environment & Economic Recovery	Report No:	E+R/22/10/04/SJ/EM
Contact Officer:	David Aitken	Contact No:	01475 712964
Subject:	Annual Procurement Report 2021/2022		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to update the committee on procurement related activity including outcomes delivered during the period 1st April 2021 to 31st March 2022 and to seek approval to publish the Annual Procurement Report attached within Appendix 1.

1.3 The report also provides an update in respect of local spend, SME (small to medium-sized enterprise) spend, commitment to Fair Work First and community benefits delivered.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Environment and Regeneration Committee:

- Approves the Annual Procurement Report in Appendix 1 for publication to the Scottish Government and on the Council's website;
- Notes the latest procurement compliant spend position and spend with SMEs and local suppliers;
- Notes the commitment to Fair Work First and community benefits delivered by suppliers during the reporting period 1st April 2021 until 31st March 2022.

Stuart Jamieson
Interim Director, Environment & Regeneration

3.0 BACKGROUND AND CONTEXT

- 3.1 As required under section 15 of the Procurement Reform (Scotland) Act 2014 a contracting authority must publish a Procurement Strategy and subsequently produce an Annual Procurement Report, required by section 18 of the Act. The Annual Procurement report monitors the authority's regulated procurement activities (which is defined as any procurement from £50k for Supplies and Services and from £2m for Works) against delivery of its procurement strategy and should be published as soon as is reasonably practicable after the end of the financial year. The content of this report covers all regulated procurements completed during the period 1 April 2021 to 31 March 2022 and details how those procurements supported the objectives included within the Council's Procurement Strategy.
- 3.2 Previous reports to the Committee have given annual updates on spend with local suppliers and with SMEs. These are detailed within sections 3.7 and 3.8 of this report.
- 3.3 The Annual Procurement report is contained within Appendix 1. The report highlights that the total procurement spend for 2021/22 was £92,779,510.
- 3.4 Based on an analysis of the financial year 2021/22 spend data (#1), of the £77,101,121 regulated procurement spend, £72,027,341 (93.4%) was compliant (#2) with regulated procurements:

Spend Type	Total Regulated Spend	Compliant Regulated Spend	Non-Compliant Regulated Spend	Percentage Compliance
Goods	£8,934,541	£8,041,918	£892,623	90%
Services	£65,798,347	£61,617,190	£4,181,157	93.6%
Works	£2,368,233	£2,368,233	£0	100%
Total	£77,101,121	£72,027,341	£5,073,781	93.4%

#1 Spend incorporates data from sources including the Council's Financial Management System and Corporate Purchasing Card scheme.

#2: Compliance can be influenced by multiple factors such as supplier's decisions to remove themselves from compliant framework agreements. As part of on-going improvement actions, non-compliance is regularly analysed with actions identified to support making the spend compliant.

- 3.5 Compliant regulated procurement spend for financial year 2021/22 of 93.4% represents a 0.3% increase in comparison to financial year 2020/21.
- 3.6 There were 89 Council regulated procurements performed in the period with a total award value of £42,125,166.

Local and SME Spend

3.7 The table below summaries the local and SME spend:

LOCAL AND SME SPEND				
2020/2021		2021/2022		Variance (+/-)
Local Spend (%)	25%	Local Spend (%)	21.2%	-3.8%
Local Spend (£)	£22,738,419	Local Spend (£)	£19,626,234	-£3,112,185 #3
SME Spend (%)	57.1%	SME Spend (%)	57.2%	+0.1%
SME Spend (£)	£52,015,862	SME Spend (£)	£53,079,135	£1,063,273 #3

#3: 2020/21 and 2021/22 spend has been categorised differently to previous years to identify spend that is non-influenceable such as inland revenue, grant funding and payment to other bodies, which is therefore exempt from the Annual Procurement Report. This has also resulted in lower volume of spend. The percentages of local spend has reduced slightly compared to financial year 2020/21 reporting period as a result of the COVID-19 and supply chain issues. However, a programme has been put in place with the Supplier Development Programme (SDP) to engage with local SME`s to provide training and support for tendering in 2022.

3.8 The Council has several processes and initiatives in place to support local and SME suppliers and these are detailed below:

- Consider lotting contracts / framework agreements where appropriate;
- Continue to pay local suppliers early where this is requested;
- Select at least 50% of suppliers from the local area to bid for quotations;
- Refer suppliers to the SDP;
- Local Meet the Buyer events being arranged via SDP in 2022/2023;
- Supplier debriefs and individual meetings;
- Inform local suppliers of Scotland Excel contract opportunities and lobbying Scotland Excel to lot these contracts to allow local suppliers the ability to bid;
- Take local suppliers and SMEs into account when creating tender strategies.

Fair Work First and Community Benefits

3.9 During the reporting period, 33 of the unique suppliers who were awarded council regulated contracts have committed to pay the real Living Wage with 13 of these suppliers being an accredited Living Wage supplier.

Community Benefits in 2021/22 is identified in the table below:

Total number of council regulated procurements awarded in 2021/2022:	41
Total number of council regulated procurements awarded which included community benefits in 2021/2022:	1
Community Benefits delivered in Financial Year 2021/2022:	17

The low value of awards and reducing number of larger value capital programme projects being taken forward continues to impact the number of community benefits delivered. The position is expected to improve with the implementation of the Social Value Policy which is a separate item on the agenda for this Committee.

Climate Change / Net Zero

3.10 Reporting of climate change is not embedded as yet however there will be a requirement to capture this in 2022/23 Annual Procurement Report.

The Council is in the process of identifying how it will prioritise and take account of climate and circular economy criteria in procurement activity as part of the Procurement Strategy Action Plan. This will involve reporting ongoing progress in our Annual Procurement Reports and will demonstrate how the Council is using procurement to support Scotland’s response to the global climate emergency.

This will be actioned by ensuring Climate Change is considered as early in the procurement process as possible, i.e. at Contract Strategy stage and by incorporating standardised Climate Change Statements prepared by the Scottish Government in procurement documentation. Responses to these statements will be evaluated and monitored as part of the procurement process.

4.0 PROPOSALS

4.1 As the Council have a requirement to publish an Annual Procurement Report under section 18 of the Procurement Reform (Scotland) Act 2014 it is proposed that the Committee approve the Annual Procurement Report in Appendix 1 for publication to the Scottish Government and on the Council’s website.

5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk	X		
Human Resources		X	
Strategic (LOIP/Corporate Plan)		X	
Equalities & Fairer Scotland Duty		X	
Children & Young People’s Rights & Wellbeing		X	
Environmental & Sustainability	X		
Data Protection		X	

5.2 Finance

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

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Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

5.3 Legal/Risk

If the Annual Procurement report is not approved and published the Council will be at risk of not being able to demonstrate that it is meeting its obligation under the Procurement Reform (Scotland) Act 2014.

5.4 Human Resources

There are no direct Human Resource implications arising from this report.

5.5 Strategic

The delivery of the Annual Procurement Report meets the requirements of the Procurement Reform (Scotland) Act 2014 while demonstrating how the Council's procurement delivery supports the Council's strategic objectives as well as the Council's Procurement Strategy 2022-2025. However, it will not itself directly deliver objectives in the Local Outcome Improvement Plan or the Council's Corporate Plan.

5.6 Equalities and Fairer Scotland Duty

(a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

	YES – Assessed as relevant and an EqIA is required.
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, assessed as not relevant and no EqIA is required. Provide any other relevant reasons why an EqIA is not necessary/screening statement.

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
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X

NO – Assessed as not relevant under the Fairer Scotland Duty for the following reasons: Provide reasons why the report has been assessed as not relevant.

5.7 Children and Young People

Has a Children’s Rights and Wellbeing Impact Assessment been carried out?

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YES – Assessed as relevant and a CRWIA is required.

X

NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children’s rights.

5.8 Environmental/Sustainability

Public procurement is expected to contribute to climate change targets in compliance with the sustainable procurement duty including annual reporting on how policies and activities contribute to compliance with Public Body duties required by the Climate Change (Scotland) Act 2009.

Has a Strategic Environmental Assessment been carried out?

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YES – assessed as relevant and a Strategic Environmental Assessment is required.

X

NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

5.9 Data Protection

Has a Data Protection Impact Assessment been carried out?

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YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.

X

NO – Assessed as not relevant as this report does not involve data processing which may result in a high risk to the rights and freedoms of individuals.

6.0 CONSULTATION

6.1 Consultation took place with relevant officers together with the Corporate Management Team.

7.0 BACKGROUND PAPERS

7.1 None.



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1 Introduction

As required under section 15 of the Procurement Reform (Scotland) Act 2014 (“the Act”), a contracting authority must publish a Procurement Strategy by December 2016 and subsequently produce an Annual Procurement Report, required by section 18 of the Act. The Annual Procurement report monitors the authority’s regulated procurement activities against delivery of its procurement strategy and should be published as soon as is reasonably practicable after the end of their financial year.

Inverclyde Council is pleased to publish our fourth Annual Procurement Report. The content of this Report covers all regulated procurements completed during the period 1st April 2021 to 31st March 2022 and details how those procurements supported the objectives included within the council’s Procurement Strategy.

Key benefits in the delivery of the Procurement Strategy are:

- Updating process and procedures to comply with the requirements of the new procurement rules and regulations.
- Increasing time spent on strategic aspects of procurement activities.
- Supporting the council’s overall savings targets.
- Embedding the council’s community benefits approach into all relevant and proportionate contracts delivering a greater volume and increased variety of outcomes across a wider range of commodities.

- Transitioning to the Scottish Government Procurement Journey which standardised and aligned our processes and procedures and reduced risk and duplication.
- Ensuring Small and Medium-sized Enterprises (SMEs) are provided targeted opportunities as standard within our Quick Quote process (Goods and Services under £25,000, Works under £100,000).
- Fulfilment of our procurement work plans, including the delivery of tenders supporting special projects (e.g. The Glasgow City Region City Deal)

The Council was assessed as part of the national Procurement and Commercial Improvement Programme (PCIP), and achieved a score of 70% in 2018. The PCIP assessment was planned to take place in late 2020 but has been postponed until 2023 as a result of the pandemic.





2 Summary of Regulated Procurement

Section 18(2) (a) of the Procurement Reform (Scotland) Act 2014 requires organisations to include: “a summary of the regulated procurements that have been completed during the year covered by the report”

Regulated procurement refers to any procurement above £50,000 for goods and services or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to new contracts and framework agreements but also to mini-competitions and call offs from existing framework agreements.

In total the Council awarded 89 regulated contracts during the reporting period with a total award value of £42,125,166,166. The following table provides further detail of the type of awards:

Type	Number of Contracts	Value of Contracts	Unique Suppliers	Unique SME Suppliers
Total Council regulated contracts awarded	41	£29,294,339	41	30
Total Non-Council regulated contracts awarded	48	£12,830,827	46	21
Total regulated contracts awarded	89	£42,125,166	87	51

Appendix 1 Table 1 shows a full list of each individual procurement completed. Information on live contracts can also be found on Inverclyde Council’s Contract Register on Public Contracts Scotland.

During the reporting period, the Council also utilised a number of legacy non council frameworks on a call off basis, meaning a large volume of low value orders were raised accumulating to more than £50,000. The 2021/22 spend is shown for each framework in Appendix 1 Table 2.

The Council also utilised the COSLA National Care Home Contract to make awards above regulated procurement with a total value of £15,275,135.

Contract values are based on the total value of the contract for all years that the contract could be in place and therefore includes possible extensions.

During the same period there were instances where alternative methods of procurement were used in line with the regulations and the Council Standing Orders Relating to Contracts (e.g. where there is only one potential supplier).



3 Review of Regulated Procurement Compliance

Section 17 of the Procurement Reform (Scotland) Act 2014 requires that regulated procurements be carried out in accordance with the organisation’s procurement strategy, so far as reasonably practical. Section 18(2) states that an annual procurement report must include, at 18(2) (b), “a review of whether those procurements complied with the authority’s procurement strategy” and, at 18(2) (c), “to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply”.

The Council’s Procurement Strategy sets out how regulated procurement would be undertaken in compliance with the Act. This Strategy also set out objectives for improving the process and procedures relating to regulated procurements.

From the Strategy objectives we identified the following key compliance categories:

- Best Value
- Fairness and transparency (General Duties)
- Economic and social sustainability (community benefits)
- Environmental sustainability
- Fair work practices (including Living Wage)
- Purchase to pay efficiencies

Further information on the requirements of the Act can be seen in Appendix 2.

All regulated procurement in the Council is undertaken in accordance with a legal and procedural framework which ensures that each procurement is compliant with the Strategy. Legal requirements are set out in the Council Standing Orders Relating to Contracts. Procedural requirements are set out in Scottish Government Procurement Journey (for general procurement best practice) and the Corporate Procurement Manual.

Regulated procurement spend refers to any spend with suppliers above £50,000 for goods and services or £2,000,000 for works.

Based on an analysis of the financial year 2021/22 spend data, of the £77,101,121 regulated procurement spend, £72,027,341 (93.4%) was compliant with regulated procurements:

Spend Type	Total Regulated Spend	Compliant Regulated Spend	Non-Compliant Regulated Spend	Percentage Compliance
Goods	£8,934,541	£8,041,918	£892,623	90%
Services	£65,798,347	£61,617,190	£4,181,157	93.6%
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Total	£77,101,121	£72,027,341	£5,073,781	93.4%



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Where there has been non-compliance with procedures, this may be due to previous partnership arrangements which now require a Direct Award or within Light Touch Regime arrangements, or the combined value of spend across various services may be more than the Financial Regulation limits.

Throughout the reporting period, our regulated procurements were monitored on an ongoing basis. This monitoring process consisted of reviewing the key supporting documents that underpin our legislative and procedural framework including sourcing strategies, project plans, procedural documentation, scoring calculators and approval reports. The monitoring process was supplemented by post project reviews, which are undertaken after a contract is awarded as well as at the end of the contract. In addition the best value aspect of our contracts is monitored regularly as part of a robust contract management process. These combined processes ensured that all regulated procurements were undertaken in compliance with the legal and procedural framework and, as a result, in compliance with the Strategy. The reviews have also allowed us to identify the following potential improvement areas:

- There are further opportunities to secure economic, environmental and social sustainability outcomes from Non-Council frameworks.
- Existing contract and frameworks can continue to be targeted in order to increase purchase to pay efficiencies.
- Continue to work with client teams on advance provision of work plans which will allow increased opportunity to deliver best value from our regulated procurements.

The Council is committed to ensuring that all suppliers who are awarded business are paid within 30 days. Prompt payment clauses requiring a 30 day payment term are embedded within our contractual terms and conditions. Suppliers are required to apply the same terms and conditions with their sub-contractors who are delivering and supporting the council contract.





4 Community Benefit Summary

Section 18(2) (d) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for an annual procurement report to include “a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report”.

Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities “must consider whether to impose community benefit requirements as part of the procurement” when the estimated contract value is greater than or equal to £4,000,000.

The council’s own policy and manual stipulates that community benefits must be considered for inclusion in all works contracts with an estimated value greater than £1,000,000 and give consideration to include in all goods and services contracts above £50,000.

Robust processes have been developed to ensure that community benefits are considered for inclusion in all relevant contracts in line with the requirements of both the Procurement Reform (Scotland) Act 2014 and the Council’s own community benefits policy.

When initiating procurement activity, client departments are required to consider and highlight potential community benefits considerations for inclusion where relevant. Procurement staff then engage with key stakeholders and undertake market research and benchmarking activity to further explore potential opportunities and identify appropriate requirements for inclusion in the contract.

Delivery of agreed outcomes is monitored and reported internally on a quarterly basis using monitoring updates provided by suppliers.

Key community benefits outcomes secured include:

Total number of Council regulated procurements awarded in 2021/22:	41
Total number of Council regulated procurements awarded which included community benefits in 2021/22:	1
Community Benefits delivered in Financial Year 2021/22	17

Appendix 3 provides full details of all outcomes secured and delivered during the reporting period.

7 Work Experience Placements were also offered during the reporting period. However they were unable to be delivered due to the ongoing Covid-19 Pandemic.



5 Fair Work and the Real Living Wage

As an update to the requirements within the 2021/22 Procurement Annual report, the Council is now also required to provide the following summary:

a) The number of Council regulated contracts awarded during the period that have included a scored Fair Work criterion.	24
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a Council regulated contract awarded during the period.	33
c) Number of unique suppliers who are accredited Living wage employers and were awarded a Council regulated contract during the period	13
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a Council regulated contract award during the period	4





6 Payment Performance

The table below provides a summary on payment performance:

a) Number of valid invoices for the period	39,963
b) Percentage of invoices paid on time for the period	95.52%
c) Number of Council regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains	41
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts	0

A summary of spend by supplier using a purchase card is provided in Appendix 5. Although this is not a requirement of the act this information serves as an extra level of transparency. All of these transactions involve legitimate expenses and have been fully scrutinised before being approved.





7 Supported Businesses Summary

Section 18(2)(e) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report”.

The council’s Contract Standing Orders dictates that consideration be given to inclusion of supported businesses in all regulated procurements.

During the reporting period there were no regulated procurements awarded to supported businesses. The reason for this is that the goods, services or works associated with these procurements are not provided by existing supported businesses.

The council does have existing agreements in place with Lady Haigs Poppy Factory, spending £490.00 who are a registered Supported Business and continues to explore opportunities for other organisations to become a supported business.





8 Spend and Savings Summary

A further new requirement of this year's report is that the following summary of spend and savings is provided:

a) Total procurement spend for the period covered by the annual procurement report.	£92,779,510
b) Total procurement spend for the period on SMEs during the period covered by the annual procurement report.	£53,079,135
c) Total procurement spend with third sector bodies during the period covered by the report.	£18,982,722
d) Percentage of total procurement spend through collaborative contracts	30.29%
e) Total targeted cash savings for the period covered by the annual procurement report	£0
f) Total delivered cash savings for the period covered by the annual procurement report	£0
g) Total non-cash savings for the period covered by the annual procurement report	£0





9 Future Regulated Procurements Summary

Section 18(2)(f) of the Procurement Reform (Scotland) Act 2014 states it is mandatory that an annual procurement report must include “a summary of the regulated procurements the authority expects to commence in the next two financial years.” Future regulated procurements have been identified via the following means:

- Current contracts on the council tender work plan that will expire and need to be extended or re-let over the next two years.
- New procurements identified via future tender work plans provided by Council service teams and analysis of council spend.
- New procurements identified via anticipated work plans for special projects (e.g. The Glasgow City Region City Deal).

a) Total number of regulated procurements expected to commence in the next two financial years	37
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£33,682,010

A full list of anticipated procurements in the next two years can be seen in Appendix 4.





Appendix 1 - full list of regulated procurements

Table 1 - Awards of New Council Frameworks and Contracts

Date of Award		Supplier	Subject Matter (Commodity)	Title	Contract Start Date	Contract End Date With extensions	Estimated Contract Value
1	01/04/2021	Barnardo`s	Health & Social Care	Provision of Wellbeing Support Service for Families – Children with ASN	01/04/2021	31/03/2022	£130,000
2	20/04/2021	Heron Bros. Limited	Construction	Greenock Ocean Terminal & George Wyllie Art Gallery	20/04/2021	09/12/2022	£6,220,884
3	21/04/2021	Includem	Health & Social Care	Provision of an Independent Children`s Intensive Support Service	21/04/2021	20/04/2023	£100,000
4	29/04/2021	OLM Systems Limited	Health & Social Care	Provision of Annual Support & Maintenance for SWIFT	01/05/2021	30/04/2024	£261,000
5	25/05/2021	Mabbett & Associates Limited	Consultancy	Provision of a Carbon Neutral Consultancy Service	25/05/2021	24/11/2021	£61,350
6	02/06/2021	KONE PLC	Property	Project 21/016 - Service, Maintenance & Repair of Lifts within Inverclyde Council Properties PRO0855	01/06/2021	31/05/2024	£120,000
7	22/06/2021	Angel Care Services Limited Muirshiel Resource Centre	Health & Social Care	Provision of Day Care Services & Outreach Services in Inverclyde – Area A Inverclyde East Area B Inverclyde West	01/07/2021	30/06/2022	£334,415
8	23/06/2021	The Advisory Group	Health & Social Care	Provision of a Consultation & Facilitation Service	01/04/2021	31/12/2022	£62,826
9	05/07/2021	Circles Network	Health & Social Care	Independent Advocacy for Adults	01/08/2021	31/03/2025	£211,600
10	14/07/2021	Security Plus Limited	Corporate	Provision of a Cash Collection Service	11/08/2021	10/08/2025	£53,000
11	16/07/2021	Critiqom Limited	Revenue & Benefits	Provision of a Printing, Binding, Enveloping and Mailing Service	01/09/2021	31/08/2025	£240,000



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Date of Award		Supplier	Subject Matter (Commodity)	Title	Contract Start Date	Contract End Date With extensions	Estimated Contract Value
12	19/07/2021	Barr Environmental Limited	Waste	Treatment and Disposal of Recyclable and Residual Waste	17/08/2021	31/12/2025	£9,100,000
13	23/08/2021	Softcat Plc	ICT	Microsoft Licensing	23/08/2021	22/08/2024	£883,096
14	24/08/2021	Business Development Advisors Limited	Economic Development	Business Gateway Services in Inverclyde	16/09/2021	16/09/2021	£106,300
15	25/08/2021	Imperial Civil Enforcement Solutions Ltd	Roads	Decriminalised Parking Enforcement Back Officer Support	16/10/2021	15/10/2024	£122,430
16	26/09/2021	Accident Repair Centre (Scotland) Limited	Waste	Treatment of Scrap Metal	01/09/2021	31/08/2025	£50,000
17	23/09/2021	Turning Point Scotland Services Limited	Health & Social Care	Provision of Early Help in Police Custody	01/10/2021	30/09/2023	£396,880
18	19/10/2021	Inverclyde Community Care T/A Your Voice	Health & Social Care	Provision of Early Help in Police Custody	01/10/2021	30/09/2023	£396,880
19	19/10/2021	Inverclyde Community Care T/A Your Voice	Health & Social Care	Provision of a Carers Support Service	01/04/2022	30/12/2022	£220,491
20	25/10/2021	Inverclyde Carers Centre	Health & Social Care	Provision of an Early Intervention Family Support	25/10/2021	24/10/2023	£104,000
21	25/10/2021	Inverclyde Community Development Truse	Health & Social Care	Provision of a Zero Food Waste Pantry in Inverclyde	25/10/2021	24/10/2023	£60,000
22	01/11/2021	Quarriers	Health & Social Care	Children`s Respite Short Breaks	01/11/2021	31/10/2023	£142,000
23	04/11/2021	Legal Services Agency Limited	Health & Social Care	Delivery of PATHS Programme	18/08/2022	17/08/2023	£85,000
24	04/11/2021	Barnardo`s	Education	Provision of a Housing Information & Advice Service	11/12/2021	10/12/2026	£275,000
25	08/11/2021	Good Shepherd Centre	Health & Social Care	Residential Care and Education	10/11/2021	09/11/2023	£536,736



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Date of Award		Supplier	Subject Matter (Commodity)	Title	Contract Start Date	Contract End Date With extensions	Estimated Contract Value
26	14/12/2021	Alzheimers Scotland – Action of Dementia	Health & Social Care	Provision of a Specialist Dementia Service	11/12/2021	30/06/2022	£106,020
27	07/02/2022	Inverclyde Association for Mental Health	Health & Social Care	Provision of a Care Home Service for People with Mental Health Problems	07/02/2022	06/02/2022	£1,500,000
28	24/02/2022	Therapeutic Counselling Services Limited The Talking Room Ltd Mind Mosaic Counselling and Therapy	Corporate	Provision of a Counselling Service (Framework)	01/03/2022	29/02/2024	£64,000
29	05/03/2022	Inverclyde Community Care Forum T/A Your Voice	Health & Social Care	Provision of a Recovery Community Service	01/04/2022	31/03/2024	£497,894
30	16/03/2022	Inverclyde Community Development Trust	Workforce Development	Employability Services in Inverclyde Lot 1 - End-to-End Employability Service	01/04/2022	31/03/2024	£1,900,000
31	16/03/2022	Stepwell Consultancy Ltd	Workforce Development	Employability Services in Inverclyde Lot 2 - Addressing Health Barriers to Employment	01/04/2022	31/03/2024	£248,746
32	16/03/2022	Enable Scotland	Workforce Development	Employability Services in Inverclyde Lot 3 - Employer Engagement & Support	01/04/2022	31/03/2024	£219,970
33	18/03/2022	Barnardo`s	Education	Provision of a Family Support Worker Service	01/04/2022	01/04/2022	£141,411
34	29/03/2022	Financial Fitness	Health & Social Care	Provision of a Financial Advice & Information Service	01/04/2022	31/03/2023	£60,900
35	29/03/2022	Inverclyde Community Care Forum	Health & Social Care	Provision of a New Scots Integration Service	01/04/2022	31/03/2024	£117,220
36	29/03/2022	The Wise Group	Health & Social Care	Provision of a Specific Fuel Poverty Response/Initiating Advice Service	01/04/2022	31/03/2023	£200,000



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Date of Award		Supplier	Subject Matter (Commodity)	Title	Contract Start Date	Contract End Date With extensions	Estimated Contract Value
37	29/03/2022	Care1 Professional Services Ltd CSN Care Group Ltd	Health & Social Care	Care at Home Services Lot 1 – Kilmacolm & Quarriers (East & West)	01/04/2022	31/03/2024	£741,600
38	29/03/2022	CSN Care Group Ltd Scotia Homecare Solutions Ltd	Health & Social Care	Care at Home Services Lot 2 – Greenock East & Port Glasgow	01/04/2022	31/03/2024	£897,34
39	29/03/2022	Allied Health Care	Health & Social Care	Care at Home Services Lot 3 – Greenock West & Gourrock	01/04/2022	31/03/2024	£1,386,800
40	29/03/2022	Allied Health Care Evergreen Home Support Care1 Professional Services Ltd CSN Care Group Ltd Scotia Homecare Solutions Ltd	Health & Social Care	Care at Home Services Lot 5 - Adhoc	01/04/2022	31/03/2024	£1,186,560
41	31/03/2022	David Adamson & Partners Limited	Consultancy	Provision of an Inverclyde House Condition Survey	01/04/2022	31/03/2024	£88,870

TOTAL

£29,294,339



Table 2 - Orders with Non-Council Framework Suppliers amounting to more than £50,000 spend in 2021/22

	Supplier	Framework Owner	Framework Name	Framework Start Date	2021/22 Spend
1	Arnold Clark Finance Ltd (car & Van Rental)	Scotland Excel	Vehicle & Plant Hire	01/11/2017	£65,154
2	Avm Impact Ltd	Scotland Excel	Supply, delivery and installation of Audio Visual	01/04/2019	£707,385
3	Barnardo's	Scotland Excel	Fostering And Continuing Care	01/07/2021	£52,388
4	Brake Bros Ltd	Scotland Excel	Groceries & Provisions	01/05/2020	£476,267
5	Brake Bros Ltd	Scotland Excel	Supply Only and Supply & Distribution of Frozen Foods	01/07/2017	£224,483
6	Business Stream	Procurement Scotland	Water and Waste Water Services (2020)	01/04/2020	£370,184
7	Capita Business Services Ltd	Crown Commercial Services	G-Cloud 12 RM1557 Bill Payment Solutions	28/09/2020	£100,000
8	Care Visions Group Limited	Scotland Excel	Children's Residential Care & Education Services	01/05/2018	£425,139
9	Civica UK Ltd	Crown Commercial Services	Data and Application Solutions RM3821 EDRMS	22/02/2019	£203,130
10	Crossreach (the Operating Name For The Church Of Scotland Social Care Council)	Scotland Excel	Children's Residential Care & Education Services	01/05/2018	£656,252
11	Dennis Eagle Limited	Scotland Excel	Supply And Delivery Of Heavy & Municipal Vehicles	01/01/2018	£222,200
12	EDF Energy Ltd	Procurement Scotland	Electricity	01/04/2019	£1,630,887



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	Supplier	Framework Owner	Framework Name	Framework Start Date	2021/22 Spend
13	EDF Energy Ltd	Scotland Excel	Supply And Delivery Of Electrical Materials	01/04/2020	£75,807
14	Enterprise Rent A Car Uk Ltd	Scotland Excel	Vehicle & Plant Hire	01/11/2017	£67,944
15	Enva Organics Recycling (formerly Gp Green Recycling)	Scotland Excel	Treatment Of Organic Waste	13/04/2021	£73,861
16	Fosterplus (Fostercare) Ltd	Scotland Excel	Fostering And Continuing Care	01/07/2021	£111,733
17	GMC Corsehill	Scotland Excel	Catering Sundries	01/08/2020	£63,935
18	Good Shepherd Centre	Scotland Excel	Secure Care	01/04/2020	£119,154
19	Hamilton Tarmac	Scotland Excel	Vehicle & Plant Hire	01/11/2017	£79,065
20	Hewlett Packard UK Ltd	Procurement Scotland	Mobile Client Devices	16/08/2021	£576,955
21	Hillhouse Quarry Group Ltd	Scotland Excel	Roadstone	01/07/2018	£984,657
22	Hillside School (aberdour) Limited	Scotland Excel	Children's Residential Care & Education Services	01/05/2018	£134,893
23	Ideagen Gael Ltd	Crown Commercial Services	G Cloud 12 Performance Management System	28/09/2020	£58,221
24	Inspire Scotland Ltd	Scotland Excel	Children's Residential Care & Education Services	01/05/2018	£292,757
25	Kibble Education & Care Centre	Scotland Excel	Children's Residential Care & Education Services	01/05/2018	£300,487
26	Kibble Education & Care Centre	Scotland Excel	Secure Care	01/04/2020	£ 280,908



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Supplier		Framework Owner	Framework Name	Framework Start Date	2021/22 Spend
27	Konica Minolta Ltd	Procurement Scotland	Office Equipment - Multi-functional Devices & Services	03/06/2017	£115,067
28	Lyreco UK Ltd	Procurement Scotland	General stationery and office paper	01/06/2016	£94,050
29	Marwood Electrical Co Ltd	Scotland Excel	Street Lighting Materials	01/10/2018	£58,450
30	McLays Ltd	Scotland Excel	Fresh Meat, Cooked Meats & Fresh Fish	01/10/2018	£122,965
31	Mitie Security Ltd	Scotland Excel	Security Services and Cash Collection	01/12/2019	£423,086
32	Motus Group (uk) Limited T/a Imperial Commercials	Scotland Excel	Supply And Delivery Of Heavy and Municipal Vehicles	01/01/2018	£103,225
33	Müller Uk & Ireland Group Llp T/a Müller Milk & Ingredients	Scotland Excel	Supply & Distribution of Milk	01/03/2018	£89,725
34	One51 Es Plastics (uk) Limited T/a Mgb Plastics	Scotland Excel	Supply And Delivery Of Recycle And Refuse Containers	03/11/2017	£52,860
35	Parkcare Homes (No.2) Ltd	Scotland Excel	Care Homes For Adults With Learning Disabilities Including Autism	11/10/2019	£50,987
36	Randstad Public Services Limited	Scotland Excel	Social Care Agency Workers	01/08/2018	£145,831
37	Renault UK Ltd	Scotland Excel	Vehicle Purchase RM6060	02/12/2018	£118,128
38	Rentokil Initial Services Limited T/a Initial Washroom Hygiene	Scotland Excel	Washroom Solutions and Sanitary Products	01/10/2018	£60,629
39	Scottish Fuels	Procurement Scotland	Liquid Fuel - Scotland Central (2019)	14/10/2019	£512,728
40	Securigroup Limited	Scotland Excel	Security Services and Cash Collection	01/12/2019	£58,313



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	Supplier	Framework Owner	Framework Name	Framework Start Date	2021/22 Spend
41	Spark Of Genius (training) Limited	Scotland Excel	Children's Residential Care & Education Services	01/05/2018	£637,572
42	The Irish Salt Mining & Exploration Company (T/A Salt Sales Company)	Scotland Excel	Salt for Winter Maintenance	01/07/2018	£99,279
43	Total Gas & Power Ltd	Scotland Excel	Natural Gas	01/04/2020	£752,440
44	Tts Group Ltd	Scotland Excel	Education Materials	25/08/2021	£59,760
45	Tynetec Ltd	Scotland Excel	Technology Enabled Care	01/01/2019	£120,441
46	Unico Ltd	Scotland Excel	Janitorial Products	01/03/2019	£370,527
47	Vodafone	Procurement Scotland	Mobile Voice & Data Services (2020)	17/03/2020	£50,014
48	Yorkshire Purchasing Organisation	Scotland Excel	Education Materials	25/08/2021	£380,904

TOTAL

£12,830,827



Appendix 2 - requirements of the act

Procurement Reform (Scotland) Act 2014 asp 12 Part 2 General duties
Section 8

8 General Duties

- (1) A contracting authority must, in carrying out a regulated procurement –
 - (a) treat relevant economic operators equally and without discrimination,
 - (b) act in a transparent and proportionate manner.
- (2) A contracting authority must also comply with the sustainable procurement duty.
- (3) However, a contracting authority must not do anything in pursuance of subsection (2) that would conflict with its duty under subsection (1).
- (4) A relevant economic operator is an economic operator who is a national of, or is established in –
 - (a) A member State, or
 - (b) Iceland, Liechtenstein or Norway.
- (5) Subsection (1) does not apply in relation to an EU-regulated procurement

Sustainable Procurement Duty

- (1) For the purposes of this Act, the sustainable procurement duty is the duty of a contracting authority –
 - (a) before carrying out a regulated procurement, to consider how in conducting the procurement process it can –
 - (i) improve the economic, social, and wellbeing of the authority's area,
 - (ii) facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and
 - (iii) promote innovation, and
 - (b) in carrying out the procurement, to act with a view to securing such improvements identified as a result of paragraph (a)(i).
- (2) The contracting authority must consider under subsection (1) only matters that are relevant to what is proposed to be procured and, in doing so, consider the extent to which it is proportionate in all the circumstances to take those matters into account.
- (3) In this section –
 - “small and medium enterprises” means businesses with not more than 250 employees
 - “third sector bodies” means organisations (other than bodies established under an enactment) that exist wholly or mainly to provide benefits for society or the environment.
- (4) In this section, references to the wellbeing of the authority's area include reducing inequality in the area. Procurement Reform (Scotland) Act 2014 asp 12 Part 2 Procurement strategy and annual report Section 15.



15 Procurement Strategy

- (1) A contracting authority which expects to have significant procurement expenditure in the next financial year must, before the start of that year –
 - (a) prepare a procurement strategy setting out how the authority intends to carry out regulated procurements, or
 - (b) review its procurement strategy for the current financial year and make such revisions to it as the authority considers appropriate.
- (2) Subsection (3) applies where a contracting authority –
 - (a) has not, in relation to a financial year, prepared or reviewed a strategy under subsection (1), and
 - (b) becomes aware of the likelihood of having significant procurement expenditure during that year.
- (3) The contracting authority must, as soon as practicable after it becomes aware of the likelihood of having significant procurement expenditure –
 - (a) prepare a procurement strategy setting out how the authority intends to carry out regulated procurements, or
 - (b) review its most recent procurement strategy and make such revisions to it as the authority considers appropriate.
- (4) An authority has significant procurement expenditure in a year if the sum of the estimated values of the contracts to which its regulated procurements in that year relate is equal to or greater than £5,000,000.
- (5) The procurement strategy must, in particular –
 - (a) set out how the authority intends to ensure that its regulated procurements will
 - (i) Contribute to the carrying out of its functions and the achievement of its purposes
 - (ii) deliver value for money, and
 - (iii) be carried out in compliance with its duties under section 8,
 - (b) include a statement of the authority's general policy on
 - (i) the use of community benefit requirements,
 - (ii) consulting and engaging with those affected by its procurements,
 - (iii) the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements,
 - (iv) promoting compliance by contractors and sub- contractors with the Health and Safety at Work etc. Act 1974 (c.37) and any provision made under that Act, and
 - (v) the procurement of fairly and ethically traded goods and services,
 - (c) include a statement of the authority's general policy on how it intends its approach to regulated procurements involving the provision of food to –
 - (i) improve the health, wellbeing and education of communities in the authority's area, and
 - (ii) promote the highest standards of animal welfare,



- (d) set out how the authority intends to ensure that, so far as reasonably practicable, the following payments are made no later than 30 days after the invoice (or similar claim) relating to the payment is presented –
- (i) payments due by the authority to a contractor,
 - (ii) payments due by a contractor to a sub-contractor,
 - (iii) payments due by a sub-contractor to a sub-contractor,
- (e) address such other matters as the Scottish Ministers may by order specify.
- (6) The Scottish Ministers may by order modify subsection (4) so as to substitute for the figure specified there for the time being such other figure as they consider appropriate.
- (7) In subsection (5)(b)(iii), a “living wage” means remuneration which is sufficient to ensure an acceptable standard of living.



Appendix 3 - community benefit outcomes

Theme	Outcome	Number Delivered
New Entrant Positions	New Starts	8
Career Events	Support at Local Career Event	1
Workplace Visits	Site Visit to Supplier Site	1
Training	Training Events	6
Community Engagement & Funding	Flower boxes, supplied and maintained for 2 years, equivalent to £5,000	1
Total		17



Appendix 4 - future regulated procurements (From April 2022 to March 2024)

Subject Matter (Commodity)	Title of Contract	Estimated Contract Start Date	Estimated Total Contract Value	Type
1 Business Development	Business Gateway Service in Inverclyde	15/09/2023	£160,000	Ongoing
2 Corporate	Occupational Health	01/02/2024	£345,000	Ongoing
3 Finance	External Virtual Accountant (Riverside Inverclyde)	01/11/2023	£69,000	One Off
4 Finance	Provision of an Insurance & Claims Handling Service	01/10/2023	£4,000,000	Ongoing
5 Policy	Citizens Panel	20/11/2023	£50,000	Ongoing
6 Health & Social Care	Provision of an Electronic Call Monitoring System for Care and Support at Home	01/07/2023	£2,100,000	Ongoing
7 Health & Social Care	Supported Living Service	01/02/2024	£6,800,000	Ongoing
8 Health & Social Care	Support Recovery to Address Social Isolation	01/04/2022	£289,060	Ongoing
9 Health & Social Care	Therapeutic Rehabilitation Horticulture	01/12/2022	£83,340	Ongoing
10 Health & Social Care	Supported Living Service for Adults	26/07/2021	£240,000	Ongoing
11 Health & Social Care	Core Staff to Support Local Rehabilitation Pathway	01/11/2022	£100,000	Ongoing
12 Health & Social Care	Electronic App to Monitor Children & Young People's Views	01/09/2022	£53,000	Ongoing
13 Health & Social Care	Support for Early Onset Dementia	01/10/2022	£56,624	Ongoing
14 Health & Social Care	Information, Advice and Support Service, Respite Group, Holidays, Sitter Service and Short Breaks	01/01/2023	£293,986	Ongoing
15 Health & Social Care	Homecare	01/04/2024	£4,200,000	Ongoing
16 Health & Social Care	Children & Young People Advocacy	31/03/2024	£255,000	Ongoing
17 Health & Social Care	Community Connectors	01/04/2024	£255,000	Ongoing
18 ICT	Council Telephony	01/03/2023	£750,000	Ongoing
19 ICT	Education Microsoft Licenses	01/06/2023	£250,000	Ongoing



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Subject Matter (Commodity)		Title of Contract	Estimated Contract Start Date	Estimated Total Contract Value	Type
20	Property	CCTV Maintenance	01/11/2023	£50,000	Ongoing
21	Property	MTC Gas Servicing & Maintenance	01/04/2023	£345,000	Ongoing
22	Property	MTC Drain Cleaning Repairs	06/02/2023	£250,000	Ongoing
23	Property	MTC Intruder & Fire Alarm Maintenance	01/04/2023	£200,000	Ongoing
24	Property	MTC Roofing	01/03/2024	£220,000	Ongoing
25	Property	MTC Glazing Repairs	01/02/2024	£76,000	Ongoing
26	Property	Wood Pellets for Biomass Fuel	06/02/2023	£200,000	Ongoing
27	Property	Blacksmiths	01/12/2023	£516,000	Ongoing
28	Property	Handheld Fire Fighting Equipment Maintenance	20/02/2023	£50,000	Ongoing
29	Property	MTC General Builder Works	19/11/2022	£100,000	Ongoing
30	Property	Sprinkler Installations Maintenance	01/02/2024	£70,000	Ongoing
31	Property	Door Access Control Systems Maintenance	01/12/2023	£110,000	Ongoing
32	Property	Smoke vent and actuator PPM / maintenance	01/11/2023	£55,000	Ongoing
33	Roads	Street Lighting Maintenance	13/10/2022	£1,600,000	Ongoing
34	Roads	West Blackhall Street Regeneration	01/01/2023	£4,700,000	One Off
35	Roads	Inverkip junction improvements	01/07/2023	£3,300,000	One Off
36	Safer Inclusive	Care & Repair	01/04/2024	£390,000	Ongoing
37	Workforce Development	Employability	01/04/2024	£1,100,000	Ongoing
Total				£33,682,010	



Appendix 5 - purchase card spend equating to more than £25,000

Supplier		Spend
1	Electric Center	£127,587.56
2	Amazon	£114,649.56
3	McConechys	£104,406.04
4	Tesco	£70,974.37
	Total	£417,617.53



Appendix 6 - glossary

Best Value

An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.

Commodity

Taxonomy (classification) for the entire Council, to give the Council the ability to accurately describe the primary business activities of its suppliers the commodity approach presently used by the Council was defined back in 2006 and was reviewed and refined as part of the 2016 to 2018 Strategy. Commodity ownership, definitions and scope will continue to be developed as part of the Council's Corporate Procurement and Commercial Improvement Strategy 2018 to 2022.

Community Benefits

Community benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social, economic and or environmental benefits.

Commodity

A group of goods or services that have shared characteristics

Contract

An agreement concluded between the Council and the supplier that is legally binding, containing terms of the agreement, any schedules and appendices, the Tender Specification and any other specifications, drawings, official purchase order(s) and other documents which are relevant to the Contract.

COSLA

The Convention of Scottish Local Authorities, is the representative voice of Scottish local government, lobbying on behalf of member Councils. COSLA works directly with the Scottish Government and Parliament to influence public policy and practice, and to ensure that local government has the necessary resources to implement policy on behalf of its communities.

Fair Work Practices

Employment practices that support wellbeing e.g. training and development, equality of opportunity.

Framework

An agreement or other arrangement between one or more contracting authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.

Procurement Strategy

A document required as part of Scottish Procurement Regulations that sets out how the Council intends to carry out its regulated procurements i.e. procurements with an estimated value equal to or greater than £50k (excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).



Public contracts Scotland

The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.

Public Contracts Scotland Tender

The national advertising portal used to tender all Scottish Government goods, services or works contract opportunities.

Real Living Wage

A wage rate per hour that is based on the cost of living and is currently voluntarily paid by UK organisations. The current rate per hour for Financial Year 2020/21 is minimum £9.50 across the UK and £10.85 in London, for ages 18 and older. Organisations can gain accreditation of this with the Living Wage Foundation.

Regulated Procurement

Contracts above the EU contract threshold values where the relevant EU regulations apply (above £50,000 for goods and services contracts and above £2,000,000 for works contracts).

Regulated Spend

Spend above the EU contract threshold values where the relevant EU regulations apply (above £50,000 for goods and services contracts and above £2,000,000 for works contracts).

Stakeholder

Any person or group who has a vested interest in the success of the procurement activity, i.e. either provides services to it, or receives services from it.

Supplier

An entity who supplies goods or services; often used synonymously with “vendor”.

Supported business

An organisation whose main aim is the social and professional integration of disabled or disadvantaged persons.

Small and Medium Enterprises (SME's)

Enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro.

Third Sector

The part of an economy or society comprising non-governmental and non-profit-making organisations or associations.

Sustainable procurement

A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

Tender Work plan

List of upcoming procurement activity including re-tenders, extensions, and new activity.



Appendix 7- key statistics

Key Statistics in relation to Regulated spend and procurement's (above £50,000 for goods and services or £2,000,000 for works).

Contracts	Suppliers	Community benefits
42 council contracts awarded	145 suppliers used	17 community benefits delivered
106 contracted suppliers		2 workplace visits and careers events
£29.29m of council contracts awarded	92 suppliers used based in Scotland	8 new entrant positions
42 collaborative frameworks used	£59.35m spend with suppliers in Scotland	1 community engagement and funding
24 council contracts awarded with commitments to Fair Work First	26 suppliers used based in Inverclyde	0 work experience placements
1 council contracts awarded that contain community benefits	£17.89m spend with suppliers based in Inverclyde	33 supplier awarded council contracts that as a minimum pay the real living wage



Inverclyde
council