

**REPORT TO:** Cabinet

**MEETING DATE:** 12 November 2024

**BY:** Executive Director for Council Resources

**SUBJECT:** ELC Procurement Annual Report

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**1 PURPOSE**

- 1.1 To inform Cabinet of East Lothian Council's Annual Procurement Report 2023-2024.

**2 RECOMMENDATIONS**

- 2.1 That Cabinet notes the report.

**3 BACKGROUND**

- 3.1 Under the obligations of the Procurement Reform (Scotland) Act 2014, a Contracting Authority is obliged to prepare and publish an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of its financial year. This report covers the period from 01 April 2023 to 31 March 2024.
- 3.2 The Act details that the annual procurement report should be relevant and proportionate to its size and spend. The annual report can aid visibility of purchasing activities; be a mechanism for conveying how a contracting authority is meeting legislative requirements and outline how a contracting authority's procurement activity is contributing to the delivery of its broader aims and objectives.
- 3.3 The East Lothian Council Plan 2022 – 2027 and the three new corporate priorities feed into the Councils Procurement Strategy 2023 – 2028.
- 3.4 This is the first Procurement Annual Report against the Procurement Strategy 2023 – 2028, which was approved by Cabinet in November 2023. East Lothian Council's Procurement Strategy 2023-2028 sets out actions to deliver against the following:

<b>Enablers</b>	<b>Outcomes</b>
Procurement Capability	Good for Businesses and their Employees
Supplier Development	Good for Places and Communities
Engagement	Good for Society
Collaboration	Open and Connected

3.5 The annual report (see Appendix 1 to this report) provides details of our monitoring and review of procurement activities against the enablers and objectives outlined above.

3.6 The following are some of the highlights that may be of particular interest to members:

### **Good for business and their employees**

In 2023-24, we managed a total of 465 live contracts worth over £580 million throughout their lifetimes (across all types of contracting activity).

For regulated procurements, we managed 257 live contracts worth over £556 million throughout their lifetimes (across all types of contracting activity).

We awarded 41 new regulated contracts with a total value of circa £90 million (across all types of contracting activity).

### **Good for places and communities**

53.5% of £154 million core Council spend in 2023-24 was spent with Local (3) suppliers. More than £85 million of the £154 million (55%) went to SMEs. Almost £20m (13%) went to third sector bodies.

### **Good for society**

As well as supporting existing jobs, the Council's core contracts enabled the employment of 9 people, 7 apprenticeships, 9 unpaid and 2 paid work placements to be agreed during 2023/24. We also delivered or agreed a range of other benefits, including volunteering, financial and other contributions to community projects and the employment of local suppliers.

### **Open and connected**

Our national advertising portal (Public Contracts Scotland - PCS) aims to make it as easy as possible for SMEs to bid for public contracts through notice alerts and enabling main contractors to advertise sub-contract opportunities, giving suppliers the chance to bid for contracts further down the supply chain.

For East Lothian Council, 105 new business opportunities were advertised, and suppliers were awarded 98 public sector contracts through PCS during the reporting period.

We continued to develop our engagement with our supply base and the SME community through our annual survey.

#### **4 POLICY IMPLICATIONS**

- 4.1 The production of an Annual Procurement Report is an obligation of Procurement Reform (Scotland) Act 2014, as outlined in the Corporate Procurement Strategy 2017 – 2022.

#### **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - None  
6.2 Personnel - None  
6.3 Other – N/A

#### **7 BACKGROUND PAPERS**

- 7.1 None.

Appendix 1: East Lothian Council Annual Procurement Report 2023- 2024.

Appendix 2: Annual Procurement Report Template - Annex A

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<b>DATE</b>	23 October 2024

# ANNUAL PROCUREMENT REPORT

2023-24

Promoting economic, environmental and social outcomes which support recovery and growth.



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## Introduction

### Background

This report provides an overview of East Lothian Council procurement activity during the period 1st April 2023 to 31st March 2024. It reflects our performance as a contracting authority.

The report is prepared in accordance with the requirements set out in the Procurement Reform (Scotland) Act 2014 which forms part of the public procurement legislation that governs how Scottish public bodies buy their goods, services and works.

We aim to deliver maximum value through public procurement activity.

### The Public Procurement Strategy for Scotland

During the reporting year, the first ever Public Procurement Strategy for Scotland was developed by the Scottish Government. The new objectives in the strategy replaced the previous public procurement priorities and put them in the context of the vision that the strategy sets out for Scotland.

Annually, we review our Procurement Strategy to make sure it remains relevant and fit for purpose. In November 2023, Cabinet approved an update to our Procurement strategy 2023-2028 to align to and deliver against Public Procurement Strategy for Scotland.

## Methodology

This report draws on Council data and management information (MI) as well as two other primary sources:

### Public Contracts Scotland portal

The Public Contracts Scotland (PCS) service provides a national advertising portal for Scottish public bodies to post contract opportunities and contract award notices.

It is mandatory for all Scottish public sector organisations to use PCS to advertise all regulated procurements (£50,000 and over for goods/services; £2 million and over for works) and their subsequent awards.

In addition, East Lothian Council also uses PCS for direct requests for quotations (Quick Quotes), for lower-value, unregulated procurements.

### Scottish Procurement Information Hub

Public procurement spend data is available through the Scottish Procurement Information Hub ('the Hub'). Each year, our raw accounts payable data is enhanced by a third-party supplier using publicly available data to classify suppliers by size, location, area of business, charity status and other characteristics, before it is uploaded to the Hub, where it is made available to us for analysis.

## Spend data

Where data on total spend with all SMEs is reported (UK-wide), this is based on total size of organisations being known. For total spend in Scotland, this is based on postcode of organisations being known. Scottish SME spend is based on size and postcode being known.

Where relevant, this information is supplemented by evidence from other sources and from other research carried out by the Council during the year.

## Reporting highlights

Some of our significant achievements in the period April 2023 to March 2024:

### Good for business and their employees

In 2023-24, we managed a total of 465 live contracts worth over £580 million throughout their lifetimes (across all types of contracting activity).

For regulated procurements, we managed 257 live contracts worth over £556 million throughout their lifetimes (across all types of contracting activity).

We awarded 41 new regulated contracts with a total value of circa £90 million (across all types of contracting activity).

### Good for places and communities

53.5% of £154 million core Council spend in 2023-24 was spent with Local (3) suppliers. More than £85 million of the £154 million (55%) went to SMEs. Almost £20m (13%) went to third sector bodies.

### Good for society

As well as supporting existing jobs, the Councils core contracts enabled agreement of the employment of 9 people, 7 apprenticeships, 9 unpaid and 2 paid work placements. We also delivered or agreed a range of other benefits, including volunteering, financial and other contributions to community projects and the employment of local suppliers.

### Open and connected

Our national advertising portal (Public Contracts Scotland - PCS) aims to make it as easy as possible for SMEs to bid for public contracts through notice alerts and enabling main contractors to advertise sub-contract opportunities, giving suppliers the chance to bid for contracts further down the supply chain.

For East Lothian Council, 105 new business opportunities were advertised, and suppliers were awarded 98 public sector contracts through PCS during the reporting period.

We continued to develop our engagement with our supply base and the SME community through our annual survey.



## **Procurement Capability**

For the reporting period, the Service Plan Improvement Plan had 24 actions for the year. 20 (83%) were complete, 4 were carried over into the improvement plan for 2024/25. See Annex 4 Action Improvement Plan 2023-24.

## **Supplier Development**

During the reporting period, we attended Scotland's Meet the Buyer event (May 2023), East Lothian Means Business event (October 2023) and ran our annual Supplier Survey (summer 2023).

We issued 90 Quick Quotes, 60 of which were awarded with 12 (20%) awarded to Local Suppliers.

## **Engagement**

Throughout the year, we engaged with our executive team and Heads of Service at our Corporate Management Team (CMT) to ensure senior leaders understand their role in driving and enabling impactful procurement.

In October 2023, we engaged our internal customers via our annual customer survey. Results of which informed our Service Plan Action Plan for 2024-25.

## **Collaboration**

We collaborate with Scotland Excel for most of our requirements. During the reporting period, we procured 56% contracts via collaborative frameworks.

For 2023-2024, East Lothian Council were participating in 54 of the 63 SXL frameworks available (86% participation) with a utilisation percentage of 73%. Estimated benefits accrued through use of these contracts for the reporting period are £180k.

14 suppliers local to East Lothian were engaged in 10 SXL arrangements, of these, 6 shared a total spend of £6million (£1,148,492 of this figure was East Lothian Council spend).

## Summary of Council Procurement Activity

### Overview

Through the reporting period the Council's procurement team have operated in the context of several challenges such as inflationary pressures and the cost-of-living crisis. We have worked with our suppliers, to progress sustainable procurement policies. A key piece of work focussed on preparation for meeting the requirements for the Council to become Living Wage Accredited during 2024-2025.

Our Procurement Strategy 2023-2028 set out enablers and objectives and what success looks like. The following sections explore our approaches and achievements against this in the reporting year 2023-2024.

## Good for businesses and their employees

*Maximise the impact of procurement to boost a green and inclusive economic recovery. Promote and enable innovation through Procurement.*

*By 'business' we include any organisation or enterprising entity engaged in commercial, industrial, or professional activities including, voluntary, charity, for-profit and non-profit entities.*

### Suppliers

*Promoting early supplier engagement to foster innovative and entrepreneurial responses to Public Sector needs and requirements. Collaborating with organisations to deliver positive, green, and inclusive social impacts within public contracts. Having a holistic approach with key suppliers.*

The national [Supplier Journey](#) provides free online, easy-to-access guidance for suppliers on all aspects of bidding, from finding opportunities and preparing bids, to lessons learned, and additional support.

East Lothian Council also provides [Procurement](#) guidance on our website for suppliers who may wish to work with us. It also provides contact details for the team, should suppliers have additional questions.

Feedback from suppliers is gathered via an annual survey as well as post-tender surveys. The annual Supplier Survey that was open from July-September 2023 informed updates to the guidance we

provide on our website. Other key improvements planned for 2024-2025 using this feedback are as follows:

- Standardising our documents
- Producing a video on procurement for suppliers
- Increasing our use of social media to promote opportunities
- Training sessions on Fair Work First, Community Benefits and Sustainability
- Use business breakfasts, where appropriate

We continue to use Scottish Procurement Information Hub Data to identify collaboration opportunities with other Local Authorities.

We monitor participation in collaborative procurements, specifically the use of Scotland Excel (SXL) frameworks via our quarterly business review meetings and reports.

For 2023-2024, East Lothian Council were participating in 54 of the 63 SXL frameworks available (86% participation) with a utilisation percentage of 73%.

2023/2024	Total 23/24
<b>Net Reported Spend</b>	£17,904,863
<b>Total Estimated Savings</b>	£179,765
<b>Spend incl. savings</b>	£18,084,628
<b>% Savings</b>	1.0%
<b>Forecast Total Spend</b>	£21,366,599

The percentage saving that is applied is the savings that is agreed at the time of contract award. The savings figures are not intended to represent cashable/bankable customer savings but are an estimate of the benefits that may be accrued through use of the contract.

**Local suppliers engaged in Scotland Excel Frameworks 2023-2024:**

- 14 suppliers available across 10 arrangements,
- Of these, 6 shared a total spend of £6million
- £1,148,492 of this figure was East Lothian Council spend
- In total 6 suppliers registered as local to East Lothian shared a combined spend > £4.7million from other SXL Members

Our Procurement Strategy 2023-2028 re-defined Local as “Local means East Lothian first, expanding to the Lothians, which includes Edinburgh, Midlothian and West Lothian and finally expanding to the Edinburgh and South-East Scotland City Region, which includes Fife and Scottish Borders local authorities”:

- Local 1: East Lothian
- Local 2: the Lothians (adds Edinburgh, Midlothian, and West Lothian)
- Local 3: Edinburgh and South-East Scotland City Region (adds Fife and Scottish Borders council areas)

2023-2024 spend from Scotland Excel frameworks against suppliers within the wider ‘local area’ is as follows:

Local Reporting Tier	Council Area	Scotland Excel Framework Spend £m
Local 1 Total	East Lothian Council Area	£4.7m
	Midlothian Council Area	£0.19m
	West Lothian Council Area	£0.43m
	City of Edinburgh Council Area	£1.31m
Local 2 Total	the Lothians	£6.63m
	Scottish Borders Council Area	£0.08m
	Fife Council Area	£2.04m
Local 3 Total	Edinburgh and South-East Scotland City Region	£8.75m

**Supply Chain and Resilience**

*Encouraging a sustainable supply base that can support the work of the Public Sector to provide resilient and robust supply chains. Developing appropriate relationships and putting forward looking plans in place to support the development of the Supply Markets, improving security of supply, and reducing risk.*

All procurement colleagues completed the Competition and Markets Authority (CMA) E-Learning on bid rigging in public procurement. Learning from this is used to flag specific risks and shared with internal stakeholders via our Introduction to Procurement E-Learning module, “ethical issues in procurement” section that covers the procurement cycle and the contract management cycle.

Our Procurement Risk Register, Corporate Risk Register as well as risks captured within individual commodity strategies are informed using intelligence on Supply Chain Resilience gathered from various sources, including the Scotland Excel’s Supply Chain Intelligence Reports, which we share with our internal stakeholders.

Key supply chain challenges during the reporting period include inflationary cost increases, high interest rates and increased energy prices impacting supplier costs. There has also been increased pressure on Council budgets and supply chain disruption due to international conflict. Monitoring, managing, and reporting on corporate risks will transition to the Councils new risk management software during 2024/2025.

We produce regular “Inform” articles (Procurement Updates) for our Service colleagues, risk topics covered in 2023-24 include:

- April 2023: New Contract and Supplier Management Toolkit & Introduction to Procurement E-Learning module
- July 2023: Managing Prices - addressing market volatility, inflation, and supply shortages
- October 2023: Evaluation Toolkit

We introduced additional selection criteria checks for quick quotes, covering key risk areas (Quality Assurance, Health & Safety at Work Act 1974, Financial Health, insurances, police checks, etc.)

We updated our financial stability health evaluation guidance to ensure checks are proportionate to risks and accommodate new businesses.

We reviewed required insurance levels with our insurance advisors to ensure they remain proportionate and deliver best value.

Prompt payment of our supply chains, ensuring all suppliers and sub-contractors are paid on time, is critical to their sustainability, resilience and to Scotland’s economic recovery.

During the reporting period, we updated our contract documentation (Terms & Conditions), including strengthened obligations for prompt payment:

“Unless otherwise agreed in writing by the Council, payment shall be due 30 days after receipt by the Council of the correct invoice...” they further state that

“Where the Service Provider enters a sub-contract with a supplier for the purpose of performing the Contract, the Service Provider shall cause a term to be included in such sub-contract...”

### SMEs, Third Sector and Supported Businesses

*Consider how procurements are conducted and contracts are developed, to reduce barriers and enable participation for SMEs, Third Sector organisations, and Supported Business, in Public Sector Procurement.*

As part of the Councils current Top 50 Indicators, we report against 3 tiers of Local as described earlier. Performance for the reporting period is as follows:

Measure	Actual	Target
<b>% of procurement spent on local enterprises with East Lothian (Local 1)</b>	18.2%	20%
<b>% of procurement spent on local enterprises East Lothian, Edinburgh &amp; the Lothians (Local 2)</b>	51.4%	55%
<b>% of procurement spent on local enterprises City Region Deal area (Local 3)</b>	53.5%	57.5%

During the reporting period, we awarded contracts to 22 SMEs (total spend £85.6m), and to two third sector bodies (total spend £19.8m).

See also Good for businesses and their employees & Supplier Development sections for other relevant improvements made during the reporting period.

## **Contract Management**

*Carrying out ongoing proportional contract management to ensure the right outcomes are delivered and the performance of contracts is maximised.*

In line with the Council's Standing Orders, we use Centre of Excellence (CoE) frameworks where there is a suitable pre-existing contract to fulfil our requirements. Most of our collaborative contracts are procured via SXL frameworks, where they lead on contract management at a framework level, and we undertake contract management at a local (call-off) level. At a framework level we benefit from a reduction in effort as well as cost avoidance.

We have updated the role of Contract and Supplier Managers (devolved to services), launched E-Learning that includes CSM roles and responsibilities and created a Contract and Supplier Management (CSM) Toolkit.

The Contract and Supplier Management (CSM) toolkit includes:

- Understanding roles and responsibilities
- Understand supplier obligations and key contract information (agreed during the tender process)
- Recording information in the Procurement System
- Escalating to procurement (if required)
- Preparing for the end of the contract
- Considering replacement contracts (market research)

During the 2022-2023 reporting period, the council implemented new Procurement Software (Contract and Supplier Registers).

Functionality has now been enhanced to support, document and report on Contract & Supplier Management, contract savings, fair work first obligations and benefits (financial, economic, environmental, or social).

See Community Benefits Table in next section for details of obligations delivered and agreed/in progress.

## Good for places and communities

*Maximising the impact of procurement with strong community engagement and development to deliver social and economic outcomes as a means to drive wellbeing by creating quality employment and skills.*

### **Community Wealth Building – Fair Work First and Community Benefits**

*Maximising economic and social benefits through procurement and commissioning, applying fair work practices, developing good enterprises, and secure supply chains.*

During the reporting period, the Council established a Community Wealth Building (CWB) working group. This Working Group met regularly to contribute to the CWB diagnostic that was prepared as part of development of the Local Economic Strategy and to develop the East Lothian Community Wealth Building Charter and Action Plan. The East Lothian Community Wealth Building Charter and Action Plan was approved by the East Lothian Partnership in December 2023.

#### Anchor Charter Mission Statement

To commit to long-term collaboration between East Lothian anchor institutions, supporting shared community wealth building goals to improve collective wellbeing and create a strong, resilient, and inclusive local and regional economy. This includes a commitment to the embedding of community wealth building principles and reporting on progress to the east Lothian partnership.

Signing up to the charter means that organisations commit to the Anchor Charter to deliver Community Wealth Building in East Lothian through the Pillar Purposes, Objectives and Pledges. The Action Plan covers the actions under the following Pillars/Activities:

- Overarching
- Progressive Procurement
- Advancing fair employment and just labour markets
- Plural ownership of the economy
- Socially just use of land
- Financial power

Following this, the Council appointed our first Community Wealth Building Officer (CWBO), to work across Economic Development and Procurement Services to apply community wealth building principles to develop and maximise spend with local businesses. The CWBO will coordinate delivery of the Councils CWB action plan during the 2024-2025 reporting period.

Our commodity strategy templates have been updated to ensure that officers consider children, young people, procurement equality duties, equality impact and sustainability at an early stage as part of commodity strategy development.

We ensure consideration of sustainable procurement for Relevant or Priority contracts at an early stage as part of commodity strategy development (using the Sustainable Prioritisation tools) and include savings/benefits obligations and Fair Work First Criteria within tenders, where it is proportionate and relevant.

During the reporting period, we updated our Community Benefits approach. The delivery of Community Benefits is a contractual obligation for all contracts where the aggregated spend is more than £50k and a statement/question is included in the tender documents for all such contracts. The table below shows Community Benefits delivered or agreed during 2023/24.

Community Benefit Category	Delivered in 2023/24	Agreed in 2023/24
Category 1: Training and Work experience (East Lothian resident)		<ul style="list-style-type: none"> <li>3 x Extended work experience 4+ weeks (paid)</li> <li>2 x Extended work experience 4+ weeks (unpaid)</li> <li>1x One week's work experience (paid)</li> <li>2 x Work experience placement (School)</li> <li>4 x Work Experience placements (14 +1)</li> <li>1x work experience placement (college/university student)</li> <li>1 x 2 + Year apprenticeship Adult</li> </ul>
Category 2: Employability & Skills		<ul style="list-style-type: none"> <li>3 x Employ a new member of staff (minimum 3 months)</li> <li>2 x 2 + Year apprenticeship Adult</li> <li>1x Employ a new member of staff (Minimum 3 months)</li> <li>1x Employ a new member of staff (Minimum 6 months)</li> <li>1x Employ a new member of staff (Minimum 12 months)</li> <li>2 x 4-year apprenticeship</li> <li>3 x Employ a new member of staff</li> <li>2 new apprenticeships, paid and unpaid work experience</li> </ul>
Category 3: Education and Outreach		<ul style="list-style-type: none"> <li>Employability workshops or site visits</li> <li>1 x Interactive sessions on Health and Safety requirements</li> </ul>
Category 4: East Lothian's Local Economy and social enterprises	Sub-contracts/employment for local joiner (SRJ Joiners), local decorating team, local plumber	Employ local business to act as subcontractors
Category 5: Community Engagement Projects	<ul style="list-style-type: none"> <li>Funding towards community projects £16500</li> <li>Planters and signs for local community</li> <li>Donation of boxing gloves to local Gym</li> <li>100 Easter Eggs to Primary School</li> <li>Easter Eggs to Home Start</li> </ul>	<ul style="list-style-type: none"> <li>Funding towards community projects £3450</li> <li>Free clean services for communities</li> <li>£13500 financial contribution to kit cars</li> <li>50 hours volunteering –clearance of site</li> <li>Footway improvements</li> </ul>
Category 6: Protecting and Improving our Environment		



Contracted social benefits are captured in and reported from our Procurement Software. The table below shows the typical details recorded

Contract Saving/Benefit Ref	Benefit Type	Comments	Benefit Status
CS-00090	Community Engagement Events	Financial Donation: £3,000 towards community projects	Delivered.

We have engaged with all our suppliers to meet requirements of becoming an accredited Living Wage Employer. Living Wage status is captured in and reported from our procurement software.

It is hoped that the Council will become living wage accredited during the 2024-2025 reporting period.

In line with the councils Standing Orders, we use Centre of Excellence (CoE) frameworks where there is a suitable pre-existing contract to fulfil our requirements.

Many of our contracts are procured via Scotland Excel Frameworks, as of the start of the reporting year, Scotland Excel had 1,031 unique suppliers appointed to framework agreements. 87% of which are paying the Real Living Wage, whilst a further 3.69% are committed to pay during the lifetime of the framework period.

## Supporting a sustainable built environment

*Maximising opportunities in procurement to develop, enhance and maintain a sustainable built environment. Creating a portfolio of frameworks delivering a range of construction activity across the public sector which considers the economic impact and the sustainability of the construction industry, and the requirement for inclusive growth and climate change targets. Ensure construction projects reflect and help deliver all pertinent Scottish Government obligations including Fair Work First and Net Zero. Actively consider issues including but not limited to Fair Work First and Net Zero early in procurements and commissioning activity.*

Construction related procurement is the second biggest category of contracts (circa 21%) let by the Council. Analysis of our local supply chain also indicates that circa 13% of companies registered in East Lothian (Local 1) are Construction businesses. Our CWB Charter / Action Plan, Community Benefits Wish Lists, regional working with neighbouring authorities and national collaboration with Scotland Excel continues to support their growth/economic activity.

Spend with Local construction suppliers during 2023-24 was £6.8m.

Our Procurement Officers use Sustainability Tests, including those we developed for Priority categories (Construction, Social Care, ICT, Waste and Transport) to support the delivery of sustainable public services. These tests are embedded in our commodity strategy templates to ensure consideration of sustainable procurement at an early stage of the procurement lifecycle.

## Whole life costing

*Promoting sustainable procurement through routine consideration of whole life costing to ensure value for money in procurement, minimise environmental damage and maximise socio-economic benefits.*

Life costing (whole life and life cycle) is considered an early stage as part of commodity strategy development for all regulated procurements.

In line with the councils Standing Orders, we use Centre of Excellence (CoE) frameworks where there is a suitable pre-existing contract to fulfil our requirements. Whole life costing is considered, where relevant, within tender evaluations for these frameworks.

## Community Participation

*Engaging with communities to understand local needs and requirements to help shape procurement policies, initiatives, and contracts.*

Our commodity strategy templates include a sustainability test. For high value/risk procurements, social & economic opportunities and risks are considered, including considering community engagement / consultation regarding the potential impacts on the affected community of the intended procurement, as set out in the Community Empowerment and Renewal Act.

As part of our internal Community Benefits process our Connected Communities team engage with communities to identify potential Community Engagement Projects that can be supported by suppliers when delivering their community benefits obligations. Examples are shown in Section above but typically include:

- Donations of equipment
- Funding towards community projects & foodbanks
- Roads improvements
- Services for communities
- Volunteering hours

See community benefits table above for further details.

## Climate Crisis and Environment

*Making informed decisions as we engage early with suppliers to create innovative solutions to positively respond to the climate crisis. Eliminating waste throughout the supply chain where possible. Act in a way that will secure net zero emissions through a Just Transition and promote a circular economy.*

We collaborated with the council's Sustainability and Climate Change Officer and service users to develop Sustainability Tests, for Priority categories (Construction, Social Care, ICT, Waste and Transport) to support the delivery of sustainable public services.

These tests are now embedded in our commodity strategy templates to ensure consideration of sustainable procurement at an early stage of the procurement lifecycle and includes circular economy, climate change mitigation and adaptation. Where requirements are identified, supplier obligations are included within tender documents and monitored as part of on-going contract and supplier management.

Contracted environmental benefits are captured in and reported from our Procurement Software. The table below shows the typical details recorded

Contract Saving/Benefit Ref	Benefit Type	Comments	Benefit Status
CS-00129	Sustainable, Environmental and Socio-Economic	Climate Change Plans received - annual updates required	In Progress

In July 2023, we published an internal procurement update article that included *What is Carbon Literacy and why is it important?* aimed at raising awareness of carbon costs, Government targets, Carbon Literacy training and our collective responsibility to deliver services in line with the Councils Climate Change Strategy.

Working with the council's Sustainability and Climate Change Officer, we have identified a list of five service-based contract managers to undertake Carbon Literacy training (67 staff have already completed this).

## Good for society

*Ensure that we are efficient, effective, and forward thinking through continuous improvement to help achieve a fairer and more equal society.*

## Economic Wellbeing

*Make conscious and considered decisions that achieve best value and aims to establish practices and contracts that support the people and organisations of Scotland.*

Our commodity strategy templates include sections to capture supply market analysis undertaken to help understand the market landscape, suppliers in the market and outcomes reached.

Our Contract and Supplier Management (CSM) toolkit was launched in April 2023 and includes guidance on market research/analysis to help inform buying decisions for recurring requirements.

We share market intelligence, including Scotland Excel's Supply Chain Intelligence Reports, with our internal stakeholders as part of monitoring supply markets and trends. This information is helpful for our finance colleagues and CSMs for managing price increases in contract and to inform budget development and monitoring. This was particularly valuable during the period of hyperinflation to inform decisions on supplier requests for price increases, sometimes down to individual indices level, e.g. material v's industry indices.

In July 2023, we published an article on Managing Prices (addressing market volatility, inflation, and supply shortages which can all lead to price fluctuations) for our Contract and Supplier Managers. This included reducing single source and direct awards, ensuring price increase requests were in line with contracted Terms and Conditions, challenging buyers to consider the need to buy (at all, that volume, that specification, etc.). We followed up in October 2023 with a further article on necessary purchases/essential spend.

Most of our regulated procurements are via collaborative contracts, which we believe help us to achieve best value. We benefit from reduced procurement effort, economies of scale pricing, rebates, as well as comprehensive terms and conditions.

For Council opportunities published on PCS, levels of completion are good with an average of 3 submissions per opportunity.

During the reporting period we worked closely with our Purchase to Pay colleagues to identify and reduce low-value maverick spend. New procedures were introduced which have resulted in a significant reduction in transactions and a 30% reduction in spend.

Also in 2023-2024, we introduced regular reports on our contract pipeline and expiring contracts for senior leaders (by service), as well as reports on contracted/non-contracted and agency spend. This has helped to manage demand for procurements and enhance scrutiny of non-contracted and agency spend to drive down costs.

These collective actions are driving efficiencies, best value and supporting the financial sustainability of the council.

## **Emergency Situations**

*Procurement has been critical in responding to previous emergencies and humanitarian situations, and will strive to provide innovative, effective, and efficient responses to future emergency situations.*

The councils standing orders state that where there is an immediate need caused by real and demonstrable emergency which creates a real risk to life, property, or Council systems, then direct purchasing above £15,000 without seeking quotations may be acceptable. During the reporting period this was utilised to undertake emergency works to repair a harbour wall damaged by a severe weather event.

## **Food Security**

*Ensuring high standards of animal welfare and sustainable production and waste reductions through the procurement process to improve community health, wellbeing, and education.*

During the reporting period the Council's catering teams renewed its Food for Life Served Here (FFLSH) Silver award for the second year in a row. The Council demonstrated what can be achieved despite difficult circumstances. As an FFLSH Silver award holder, the council ensures at least 5 percent of the ingredients budget for their service is spent on organic produce. We use organic flour provided by a local supplier. To reduce vehicles on the road we have this delivered by our fruit and veg supplier based also in East Lothian.

In line with the councils Standing Orders, we use CoE frameworks where there is a suitable pre-existing contract to fulfil our requirements. Food Security and local sourcing is considered, where relevant in these frameworks. The fruit and veg contract referenced above was procured using a Scotland Excel Framework, where they can benefit from contract opportunities from other named organisations on this national framework.

## Open and connected

*Ensure procurement in Scotland is open, transparent, and connected at local, national, and international levels.*

### Global Reach

*Remain connected to support development of best practice.*

We ensure that we note changes to Scottish procurement legislation, updating our policies, objectives, and actions, where required. During the reporting period relevant Scottish Procurement Policy Notes (SPPNs) were:

- Public procurement - supporting innovation through procurement: SPPN 3/2023
- Public procurement - updates to procurement thresholds: SPPN5/2023
- Public procurement – legislation changes following the Republic of North Macedonia’s accession to the Agreement on Government Procurement: SPPN 4/2023

### Connectivity

*We will strive for an ease of doing business with the Public Sector and for the Public Sector to be able to easily do business with our suppliers. Take advantage of opportunities to develop and improve the data, management information and systems, while leveraging automation and future technologies.*

We are committed to improving accountability and being more transparent about how we spend public money, by publishing

information about our procurement activity. In our procurement strategy we set out how we will carry out our regulated procurements, and we report on this in this annual procurement report, which also contains details of upcoming procurement projects.

As with all public sector organisations, our procurement spend captured through the Scottish Procurement Hub is published on an annual basis, and available on the Scottish Government website - [Scottish public sector spend: 2020 to 2021 - gov.scot \(www.gov.scot\)](https://www.gov.scot/resources/consultation-papers/collections/documents/Scottish-public-sector-spend-2020-to-2021.pdf).

Public Contracts Scotland data is published in line with Open Contracting Data Standards, which supports organisations to increase transparency and allow deeper analysis of contracting data. This can be accessed via the Public Contracts Scotland home page - [Home - Public Contracts Scotland](https://www.pcs.gov.scot/). The data captures published procurement notice information.

We use the Public Contracts Scotland portal to advertise regulated contracts and publish award notices. Our selection and award criteria are explained in detail in all our tender competitions, and we welcome input and clarification questions.

We also promote our opportunities via social and other media. Details of our contract awards are available in East Lothian Councils contracts register: [Contracts Search - Public Contracts Scotland](https://www.eastlothian.gov.uk/contracts-search) on the [PCS](https://www.pcs.gov.scot/) website.

## **Consistency**

*Promoting consistent use of tools, platforms and systems, processes, guidance, and templates.*

We use PCS to advertise all regulated procurement opportunities and aim to use clear, precise, and plain language in tender documents, to facilitate understanding of requirements.

We ensure that only staff with appropriate training and experience are authorized to oversee regulated procurements.

We use standard procedures (standing orders, working instructions & toolkits), templates and processes to ensure best practice and consistency. These are reviewed and updated by the team on an annual basis - change tracking and version control are in place.

## Enablers

Enablers outlined in our Procurement Strategy are fundamental to the success of our strategic aims and objectives. Key achievements in the reporting year are highlighted below:

### Procurement Capability

*People are key. We must ensure the Procurement profession is developing individuals and teams. As well as attracting, developing, and retaining new and existing procurement talent, leadership is essential.*

During the reporting period, the procurement service was fully staffed, having concluded recruitment to the new structure during 2022-2023. This service was designed to ensure that capacity (resource levels) aligned with our strategic procurement priorities, contracted expenditure, and business needs. The service design now supports workforce and succession planning to develop our people.

Recruitment included appointment of internal candidates to promoted posts (including one graduate), a development opportunity for a candidate new to procurement with associated continuing professional development support towards CIPS qualifications.

During 2023-2024, the Council was supporting 5 members of the team with continuing professional development support towards CIPS qualifications.

Additional learning and development undertaken during this period included:

Annual Reporting	Carbon Literacy module 1 and 2
CIPS online learning (competency framework)	CMA: E-Learning module on bid rigging in public procurement
Community Wealth Building workshop	Contract Documentation training (for updated Terms & Conditions) – extended to legal colleagues
ELC management training	Ethical Commissioning Good Practice info sharing event
NEC 4 training – extended to service colleagues	Personal Resilience
Procuring a Sustainable Future for People and the Planet	Spend analysis training
Thorny Questions Seminar	Understanding Sustainability

Implementation of the new procurement software, as well as regular reports on our contract pipeline and expiring contracts for senior leaders (by service), ensures that workload (contract requirements) are managed using a consolidated work plan and prioritisation tool ensure work addresses business needs and meets demand across the council.

We continue to use the national procurement competency framework and associated online tool to assess team skills, identify training needs and support career planning. This was carried out in Q1 2023-24 as part of the Personal Review and Development (PRD) process for each member of staff.



## Procurement and Commercial Improvement Programme (PCIP)

The Procurement and Commercial Improvement Programme (PCIP) was introduced in 2015 and is a maturity model designed to assess Scottish public sector procurement performance in a common format.

The annual assessments set out to build foundations of good public sector procurement and to signpost good practice. The assessments were demonstrably at the heart of procurement improvements across Scotland.

The PCIP is a continuation of the work undertaken by the Procurement Capability Assessment (PCA) carried out on an annual basis since 2008 until introduction of the PCIP.

PCIP Pulse Check commenced in 2023, with the offer of a new approach to further support the sector. The PCIP Pulse Check focuses on the policies and procedures driving procurement performance and, more importantly, the results they deliver. These pulse checks were undertaken with the assumption that the foundation elements identified and implemented since The McClelland report remain in place within organisations.

For PCIP Pulse Check, the assessment model developed offers a reduced question set and streamlined process for organisations whilst still assessing and supporting current procurement priorities. This hybrid model allows for greater flexibility and consists of a

blended question set that can be tailored to the organisation and the sectoral context.

The model consists of eleven mandatory questions and nine discretionary questions.

Each question has four levels that an organisation may indicate it has achieved and will be assessed on the day. The levels are:

1. Developing Area
2. Improving Area
3. Good Practice
4. Advanced Practice

In August 2023, East Lothian Council were one of a few councils volunteered to undertake pilot assessments. Output from these pilot sessions was shared with the wider community.

The table below shows the level we thought we would achieve for each question prior to the assessment and the levels that were achieved on the day.

Question	Level Council Requested	Level Council Achieved
1 – Procurement Influence	Improving Area	Improving Area
2 – Procurement Strategy	Good Practice	Good Practice
3 – Learning & Skills	Improving Area	Improving Area
4 – Risk Management	Improving Area	Improving Area
5 – Commercial Acumen	Improving Area	Improving Area
6 – Continuous Improvement	Improving Area	Improving Area
7 – Climate Change	Improving Area	Improving Area
8 – Implementation & Exit Strategies	Improving Area	Developing Area
9 – Contract & Supplier Management	Developing Area	Developing Area
10 – Contractual Obligations	Developing Area	Developing Area
11 – Lessons Learned	Developing Area	Developing Area

The PCIP assessment identified the following key areas of strength based on the evidence provided.

Ref	Description
<a href="#">S1</a>	<ul style="list-style-type: none"> <li>The council demonstrated extensive use of risk management throughout its end to end procurement processes. An example of the use of Atamis and risk management was provided and clearly demonstrated its benefits.</li> </ul>
<a href="#">S2</a>	<ul style="list-style-type: none"> <li>The council evidenced good learning and development practices from competency framework utilisation, through appraisal, mentoring, coaching and training plans. It demonstrated success in its graduate programme also.</li> </ul>
<a href="#">S3</a>	<ul style="list-style-type: none"> <li>The organisation demonstrated best practice in its use of the Atamis system to support good Contract and Supplier Management. We were confident the council would continue to benefit from this as its rollout expanded.</li> </ul>
<a href="#">S4</a>	<ul style="list-style-type: none"> <li>The council evidenced a number of good examples of developing organisational procurement knowledge and practices including the development of internal online learning tools and systematic approaches.</li> </ul>

East Lothian Council have since presented at Scotland Excel’s PCIP Best Practice Workshops on the following topics:

- Contract & Supplier Management – Introduction of the Procurement Software to assist with contract management
- Training, Learning & Development - Induction to Procurement E-Learning module

The PCIP assessment also highlighted the following key opportunities for further improvement.

Ref	Description
<a href="#">I1</a>	<ul style="list-style-type: none"> <li>Although best practice was demonstrated in learning and development, expanding external collaboration with appropriate partner organisations at local and/or national levels, such as Universities for example, may assist in developing the pool of professional talent even further.</li> </ul>
<a href="#">I2</a>	<ul style="list-style-type: none"> <li>Continued development of governance process, building upon existing climate related training and strategy that ensures shared accountability at a senior level may further enable a whole-organisation approach in delivering climate and circular economy outcomes.</li> </ul>
<a href="#">I3</a>	<ul style="list-style-type: none"> <li>The organisation had a number of post project review and lessons learned examples but may wish to consider expanding this to lower value procurement exercises also.</li> </ul>

An action plan has been developed aimed at moving the Council to the next assessment level for each question. This will be progressed as part of Service Planning for next reporting period 2024-2025.

## Supplier Development

*The supply chains we work with are fundamental to our success. Providing support and opportunities for suppliers to develop and to navigate the evolving landscape will contribute to positive outcomes for communities, society, and organisations.*

During the reporting period, we continued to increase our engagement, working with suppliers and the Supplier Development Programme to support ‘meet the buyer’ and ‘meet the supplier’ events and in raising awareness of contract and sub-opportunities, including access to national frameworks. We attended Scotland’s Meet the Buyer event which was held at the Edinburgh International Conference Centre on 17 May 2023, which was a great success:

- 1,396 supplier attendees
- Of these, 862 attendees from 626 Scottish SME unique businesses attended
- 47% of suppliers that registered had no or just some experience in public sector tendering prior to the event

Following the event, we shared supplier information with our Service colleagues to use alongside their knowledge of the market and the Public Contracts Scotland (PCS) supplier search facility when selecting suppliers for any future relevant QQs. Our Quick Quote guidance states that we must invite a minimum of 3 suppliers to provide a quote and, where possible, one should be new and one local.

During the reporting period, we issued 90 Quick Quotes, 60 were awarded with 12 (20%) awarded to Local Suppliers.

We also attended the 'East Lothian Means Business' event in October 2023 that was organised by our Economic Development colleagues. The event provided an opportunity to speak with potential suppliers about the Procurement process, opportunities with the council and to receive direct feedback.

The annual Supplier Survey 2023 highlighted a need to increase our use of social media to promote opportunities to those interested in doing business with us, with Facebook being a preference for Local SMEs. For example, this was used to promote the Scotland Excel construction materials framework to our local suppliers.

## Engagement

*Having appropriate shared processes and tools to provide consistency to both Procurement Professionals and suppliers. This will allow for efficient and effective delivery of Procurement services.*

The Procurement Service Manager represents Procurement at senior leadership level, reporting quarterly to CMT on Procurement activity, the Service Action & Improvement Plan. This helps to ensure that leaders understand their role in driving and enabling impactful procurement.

Topics covered in the reporting period are:

Contracts/value by service	Enhanced reporting for senior leaders
New Contract & Supplier Management Toolkits	New Procurement E-Learning
New Procurement Software	New Procurement Strategy
New Team Structure	Progress on improvement action plan
Service Performance Indicators	Suppliers, Local & Living Wage Status
Updated Community Benefits approach	Updated Standing Orders & Working Instructions for Procurement

During the reporting period, quarterly reports were also produced for our Heads of Service and Service Managers detailing the pipeline of expected procurements and contracts due to expire.

Our Procurement Officers work closely with the Councils communications team to raise the profile and ensure key procurement messages and updates are communicated. As mentioned throughout this report, internal “Inform” procurement update articles are published regularly. During the reporting period, 5 articles were published covering a range of topics, including:

Annual Procurement Customer Survey	Building-in continuous improvement to contracts
Carbon Literacy	Challenging demand
Contact and Supplier Management (CSM) Toolkit	Ensure fee increase requests from suppliers align with contracted Terms & Conditions
Launch of the Evaluator Toolkit	Managing Prices
Meet the buyer Scotland	Necessary purchases - ensuring all purchases are for essential spend only
New Team structure (aligning to Chief Officer Structure)	Post-tender supplier survey launched
Procurement working instructions	Reviewing Specifications
Things Procurement learnt from the 'East Lothian Means Business' event	Training and Upskilling
Updates to the procurement thresholds	

Our annual customer survey capture feedback and satisfaction levels from internal customers, identifying areas for improvement. The survey was undertaken in November 2023.

For large/complex procurements, we undertake post-project and lessons learned to identify and implement required improvements.

Lessons learned undertaken during the period identified the following areas for improvement:

- Guidance on Evaluation – new evaluator toolkit launched during reporting period
- Pricing information is better in excel format for evaluators – noted for future evaluations
- Ensure that termination of any existing contractual arrangements has been considered (including low value contracts arranged by services) as part of commodity strategy development – no included in Commodity Strategy template

## Collaboration

*Collaboration will assist us in achieving our shared goals and anchoring our success in our communities, people, and organisations. Strengthening collaboration and engagement across the Public Procurement landscape will allow consistent approaches where practical, and facilitate development and sharing of best practice*

In line with the councils Standing Orders, we use collaborative frameworks where there is a suitable pre-existing contract to fulfil our requirements, unless an alternative route represents best value.

During the reporting period, we procured 56% of our contracts via collaborative frameworks.

Our Community Wealth Building (CWB) working group has also enabled collaboration with other anchor institutions to develop the East Lothian Community Wealth Building Charter and Action Plan.

This working group and its sub-groups continue to meet quarterly to progress the Action Plan and to identify and share information on collaborative procurement opportunities and best practice.

The procurement service has collaborated with internal services and the Transformation and Digital team to progress key transformation projects, including:

- Market engagement and procurement of our Finance System Replacement project
- Procurement of and supporting contract management for key digital suppliers
- Procurement of services for commercial, asset management and energy transformation projects

## Contracting activity and how our procurement activity contributes to value for money

### Summary of ELC regulated procurements April 2023 - March 2024

We awarded 41 new contracts regulated by the Procurement Reform (Scotland) Act 2014 with a total value of over £90 million.

### Summary of ELC spend and savings April 2023 - March 2024

Council spend was £154 million, with savings of nearly £1.5 million (1%) calculated in line with [Procurement benefits reporting: guidance](#).

Total spend through Scotland Excel's collaborative frameworks was £17.9 million, and savings achieved through these frameworks was just over £186k (1%).

### Summary of anticipated future regulated procurement activity in the next two financial years

The 2014 Act requires public bodies to provide a summary, in their annual procurement reports, of the regulated procurements expected to commence over the next two financial years.

This brings added transparency to the procurement process and enables suppliers to gain an early indication of upcoming tendering opportunities and to plan accordingly for these.

In the next two years we anticipate starting around 32 regulated procurements.

A full list of known regulated procurements due to commence within the next 2 years of the reporting period is in Annex 2.

## Annual procurement report ownership and contact details

The Executive Director for Council Resources is responsible for establishing the strategic framework and direction of procurement across East Lothian Council.

Sarah Fortune  
Executive Director for Council Resources  
East Lothian Council  
John Muir House  
Haddington  
EH41 3HA

Email: [sfortune@eastlothian.gov.uk](mailto:sfortune@eastlothian.gov.uk)

## Annex 1 - Regulated Contracts From 1 April 2023 to 31 March 2024

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Goods	01/10/2023	George Andersons & Sons	Fresh Bread Rolls and Bakery Products	£ 240,000.00	01/10/2023	30/09/2027
Services	25/03/2024	NBC Environment Ltd	Pest control services	£ 440,000.00	01/04/2024	31/03/2025
Goods	26/01/2024	Western Nissan Straiton	ICE Vans (CCS)	£ 993,411.00	06/05/2024	30/04/2026
Goods	21/12/2023	TRUST FORD LTD	ICE Minibuses (SXL)	£ 256,668.00	02/09/2024	01/09/2026
Goods	19/09/2023	Aebi Schmidt UK Limited	Purchase of mid-size sweepers	£ 190,794.00	13/11/2023	12/11/2025
Services	23/11/2023	C R Smith Glaziers (Dunfermline) Limited	UPVC Windows and door replacement (SXL mini competition)	£ 14,000,000.00	01/12/2023	30/11/2024
Goods	25/08/2023	Toyota (GB) PLC	4 x4 Pick- ups (CCS RM6244)	£ 97,131.32	02/10/2023	01/10/2025
Services	17/08/2023	Sinclair Finance & Leasing CO Ltd	10 lease cars for ICAT	£ 110,025.00	26/01/2024	25/01/2027
Goods	26/07/2023	CPA Horticulture Limited Company	Softwood Chips for Play Areas Surfacing	£ 60,000.00	15/08/2023	14/08/2025
Goods	01/05/2023	CERTAS Energy UK Ltd & Highland Fuels Ltd t/a Scottish Fuels	Fuel Supplies (CCS)	£ 1,965,339.00	01/05/2023	31/03/2025
Goods	22/05/2023	Volvo Group UK Limited	1 x 4x4 18t swap body tipper gritter	£ 235,838.00	01/12/2023	01/12/2025
Services	11/05/2023	SPS Doorguard Limited	Vacant property management + Garden Clearances	£ 2,000,000.00	31/05/2023	30/05/2025



## Annex 1 - Regulated Contracts From 1 April 2023 to 31 March 2024

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Services	22/05/2023	Enterprise Rent a Car UK Ltd	Club technology for pool car provision + hire of vehicles (CCS)	£ 138,000.00	18/05/2023	17/05/2024
Services	18/05/2023	Sidey Solutions Limited	Windows & doors small project 2023 (pfh)	£ 450,000.00	25/05/2023	25/11/2023
Services	27/03/2024	Ivanti	IT Service Desk	£ 83,464.50	01/04/2024	31/03/2027
Services	23/11/2023	ALEO's	Day Services for Older People with Complex Needs	£ 8,000,000.00	01/01/2024	31/03/2026
Services	10/11/2023	Canon	Multi-Function Devices - Hardware, Software & Support Services	£ 1,339,894.00	01/12/2023	30/11/2027
Services	13/11/2023	SME HCI Limited	Employee Assistance Services	£ 112,615.80	27/11/2023	26/11/2025
Services	31/10/2023	Action for Children	Intensive Family Support	£ 400,691.00	11/12/2023	19/11/2025
Services	04/08/2023	Softcat PLC	Cloud Backup Modules	£ 190,733.58	01/09/2023	31/08/2028
Goods	26/06/2023	SSUK	Wall mounted screens and interactive panels at Rosehill High School	£ 223,144.50	24/07/2023	31/08/2023

## Annex 1 - Regulated Contracts From 1 April 2023 to 31 March 2024

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Services	26/03/2024	Stantec UK Ltd	Parking support services in delivery of parking charges	£ 500,000.00	28/03/2024	30/06/2026
Services	20/12/2023	Yunex Ltd	Traffic Equipment Maintenance	£ 518,069.44	01/01/2024	31/12/2025
Services	02/10/2023	SLR Consulting Ltd	Consultancy services for development of Cockenzie site	£ 269,379.48	02/10/2023	31/08/2024
Services	26/06/2023	Stantec UK Ltd	Master planning Consultancy services for Cockenzie	£ 89,830.00	27/06/2023	26/12/2024
Services	28/09/2023	AECOM Limited	Musselburgh Active Toun Consultancy Services	£ 1,010,000.00	29/09/2023	31/12/2028
Services	17/08/2023	Heavy Sound C.I.C.	Inclusion Support Services Education (Aug 23)	£ 99,450.00	16/08/2023	28/06/2025
Services	05/04/2023	Heavy Sound C.I.C.	Activities to support inclusion and engagement (Education)	£ 52,125.00	17/04/2023	23/06/2023
Works	08/03/2024	RP Slight & Sons	Joinery and Builder work	£ 5,400,000.00	11/03/2024	10/03/2026

## Annex 1 - Regulated Contracts From 1 April 2023 to 31 March 2024

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Services	05/02/2024	Invincible Security Ltd	Emergency Lighting maintenance	£ 854,800.00	29/02/2024	28/02/2027
Works	13/12/2023	Galliford Try Construction Ltd T/A Morrison Construction Scotland	Whitecraig Primary School	£ 18,526,918.17	21/01/2024	26/05/2026
Goods	28/11/2023	Pulse Fitness Ltd	Wallyford Learning Campus- GYM	£ 154,414.67	01/12/2023	30/11/2028
Services	24/08/2023	Richard Irvin FM Limited	Heating Appliances in Domestic Properties Servicing	£ 6,527,470.00	01/10/2023	30/09/2025
Works	16/08/2023	MP Group UK Limited	Gas Installation in Domestic and Non-Domestic Council Property	£ 6,120,152.50	01/10/2023	30/09/2024
Services	14/08/2023	MFH Service Quality Management Ltd	Gas Quality Audit Services	£ 246,601.24	01/10/2023	30/09/2025
Works	28/06/2023	JR Group	Fa'side Housing, Tranent	£ 6,482,166.45	04/12/2023	10/02/2026
Services	06/04/2023	BAM FM Limited	Wallyford Learning Campus FM	£ 11,600,000.00	26/06/2023	25/07/2028
Services	04/04/2023	HSL Compliance	Legionella and Water Quality	£ 284,214.99	01/06/2023	31/05/2024
Services	04/09/2023	Thomson Gray Ltd	Building Surveyor Services for Condition Surveys &	£ 70,917.79	04/09/2023	31/03/2024

## Annex 1 - Regulated Contracts From 1 April 2023 to 31 March 2024

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
			Summary Access Audits at Vari			
<b>Services</b>	08/08/2023	The Ridge Foundation	Construction & Rural Skills Training	£ 56,756.00	23/08/2023	30/06/2024
<b>Goods</b>	25/03/2024	Legrand Electric LTD (Tynetec)	Telecare equipment - digital	£ 74,247.00	25/03/2024	31/05/2024

## Annex 2 - Summary of Anticipated Future Regulated Procurement Activity

Description of Contract	Expected Contract Notice publication date	Expected Contract Award Date	Expected Contract Start Date	Estimated Value of the Contract
Support Services for Young People at Risk of Substance Misuse	25/11/24	01/03/2025	01/04/2025	£ 400,000.00
Learning Management System	01/11/24	06/01/2025	31/01/2025	£ 135,000.00
Fencing Framework	31/10/24	31/01/2025	01/02/2025	TBC
Electrical Fixed Wire Testing Services	29/11/24	28/02/2025	31/03/2025	£ 160,000.00
Aberlady PS Extension	01/12/24	01/04/2025	01/09/2025	£ 2,400,000.00
Lift Servicing and Maintenance	15/11/24	15/02/2025	01/04/2025	£ 230,000.00
Content Management System	01/03/25	01/06/2025	01/08/2025	TBC
Decoration Works	31/10/24	31/01/2025	01/02/2025	TBC
Removals and Storage	01/11/2024	01/02/2025	01/04/2025	£ 500,000.00
CCTV Maintenance	01/02/25	01/05/2025	01/06/2025	TBC
Fire and Intruder Alarm Maintenance	01/02/25	01/05/2025	01/06/2025	TBC
Non-Domestic Maintenance for Gas, Oil, LPG, Solar and Heat Pump Appliances	01/12/24	01/03/2025	01/04/2025	TBC
Plan Access control Door Access Maintenance	01/01/25	01/04/2025	17/05/2025	TBC
Building surveyor and associated consultancy services- Adaptations projects	01/12/24	01/03/2025	01/04/2025	TBC
Building Surveying- Property Maintenance	01/12/24	01/03/2025	01/04/2025	TBC
Asbestos - Lot 2 - Removals	01/12/24	01/03/2025	01/04/2025	£ 400,000.00
Care at Home for new Core and Cluster Housing	01/12/24	01/03/2025	01/05/2025	TBC
ASN Playscheme for School Holidays	01/12/24	01/03/2025	01/04/2025	£ 300,000.00
Legal Services – Planning	24/02/25	24/05/2025	24/06/2025	TBC
Document Management/Scanning Services	20/10/24	20/12/2024	27/01/2025	TBC
Licensing System	01/02/25	01/05/2025	01/06/2025	TBC
HR and Payroll System	01/01/25	01/04/2025	08/06/2025	TBC

## Annex 2 - Summary of Anticipated Future Regulated Procurement Activity

Description of Contract	Expected Contract Notice publication date	Expected Contract Award Date	Expected Contract Start Date	Estimated Value of the Contract
Carberry Energy Generation Project	01/03/25	01/03/2025	03/07/2025	£ 80,000.00
Waste Transfer and Transport Operations	01/11/24	01/02/2025	01/04/2025	£ 3,250,000.00
Lease of vehicles for PM	15/11/24	01/02/2025	01/03/2025	£ 142,059.16
Supply of Waste Tele-handler	04/11/24	15/11/2024	15/12/2024	£ 85,000.00
Income maximisation, money, and debt advice service	01/12/24	01/03/2025	01/04/2025	£ 1,275,000.00
Supported buses Framework	01/11/24	01/02/2025	01/04/2025	TBC
Athelstaneford Playpark renewal	01/12/24	01/03/2025	01/04/2025	£ 75,000.00
Cross Class Insurance Service	01/04/25	01/07/2025	01/10/2025	TBC
Road Signs: Supply, Installation & Maintenance	01/12/24	01/03/2025	06/04/2025	£ 300,000.00
Grass Verge Cutting Services	24/01/25	05/04/2025	17/05/2025	£ 135,000.00



# Sustainable Procurement Charter



## Annex 3 - Procurement Sustainability Charter

East Lothian Council is committed to minimising the environmental impact of goods, services and works procured whilst maximising social and economic benefit for the community it serves.



### Promoting equality

As a responsible employer the council is committed to promoting equal opportunities to all of the East Lothian 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. Consideration of equal opportunities is fully implemented into our procurement practices and is fully committed to the values and ethos of the Equality Act 2010.



### Facilitating a varied economy

Facilitating SME's, social enterprises, supported business and third sector in the procurement process. Our procurement strategy aims to achieve a mixed economy of suppliers to support and develop our local rural market, particularly, micro, small and medium sized enterprises, Third Sector organisations and supported business. This approach includes that contracts are simplified, standardised and advertised in such a way that SMEs, third sector organisations and supported businesses are aware of the opportunities by using The Public Contracts Scotland (PCS) portal, meet the buyer events and lotting system to help reduce any barriers to involvement in procurement opportunities.



### Promoting innovation

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



### Fair work practices

East Lothian Council is committed to encouraging the wider adoption of the Scottish Living Wage by suppliers and to support this has adopted the Scottish Government guidance on the Selection of Tenderers and Award of Contracts which address Fair Work Practices as part of the procurement for relevant contracts. The Living Wage is an hourly rate set by the Living Wage Foundation and is revised in November every year. The current rate is £9.00 (November 2019).



## Annex 3 - Procurement Sustainability Charter



### Stakeholder engagement

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



### Health & Safety compliance

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



### Fairly & ethically traded goods sourcing

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 procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.



### Healthy, sustainable food provision

The procurement of food considers the wider community focus of improving the health and wellbeing of young people and communities in East Lothian. Promoting a sustainable food supply chain by using national Scottish Frameworks (SXL) which supports the use of Scottish produce and the delivery of healthy choices to support healthy eating. Food security and ethics are of equal importance and the council follows Scottish Government guidance to ensure consideration of the highest levels of animal welfare.



### Prompt payment

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



### Information governance

East Lothian 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.

## Annex 3 - Procurement Sustainability Charter



### Environmental impact and Climate Change

East Lothian Council is committed to reducing its environmental impact, including carbon emissions, and improving sustainability wherever possible. The Climate Change (Scotland) Act 2009 places duties on the council to deliver services in a way which supports this, and the Council's Climate Change Strategy 2020–2025 sets out our commitment to achieving this through both internal activities, such as energy saving within buildings, and our 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.



### Community benefits

Improving the economic, social and environmental wellbeing of the area. Adding value to communities through Community Benefits\* or social requirements is intended to ensure that wider local economic and social issues are considered when delivering construction works, service or supplies contracts. This is achieved through the inclusion of specific clauses within contracts known as community benefit clauses (CBCs).



### Conflict of interest

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

### Modern Slavery Act 2015

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

\*To find out more about Community Benefits visit:

[www.eastlothian.gov.uk/communitywishlist](http://www.eastlothian.gov.uk/communitywishlist)

For more information:

Email [procurement@eastlothian.gov.uk](mailto:procurement@eastlothian.gov.uk) or call **01620 827827** and ask for 'Procurement'  
East Lothian Council, John Muir House, Brewery Park, Haddington, East Lothian EH41 3HA



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## Annex 4 – Service Plan Improvement Plan Update 2023-2024

Item	Description	Status
1	Identify all suppliers' living wage status for all in-scope contracts in support of the Councils application to become a Living Wage Employer.	Closed
2	Write a post-pilot report on our revised Community Benefits approach, including results of the pilot, any added value, problems encountered, lessons learned and further actions/recommendations	Closed
3	Review our contract governance to ensure that our guidance, processes and System set-up support monitoring and delivery of sustainable obligations in contracts. <ul style="list-style-type: none"> <li>Identify and implement approved improvements</li> <li>Identify how we could monitor the impact of training on the inclusion and delivery of sustainable outcomes in our contracts</li> <li>Consider how we could promote innovation throughout the procurement process</li> </ul>	Complete Delayed
4	Design and launch generic supplier survey. Analyse responses and identify improvements to help suppliers access our tendering opportunities	Closed
5	Develop Community Wealth Building Action plan for ELC Procurement	Closed
6	Identify and implement improvements to how we raise awareness of contract and sub-opportunities to Local Suppliers	Closed
8	Work with the council's Sustainability and Climate Change Officer to identify carbon literacy training needs for those responsible for commissioning, specifying, setting budgets to ensure they have the appropriate capability to embed sustainable procurement principles in procurements. Develop and agree a training plan to meet those needs.	Closed
9	Develop a process to monitor sustainable procurement (and environmental and socio-economic) objectives being considered early (in commodity strategy development) for priority categories. Identify suppliers within these priority groups and ensure any key sustainability obligations are managed via procurement system	Closed
11	Identify collaboration opportunities with other LA's using Scottish Procurement Information Hub (as part of commodity strategy development) Monitor participation in collaborative procurements for Annual Procurement Report	Closed
12	Develop improvement action plan arising from PCIP Assessment 2023	Closed
14	Provide quarterly HoS reports (Pipeline/live & expiring contracts).	Closed
15	Support the P2P project to identify and implement procurement-related improvements	Closed
16	Develop list of contracts to be managed in procurement system for each tranche of CSM roll-out through 2023-2024.	Closed
17	Develop and launch digital versions of procurement forms and Working Instructions to promote channel-shift (digital by default).	Delayed
19	Use feedback drive continuous improvement: run and analyse: <ol style="list-style-type: none"> <li>Customer survey (including training needs identification) (Annually)</li> <li>Live post-tender supplier survey (Quarterly)</li> <li>Why did you not bid survey (Monthly)</li> </ol>	Closed

## Annex 4 – Service Plan Improvement Plan Update 2023-2024

<b>21</b>	Develop and issue regular inform articles to inform of changes, celebrate success, launch new initiatives, learning opportunities, etc.	<b>closed</b>
<b>22</b>	Identify customer and user learning needs (surveys, poor performance on or understanding of procurement process) & develop training Plan	<b>closed</b>
<b>24</b>	Develop, improve, and automate procedure for creation and publication of Annual Procurement Report	<b>Closed</b>
<b>25</b>	Review and update Procurement Service Plan (Action and Improvement Plan) Report updates to CMT	<b>Closed</b>
<b>26</b>	Initiate a tail-end spend (80% of transactions / 20% of total spend) project to deliver savings and efficiencies.	<b>Closed</b>
<b>27</b>	Develop Risk Management in Procurement guidance for intranet	<b>Delayed</b>
<b>28</b>	Optimising current systems to track on / off contract spend. Note: links to Action 26 Tail-end spend	<b>closed</b>
<b>29</b>	Develop governance / change control process for updates to Procurement Procedures, Working Instructions, web content and forms. Review and update all elements annually	<b>closed</b>
<b>30</b>	Driving efficiencies and best value to support financial sustainability of the council: <ul style="list-style-type: none"> <li>• Monitor and report on Agency spend</li> <li>• Ensure whole life costing approach is included in commodity strategy templates</li> <li>• Develop improvement plan for these and to Identify any other potential budget savings initiatives</li> </ul>	<b>Closed</b>

**Annual Procurement Report template**

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

<b>1. Organisation and report details</b>	
a) Contracting Authority Name	East Lothian Council
b) Period of the annual procurement report	1 April 2023 – 31 March 2024
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b>2. Summary of Regulated Procurements Completed</b>	
a) Total number of regulated contracts awarded within the report period	41
b) Total value of regulated contracts awarded within the report period	£ 90,465,262.43
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	47
i) how many of these unique suppliers are SMEs	22
ii) how many of these unique suppliers are Third sector bodies	2
<b>3. Review of Regulated Procurements Compliance</b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	41
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b>4. Community Benefit Requirements Summary</b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total Number of regulated contracts awarded with a value of £4 million or greater.	8
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	8
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	22

**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	-
i) Total Value of contracts sub-contracted to Social Enterprises	-
j) Total Value of contracts sub-contracted to Supported Businesses	-
k) Other community benefit(s) fulfilled	4/ £6,500

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	19
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	2
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	25

**6. Payment performance**

a) Number of valid invoices received during the reporting period.	80,069
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	86.6%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	36
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

**7. Supported Businesses Summary**

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£3,299,610
i) spend within the reporting year on regulated contracts	£3,230,721
ii) spend within the reporting year on non-regulated contracts	£68,889

**8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report.	£154,254,531
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£85,599,051
c) Total procurement spend with third sector bodies during the period covered by the report.	£19,846,623
d) Percentage of total procurement spend through collaborative contracts.	56%
e) Total delivered cash savings for the period covered by the annual procurement report	£12,435
f) Total non-cash savings value for the period covered by the annual procurement report	£1,671,357

**9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	32
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£9,867,059 + TBC

## NOTES

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

**1. Organisation and report details**

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

**2. Summary of regulated procurements completed**

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

**3. Review of regulated procurements compliance**

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

**4. Community benefit requirements summary**

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



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

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

## 5. Fair Work and the real Living Wage

- a) Number of regulated contracts awarded during the reporting period that include a scored Fair Work First criterion where it was relevant to do so. The Scottish Government asks employers to adopt fair working practices, specifically: Appropriate channels for effective voice, such as trade union recognition; Investment in workforce development; No inappropriate use of zero-hours contracts; Action to tackle the gender pay gap and create a more diverse and inclusive workplace; Payment of the real Living Wage; Offer flexible and family friendly working practices for all workers from day one of employment; Oppose the use of fire and rehire practice.
- b) Total number of unique suppliers that have committed to pay the real Living Wage to persons involved in producing, providing or constructing the subject matter of regulated procurements; this number will include suppliers who are awarded onto a framework agreement and will also reflect those suppliers who are accredited as Living Wage employers.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period of the report; this number will include suppliers who are awarded onto a framework agreement.

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

## 6. Payment performance

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

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

## 7. Supported businesses summary

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

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

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

## **8. Spend and savings summary**

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

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

## **9. Future regulated procurements**

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

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