

## Procurement Strategy Action Plan

The table below summarises the actions and initiatives planned over the Strategy period to achieve the outcomes set out in the Vision for Procurement at section 5.

A number of these are aspirational and priority will be given to statutory obligations.

Elements of the effectiveness of the procurement strategy will be measured via the [Procurement & Commercial Improvement Programme \(PCIP\)](#).

### Definitions

Responsible	"The person or persons that will undertake the objective"
Accountable	"The person that is answerable and has liability for the objective"
Consult	"Prior to making a decision"
Inform	"After decision is made"

**PROCUREMENT ACTION PLAN March 2019 – March 2023**

**Strategic Theme 1 Straightforward Procurement**

To make procurement as straightforward as possible for the Council and potential suppliers, in particular to improve access for local suppliers and SMEs and to eliminate anything that does not add value to the procurement

<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Update April 2022</b>
Deliver electronic procurement systems to satisfy new legislative requirements.	<b>Technology</b> One Project Team <b>Accountable</b> Chief Accountant <b>Consult</b> Procurement Manager <b>Inform</b> Strategic Director (Partnership & Performance)	Reviewed on an annual basis	No change to legislation TechologyOne Financial System upgraded February 2020 further up dates planned
Review impact of newly implemented EU Procurement Rules and UK legislation and make necessary changes to existing approaches.	<b>Responsibility</b> Procurement Manager <b>Accountable</b> Strategic Director (Partnership & Performance) <b>Consult</b> CMT <b>Inform</b> CMT	A per Scottish Procurement policy notes, which are published on an ad hoc basis to provide advice on current policy issues.	No change to legislation All SPPN's have been noted Expected changes later 2023
Guidance produced for local/third sector suppliers and SMEs is clear concise and easy to follow, and includes a section with regard to local and national support bodies, and how they can improve access.	<b>Responsibility</b> Procurement Manager <b>Accountable</b> Strategic Director (Partnership & Performance) <b>Consult</b> CMT <b>Inform</b> Elected members	Reviewed on an annual basis	How to do business with Clackmannanshire Council updated for National meet the buyer events & Forth Valley events
Continue to use Public Contract Scotland portal as our main advertising media for all regulated procurements.	<b>Responsibility</b> All Purchasing staff <b>Accountable</b> Heads of Service <b>Consult</b> Procurement Manager <b>Inform</b> All Council staff	Ongoing	Continuing to use and update

**PROCUREMENT ACTION PLAN March 2019 – March 2023**

**Strategic Theme 2 Embed procurement and contract management**

**Skills**

To continue to embed professional procurement and contract management skills across the Council. This goes hand in hand with moves to increase the commercial acumen of the Council

<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Update April 2022</b>
Provide strategic professional advice to the corporate review of how to transform the way the Council procures its works, services and supplies and to propose a new model for procurement and purchasing activities across the Council.	Procurement Manager	Ongoing	Ongoing continuing to provide advice
	<b>Accountable</b>		
	CMT		
	<b>Consult</b>		
	CMT		
	<b>Inform</b>		
Provide support and learning and development opportunities to staff, contractors, stakeholders, unions and elected members engaged in procurement processes to ensure they are able to deliver effectively and are empowered to deal with and understand the impact of any procurement decisions/ issues.	<b>Responsibility</b>	Reviewed on an Annual basis	Various virtual training Sessions delivered throughout the year SDP virtual training available
	Procurement Manager		
	<b>Accountable</b>		
	CMT		
	<b>Consult</b>		
	CMT		
Review the role of the Procurement Matters Group and the terms of reference for the group. The procurement matters group is a management model where employees identified as having responsibility for procurement within their job role would have this aspect of their role managed by the Procurement Manager.	<b>Responsibility</b>	March 2023	Meetings taking place quarterly rather than monthly to encourage better participation and attendance. No real effect and will review again early in the new financial year
	Procurement Manager		
	<b>Accountable</b>		
	CMT		
	<b>Consult</b>		
	CMT		
Assist Clackmannanshire Third Sector Interface (CTSI) in the development and delivery of training with regard to 'Understanding Social Enterprise/Third Sector Legal Structures', and the impact/opportunities re Community Benefit Clauses	<b>Responsibility</b>	March 2023	Early discussions taken place Delayed due to COVID and capacity issues
	Procurement Manager and CTSI		
	<b>Accountable</b>		
	Procurement Manager		
	<b>Consult</b>		
	CTSI		
Collaborate with CTSi on the production of a guide for analysing and measuring social value/impact in the assessment of bids.	<b>Responsibility</b>	March 2023	Not started re profile to next year Delayed due to COVID and capacity issues
	Procurement Manager and CTSI		
	<b>Accountable</b>		
	CTSI		

	<b>Consult</b>		
	CTSI		
	<b>Inform</b>		
	CMT		
<p>Brexit - Public Procurement Regulations have been implemented to UK law from four European Directives.</p> <p>The principles contained within the directives of equal treatment, non-discrimination, transparency and proportionality are enshrined within the Scottish Procurement Regulations and ultimately our procurement activity. Upon departure from the European Union it is unlikely that there would be any significant impact to procurement legislation and the way in which procurement activity is conducted</p> <p>However we will consider any of the implications of Brexit across our procurement portfolio, with focus on procurement regulations, trade, migrant labour workforce, and take all available practical steps. This will include working with the Scottish Government and Scotland Excel</p>	<b>Responsibility</b>	March 2023	Awaiting outcome re Changes to UK and Scottish procurement Law expected 2023
Purchasing staff	<b>Accountable</b>		
Purchasing staff	<b>Consult</b>		
Scottish Government & Scotland Excel	<b>Inform</b>		
Purchasing Staff			

**PROCUREMENT ACTION PLAN March 2019 – March 2023**

**Strategic Theme 3 Support and encourage the local supplier market**

To support and encourage an effective local supplier market including the voluntary sector and the promotion of local social value in contracts.

<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Update April 2022</b>								
Revise guidance on Council's website about selling to the Council.	<table border="1"> <tr><td>Procurement Manager</td></tr> <tr><td><b>Accountable</b></td></tr> <tr><td>Procurement Manager</td></tr> <tr><td><b>Consult</b></td></tr> <tr><td>Procurement Matters Group</td></tr> <tr><td><b>Inform</b></td></tr> <tr><td>Strategic Director (Partnership &amp; Performance)</td></tr> </table>	Procurement Manager	<b>Accountable</b>	Procurement Manager	<b>Consult</b>	Procurement Matters Group	<b>Inform</b>	Strategic Director (Partnership & Performance)	Dec. 2019  There after on an annual basis	Updated February 2022	
Procurement Manager											
<b>Accountable</b>											
Procurement Manager											
<b>Consult</b>											
Procurement Matters Group											
<b>Inform</b>											
Strategic Director (Partnership & Performance)											
Refresh and publish online schedule of proposed procurements to promote future contract opportunities.	<table border="1"> <tr><td><b>Responsibility</b></td></tr> <tr><td>Procurement Manager</td></tr> <tr><td><b>Accountable</b></td></tr> <tr><td>Heads of Service</td></tr> <tr><td><b>Consult</b></td></tr> <tr><td>All Services</td></tr> <tr><td><b>Inform</b></td></tr> <tr><td>All Stakeholders</td></tr> </table>	<b>Responsibility</b>	Procurement Manager	<b>Accountable</b>	Heads of Service	<b>Consult</b>	All Services	<b>Inform</b>	All Stakeholders	As part of the procurement annual report and as per capital budget as agreed by Council February / March each year	Ongoing
<b>Responsibility</b>											
Procurement Manager											
<b>Accountable</b>											
Heads of Service											
<b>Consult</b>											
All Services											
<b>Inform</b>											
All Stakeholders											
<p>Where possible, utilise the Public Contract regulations to enable Officers to place contracts with supported businesses more readily without having to resort to full tendering exercises, e.g.</p> <ul style="list-style-type: none"> <li>Identify third sector suppliers that meet 'Supported Business' criteria; and</li> <li>Identify opportunities to make use of reserved contracts for local supported businesses at monthly CTSI meetings.</li> </ul>	<table border="1"> <tr><td><b>Responsibility</b></td></tr> <tr><td>Purchasing Staff</td></tr> <tr><td><b>Accountable</b></td></tr> <tr><td>Heads of Service</td></tr> <tr><td><b>Consult</b></td></tr> <tr><td>Procurement Manager</td></tr> <tr><td><b>Inform</b></td></tr> <tr><td>Procurement Matters group</td></tr> </table>	<b>Responsibility</b>	Purchasing Staff	<b>Accountable</b>	Heads of Service	<b>Consult</b>	Procurement Manager	<b>Inform</b>	Procurement Matters group	Ongoing	
<b>Responsibility</b>											
Purchasing Staff											
<b>Accountable</b>											
Heads of Service											
<b>Consult</b>											
Procurement Manager											
<b>Inform</b>											
Procurement Matters group											
For non regulated procurement exercises officers will purchase via local suppliers and will include at least one local supplier to tender where there is one available.	<table border="1"> <tr><td><b>Responsibility</b></td></tr> <tr><td>Purchasing Staff</td></tr> <tr><td><b>Accountable</b></td></tr> <tr><td>Heads of Service</td></tr> <tr><td><b>Consult</b></td></tr> <tr><td>Procurement Manager</td></tr> <tr><td><b>Inform</b></td></tr> <tr><td>Procurement Matters group</td></tr> </table>	<b>Responsibility</b>	Purchasing Staff	<b>Accountable</b>	Heads of Service	<b>Consult</b>	Procurement Manager	<b>Inform</b>	Procurement Matters group	Every procurement journey route 1 procurement	Still being maintained
<b>Responsibility</b>											
Purchasing Staff											
<b>Accountable</b>											
Heads of Service											
<b>Consult</b>											
Procurement Manager											
<b>Inform</b>											
Procurement Matters group											

<p>Support businesses local to Clackmannanshire through a range of initiatives including:</p> <ul style="list-style-type: none"> <li>• Making it simpler to do business with the Council;</li> <li>• Reduce to a minimum the bidding burden on suppliers;</li> <li>• Have regard to the impact on small/local firms of the way in which a procurement is structured and how they are paid;</li> <li>• Provide clear information about selling to the Council on the Council's website.</li> <li>• Production of a clear and concise guide for Third Sector suppliers that includes guidance with regard to partnership/consortia bids</li> <li>• Run a series of 'Meet the Supplier' events to encourage greater engagement from the third sector with the procurement process, and to create greater understanding of Third sector suppliers amongst council officers</li> </ul>	<p><b>Responsibility</b></p>	<p>Throughout each year and reported in the procurement annual report</p>	<p>Ongoing</p>
	<p>Procurement Manager Supplier Development programme CTSI</p>		
	<p><b>Accountable</b></p>		
	<p>Procurement Manager</p>		
	<p><b>Consult</b></p>		
	<p>All Stakeholders</p>		
	<p><b>Inform</b></p>		
	<p>Elected Members</p>		
<p>Take in to account and align with the Council's Local Outcome Improvement Plan (LOIP) and that communication of its purpose, priorities and outcomes are better communicated across departments. Where possible align the procurement journey so that procurement exercises are attractive to local businesses and people and ensure fair opportunities for all.</p>	<p><b>Responsibility</b></p>	<p>Every procurement exercise</p>	<p>Written into all procurement authorisation documentation</p>
	<p>Purchasing Staff</p>		
	<p><b>Accountable</b></p>		
	<p>Heads of Service</p>		
	<p><b>Consult</b></p>		
	<p>Procurement Manager</p>		
	<p><b>Inform</b></p>		
	<p>CMT</p>		

<p>Extend awareness of implications of Public Procurement Reform legislation through;</p> <ul style="list-style-type: none"> <li>• Workshop discussions to brief third sector on Council procurement policy and changes in legislation; and</li> <li>• Establish monthly communication between Council procurement manager and CTSI.</li> </ul>	<p><b>Responsibility</b> Procurement Manager CTSI</p> <p><b>Accountable</b> Procurement Manager CTSI</p> <p><b>Consult</b> Procurement Manager CTSI</p> <p><b>Inform</b> Procurement Manager CTSI</p>	<p>March 2023</p>	<p>Early Discussions Delayed due to COVID and capacity issues</p>
<p>Better Align Service Level Agreements with Alliance Priorities by:</p> <ul style="list-style-type: none"> <li>• Mapping grant-aid and commissioned spend from the Council to the local third sector; and</li> <li>• Initiating a review and appropriate changes to Service Level Agreements based on Alliance policy priorities.</li> </ul>	<p><b>Responsibility</b> Purchasing staff</p> <p><b>Accountable</b> Heads of service</p> <p><b>Consult</b> CMT Elected members</p> <p><b>Inform</b> All grant aid funded suppliers</p>	<p>March 2023</p>	<p>Not Started Delayed due to COVID and capacity issues</p>
<p>Advise and work in partnership with the Integration Joint Board (IJB) in line with The Public Bodies (Joint Working) (Scotland) Act 2014 as the IJB are not able to contract or hold contracts with third parties as contractual arrangements remain with the local authority.</p>	<p><b>Responsibility</b> Social Services Commissioning IJB</p> <p><b>Accountable</b> Social Services Commissioning IJB</p> <p><b>Consult</b> Procurement Manager</p> <p><b>Inform</b> CMT</p>	<p>Every adult commissioning exercise</p>	<p>Ongoing work to be done on Awareness of individual procedures</p>

Increase local procurement expenditure by 2.5% per year from 14% to 21.5% or greater over the life of the strategy	<b>Responsibility</b>	21.5% spend with local suppliers by March 2023	25.40% financial year 2021/22
	Purchasing Staff		
	<b>Accountable</b>	23.36% financial year 2020/21	
	Procurement Manager		
	<b>Consult</b>		
	All Stakeholders		
<b>Inform</b>			
Elected Members			

**PROCUREMENT ACTION PLAN March 2019 – March 2023**

**Strategic Theme 4 Sound procurement practices and innovative solutions**

To use sound procurement practices and innovative solutions to promote sustainability and value for money, making use of clear and detailed procurement/purchasing data, collaboration and partnership opportunities where this accords with the Council's Principles of partnership working.

<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Update April 2022</b>
Ensure that all regulated procurements comply with the sustainable procurement duty and in the case of commissioning ensure these are aligned to the Integration Joint Board joint strategic commissioning plans which pull together the forecast of overall need across the local authority area, together with the availability of services or resources to meet that need and makes recommendations following an option appraisal for how these should be met	<b>Responsibility</b>	All regulated procurement exercises	Ongoing
	Purchasing Officers Social services commissioning		
	<b>Accountable</b>		
	Heads of Service		
	<b>Consult</b>		
	Procurement Manager IJB		
Establish systems to record the impact of procurement policies and practices on the council's climate change duties.	<b>Inform</b>	March 2023	Not Started
	CMT		
	<b>Responsibility</b>		
	Procurement Manger		
	<b>Accountable</b>		
	Heads of Service		
<b>Consult</b>			
CMT			
<b>Inform</b>			
Elected members			



Review scope for and deliver further corporate contracts to consolidate spend.	<b>Responsibility</b>	Ongoing agenda item with the Procurement Matters Group	Ongoing
	Procurement Matters Group		
	<b>Accountable</b>		
	Heads of Service		
	<b>Consult</b>		
	CMT		
	<b>Inform</b>		
CMT			
Revise template documents and guidance with intention of promoting scope for innovation by the market in appropriate procurements.	<b>Responsibility</b>	Ongoing agenda item with the Procurement Matters Group	Ongoing
	Procurement Manager		
	<b>Accountable</b>		
	Procurement Manager		
	<b>Consult</b>		
	Procurement Matters Group		
	<b>Inform</b>		
Purchasing Staff			
When exploring outsourcing and private partnership solutions, these will not be procured in isolation and consultation with staff, service users, unions and stakeholders will be undertaken when market testing.	<b>Responsibility</b>	When required	Ongoing
	Heads of Service		
	<b>Accountable</b>		
	CMT		
	<b>Consult</b>		
	All Stakeholders		
	<b>Inform</b>		
Elected Members			
Utilise the Scottish Government's sustainable prioritisation tool to identify and prioritise procurement activity.	<b>Responsibility</b>	March 2023	Tool being revised to web format once complete we will be able to utilise
	Purchasing Staff		
	<b>Accountable</b>		
	Heads of Service		
	<b>Consult</b>		
	Procurement Manager		
	<b>Inform</b>		
CMT			

Utilise the Flexible Framework Self-Assessment Tool (FFSAT) to provide a Sustainable Action Plan to establish the performance level of sustainable procurement across the council.	<b>Responsibility</b>	March 2023	Tool being revised to web format once complete we will be able to utilise
	Purchasing Staff		
	<b>Accountable</b>		
	Heads of Service		
	<b>Consult</b>		
	Procurement Manager		
Create and manage a sustainable register to capture, monitor and report on the sustainable outcomes achieved via procurement activity, and link to related internal and external reporting requirements.	<b>Responsibility</b>	March 2023	Not Started
	Procurement Manager		
	<b>Accountable</b>		
	Procurement Manager		
	<b>Consult</b>		
	All stakeholders		
Explore innovative solutions through greater collaborative approaches between the Council and the local Third sector	<b>Responsibility</b>	March 2023	Early Discussions Delayed due to COVID and capacity issues
	Purchasing Staff CTSI		
	<b>Accountable</b>		
	Purchasing Staff CTSI		
	<b>Consult</b>		
	Procurement Matters Group CTSI		
Explore the development of a subcontractor community benefit directory	<b>Responsibility</b>	December 2020	Completed <a href="https://ctsi.org.uk/community-benefits">https://ctsi.org.uk/community-benefits</a>
	CTSI		
	<b>Accountable</b>		
	CTSI		
	<b>Consult</b>		
	Procurement Manager		
	<b>Inform</b>		
	Procurement Matters Group		

**PROCUREMENT ACTION PLAN March 2019 – March 2023**

**Strategic Theme 5 Fair procurement**

To ensure that, contractors comply with our Living Wage and Blacklisting Policies and to ensure that we take account of the possible impact that our approach to major projects might have on different groups of people.

<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Update April 2022</b>
Ensure that all procurement follows the fundamental principles of (transparency, equal treatment and non-discrimination, proportionality and mutual recognition), the legal requirements of the Procurement Reform (Scotland) Act 2014, The Public Contracts (Scotland) Regulations 2015, The Procurement (Scotland) Regulations 2016, statutory guidance issued under the Act and Scottish public procurement policy generally and including the Scottish specific equality duty.	Purchasing Staff	Every Regulated procurement exercise	Ongoing
	<b>Accountable</b>		
	Heads of Service		
	<b>Consult</b>		
	Procurement Manager		
	<b>Inform</b>		
Establish simple methodology for assessing best value case for using the Living Wage requirement in service and works contracts,	<b>Responsibility</b>	July 2022	Completed  Living wage accreditation Obtained 2021 – extensive procurement data mining exercise and correspondence has been undertaken
	Procurement Manager		
	<b>Accountable</b>		
	Procurement Manager		
	<b>Consult</b>		
	Procurement Matters Group		
Procurement will also foster and adopt the Fair Work directive where legally permissible by removing contractors who use Zero Hour Contracts and contractors who do not provide a minimum of pay in line with the living wage	<b>Responsibility</b>	Where Identified	Ongoing
	Procurement Manager		
	<b>Accountable</b>		
	Procurement Manger		
	<b>Consult</b>		
	Procurement Matters group		
	<b>Inform</b>		
	Purchasing Staff		

Embed Blacklisting protocols in procurement processes for construction contracts.	<b>Responsibility</b>	Ongoing	Ongoing
	Procurement Manager and Works purchasing officers		
	<b>Accountable</b>		
	Procurement Manger		
	<b>Consult</b>		
	Procurement Matters group		
Procurement will encourage, through the tender process and support to contractors, provision of apprenticeships and promote health and safety and utilise environmentally sustainable solutions	<b>Inform</b>	Every appropriate regulated procurement exercise	Ongoing
	Purchasing Staff		
	<b>Responsibility</b>		
	Purchasing officers		
	<b>Accountable</b>		
	Purchasing officers		
Ensure that where appropriate EQIA's are completed for regulated procurements.	<b>Consult</b>	Every appropriate regulated procurement exercise	Ongoing
	Procurement Manager		
	<b>Inform</b>		
	Procurement Matters group		
	<b>Responsibility</b>		
	Purchasing officers		
	<b>Accountable</b>	Every appropriate regulated procurement exercise	Ongoing
	Purchasing officers		
	<b>Consult</b>		
	Stakeholders		
	<b>Inform</b>		
	Procurement Manager		

**PROCUREMENT ACTION PLAN March 2019 – March 2023**

**Strategic Theme 6 Compliance**

Procurement will continue to identify, manage and control risk by developing policy and procedures which consider risk, and balance operational effectiveness and compliance.

<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Update April 2022</b>								
Update Council Contract Standing Orders to support compliance with the new procurement rules and cascade changes to informed clients and key stakeholders.	<table border="1"> <tr><td><b>Responsibility</b></td></tr> <tr><td>Procurement Manager</td></tr> <tr><td><b>Accountable</b></td></tr> <tr><td>Strategic Director (Partnership &amp; Performance)</td></tr> <tr><td><b>Consult</b></td></tr> <tr><td>Elected Members, CMT and procurement Matters group</td></tr> <tr><td><b>Inform</b></td></tr> <tr><td>Purchasing Officers</td></tr> </table>	<b>Responsibility</b>	Procurement Manager	<b>Accountable</b>	Strategic Director (Partnership & Performance)	<b>Consult</b>	Elected Members, CMT and procurement Matters group	<b>Inform</b>	Purchasing Officers	March 2023	Started to revise but awaiting Brexit outcome in case of legislative changes
<b>Responsibility</b>											
Procurement Manager											
<b>Accountable</b>											
Strategic Director (Partnership & Performance)											
<b>Consult</b>											
Elected Members, CMT and procurement Matters group											
<b>Inform</b>											
Purchasing Officers											
Adapt internal procedures, processes and documentation to reflect the required legislative changes.	<table border="1"> <tr><td><b>Responsibility</b></td></tr> <tr><td>Procurement Manager</td></tr> <tr><td><b>Accountable</b></td></tr> <tr><td>Procurement Manager</td></tr> <tr><td><b>Consult</b></td></tr> <tr><td>Procurement Matters group</td></tr> <tr><td><b>Inform</b></td></tr> <tr><td>Purchasing Officers</td></tr> </table>	<b>Responsibility</b>	Procurement Manager	<b>Accountable</b>	Procurement Manager	<b>Consult</b>	Procurement Matters group	<b>Inform</b>	Purchasing Officers	On going	On going
<b>Responsibility</b>											
Procurement Manager											
<b>Accountable</b>											
Procurement Manager											
<b>Consult</b>											
Procurement Matters group											
<b>Inform</b>											
Purchasing Officers											
Produce a procurement workforce plan to consider what skills and development requirements will be necessary within the Council to comply with the procurement rules.	<table border="1"> <tr><td><b>Responsibility</b></td></tr> <tr><td>Procurement Manager</td></tr> <tr><td><b>Accountable</b></td></tr> <tr><td>Procurement Matters Group</td></tr> <tr><td><b>Consult</b></td></tr> <tr><td>Purchasing Officers OD Officer</td></tr> <tr><td><b>Inform</b></td></tr> <tr><td>CMT</td></tr> </table>	<b>Responsibility</b>	Procurement Manager	<b>Accountable</b>	Procurement Matters Group	<b>Consult</b>	Purchasing Officers OD Officer	<b>Inform</b>	CMT	March 2022	Not Started Delayed due to COVID and capacity issues
<b>Responsibility</b>											
Procurement Manager											
<b>Accountable</b>											
Procurement Matters Group											
<b>Consult</b>											
Purchasing Officers OD Officer											
<b>Inform</b>											
CMT											
Implement measures in conjunction with Internal Audit to ensure that the opportunity for procurement fraud is minimised	<table border="1"> <tr><td><b>Responsibility</b></td></tr> <tr><td>Procurement Manager and Internal Audit</td></tr> <tr><td><b>Accountable</b></td></tr> <tr><td>Heads of Service</td></tr> <tr><td><b>Consult</b></td></tr> <tr><td>Heads of Service</td></tr> <tr><td><b>Inform</b></td></tr> <tr><td>CMT</td></tr> </table>	<b>Responsibility</b>	Procurement Manager and Internal Audit	<b>Accountable</b>	Heads of Service	<b>Consult</b>	Heads of Service	<b>Inform</b>	CMT	Ongoing	Ongoing
<b>Responsibility</b>											
Procurement Manager and Internal Audit											
<b>Accountable</b>											
Heads of Service											
<b>Consult</b>											
Heads of Service											
<b>Inform</b>											
CMT											

Produce an annual procurement report in line with legislative requirements as soon as possible after the financial year end.	<b>Responsibility</b>	Quarter 3 Annually	Ongoing
	Procurement Manager		
	<b>Accountable</b>		
	Strategic Director (Partnership & Performance)		
	<b>Consult</b>		
	CMT and Elected members		
	<b>Inform</b>		
Scottish Government			