



**Clackmannanshire  
Council**

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Comhairle Siorrachd  
Chlach Mhanann

# **Annual Procurement Report**

**Financial Year 2021 – 2022**

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# 1. Purpose

This report provides an update on procurement activity within Clackmannanshire Council and provides an overview of the resources that are available to deliver effective procurement and the actions taken to ensure that procurement conducted is effective and efficient as possible.

The Procurement Reform (Scotland) Act 2014 Section 18 States that the Council must prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of the financial year.

The report must include —

- a summary of the regulated procurements that have been completed during the year covered by the report, page 23
- a review of whether those procurements complied with the authority's procurement strategy, page 23
- to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply, page 23
- a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report, page 24
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report, page 25
- a summary of the regulated procurements the authority expects to commence in the next two financial years, page 26

## 2. Introduction

Since 2006, Scottish Government and Scotland Excel initiatives have led to significant changes in Councils' procurement practices. In March 2006, the Scottish Government published the Review of Public Procurement in Scotland (The McClelland Report). The report concluded that public sector structures, people and technology were not in place to improve how the public sector buys goods and services and that the public sector needed to improve quickly.

Procurement today plays a key part in delivering Scotland's economic strategy, focussed on sustainable economic growth and delivering better outcomes for Scotland. The truly collaborative partnership approach between public sector, business and the third sector has resulted in a transformed public sector landscape, with procurement today a lever for economic change.

The Scottish Model of Procurement realises the key components of the Scottish Government's drive towards a more dynamic, sustainable and inclusive economy, where high quality public services play a vital role in making Scotland stronger and fairer, and increasing economic growth.

# Scottish Procurement



Scottish Model of Procurement



The impact and benefits of the changes in legislation will support improved economic, social and environmental wellbeing, reduce inequality, promote innovation, and increase access to opportunities for small businesses, the voluntary sector and disadvantaged individuals across the country.

The changes will maximise the impact of annual procurement spend and ensure that

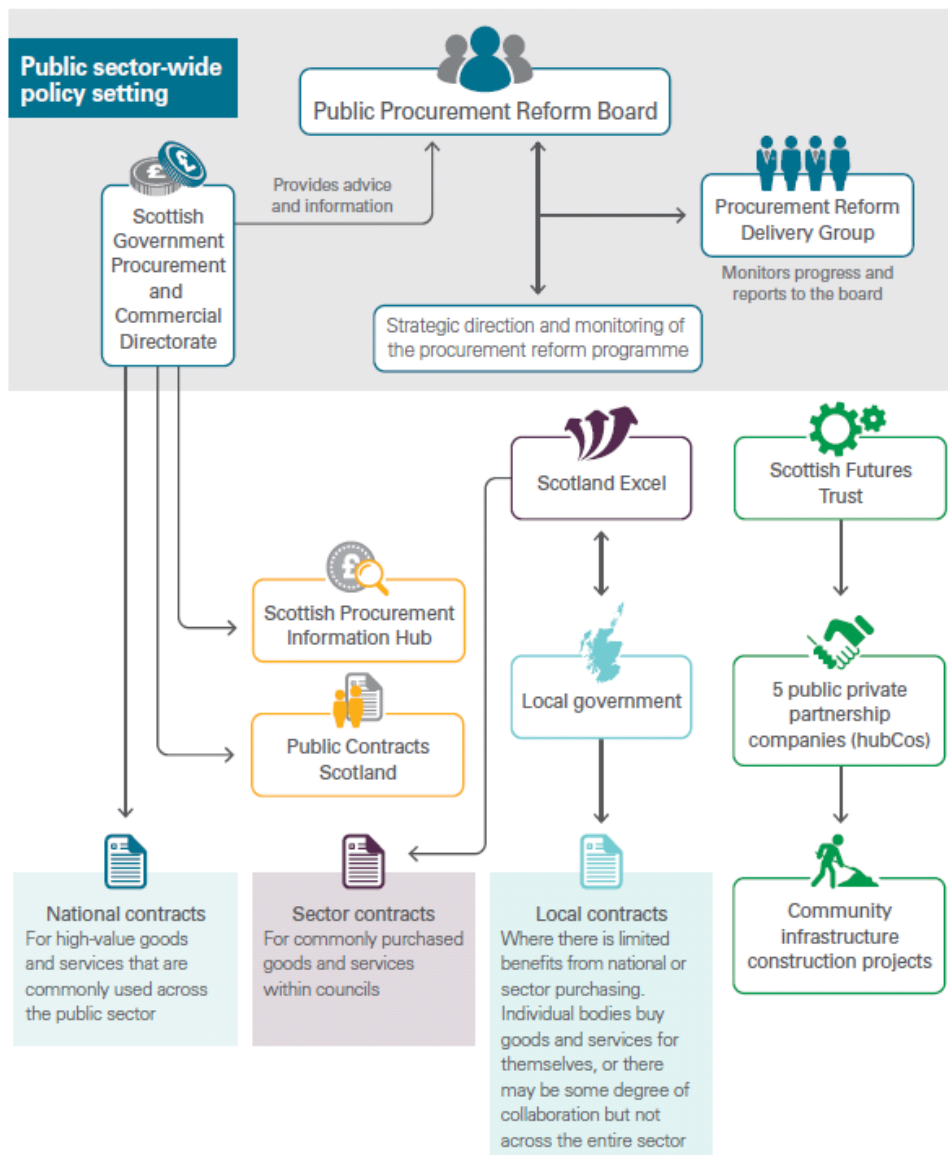
public procurement in Scotland delivers environmentally sustainable, socially responsible and innovative goods, services and works.

In addition to councils and groupings of councils, other organisations are involved in supporting improved procurement in councils. The main ones are the Scottish Government, Scotland Excel and the Scottish Futures Trust. Councils have access to framework contracts set up by Crown Commercial who lead on procurement policy on behalf of the UK Government

Councils also have access to frameworks and framework contracts set up by councils and groups of councils in Scotland and the rest of the UK. The Scottish public sector

relationships are illustrated in Figure 1.

**Figure1.**



Source: Audit Scotland

### 3. Clackmannanshire procurement position background & key statistics

The financial analysis and procurement category of spend has been carried out using The Scottish Procurement Information Hub (The Hub) supported by Spikes Cavell with financial data supplied from the Council's finance system One Council commonly known as TechnologyOne for 2021/22.

The Hub is a unique collaborative project designed to enable Scottish public sector organisations to gather comprehensive supplier, spend and performance information and to use that data to share best practice, improve joint working and increase efficiency.

Tables 1 and 2 summarise the key statistics for the 2021/22 on the Council spend on goods, services and works with trade creditors.

**Table 1: Key Statistics**

#### 2021/22 Published Data Overview

| <b>£ 70,383,369</b>    |                                      |                            | <b>£ 64,628,429</b>     |                        |
|------------------------|--------------------------------------|----------------------------|-------------------------|------------------------|
| <b>Total Spend</b>     |                                      |                            | <b>Core Trade Spend</b> |                        |
| <b>1411</b>            | <b>1356</b>                          | <b>55</b>                  | <b>694</b>              | <b>113</b>             |
| <b>Input Suppliers</b> | <b>De-duplicated Total Suppliers</b> | <b>Duplicate Suppliers</b> | <b>SME Suppliers</b>    | <b>Local Suppliers</b> |
| <b>28524</b>           | <b>£51,905</b>                       | <b>0.2%</b>                | <b>60%</b>              | <b>25.40%</b>          |
| <b>Transactions</b>    | <b>Avg. spend per supplier</b>       | <b>Purchase Card Spend</b> | <b>SME Spend</b>        | <b>Local Spend</b>     |

Key:

**Total Spend** – The total amount of spend for the financial year 2020 /21

**Input Suppliers** – The number of suppliers, before de-duplication

**De-duplicated Total Suppliers** - The number of unique suppliers.

**Duplicate Suppliers** - The number of suppliers which are duplicates of another supplier.

**PCard Spend** - Percentage of transactions by value of spend that are identified as Purchase Card transactions in the extract.

**Transactions** - The total number of transactions.

**Avg. spend per supplier** - The average spend per unique supplier.

**Core Trade Spend** – Core Trade is a sub set of our supply base that includes all trade suppliers and social care providers with whom we have spend £1,000 or more in the financial year.

**SME Suppliers** – Small & Medium sized business where the supplier has less than 249 employees or where the annual revenue is less than £22.8m

**SME Spend** – Spend with SME as a percentage of Core Trade Spend

**Local Suppliers** – Spend with suppliers within Clackmannanshire based on Post Codes. Please note postcodes are generated from our finance system and it is the postcode that we pay our invoices that is used for this statistic. This does not mean that we are not spending with a national company with a local branch.

**Local Spend** – Spend with local suppliers as a percentage of Core Trade Spend

**Table 2: Variances previous annual reports**

|  | 17/18       | 18/19       | 19/20       | 20/21       | 21/22              | Variance           |
|--|-------------|-------------|-------------|-------------|--------------------|--------------------|
| <b>Number of Suppliers - Trade Creditors</b> | 2054        | 2021        | 1754        | 1383        | <b>1441</b>        | <b>58</b>          |
| <b>Total Value of Procurement Spend</b>      | £56,631,333 | £63,629,995 | £65,194,550 | £57,948,752 | <b>£70,383,369</b> | <b>£12,434,617</b> |
| <b>Number of Invoices</b>                    | 30,127      | 34,617      | 30847       | 25530       | <b>28524</b>       | <b>2,994</b>       |
| <b>% Spend with SMEs</b>                     | 60%         | 53%         | 55%         | 64%         | <b>60%</b>         | <b>-4%</b>         |
| <b>% Spend Locally</b>                       | 14%         | 16%         | 19.69%      | 23.36%      | <b>25.40</b>       | <b>2.04%</b>       |

Procurement expenditure has increased over the period from 2017/18 to 2021/22 from £56,631,333 to £70,383,369 However expenditure decreased significantly over the period 2019/20 to 2020/21 by £7,245,798 due to Covid19

The Council paid **94.77%** of invoices within 30 days of receipt of a valid invoice to the creditors team in 2020/21

The % spend with SME's had **Decreased** by **4%** in the last financial year. Table 6

The % Spend locally has **increased** from the previous year by **2.4%**. This is shown in more detail in Table 7

**Table 3: Procurement activity in Public Contracts Scotland Portal in the period**

|                                  | 2019/20   | 2018/19   | 2019/20   | 2020/21   | 2021/22   |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|
| Contract Notices Published       | <b>13</b> | <b>18</b> | <b>16</b> | <b>13</b> | <b>13</b> |
| Contract Award Notices           | <b>37</b> | <b>42</b> | <b>42</b> | <b>38</b> | <b>10</b> |
|                                  |           |           |           |           |           |
| Number of Quick Quotes Published | <b>34</b> | <b>23</b> | <b>23</b> | <b>17</b> | <b>29</b> |

A summary of Clackmannanshire's overall expenditure in percentage terms are shown in Table 4:

| Overall Spend in %           | 2017/18 | 2018/19 | 2019/20 | 2020/21      | 2021/22      |
|------------------------------|---------|---------|---------|--------------|--------------|
| <b>Social Community Care</b> | 31.75%  | 30.44   | 30.74   | <b>36.97</b> | <b>36.99</b> |
| <b>FM Services</b>           | 16.39%  | 14.19   | 13.11   | <b>14.71</b> | <b>13.45</b> |
| <b>Construction</b>          | 14.37%  | 11.33   | 11.74   | <b>8.43</b>  | <b>10.25</b> |

Consultancy on further analysis is spend through HUBCO East Scotland and is construction related expenditure

**Table 4: Overall Expenditure**

| Proclass 10.1 Level 1                       | Total Spend     | Total Value (%) | Total Suppliers | Total Suppliers (%) | Total Transactions | Total Transactions (%) |
|---|-----------------|-----------------|-----------------|---------------------|--------------------|------------------------|
| Social Community Care                       | £ 25,984,308.21 | 36.99           | 159             | 16.48               | 4095               | 14.78                  |
| Facilities & Management Services            | £ 9,450,814.31  | 13.45           | 49              | 5.08                | 1267               | 4.57                   |
| Construction                                | £ 7,198,213.65  | 10.25           | 62              | 6.42                | 1490               | 5.38                   |
| Consultancy                                 | £ 3,435,440.13  | 4.89            | 24              | 2.49                | 162                | 0.58                   |
| Information Communication Technology        | £ 3,243,394.60  | 4.62            | 73              | 7.56                | 764                | 2.76                   |
| Construction Materials                      | £ 3,078,293.43  | 4.38            | 75              | 7.77                | 7817               | 28.21                  |
| Housing Management                          | £ 2,839,567.40  | 4.04            | 9               | 0.93                | 170                | 0.61                   |
| Utilities                                   | £ 2,223,028.34  | 3.16            | 17              | 1.76                | 599                | 2.16                   |
| Environmental Services                      | £ 2,067,553.69  | 2.94            | 46              | 4.77                | 367                | 1.32                   |
| Human Resources                             | £ 1,938,660.99  | 2.76            | 54              | 5.60                | 1451               | 5.24                   |
| Public Transport                            | £ 1,473,905.24  | 2.10            | 27              | 2.80                | 548                | 1.98                   |
| Financial Services                          | £ 1,397,066.04  | 1.99            | 21              | 2.18                | 798                | 2.88                   |
| Vehicle Management                          | £ 1,268,337.60  | 1.81            | 59              | 6.11                | 1094               | 3.95                   |
| Education                                   | £ 951,539.09    | 1.35            | 62              | 6.42                | 1105               | 3.99                   |
| No Summary Category                         | £ 716,333.96    | 1.02            | 29              | 3.01                | 466                | 1.68                   |
| Catering                                    | £ 691,723.44    | 0.98            | 27              | 2.80                | 1727               | 6.23                   |
| Cleaning & Janitorial                       | £ 535,500.63    | 0.76            | 15              | 1.55                | 1001               | 3.61                   |
| Healthcare                                  | £ 452,781.57    | 0.64            | 42              | 4.35                | 585                | 2.11                   |
| Furniture & Soft Furnishings                | £ 324,867.08    | 0.46            | 15              | 1.55                | 575                | 2.08                   |
| Street & Traffic Management                 | £ 154,888.44    | 0.22            | 6               | 0.62                | 52                 | 0.19                   |
| Mail Services                               | £ 133,136.93    | 0.19            | 3               | 0.31                | 136                | 0.49                   |
| Arts & Leisure Services                     | £ 130,321.73    | 0.19            | 8               | 0.83                | 16                 | 0.06                   |
| Clothing                                    | £ 120,895.59    | 0.17            | 13              | 1.35                | 532                | 1.92                   |
| Sports & Playground Equipment & Maintenance | £ 106,662.96    | 0.15            | 19              | 1.97                | 72                 | 0.26                   |
| Legal Services                              | £ 83,289.73     | 0.12            | 13              | 1.35                | 121                | 0.44                   |
| Highway Equipment & Materials               | £ 73,560.13     | 0.10            | 8               | 0.83                | 50                 | 0.18                   |
| Stationery                                  | £ 49,742.27     | 0.07            | 6               | 0.62                | 449                | 1.62                   |
| Horticultural                               | £ 45,920.24     | 0.07            | 13              | 1.35                | 132                | 0.48                   |
| Health & Safety                             | £ 37,703.97     | 0.05            | 4               | 0.41                | 22                 | 0.08                   |
| Domestic Goods                              | £ 33,598.07     | 0.05            | 6               | 0.62                | 43                 | 0.16                   |
| Cemetery & Crematorium                      | £ 1,800.00      | 0.00            | 1               | 0.10                | 2                  | 0.01                   |

Highlighted are the top three %'s for each category of spend, suppliers & transactions

Appendix 5 provides more detail of the categories of spend and detail of the expenditure with individual suppliers.



Table 5 provides the range of invoice values. Similarly to last year, a large number of invoices are being processed for relatively low values that create an administrative cost to the council. However, analysis of the figures show an overall **drop** in invoices processed over three years of **3397**.

**Table 5:**

**Invoice distribution by range of invoice values 2021/22**

| Invoice Range       | Volume | % of Invoices | Value           | % of Spend |
|---------------------|--------|---------------|-----------------|------------|
| More than £250,000  | 21     | 0.08          | £ 12,420,578.38 | 17.69      |
| £50,001 to £250,000 | 141    | 0.51          | £ 13,916,008.13 | 19.82      |
| £10,001 to £50,000  | 1090   | 3.97          | £ 23,269,452.55 | 33.13      |
| £1,001 to £10,000   | 5426   | 19.77         | £ 17,259,838.61 | 24.58      |
| £501 to £1,000      | 2628   | 9.57          | £ 1,868,236.90  | 2.66       |
| £101 to £500        | 7941   | 28.93         | £ 1,931,898.57  | 2.75       |
| £51 to £100         | 3149   | 11.47         | £ 233,601.69    | 0.33       |
| Less than £51       | 6558   | 23.89         | £ 150,282.05    | 0.21       |
| Credits             | 496    | 1.81          | -£ 821,343.67   | -1.17      |

**Invoice distribution by range of invoice values 2020/21**

| Invoice Range       | Volume | % of Invoices | Value           | % of Spend |
|---------------------|--------|---------------|-----------------|------------|
| More than £250,000  | 20     | 0.08          | £ 11,477,251.53 | 18.32      |
| £50,001 to £250,000 | 116    | 0.47          | £ 11,309,528.68 | 18.05      |
| £10,001 to £50,000  | 1077   | 4.40          | £ 21,014,547.84 | 33.54      |
| £1,001 to £10,000   | 4716   | 19.28         | £ 15,477,125.65 | 24.70      |
| £501 to £1,000      | 2285   | 9.34          | £ 1,626,049.76  | 2.59       |
| £101 to £500        | 7282   | 29.77         | £ 1,797,671.71  | 2.87       |
| £51 to £100         | 2945   | 12.04         | £ 217,874.00    | 0.35       |
| Less than £51       | 5581   | 22.82         | £ 126,794.45    | 0.20       |
| Credits             | 436    | 1.78          | -£ 383,897.30   | -0.61      |

**Invoice distribution by range of invoice values 2019/20**

| Invoice Range       | Volume | % of Invoices | Value           | % of Spend |
|---------------------|--------|---------------|-----------------|------------|
| More than £250,000  | 25     | 0.08          | £ 14,086,528.86 | 20.42      |
| £50,001 to £250,000 | 157    | 0.51          | £ 15,616,548.96 | 22.64      |
| £10,001 to £50,000  | 956    | 3.10          | £ 20,081,289.91 | 29.11      |
| £1,001 to £10,000   | 4987   | 16.17         | £ 16,056,312.69 | 23.28      |
| £501 to £1,000      | 3174   | 10.29         | £ 2,259,519.77  | 3.28       |
| £101 to £500        | 10086  | 32.70         | £ 2,491,052.19  | 3.61       |
| £51 to £100         | 3850   | 12.48         | £ 285,713.83    | 0.41       |
| Less than £51       | 6878   | 22.30         | £ 152,625.74    | 0.22       |
| Credits             | 734    | 2.38          | -£ 2,054,988.76 | -2.98      |

Overall, spend is relatively evenly distributed amongst small and medium sized enterprises and performance compares favourably with other Local Authorities.

Table 6 shows percentage spend with SME's compared to last year with a **decrease of 3.14%**

**Table 6:**

| Supplier Size          | Total Value (%) | Total Suppliers (%) | Total Transactions (%) |
|------------------------|-----------------|---------------------|------------------------|
| Large Company          | 39.88           | 23.33               | 43.39                  |
| Medium Company         | 31.33           | 30.45               | 28.96                  |
| Small Company          | 28.79           | 46.22               | 27.65                  |
| <b>SME Total 21/22</b> | <b>60.12</b>    | <b>76.67</b>        | <b>56.61</b>           |
| SME Total 20/21        | 63.26           | 55.51               | 76.19                  |
| <b>Difference</b>      | <b>-3.14</b>    | <b>21.16</b>        | <b>-19.58</b>          |
| SME Total 19/20        | 54.69           | 57.67               | 75.45                  |

% of Spend locally has increased by **2.04%** in this financial year.

**Table 7: Percentage of spend by Locality.**

|                        | 17/18 | 18/19 | 19/20  | 20/21  | 21/22        | Variance     |
|------------------------|-------|-------|--------|--------|--------------|--------------|
| <b>% Spend Locally</b> | 14%   | 16%   | 19.69% | 23.36% | <b>25.40</b> | <b>2.04%</b> |

Percentage of spend in Scottish region

| Region (Scottish Definition)        | Total Spend            | Total Value (%) | Total Suppliers (%) | Total Transactions (%) |
|-------------------------------------|------------------------|-----------------|---------------------|------------------------|
| <b>Scotland - Forth Valley</b>      | <b>£ 28,062,898.04</b> | <b>39.99</b>    | <b>25.04</b>        | <b>40.58</b>           |
| Scotland - Glasgow and Strathclyde  | £ 10,715,674.19        | 15.27           | 15.78               | 16.59                  |
| Scotland - Tayside Central and Fife | £ 3,951,653.35         | 5.63            | 6.24                | 6.81                   |
| Scotland - Edinburgh and Lothians   | £ 3,249,640.84         | 4.63            | 7.84                | 4.66                   |
| Scotland - Highlands and Islands    | £ 1,335,963.34         | 1.90            | 0.89                | 0.35                   |
| Scotland - South                    | £ 885,888.38           | 1.26            | 0.62                | 0.37                   |
| Scotland - Aberdeen and North East  | £ 263,429.97           | 0.38            | 1.34                | 0.43                   |

## 4. Annual procurement savings achieved

Appendix 6 illustrates Clackmannanshire's participation in national contracts under the Category A, Scottish Government procurement savings, Category B, Scotland Excel procurement savings and Category C, Clackmannanshire savings

### **Scottish Government procurement (Cat A) savings**

The Scottish Government provide a contract by contract cash saving description using various methods depending on the contract type. A full breakdown of Scottish Procurement Savings nationally is at Appendix 6.

### **Scotland Excel - Local authority sector contracts (Cat B) savings**

Scotland Excel estimate potential savings for each new collaborative contract. It bases its calculations on the total spend of participating councils in the previous year(s) and current market data. It works closely with the council to develop its savings estimates and the council agree these estimates during the contract development process.

Scotland Excel calculates savings using the percentage saving that the council might achieve if it opted for the best value supplier in a framework agreement. When the contract becomes operational, Scotland Excel collects spend information from suppliers and applies the expected percentage saving to the actual spending on the contract.

Scotland Excel reports savings to councils through quarterly business review reports and to its governance committees. Its method of calculating savings may not always reflect the savings achieved by councils for the following reasons:

- The cheapest option in the framework may not be available to the council.
- The council may not choose the cheapest supplier from those in the framework, for example they may not choose the cheapest tyres in a framework contract if higher cost but better quality tyres have a lower whole-life cost to the council.
- A council may join a contract after Scotland Excel has awarded it and the saving may be higher or lower depending on the price in the council's predecessor contract.

A full breakdown of Scottish Excel Savings is at Appendix 6.

### **Clackmannanshire procurement (Cat C) savings**

The business case for Corporate Procurement clearly outlines the opportunities to maximise value for money by identifying service benefits and efficiencies through a consistent and corporate approach to procurement. To drive the progress of the business case the Procurement Matters Group was developed to bring together key professionals from the council with procurement responsibilities.

A breakdown of Clackmannanshire Council Savings is at Appendix 7

## 5. Procurement strategy

The Procurement Reform (Scotland) Act 2014 Section 18 States that the Council must prepare a procurement strategy by 31 December 2016.

Following on from the interim procurement strategy approved by Council on 15th December 2016, approval was sought from the Partnership & Performance Committee to adopt the procurement strategy to cover the period from March 2019 to March 2023 to comply with the requirements of the Procurement Reform (Scotland) Act which was later ratified at the next Clackmannanshire Council meeting

The Strategy sets out how the Council will:

- Make procurement more straightforward for suppliers and the Council alike
- Increase the professionalism and commercial skill of those carrying out procurements for the Council
- Provide opportunities to local and SME suppliers, including third sector organisations, to participate by increasing visibility of the Council's procurement plans and opportunities
- Maximise innovation, sustainability and collaboration in procurement activities
- Work with the Integrated Joint Board(IJB) in the provision of Adult Social Care Services

The Procurement strategy provides a vision for procurement, identifies procurement principles and a work plan to deliver the 6 key themes. Its development followed on from the adoption of the interim strategy, which committed to an engagement exercise being carried out with local stakeholders.

- **Strategic Theme 1: Straightforward:**  
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
- **Strategic Theme 2: Professional:**  
To continue to embed professional procurement and contract management skills and support the growth of commercial acumen within the Council.
- **Strategic Theme 3: Maximise local opportunities:**  
To support and encourage an effective local supplier market including the voluntary sector and the promotion of local social value in contracts.
- **Strategic Theme 4: Strategic:**  
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 appropriate.
- **Strategic Theme 5 Fair:**  
To ensure that, where applicable, contractors comply with Living Wage and Blacklisting Policies and to ensure that account is taken of the possible impact

that the Council's approach to major projects might have on different groups of people.

- **Strategic Theme 6 Compliance:**

To ensure that all procurement activity across the Council is compliant with procurement regulations, Contract Standing Orders and Financial Regulations.

The strategy will be reviewed annually through the action plan update to ensure ongoing alignment with corporate priorities. Appendix 11 provides a detailed update on progress.

## 6. Local suppliers

Local suppliers are important stakeholders in the community and setting up and encouraging two-way communication with them helps to fulfil the Council's broader social objectives as follows:

- The use of Community Benefit (CB) clauses provides a method of including social and economic matters in public contracts for the supply of goods, services or works. CB clauses need not cost more and they require contractors working on public sector contracts to put something back into the community.
- The identification of new suppliers where there may be shortages or lack of competition
- Help local suppliers sell themselves to major companies as potential sub-contractors when large contracts are due to be let by the Council
- Expose the Council to new ideas, products and services from local suppliers and allow them to be routed to the appropriate officer

In accordance with the terms of the Procurement Reform (Scotland) Act, Clackmannanshire Council is committed to maximising community benefits, community wealth building and the Council's social and economic regeneration objectives.

Where identified candidates are required to complete a community benefit method statement, which forms part of the contract conditions. The successful candidates are required to enter into a legally binding agreement incorporating the Community Benefits method statement.

In partnership with Clackmannanshire Third Sector interface(CTSI) and Samtaler a social value creation agency we have created a community benefit wish list and have asked community groups and third sector organisations to identify items they require to support their work. This list has been designed to make it easier for businesses operating in Clackmannanshire to see the current needs of charities and social enterprises and candidates are required to choose from this list when submitting their tender.

<https://ctsi.org.uk/community-benefits>

The relatively small geographic areas covered by Clackmannanshire and small number of companies registered with Public Contracts Scotland are likely to be key factors in the share of spend. However it could easily be argued that Forth Valley as an area could be

considered “Local” and our expenditure in Forth Valley equates to **40%** of the Council spend.

The data used to calculate these figures are based on expenditure by invoiced postcode. This brings up a number of anomalies as a number of our suppliers head offices are not based in the area that the services or goods are supplied from.

As an example, the Council spent £8,329,804.23 with Clackmannanshire Educational Partnership Ltd, which equates to 14% of our overall expenditure and Invoiced to their registered office in Windsor & Maidenhead.

It could be also be reasonably argued that at least 50% of this expenditure could be attributed to the spend in Scotland, Forth Valley and Clackmannanshire but the data does not allow us to extract to that level of detail.

Based on this assumption with just this one supplier our percentage expenditure in Scotland would be over 71% in Forth Valley 47% and in Clackmannanshire just under 26%

Our Spend in Scotland was **£48,465,148**, which equates to **69.79%** of our overall trade creditor expenditure

| Region          | Total Spend         | Total Suppliers | % Of Spend   |
|-----------------|---------------------|-----------------|--------------|
| <b>Scotland</b> | <b>£ 48,465,148</b> | <b>648</b>      | <b>69.79</b> |

Our Spend in the Forth Valley area was **£24,820,830**, which equates to **39.79%** of our overall trade creditor expenditure

| Region                         | Total Spend         | Total Suppliers | % Of Spend   |
|--------------------------------|---------------------|-----------------|--------------|
| <b>Scotland - Forth Valley</b> | <b>£ 28,062,898</b> | <b>281</b>      | <b>40.58</b> |

Our Spend in the Clackmannanshire area was **£13,536,828**, which equates to **23.36%** of our overall trade creditor expenditure

| Local Authority         | Total Spend         | Total Suppliers | % Of Spend   |
|-------------------------|---------------------|-----------------|--------------|
| <b>Clackmannanshire</b> | <b>£ 17,801,315</b> | <b>113</b>      | <b>25.40</b> |

Local spend by Clackmannanshire Council is dominated by Social Care & Services followed by Travel & Accommodation and Facilities Management

Please Note: Travel & Accommodation the spend is only on Travel

**Table 8: Spend Summary by Business Sector Locally.**

| Row Labels                     | Sum of Total Spend |
|--------------------------------|--------------------|
| Social Care & Services         | £ 11,510,763.10    |
| Travel & Accommodation         | £ 1,031,751.95     |
| Facilities Management          | £ 994,144.72       |
| Construction                   | £ 984,370.91       |
| ICT                            | £ 858,603.70       |
| Other Goods & Services         | £ 176,522.00       |
| Healthcare                     | £ 142,187.71       |
| Arts, Sport & Leisure          | £ 117,690.24       |
| Human Resources                | £ 39,280.00        |
| Animals & Farming              | £ 35,982.88        |
| Education                      | £ 23,510.00        |
| Vehicles                       | £ 22,724.20        |
| Waste & Environmental Services | £ 21,201.20        |
| Transport                      | £ 19,350.24        |
| Marketing & Media              | £ 11,277.00        |
| Clothing                       | £ 8,471.64         |
| Food, Beverage & Catering      | £ 7,532.78         |
| Professional Services          | £ 6,553.75         |
| Financial Services             | £ 3,200.00         |
| Retail & Wholesale             | £ 1,400.00         |
| Personal Care                  | £ 1,000.00         |

There have been a number of events to assist suppliers including:

Stirling Council, Falkirk Council and Clackmannanshire Council, in partnership with the Supplier Development Programme, hosted a Meet the Buyer event online on Wednesday, 30 June 2021.

Suppliers were able to meet procurement teams from the three Forth Valley councils, alongside other public and private sector buying organisations, and found out how to become 'tender ready' for bid writing for these many opportunities through free training from the Supplier Development Programme.

This Meet the Buyer event will differed from previous events, as it was aimed towards the two Growth Deals in the Forth Valley area: the Falkirk Growth Deal and the Stirling and Clackmannanshire City Region Deal.

To support Clacks Business Week, Clackmannanshire Council in partnership with the Supplier Development Programme hosted a free *"Talking Tenders with Clackmannanshire Council"* webinar on 16 March 2022. At this webinar, local businesses were be able to meet the "Real Buyers" of Clackmannanshire Council. Members of the

Procurement Team were on hand to advise businesses on how they could work with the Council, including information on upcoming and future contracts and where to find them.



The supplier development Programme we unable to provide a number of the usual face to face events and provided a number of webinars and virtual events over the period which we sign posted a number of organisations towards.

Feedback from these events have been extremely favourable

## 7. Contract standing orders

The Council's Procurement processes and procedures are documented in Contract Standing Orders (CSO's) and Financial Regulations. CSO's are made under Section 81 of the Local Government (Scotland) Act, 1973 and apply to the making of all contracts by or on behalf of Clackmannanshire Council. CSO's are subject to any overriding requirements of the European parliament on the coordination of procedures for public works contracts, public supply contracts and public service contracts and The Public Contracts (Scotland) Regulations 2015.

CSO's set out a framework of procedural rules, behaviours and standards applicable to procurement activity. Compliance ensures value for money, propriety and the proper spending of public money and ensures that the Council is fair and accountable in its dealings with contractors and suppliers.

CSO's are due for a full review in the 2022/23 financial year and a report will be submitted to Council for consideration and approval.

Exceptions to CSO's are documented and a full report on the exceptions noted in 2021/22 are at Appendix 8.

## 8. Purchasing system

In 2016 we saw the replacement of the Council's finance system which has been realising benefits of end to end processing by fully supporting the e-procurement (purchase to pay process) and is enhancing procurement and finance governance arrangements.

The benefits include; improved supplier payments, significant reduction in the purchase card transactions and enhanced procurement management information.

The Council is now using the new system to undertake the annual financial analysis and procurement category of spend.

The system was upgraded in February 2020 to further improve the functionality and enhance the business processes and governance arrangements this included:

- CiA Upgrade



This allows the use of the system on any device such as iPad's or smartphones.

- Dragitin and ITP (Intelligent Transaction Processing)

This ensures compliance with eInvoicing EU Directive

### Contract Management

This will provide us with a totally integrated procurement contract solution by combining the Contract Management, Purchasing, Catalogues and accounts payable modules with electronic workflow and web services. This is yet to be implemented and was delayed due to COVID

### Purchase Cards

Once implemented this should simplify corporate procurement card processes by giving cardholders self-service functionality to view and reconcile their own card transactions. Eliminate complex document trails by letting cardholders attach receipts at the time of expenditure from any device. Ensure compliance with automated approval workflows and get total visibility of the reconciliation status of every transaction and card balance.

## 9. Purchasing cards

Due to the previous manual invoice system, the Council found difficulties in meeting national performance indicators to pay suppliers within 30 days, which was one of the reasons for implementing a new finance system. The figures shown in table 9 show the reductions in Purchase card spend and transactions. Further benefits will be realised when the Purchase Card module is implemented within the finance system.

Since 2003, a partnership with Barclaycard through the Government Procurement Card (GPC Visa) contract has enabled authorised staff to conduct low-value transactions quickly and to consolidate large numbers of invoices from multiple suppliers into a single monthly invoice, thus removing process costs and improving management information. There is a potential efficiency saving of £28 per transaction compared to the full manual process.

As GPC pays suppliers in as little as four days it allows the Council to support the Scottish Government's pledge to pay SME's within 10 days.

The arrangement also makes it easier to monitor compliance with procurement policies such as delegated authority levels as the following can be set:

- different levels of purchasing authority for staff
- built-in safeguards such as monthly credit limits
- business sector category restrictions

The utilisation of the finance system rather than using the purchase card has provided improved workflow capabilities to route transactions for review and approval and show greater visibility on what is being spent. The use of electronic catalogues within the system has taken away the requirement to use purchase cards for the low value

transactions which can be consolidated within the finance system and reduce the number of transactions. The reduction in volumes and expenditure is shown in table 9 below.

**Table 9: Purchase Card transactions summary**

|                                   | 2014/15    | 2017/18  | 2018/19  | 2019/20  | 2020/21  | 2021/22 | Variance from last year |
|-----------------------------------|------------|----------|----------|----------|----------|---------|-------------------------|
| <b>Purchase Card Transactions</b> | 35,949     | 3,265    | 3137     | 1318     | 1046     | 943     | <b>-103</b>             |
| <b>Spend</b>                      | £2,214,250 | £582,849 | £714,090 | £278,519 | £174,877 | 167,975 | <b>-£6,902</b>          |
| <b>Cardholders</b>                | 41         | 31       | 27       | 27       | 25       | 17      | <b>-8</b>               |

## 10. The Scottish Procurement Agenda

The Public Procurement Group has developed a set of priorities, high level aims and aspirational delivery statements for all public procurement leaders in Scotland – the public procurement priorities. They demonstrate our commitment to using the power of procurement to deliver and influence outcomes that are good for the people of Scotland. They also support the commitments set out in the government’s National Performance Framework, the Programme for Scotland and our Economic Recovery Implementation Plan.

- **Priority: leadership and visibility**

High level aims:

- engage and influence organisation leaders and stakeholders
- raise profile with better communications internally and externally
- identify and own escalated issues

- **Priority: sustainable economic recovery**

High level aims:

- mainstream sustainable procurement and related tools
- use of intelligent data and local partnerships Local Partnerships
- inclusive and responsible supply chains
- understand what good looks like, tracking performance and tackling opportunities to deliver better outcomes

- **Priority: supply chain resilience (public sector)**

High level aims:

- manage business continuity through supply chain shocks (e.g. pandemic, post-EU Exit)
- build/support immediate and longer term resilience in critical supply chains
- collaborate on opportunities to grow capacity & capability in targeted sustainable supply chains

- **Priority: maximise impact of the sustainable duty (including post EU-exit implications)**

High level aims:

- understand and exploit any flexibility within current Rules and our international obligations to support economic recovery
- explore further options to maximise priority outcomes and financial wellbeing to ensure Scotland maintains its competitive position in the world

- **Priority: climate emergency (including carbon reduction and a circular economy)**

High level aims:

- embed climate considerations in a 'whether', 'what', 'how' and 'how much' we buy approach
- integrate climate action in contract and supplier management activities
- seek local leaders, stakeholders and suppliers commitment to developing cross-functional roadmaps that exploit opportunities for economic development while delivering on our climate ambitions

- **Priority: achieving professional excellence (against national policy and standards)**

High level aims:

- create and develop the talent we require now and in the future to deliver on our ambitions
- develop and/or implement collaborative targeted capability programmes to build skills and competencies, driving consistency in approaches
- ensure that training and professional development continues to be available to the sector during the pandemic and post-pandemic period

- **Priority: develop our use of systems to exploit sustainable outcomes and support reporting**

High level aims:

- embed national and tailored sectoral systems and best practice tools across the Scottish public sector and supply base
- increase the visibility / use of other systems in use across sectors
- develop a strategy to enable the sharing of these systems and tools across sectors to enhance outcomes

Several pieces of legislation have changed the regulatory framework for public procurement across the Scottish public sector and will be revised later in 2022/23

## **11. Other activities - Looking forward**

### **Community Wealth Building**

Centre for Local Economic Strategies (CLES) Definition:

*'Community wealth building is a people-centred approach to local economic development. It reorganises local economies to be fairer. It stops wealth flowing out of*

*our communities, towns and cities. Instead, it places control of this wealth into the hands of local people, communities, businesses and organisations.'*

Scotland Excel secured Scottish Government funding to support 4 Community Wealth Building Projects and we have been nominated as one of the organisations they will work with.

The programme is designed to launch or reinvigorate elements of the Scottish Model of Procurement and will include a number of specific tasks that support greater community wealth building within the council. It will invest approximately 25 days of resource in each organisation either to initiate or develop a specific area.

Throughout the programme they are working closely with procurement and economic development colleagues to promote and support the existing good work and practices to both internal and external stakeholders.

The programme covers a number of areas:

- Grow Local
- **Internal Partner Engagement – Our Priority**

Carry out a review of internal partners and current engagement and support for Community Wealth Building (CWB) elements.

Identify key internal stakeholders that can support the growth of CWB and develop a plan of engagement and tangible actions that support aims.

Communicate key elements from the Scottish Model of procurement that support and encompass CWB.

Internal partners include economic development, senior officers, key service areas and elected members.

It is anticipated that this will comprise a number of meetings and targeted workshops.

- External Partner Engagement
- Data Analysis
- Public Contracts Scotland
- Quick Quotes
- Project

## **Living Wage Employer**

The Real Living Wage is the only rate calculated according to what people need to make ends meet. It provides a voluntary benchmark for employers that choose to ensure their staff earns a wage that meets the costs and pressures they face in their everyday lives.

The UK Living Wage at the time was £9.90 per hour and a separate London Living Wage rate of £11.05 per hour. These rates were announced on 15th November 2021 as part of Living Wage Week – the annual celebration of the Living Wage movement in the UK.

The rates are calculated annually by the Resolution Foundation and overseen by the

Living Wage Commission, based on the best available evidence on living standards in London and the UK.

The Living Wage Foundation is the organisation at the heart of the UK movement of businesses, organisations and individuals who campaign for the simple idea that a hard day's work deserves a fair day's pay.

Clackmannanshire Council was confirmed in November 2021 as an accredited Living Wage employer. The Council's accreditation means there are now 23 Scottish Local Authorities with Living Wage accredited status. This links in to our community wealth building agenda and reinforces our commitment as a Council to reducing poverty and inequality for our employees.

## **Public Procurement Priorities**

Reporting against the Priorities detailed in section 10 of this report will be incorporated into future procurement annual reports

This is a significant piece of work and will require input from all services in the Council. This information will help us to capture a snapshot of current progress, to identify areas of good practice, and should identify areas requiring greater development and support.

## **Changes in the Procurement regulations**

- The Council will continue to review and update procurement:
  - Policies, procedures and contract standing orders
  - Standard form tender documentation
  - Standard form contracts
- Policies, procedures and contract standing orders updates will:
  - Give prominence to the national procurement priorities which will underpin all Council procurement activities including community wealth being
  - Update statutory references – Act and new Regulations
  - Update thresholds and reflect lower thresholds under Act
  - Include new procedures – competitive with negotiation, innovation partnership
  - Reference Light Touch Regime where appropriate
  - Consider producing decision-making tools to assist those making procurement related decisions – checklists / flowcharts
  - Highlight that some contracts may be subject to both Act and Regulations

## **Contract register**

The contract register is publically available here you can see all current contracts, expired contracts and collaborative contracts and is updated on a regular basis, and can be accessed via Public Contracts Scotland

[https://www.publiccontractsscotland.gov.uk/Contracts/Contracts\\_Search.aspx?AuthID=AA00260](https://www.publiccontractsscotland.gov.uk/Contracts/Contracts_Search.aspx?AuthID=AA00260)



## Appendix1. Summary of the regulated procurements that have been completed during the year covered by the report.

Table 10: Regulated procurement summary

| File Number | Requirement  | Value          | Complied with Strategy | Community Benefits |
|-------------|--|----------------|------------------------|--------------------|
| 2/6/1861    | SCHOOL ESTATE OPTIONS APPRAISAL AND CONDITION SURVEY PROGRAMME     | £ 200,000.00   | Yes                    | N/A                |
| 2/6/1862    | INTERACTIVE PANEL REFRESH  | £ 114,865.54   | Yes                    | N/A                |
| 2/6/1868    | WELLBEING LISTENING AND TARGETED COUNSELLING SERVICES              | £ 378,000.00   | Yes                    | N/A                |
| 2/6/1869    | VMWARE LICENSING UPGRADE - EDUCATION & CORPORATE                   | £ 299,536.46   | Yes                    | N/A                |
| 2/6/1870    | CLACKMANNAN TOWN HALL ROOF REFURBISHMENT                           | £ 1,200,000.00 | Yes                    | N/A                |
| 2/6/1875    | FLEET REPLACEMENT PROGRAMME - CAGED TIPPER                         | £ 79,080.00    | Yes                    | N/A                |
| 2/6/1878    | LEARNING ESTATE OPTIONS APPRAISAL & CONDITION - STRUCTURAL SURVEYS | £ 200,000.00   | Yes                    | N/A                |
| 2/6/1881    | ROAD MATERIALS - ROADSTONE   | £ 1,350,000.00 | Yes                    | N/A                |
| 2/6/1882    | ICT MOBILE CLIENT EQUIPMENT  | £ 71,000.00    | Yes                    | N/A                |
| 2/6/1884    | STREET LANTERNS  | £ 170,000.00   | Yes                    | N/A                |
| 2/6/1885    | FLEET PARTS  | £ 220,000.00   | Yes                    | N/A                |
| 2/6/1888    | LAPTOPS - EDUCATION ACADEMY  | £ 51,072.00    | Yes                    | N/A                |
| 2/6/1891    | MICROSOFT OVS AGREEMENT & FOXIT PDF SOFTWARE                       | £ 108,142.55   | Yes                    | N/A                |
| 2/6/1893    | WELL-BEING HUB PROFESSIONAL ADVISER                                | £ 170,000.00   | Yes                    | N/A                |
| 2/6/1895    | PRIORITY RESOURCE -PROJECT MANAGEMENT - STRIVE & SW SYSTEM         | £ 143,744.40   | Yes                    | N/A                |
| 2/6/1896    | DESIGN OF TEMPORARY POOL   | £ 50,000.00    | Yes                    | N/A                |
| 2/6/1897    | DOMESTIC FURNITURE, FURNISHINGS & CLEANING                         | £ 871,000.00   | Yes                    | N/A                |
| 2/6/1903    | VERITAS SOFTWARE RENEWAL 2022                                      | £ 122,416.72   | Yes                    | N/A                |
| 2/6/1904    | FLEET REPLACEMENT PROGRAMME - JCB LOADALL                          | £ 79,080.00    | Yes                    | N/A                |
| 2/6/1919    | ALLOA ACTIVE TRAVEL HUB  | £ 300,000.00   | Yes                    | N/A                |
| 2/6/1927    | ALLOA LEISURE BOWL - DEMOLITION                                    | £ 400,000.00   | Yes                    | N/A                |
| 2/6/1937    | ELECTRIC CHARGING POINTS   | £ 89,714.00    | Yes                    | N/A                |

## **Appendix 2. Summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,**

Where the Council proposes to carry out a regulated procurement where the estimated value of the contract is equal to or greater than £4,000,000. The Council must, before carrying out the procurement, consider whether to impose community benefit requirements as part of the procurement.

There were no contracts during this year that required consideration as part of the regulation.

Most large scale contracts have been done via National arrangements that have community benefits. These are called off by the services as part of their contract management.

Where identified candidates are required to complete a community benefit method statement, which forms part of the contract conditions. The successful candidates are required to enter into a legally binding agreement incorporating the Community Benefits method statement.

In partnership with Clackmannanshire Third Sector interface(CTSI) and Samtaler a social value creation agency we have created a community benefit wish list and have asked community groups and third sector organisations to identify items they require to support their work. This list has been designed to make it easier for businesses operating in Clackmannanshire to see the current needs of charities and social enterprises and candidates are required to choose from this list when submitting their tender.

<https://ctsi.org.uk/community-benefits>



### **Appendix 3. Steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,**

Suppliers whose main aim is the social and professional integration of disabled or disadvantaged persons, where at least 30% of their employees are disabled or disadvantaged workers are classed as Supported Businesses. It is possible for the Council to “reserve” the right to participate in a competition to supported businesses where it is assessed as appropriate.

The Council contract standing orders enable officers to reserve contracts with supported businesses more readily without having to resort to full tendering exercises.

We actively encourage the use of the supported business frameworks and currently using:

- Haven Recycling, IT Recycling
- Lady Haig Poppy Factory,
- Royal National Institute for the Blind – Signage
- All Cleaned Up – APEX – Cleaning Services
- Alloa Community Enterprises (ACE) - Second-hand furniture outlet,

## Appendix 4. Summary of the regulated procurements the authority expects to commence in the next two financial years,

The Council capital plan agreed at Council provides detail of future regulated procurement requirements for 2022 -2042

| Project                               | 2022/23    | 2023/24      | 2024/25    | 2025/26    | 2026/27      | Total 2027-32 | Total 2032-37 | Total 2037-42 | TOTAL         | Funding        | Net Spend    |
|---------------------------------------|------------|--------------|------------|------------|--------------|---------------|---------------|---------------|---------------|----------------|--------------|
|                                       | £'000      | £'000        | £'000      | £'000      | £'000        | £'000         | £'000         | £'000         | £'000         | £'000          | £'000        |
| <b>Sustainable Growth</b>             |            |              |            |            |              |               |               |               |               |                |              |
| Innovation Hub Delivery               | 200        | 1,164        |            |            |              |               |               |               | 1,364         |                | 1,364        |
| City Deal (RPMO)                      | 100        | 100          |            |            |              |               |               |               | 200           |                | 200          |
| Renewable Energy Projects             | 30         |              |            |            |              |               |               |               | 30            |                | 30           |
| Alloa Town Centre Upgrade             | 0          | 200          | 200        |            |              |               |               |               | 400           |                | 400          |
| Active Travel - Alloa Town Centre     | 100        |              |            |            |              |               |               |               | 100           |                | 100          |
| Active Travel Route Railway Station   | 0          | 560          |            |            |              |               |               |               | 560           | (400)          | 160          |
| Forthbank Road Operational Facilities | 16         | 4            |            |            |              |               |               |               | 20            |                | 20           |
| Flood Protection                      | 57         | 235          | 86         | 86         | 86           | 430           | 430           | 430           | 1,840         |                | 1,840        |
| Tillicoultry Flood Protection         | 0          | 150          | 250        | 300        | 2,500        | 2,800         |               |               | 6,000         | (4,800)        | 1,200        |
| Alva Glen                             | 0          | 87           |            |            |              |               |               |               | 87            |                | 87           |
| Parking Management System             | 0          | 569          | 20         |            |              |               |               |               | 589           |                | 589          |
| Building energy management system     | 32         | 8            |            |            |              |               |               |               | 40            |                | 40           |
| <b>TOTAL</b>                          | <b>535</b> | <b>3,077</b> | <b>556</b> | <b>386</b> | <b>2,586</b> | <b>3,230</b>  | <b>430</b>    | <b>430</b>    | <b>11,230</b> | <b>(5,200)</b> | <b>6,030</b> |

| Project   | 2022/23      | 2023/24      | 2024/25      | 2025/26      | 2026/27       | Total 2027-32 | Total 2032-37 | Total 2037-42 | TOTAL          | Funding         | Net Spend      |
|---|--------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|----------------|-----------------|----------------|
|   | £'000        | £'000        | £'000        | £'000        | £'000         | £'000         | £'000         | £'000         | £'000          | £'000           | £'000          |
| <b>E R</b>  |              |              |              |              |               |               |               |               |                |                 |                |
| Community Investment Grants   | 60           | 80           | 100          | 100          | 100           | 240           |               |               | 680            |                 | 680            |
| Clackmannan Regeneration  | 1,275        |              |              |              |               |               |               |               | 1,275          | (750)           | 525            |
| Clackmannan Town Hall Roof & Wall   | 1,067        | 50           |              |              |               |               |               |               | 1,117          |                 | 1,117          |
| Alloa Town Centre Upgrade extension   |              | 400          |              |              |               |               |               |               | 400            |                 | 400            |
| Village and Small Town - Alva   | 320          |              |              |              |               |               |               |               | 320            |                 | 320            |
| Village and Small Town - Menstrie   |              | 120          |              |              |               |               |               |               | 120            |                 | 120            |
| Village and Small Town - Tillicoultry   |              | 550          |              |              |               |               |               |               | 550            |                 | 550            |
| Clackmannan Community Access Point  | 93           |              |              |              |               |               |               |               | 93             |                 | 93             |
| School Estate - Tullibody South Campus  | 50           |              |              |              |               |               |               |               | 50             |                 | 50             |
| Coalsnaughton Primary School  | 106          |              |              |              |               |               |               |               | 106            |                 | 106            |
| Park Primary  | 48           |              |              |              |               |               |               |               | 48             |                 | 48             |
| Demolition of St Mungos   | 250          |              |              |              |               |               |               |               | 250            |                 | 250            |
| <b>Learning Estate</b>  |              |              |              |              |               |               |               |               |                |                 |                |
| Development Driven (minimum requirements)   |              | 450          | 4,700        | 6,965        | 6,281         | 14,305        |               |               | 32,701         | (11,100)        | 21,601         |
| <b>Learning Estate</b>  |              |              |              |              |               |               |               |               |                |                 |                |
| Indicative Future Investment Requirements (Options appraisals, condition and suitability) | 690          | 1,150        | 460          | 300          | 3,250         | 17,750        | 21,000        | 10,000        | 54,600         |                 | 54,600         |
| <b>Learning Estate</b>  |              |              |              |              |               |               |               |               |                |                 |                |
| Policy Driven   |              | 383          | 1,150        | 1,917        | 2,683         | 34,968        |               |               | 41,102         |                 | 41,102         |
| <b>TOTAL</b>  | <b>3,959</b> | <b>3,183</b> | <b>6,410</b> | <b>9,282</b> | <b>12,314</b> | <b>67,263</b> | <b>21,000</b> | <b>10,000</b> | <b>133,411</b> | <b>(11,850)</b> | <b>121,561</b> |

| Project              | 2022/23                                   | 2023/24      | 2024/25      | 2025/26      | 2026/27    | Total<br>2027-32 | Total<br>2032-37 | Total<br>2037-42 | TOTAL         | Funding        | Net Spend     |        |
|----------------------|---|--------------|--------------|--------------|------------|------------------|------------------|------------------|---------------|----------------|---------------|--------|
|                      | £'000                                     | £'000        | £'000        | £'000        | £'000      | £'000            | £'000            | £'000            | £'000         | £'000          | £'000         |        |
| Health and Wellbeing | Social services adaptations               | 75           | 75           | 75           | 75         | 75               | 375              | 375              | 375           | 1,500          |               | 1,500  |
|                      | Analogue to Digital                       | 386          | 192          |              |            |                  |                  |                  |               | 578            |               | 578    |
|                      | Park, Play Area & Open Space Improvements | 72           | 25           | 25           | 25         | 25               | 125              | 125              | 125           | 547            |               | 547    |
|                      | Cycle Routes                              | 222          | 100          | 100          | 55         |                  |                  |                  |               | 477            | (477)         | 0      |
|                      | Gartmorn Dam Country Park                 | 22           | 33           |              |            |                  |                  |                  |               | 55             |               | 55     |
|                      | Active Travel Route                       | 0            | 2,000        |              |            |                  |                  |                  |               | 2,000          | (1,400)       | 600    |
|                      | Resourcing                                | 110          |              |              |            |                  |                  |                  |               | 110            |               | 110    |
|                      | Wellbeing Hub                             | 2,860        | 1,450        | 5,485        | 5,485      |                  |                  |                  |               | 15,280         | (2,000)       | 13,280 |
| <b>TOTAL</b>         | <b>3,747</b>                              | <b>3,875</b> | <b>5,685</b> | <b>5,640</b> | <b>100</b> | <b>500</b>       | <b>500</b>       | <b>500</b>       | <b>20,547</b> | <b>(3,877)</b> | <b>16,670</b> |        |

| Project  | 2022/23  | 2023/24 | 2024/25 | 2025/26 | 2026/27 | Total<br>2027-32 | Total<br>2032-37 | Total<br>2037-42 | TOTAL | Funding | Net Spend |       |
|--|--|---------|---------|---------|---------|------------------|------------------|------------------|-------|---------|-----------|-------|
|  | £'000  | £'000   | £'000   | £'000   | £'000   | £'000            | £'000            | £'000            | £'000 | £'000   | £'000     |       |
| Compliance and Operational Resilience            | <b>DIGITAL</b>                                       |         |         |         |         |                  |                  |                  |       |         |           |       |
|  | Social services IT system                            | 332     | 1,668   |         |         |                  |                  |                  |       | 2,000   |           | 2,000 |
|  | Digital Transformation                               | 750     |         |         |         |                  |                  |                  | 750   |         | 750       |       |
|  | Digital Learning Strategy                            | 478     | 478     | 478     | 250     | 250              | 1,250            | 1,250            | 1,250 | 5,684   |           | 5,684 |
|  | Digital Infrastructure (Fibre - Council and Schools) | 350     |         |         |         |                  |                  |                  |       | 350     |           | 350   |
|  | IT Equipment (Homeworking)                           | 50      |         |         |         |                  |                  |                  |       | 50      |           | 50    |
|  | IT Infrastructure (Council)                          | 144     | 90      | 90      | 90      | 90               | 450              | 450              | 450   | 1,854   |           | 1,854 |
|  | Interactive Screen Replacement (Secondary Schools)   | 123     |         |         |         |                  |                  |                  |       | 123     |           | 123   |
|  | ICT Replacement (Secondary Schools)                  | 125     | 125     | 125     | 125     | 125              | 625              | 625              | 625   | 2,500   |           | 2,500 |
|  | ICT Upgrade (Primary Schools)                        | 90      | 90      | 90      | 90      | 90               | 450              | 450              | 450   | 1,800   |           | 1,800 |
|  | ICT Resourcing - Corporate                           | 165     |         |         |         |                  |                  |                  |       | 165     |           | 165   |
|  | ICT Resourcing Digital rollout                       | 50      |         |         |         |                  |                  |                  |       | 50      |           | 50    |
|  | CRB system (School)                                  | 40      |         |         |         |                  |                  |                  |       | 40      |           | 40    |
|  | <b>LEARNING ESTATE</b>                               |         |         |         |         |                  |                  |                  |       |         |           |       |
| Fitness Suite Equipment                          | 12   | 12      | 12      | 12      | 12      | 60               | 60               | 60               | 240   |         | 240       |       |
| Alva Primary School Bridge                       |  | 35      |         |         |         |                  |                  |                  | 35    |         | 35        |       |
| Asbestos Removal (Schools)                       | 10   | 10      | 10      | 10      | 10      | 50               | 50               | 50               | 200   |         | 200       |       |
| Learning Estate DDA                              | 17   | 17      | 17      | 17      | 17      | 85               | 85               | 85               | 340   |         | 340       |       |
| Cleaning Equipment Upgrade (Schools and Council) | 23   | 10      |         |         |         |                  |                  |                  | 33    |         | 33        |       |

| Project                               | 2022/23                          | 2023/24      | 2024/25      | 2025/26      | 2026/27      | Total<br>2027-32 | Total<br>2032-37 | Total<br>2037-42 | TOTAL         | Funding  | Net Spend     |        |
|---------------------------------------|----------------------------------|--------------|--------------|--------------|--------------|------------------|------------------|------------------|---------------|----------|---------------|--------|
|                                       | £'000                            | £'000        | £'000        | £'000        | £'000        | £'000            | £'000            | £'000            | £'000         | £'000    | £'000         |        |
| Compliance and Operational Resilience | <b>PLACE</b>                     |              |              |              |              |                  |                  |                  |               |          |               |        |
|                                       | Bridge Improvements              | 190          | 200          | 122          | 75           | 75               | 375              | 375              | 375           | 1,787    |               | 1,787  |
|                                       | Street Lighting Replacement      | 258          | 258          | 258          | 258          | 259              | 1,297            | 1,303            | 1,305         | 5,196    |               | 5,196  |
|                                       | Carriageways - Road Improvements | 2,151        | 2,210        | 2,210        | 2,210        | 2,210            | 11,050           | 11,050           | 11,050        | 44,141   |               | 44,141 |
|                                       | Cemetery Walls                   | 257          | 250          | 250          | 250          | 172              |                  |                  |               | 1,179    |               | 1,179  |
|                                       | Kilncraigs Stone Preservation    | 120          | 30           |              |              |                  |                  |                  |               | 150      |               | 150    |
|                                       | Strategic Estate Enhancements    | 315          |              |              |              |                  |                  |                  |               | 315      |               | 315    |
|                                       | Police Intergration              | 8            |              |              |              |                  |                  |                  |               | 8        |               | 8      |
|                                       | Vehicle Replacement              | 563          | 800          | 1,000        | 1,000        | 1,000            | 5,000            | 5,000            | 5,000         | 19,363   |               | 19,363 |
| Wheeled Bins                          | 24                               | 30           | 30           | 30           | 30           | 150              | 150              | 150              | 594           |          | 594           |        |
| <b>TOTAL</b>                          | <b>6,645</b>                     | <b>6,313</b> | <b>4,692</b> | <b>4,417</b> | <b>4,340</b> | <b>20,842</b>    | <b>20,848</b>    | <b>20,850</b>    | <b>88,947</b> | <b>0</b> | <b>88,947</b> |        |

|                              |                |                |                |                |                |                 |                 |                 |                  |                 |                |
|------------------------------|----------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|------------------|-----------------|----------------|
| <b>GROSS PROGRAMME TOTAL</b> | <b>14,886</b>  | <b>16,448</b>  | <b>17,343</b>  | <b>19,725</b>  | <b>19,340</b>  | <b>91,835</b>   | <b>42,778</b>   | <b>31,780</b>   | <b>254,135</b>   | <b>(20,927)</b> | <b>233,209</b> |
| <b>INCOME</b>                | <b>(5,553)</b> | <b>(8,829)</b> | <b>(8,662)</b> | <b>(8,649)</b> | <b>(8,809)</b> | <b>(28,085)</b> | <b>(21,545)</b> | <b>(21,545)</b> | <b>(111,677)</b> |                 |                |
| <b>NET PROGRAMME TOTAL</b>   | <b>9,333</b>   | <b>7,619</b>   | <b>8,681</b>   | <b>11,076</b>  | <b>10,531</b>  | <b>63,750</b>   | <b>21,233</b>   | <b>10,235</b>   | <b>142,458</b>   |                 |                |

KEY

EXISTING

NEW

REVISED

The listing below is contracts due for renewal within the next two financial years. Please note some of these arrangements have the option for extension periods that extend the contracts beyond the original end date.

| TITLE   | END DATE   |
|---|------------|
| Washroom Solutions  | 30/09/2022 |
| Forth Valley Alcohol & Drug Partnership   | 30/09/2022 |
| NPS Scottish Welfare Provision SaaS   | 30/09/2022 |
| Strategic HR Services   | 30/09/2022 |
| Learning Estate Education Consultant  | 31/10/2022 |
| STRIVE & Social Care Replacement System Project Management Support              | 06/11/2022 |
| Safe Electrical Periodical Electrical Testing Upgrade and Rewire 2018-22        | 11/11/2022 |
| Roof and Render Upgrade Works 2018-2022   | 30/11/2022 |
| Removal and Storage Services  | 01/12/2022 |
| Supply of agricultural tractor and trailer                                      | 01/12/2022 |
| Asbestos Surveys  | 02/12/2022 |
| Asbestos Removal and Disposal   | 31/12/2022 |
| Domestic Furniture, Furnishings & Cleaning                                      | 09/01/2023 |
| Processing and Haulage of Dry Mixed Recyclate (DMR)                             | 09/01/2023 |
| Digital self management of mental health difficulties                           | 31/01/2023 |
| Residual Waste Brokerage Service  | 10/02/2023 |
| Wellbeing Hub Communication Consultant  | 01/03/2023 |
| Fleet Management System   | 01/03/2023 |
| Provision of bespoke therapeutic interventions                                  | 13/03/2023 |
| Alcohol Drugs Partnership - Recovery Worker                                     | 30/03/2023 |
| School travel planning services   | 31/03/2023 |
| Vocational Training and Work Related Skills Programme                           | 31/03/2023 |
| Employability Programme for Young People with Additional Support Needs          | 31/03/2023 |
| Mental health assessments   | 31/03/2023 |
| Household box glass recycling collection  | 31/03/2023 |
| Text-based crisis mental health support   | 31/03/2023 |
| Digital platform that promotes self-management of mental health and wellbeing   | 31/03/2023 |
| Provision of debt recovery and sheriff officer services                         | 31/03/2023 |
| Insurance and Claims Handling   | 31/03/2023 |
| Waste Service Labels and Software   | 31/03/2023 |
| Clearswift  | 31/03/2023 |
| Citrix upgrade  | 31/03/2023 |
| Occupational Health Services and Employee Assistance Programme Lot 3            | 31/03/2023 |
| Occupational Health Services and Employee Assistance Programme Lot 2            | 31/03/2023 |
| Money & Welfare Benefits Advice & Support up to and including Type III          | 31/03/2023 |
| Revenue & Benefits System   | 31/03/2023 |
| Kitchen Cabinets, Worktops and Associated Products                              | 01/04/2023 |
| Unpaid carers Services for adult care services                                  | 01/04/2023 |
| Election Materials  | 01/04/2023 |
| Environmental planning building control trading standards and licencing systems | 01/04/2023 |

|  |            |
|--|------------|
| Interactive Screens Primary School Refresh Phase 1                       | 01/04/2023 |
| Fire Safety  | 01/04/2023 |
| Holistic Wellbeing Listening and targeted Counselling Services in 3 lots | 14/04/2023 |
| Well-being Hub Professional Advisor                                      | 30/04/2023 |
| Corporate Anti Virus   | 30/04/2023 |
| Treatment of Organic Waste - Lot 2 Garden Waste                          | 17/05/2023 |
| Schools Antivirus Upgrade (VIPRE)  | 31/05/2023 |
| Vehicle Tracking & Telematics Services                                   | 30/06/2023 |
| Central Heating Systems Design and Installation                          | 30/06/2023 |
| Damp - Rot 2019-2023   | 30/06/2023 |
| Learning Management System   | 01/07/2023 |
| Disposal of Rubble and inert waste                                       | 01/07/2023 |
| Street Lighting Lanterns   | 31/07/2023 |
| CDM Consultancy  | 28/08/2023 |
| Transport Technology and Associated Services                             | 01/09/2023 |
| Staff Survey end to end administration                                   | 01/09/2023 |
| Hire of Winter Maintenance Footway Tractors                              | 30/09/2023 |
| Ground water and gas monitoring of Black Devon closed landfill           | 05/10/2023 |
| Demolition of Alloa Leisure Bowl, incl consultant appointment            | 06/10/2023 |
| Franking Machine   | 22/10/2023 |
| Cleaning and Valeting of Council Vehicles                                | 30/11/2023 |
| Flooring Contract 2019-2023  | 01/12/2023 |
| Backup and web-filtering (Education Services) Smoothwall                 | 12/01/2024 |
| Digital Fibre Installation Consultancy                                   | 01/02/2024 |
| Roadstone  | 01/02/2024 |
| Court Mandated Womens Domestic Abuse Support Service                     | 14/03/2024 |
| Non Court Mandated Womens Domestic Abuse Support Service                 | 20/03/2024 |
| Veritas Software Renewal 2022  | 30/03/2024 |
| Care & Support Services  | 30/03/2024 |
| Bitumen Products   | 30/03/2024 |
| Clearswift upgrade   | 31/03/2024 |
| Library Management System  | 31/03/2024 |
| Housing Analytics Service  | 31/03/2024 |
| GIS Services   | 31/03/2024 |
| Roads Maintenance and Improvements Framework                             | 31/03/2024 |
| Health & Safety IT System  | 31/03/2024 |
| Care and support for children and young people                           | 31/03/2024 |
| Supply and install fitness equipment                                     | 31/03/2024 |
| Vehicle Parts  | 31/03/2024 |
| Clackmannan Town Hall Roof Refurbishment                                 | 31/03/2024 |
| MFD Replacement Programme  | 31/03/2024 |
| Transport for Education and Social Care Requirements                     | 31/03/2024 |
| eForms Solution  | 31/03/2024 |
| Autocad Software   | 31/03/2024 |

|  |            |
|--|------------|
| Public Buildings Servicing and Reactive Heating Maintenance                              | 31/03/2024 |
| Carriageway Bitumen Bonding & Joint Spraying Equipment                                   | 31/03/2024 |
| Web-based consultation software  | 31/03/2024 |
| Treasury Management Advice Services  | 31/03/2024 |
| Digital self management of mental health difficulties for 10-18 year olds                | 31/03/2024 |
| Finance System   | 31/03/2024 |
| Citrix ADC Always On VPN   | 31/03/2024 |
| Digital Foundations: M365  | 31/03/2024 |
| Clackmannanshire Council Improvement Fencing Contract 2020-2024                          | 31/03/2024 |
| Design and Installation of Central Heating Systems                                       | 31/03/2024 |
| Maintenance, Monitoring & Repair of Flood Prevention Pumps and Associated Equipment      | 31/03/2024 |
| Banking Services   | 31/03/2024 |
| Technical Equipment - Servicing & Maintenance Contract 2021-25                           | 31/03/2024 |
| In-cab Technology  | 31/03/2024 |
| Common Area Secure Door Entry Replacement Term Contract 2021-2024                        | 31/03/2024 |
| Supply and Delivery of Plant Material including Hardy Nursery Stock and Seasonal Bedding | 31/03/2024 |
| Construction contract, Main Street, Clackmannan, Clackmannanshire                        | 31/03/2024 |
| Microsoft OVS & FoxIT PDF Editor Software  | 31/03/2024 |
| Roads Management Software  | 31/03/2024 |
| Window Replacements  | 31/03/2024 |
| Door Provision   | 31/03/2024 |
| Stairlifts, Steplifts, Vertical Through Floor Lifts and Hoists                           | 31/03/2024 |
| NOx Analyser Service Contract  | 31/03/2024 |
| Enhancement to Leisure & Management Booking System with support.                         | 31/03/2024 |
| Demolition of lock ups and other non permanent structures                                | 31/03/2024 |
| VMware licensing upgrade - Education & Corporate   | 31/03/2024 |
| Oracle licence agreement   | 31/03/2024 |
| Early Learning and Childcare Funded Providers  | 31/03/2024 |

## Appendix 5. Top categories of spend by total expenditure

The top 10 categories represent 87% of the council's total spend

| Proclass 10.1 Level 1                       | Total Spend     | Total Value (%) |
|---|-----------------|-----------------|
| Social Community Care                       | £ 25,984,308.21 | 36.99           |
| Facilities & Management Services            | £ 9,450,814.31  | 13.45           |
| Construction                                | £ 7,198,213.65  | 10.25           |
| Consultancy                                 | £ 3,435,440.13  | 4.89            |
| Information Communication Technology        | £ 3,243,394.60  | 4.62            |
| Construction Materials                      | £ 3,078,293.43  | 4.38            |
| Housing Management                          | £ 2,839,567.40  | 4.04            |
| Utilities                                   | £ 2,223,028.34  | 3.16            |
| Environmental Services                      | £ 2,067,553.69  | 2.94            |
| Human Resources                             | £ 1,938,660.99  | 2.76            |
| Public Transport                            | £ 1,473,905.24  | 2.10            |
| Financial Services                          | £ 1,397,066.04  | 1.99            |
| Vehicle Management                          | £ 1,268,337.60  | 1.81            |
| Education                                   | £ 951,539.09    | 1.35            |
| No Summary Category                         | £ 716,333.96    | 1.02            |
| Catering                                    | £ 691,723.44    | 0.98            |
| Cleaning & Janitorial                       | £ 535,500.63    | 0.76            |
| Healthcare                                  | £ 452,781.57    | 0.64            |
| Furniture & Soft Furnishings                | £ 324,867.08    | 0.46            |
| Street & Traffic Management                 | £ 154,888.44    | 0.22            |
| Mail Services                               | £ 133,136.93    | 0.19            |
| Arts & Leisure Services                     | £ 130,321.73    | 0.19            |
| Clothing                                    | £ 120,895.59    | 0.17            |
| Sports & Playground Equipment & Maintenance | £ 106,662.96    | 0.15            |
| Legal Services                              | £ 83,289.73     | 0.12            |
| Highway Equipment & Materials               | £ 73,560.13     | 0.10            |
| Stationery                                  | £ 49,742.27     | 0.07            |
| Horticultural                               | £ 45,920.24     | 0.07            |
| Health & Safety                             | £ 37,703.97     | 0.05            |
| Domestic Goods                              | £ 33,598.07     | 0.05            |
| Cemetery & Crematorium                      | £ 1,800.00      | 0.00            |

## Top 50 Suppliers by total expenditure

| Supplier Name                         | Total Value    | vCode Business Sector          |
|---------------------------------------|----------------|--------------------------------|
| Clackmannanshire Educ Partnership Ltd | £ 8,653,640.39 | Facilities Management          |
| HUB EAST CENTRAL SCOTLAND LIMITED     | £ 3,240,754.95 | Construction                   |
| CARING HOMES LTD                      | £ 3,118,388.22 | Social Care & Services         |
| Cera Care Operations (Scotland) Ltd   | £ 2,152,915.90 | Social Care & Services         |
| J H Civil Engineering Ltd             | £ 1,586,103.80 | Construction                   |
| HC ONE LTD                            | £ 1,527,216.50 | Social Care & Services         |
| Avondale Environmental Limited        | £ 1,282,627.43 | Waste & Environmental Services |
| ARTHUR J GALLAGHER                    | £ 1,173,790.86 | Financial Services             |
| IKL CARE                              | £ 1,096,609.17 | Social Care & Services         |
| Everwarm Services Limited             | £ 1,066,500.76 | Construction                   |
| EDF Energy Networks Ltd               | £ 1,049,784.02 | Utilities & Energy             |
| Parklands Care Home                   | £ 1,038,108.57 | Social Care & Services         |
| Scottish Autism Central Area Office   | £ 968,981.22   | Social Care & Services         |
| Key Housing Association Ltd           | £ 915,039.95   | Facilities Management          |
| SIDEY GLAZIERS LTD                    | £ 913,271.08   | Construction                   |
| Maclay Civil Engineering Ltd          | £ 909,810.73   | Construction                   |
| KINGDOM HOUSING ASSOCIATION LTD       | £ 881,500.00   | Facilities Management          |
| BOXXE LTD                             | £ 810,483.37   | ICT                            |
| Ailsa Building Contractors Ltd        | £ 760,825.46   | Construction                   |
| Flourish Home Support Services Ltd    | £ 653,844.40   | Social Care & Services         |
| CAREVISIONS                           | £ 651,355.95   | Social Care & Services         |
| AC Gold Services                      | £ 630,384.56   | Construction                   |
| Common Thread Limited                 | £ 623,492.00   | Social Care & Services         |
| XMA Ltd                               | £ 596,673.50   | ICT                            |
| SWIIS FOSTER CARE LTD                 | £ 560,269.81   | Social Care & Services         |
| Trust Housing Association Ltd         | £ 502,581.06   | Facilities Management          |
| Kibble Education And Care Centre      | £ 498,801.02   | Social Care & Services         |
| HUNTERS EXECUTIVE COACHES             | £ 497,893.75   | Travel & Accommodation         |
| ACTION FOR CHILDREN SERVICES LTD      | £ 497,877.57   | Social Care & Services         |
| 1st Class Care Solutions Ltd          | £ 459,942.20   | Social Care & Services         |
| SCRT Ltd                              | £ 447,193.01   | Human Resources                |
| THE ADOLESCENT & CHILDRENS TRUST      | £ 445,080.91   | Social Care & Services         |
| Tillicoultry Quarries Ltd             | £ 442,413.98   | Construction                   |
| Ark Housing Association Ltd GR        | £ 436,206.62   | Facilities Management          |
| Wellbeing Scotland                    | £ 428,377.97   | Social Care & Services         |
| Crossroads Caring for Carers          | £ 400,938.61   | Social Care & Services         |
| BRAKE BROS FOODSERVICE LTD            | £ 395,503.51   | Food, Beverage & Catering      |
| A & B Reid                            | £ 384,265.68   | Construction                   |
| Nec Software Solutions Uk Ltd         | £ 382,987.26   | ICT                            |
| Mears Supported Living Ltd            | £ 378,722.18   | Social Care & Services         |
| Re-Gen Waste Ltd                      | £ 372,773.29   | Waste & Environmental Services |



|                               |              |                                |
|-------------------------------|--------------|--------------------------------|
| Little Stars Nursery          | £ 372,638.11 | Social Care & Services         |
| STEP UP                       | £ 369,966.57 | Human Resources                |
| Richmond Fellowship           | £ 368,080.98 | Social Care & Services         |
| SCOTTISH FUELS                | £ 365,583.29 | Utilities & Energy             |
| Clearview Care Home           | £ 363,817.55 | Social Care & Services         |
| Scottish Water                | £ 342,113.35 | Utilities & Energy             |
| Dennis Eagle Ltd              | £ 339,059.69 | Waste & Environmental Services |
| Barnardo'S                    | £ 338,850.16 | Social Care & Services         |
| PROFILE SECURITY SERVICES LTD | £ 336,622.67 | Security Equipment & Services  |

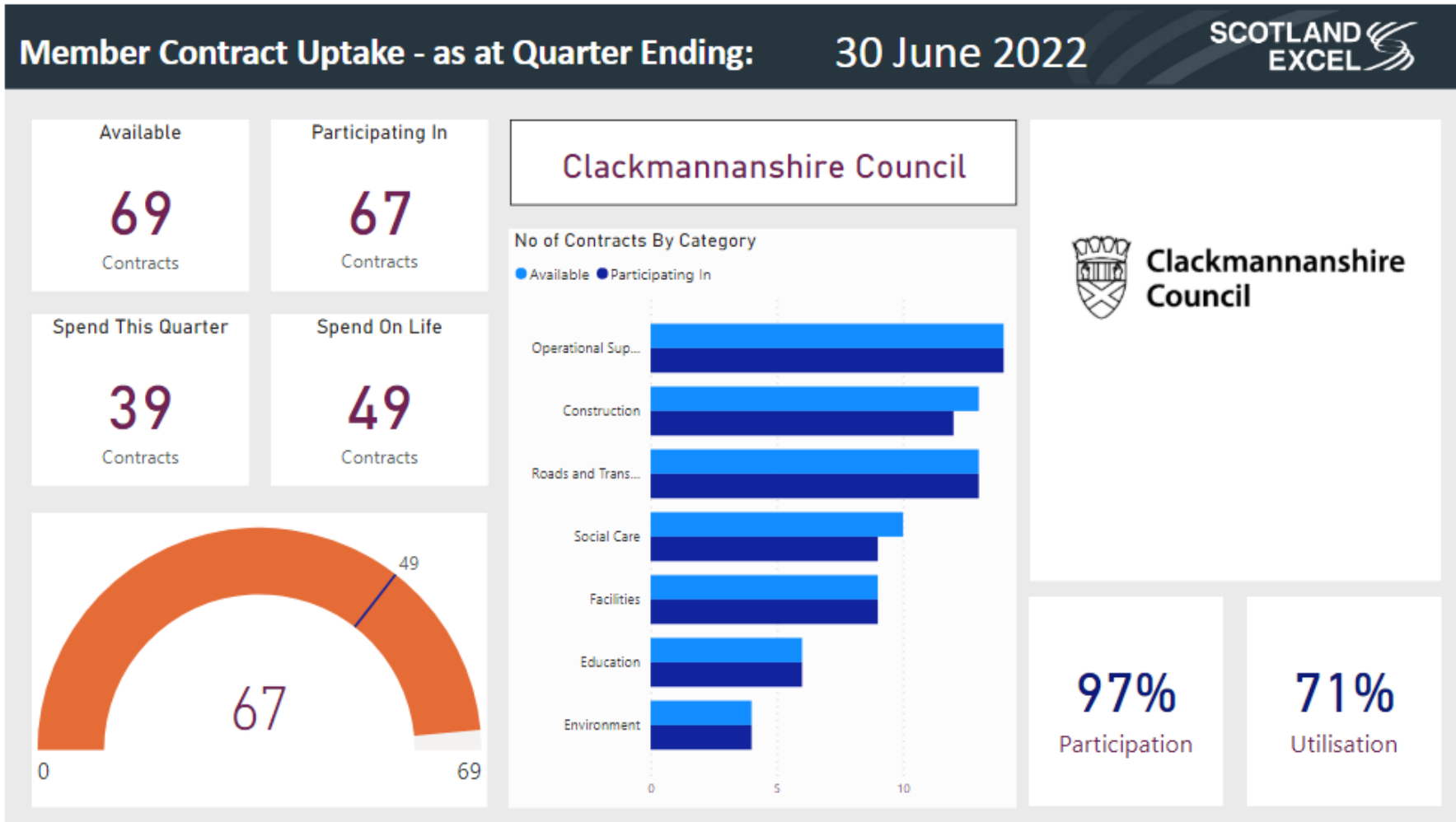
## Appendix 6. Participation in National Contracts

### Scottish Government procurement (Cat A) Summary of contracts used spend and savings

| Contract  | SUPPLIER               | Total Spend    | Total Saving |
|---|------------------------|----------------|--------------|
| Electricity 2019  | EDF Energy Ltd         | £ 1,189,526.96 | £ 29,703.00  |
| Web Based & Proprietary Client Devices 2019                         | XMA Limited            | £ 634,280.00   | £ 146,244.00 |
| Liquid Fuel - Scotland Central (2019)                               | Scottish Fuels         | £ 390,915.30   | £ 9,121.00   |
| Natural Gas   | Total Gas & Power Ltd  | £ 337,072.39   | £ 20,267.00  |
| Water and Waste Water Services (2020)                               | Business Stream        | £ 321,373.92   | £ 88,314.00  |
| Provision Of Admin, Catering & Manual Staff Services – South Region | Pertemps Recruitment   | £ 195,843.00   | £ 16,962.00  |
| Mobile Client Devices   | Hewlett Packard UK Ltd | £ 162,525.00   | £ 136,985.00 |
| IT Peripherals (2018)   | Computacenter          | £ 103,496.00   | £ 10,654.00  |
| Provision Of Admin, Catering & Manual Staff Services – South Region | BRIGHTWORK LTD         | £ 63,492.00    | £ 5,372.00   |
| National Framework for Office Equipment and Services (2017)         | Ricoh (UK) Ltd         | £ 54,732.00    | £ 10,406.00  |
| Provision Of Interim Professional Staff Services – National         | ASA INTERNATIONAL      | £ 49,393.00    | £ 4,337.00   |
| Postal Services - One Stop Shop (2020)                              | Royal Mail Group       | £ 41,718.00    | £ 1,669.00   |
| General stationery and office paper (2016)                          | Lyreco UK Ltd          | £ 38,987.00    | £ 8,788.00   |
| Desktop client devices framework 2020                               | Hewlett Packard UK Ltd | £ 27,443.00    | £ 10,262.00  |
| Office Equipment - Multi-functional Devices & Services              | Ricoh (UK) Ltd         | £ 11,997.00    | £ 3,671.00   |
| Recruitment Advertising & Public Information Notices (2020)         | TMP (UK) Ltd           | £ 11,637.00    | £ 3,395.00   |
| Postal Services - Scheduled/Regular Bulk Mail (2016)                | Royal Mail Group       | £ 9,075.00     | £ 590.00     |
| Postal Services - Ad-hoc and hybrid mail (2016)                     | Royal Mail Group       | £ 8,926.00     | £ 580.00     |
| Temporary and Interim Staff - Catering/Manual East                  | BRIGHTWORK LTD         | £ 7,426.00     | £ 501.00     |
| Print And Associated Services 2019 - litho/ digital print services  | Harlow Printing Ltd    | £ 1,393.00     | £ 209.00     |
| Office Equipment - Multi-functional Devices & Services              | Canon (UK) Ltd         | £ 730.00       | £ 211.00     |
| Print And Associated Services 2019 - litho/ digital print services  | Panda Litho Ltd        | £ 557.00       | £ 83.00      |
| IT Consumables (2016)   | Banner Group Ltd       | £ 129.00       | £ 9.00       |

## Participation in National Contracts

**Scotland Excel - Local Authority sector contracts (Cat B)** Scotland Excel advised that due to COVID pandemic they were unable to gather all spend information from a small number of frameworks so the reports only cover what has been possible to collect as soon as the information is available this will be reported



# Contract Spend & Estimated Savings - as at: Thursday, June 30, ...



**Clackmannanshire Council**

Actual Spend vs Forecast Spend



**Clackmannanshire Council**

Actual Spend

**£10.9M**

Forecast Spend

**£13.1M**

Spend Variance

**-£2.3M**

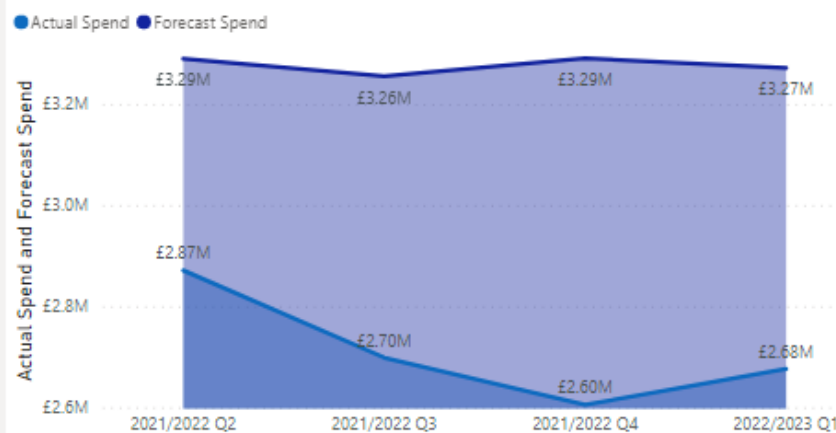
Estimated Saving

**£0.2M**

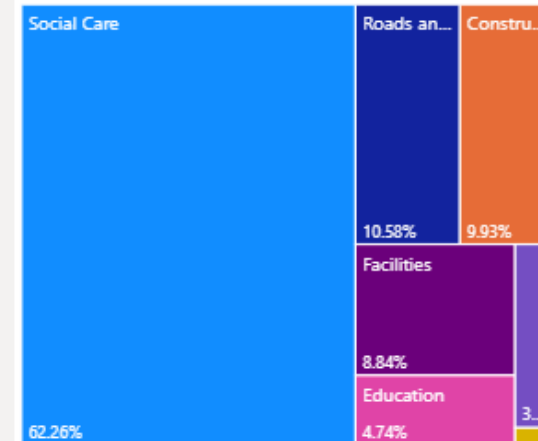
Fiscal Year/Quarter

- 2022/2023
  - 2022/2023 Q1
- 2021/2022
  - 2021/2022 Q1
  - 2021/2022 Q2
  - 2021/2022 Q3
  - 2021/2022 Q4
- 2020/2021
  - 2020/2021 Q1
  - 2020/2021 Q2
  - 2020/2021 Q3
  - 2020/2021 Q4
- 2019/2020
  - 2019/2020 Q2
  - 2019/2020 Q3
  - 2019/2020 Q4

Actual Spend vs Forecast Spend by Quarter



% of Actual Spend by Category



## Appendix 7. Clackmannanshire procurement activity (Cat C) savings

Clackmannanshire Council Cat C procurement activity savings are calculated by showing the difference between the budget figure authorised at the start of the procurement process and the actual contract figure. Both values are for the total value of the contract over the lifetime of the contract. The figures shown below are for procurement activity started in April 2021 up to March 2022. Potential Overall Savings **£394,284** and a Potential Annual Saving for **2021/22** of **£308,950**

| File Number | Requirement   | Supplier Name                               | Form 1 Estimated Spend | Form 2 Amount of Award | Savings   | Capital / Revenue | Goods, Services or Works | Years | Potential Annual Saving |
|-------------|---|---|------------------------|------------------------|-----------|-------------------|--------------------------|-------|-------------------------|
| 2/6/1811    | OFFICE 365  | Boxxe                                       | £ 900,000              | £ 894,731              | £ 5,269   | Both              | Service                  | 4     | £ 1,317                 |
| 2/6/1821    | LIBRARY MANAGEMENT SYSTEM   | PTFS Europe Ltd                             | £ 18,000               | £ 16,950               | £ 1,050   | Revenue           | Service                  | 3     | £ 350                   |
| 2/6/1824    | CORPORATE BACKUP SOLUTION   | Phoenix Software Limited                    | £ 104,381              | £ 93,121               | £ 11,260  | Capital           | Goods                    | 3     | £ 3,753                 |
| 2/6/1833    | SKILLS STRATEGY - CITY REGION DEAL                                      | EKOS Limited                                | £ 25,000               | £ 24,288               | £ 712     | Revenue           | Service                  |       | £ 712                   |
| 2/6/1839    | BACKUP AND WEB-FILTERING - EDUCATION SERVICE - SMOOTHWALL               | Phoenix Software Limited                    | £ 41,610               | £ 34,817               | £ 6,793   | Both              | Service                  | 2     | £ 3,396                 |
| 2/6/1841    | VERITAS   | Phoenix Software Limited                    | £ 183,200              | £ 46,040               | £ 137,160 | Revenue           | Service                  | 1     | £ 137,160               |
| 2/6/1846    | CLEARSWIFT UPGRADE  | Boxxe                                       | £ 92,485               | £ 82,495               | £ 9,990   | Both              | Service                  | 3     | £ 3,330                 |
| 2/6/1847    | WAN EXTENTION TO MUCKHART PRIMARY SCHOOL                                | Briskona Wireless Telecom                   | £ 15,000               | £ 14,607               | £ 393     | Capital           | Service                  |       | £ 393                   |
| 2/6/1863    | CRD REGIONAL ENERGY MASTERPLAN - CITY DEAL                              | Integrated Environment Solutions            | £ 66,000               | £ 48,073               | £ 17,927  | Revenue           | Service                  | 1     | £ 17,927                |
| 2/6/1871    | CAPACITY & SKILLS AUDIT   | Trueman Change                              | £ 30,000               | £ 26,250               | £ 3,750   | Revenue           | Service                  |       | £ 3,750                 |
| 2/6/1876    | PLAY EQUIPMENT AND SEATING FOR TULLIBODY SOUTH CAMPUS                   | Scotplay and Sports Limited                 | £ 28,000               | £ 17,114               | £ 10,886  | Capital           | Goods                    |       | £ 10,886                |
| 2/6/1883    | BEMS UPGRADE  | Enterprise Controls Engineers               | £ 49,500               | £ 48,675               | £ 825     | Capital           | Service                  |       | £ 825                   |
| 2/6/1886    | ALWAYS ON VPN   | Boxxe                                       | £ 35,000               | £ 34,667               | £ 333     | Both              | Service                  | 3     | £ 111                   |
| 2/6/1902    | PLAY EQUIPMENT AND OUTDOOR GYM EQUIPMENT SG PLAYPARK RENEWAL            | Russell Leisure Ltd t/a Russell Play        | £ 22,000               | £ 1,600                | £ 20,400  | Capital           | Service                  |       | £ 20,400                |
| 2/6/1902    | PLAY EQUIPMENT AND OUTDOOR GYM EQUIPMENT SG PLAYPARK RENEWAL            | Scotplay & Sports Ltd                       | £ 22,000               | £ 5,469                | £ 16,531  | Capital           | Service                  |       | £ 16,531                |
| 2/6/1902    | PLAY EQUIPMENT AND OUTDOOR GYM EQUIPMENT                                | Hugh Harris Limited (T/A Fresh Air Fitness) | £ 25,000               | £ 14,418               | £ 10,582  | Capital           | Service                  |       | £ 10,582                |
| 2/6/1902    | PLAY EQUIPMENT AND OUTDOOR GYM EQUIPMENT FOR WEST END PARK, ALLOA       | KOMPAN Scotland Limited                     | £ 49,000               | £ 46,130               | £ 2,870   | Capital           | Service                  |       | £ 2,870                 |
| 2/6/1902    | PLAY EQUIPMENT AND OUTDOOR GYM EQUIPMENT FOR WEST END PARK, ALLOA       | All Play (Ireland) Ltd                      | £ 49,000               | £ 46,130               | £ 2,870   | Capital           | Service                  |       | £ 2,870                 |
| 2/6/1902    | PLAY EQUIPMENT AND OUTDOOR GYM EQUIPMENT SG PLAYPARK RENEWAL            | HAGS SMP Limited                            | £ 22,000               | £ 19,612               | £ 2,388   | Capital           | Service                  |       | £ 2,388                 |
| 2/6/1905    | TRAFFIC MANAGEMENT EQUIPMENT MAINTENANCE AND ANCILLARY SUPPORT SERVICES | Yunex Limited (Siemens Group)               | £ 30,000               | £ 27,650               | £ 2,350   | Revenue           | Service                  | 2     | £ 1,175                 |
| 2/6/1910    | PUMP MAINTENANCE  | Trillim Flow Services                       | £ 210,241              | £ 117,658              | £ 92,583  | Revenue           | Service                  | 3     | £ 30,861                |
| 2/6/1914    | PURCHASE OF OXIDES OF NITROGEN ANALYSER AND WEB LOGGER                  | ACOEM UK LTD                                | £ 13,000               | £ 8,940                | £ 4,060   | Capital           | Goods                    |       | £ 4,060                 |
| 2/6/1928    | SUPPLY AND DELIVERY OF STEEL RAILINGS                                   | James Cowie & Co Limited                    | £ 18,000               | £ 16,837               | £ 1,163   | Capital           | Works                    |       | £ 1,163                 |
| 2/6/1930    | WELLBEING HUB - COMMUNICATION CONSULTANT                                | Glen Rae Communications                     | £ 49,999               | £ 21,600               | £ 28,399  | Revenue           | Service                  |       | £ 28,399                |
| 2/6/1932    | EMPLOYABILITY PROGRAMME FOR YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS  | ENABLE Scotland                             | £ 49,999               | £ 49,622               | £ 377     | Revenue           | Service                  |       | £ 377                   |
| 2/6/1933    | VOCATIONAL TRAINING AND WORK RELATED SKILLS PROGRAMME                   | Triage Central Limited                      | £ 49,999               | £ 46,635               | £ 3,364   | Revenue           | Service                  |       | £ 3,364                 |
|             |   |   |                        |                        | £ 394,284 |                   |                          |       | £ 308,950               |

## Appendix 8. Exception reports

Contract standing orders apply to all contracts entered into by procurement officers. In some circumstances however, exceptions may be granted. All requests must be made in writing, following the procedure detailed in Appendix 1 of CSO's, identifying the grounds for the request. Approvals must also be recorded in writing and given prior to any action not in accordance with CSO's being taken.

In such an event, the requirement to comply with the Scottish Regulations remains. A voluntary award notices without competition are published in Public Contracts Scotland where appropriate for any exception granted, and where the exemption granted is above threshold, the procedures leading to the award under the Scottish Regulations are followed.

| File Number | Requirement   | Supplier Name        | Form 2 Amount of Award | Service              |
|-------------|---|----------------------|------------------------|----------------------|
| 2/6/1892    | SCHOOL CLEANING   | All Cleaned Up       | £65,000                | Place                |
| 2/6/1898    | WELL-BEING HUB ENGAGEMENT CONSULTANT                      | Matt Lamb            | £14,400                | People               |
| 2/6/1901    | HR PAYROLL SYSTEM   | MHR                  | £496,762               | HR                   |
| 2/6/1907    | IMPROVEMENT IN SERVICES FOR CARE EXPERIENCED YOUNG PEOPLE | Volunteering Matters | £14,251                | Economic Development |
| 2/6/1913    | WELL-BEING HUB EDUCATION CONSULTANT                       | Iain Hughes          | £24,000                | People               |

## Appendix 9. Spikes Cavell (The Hub) charts

### Spend by Scottish Region – Forth Valley

| Region (Scottish Definition)        | Total Spend            | Total Value (%) | Total Suppliers | Total Suppliers (%) | Total Transactions |
|-------------------------------------|------------------------|-----------------|-----------------|---------------------|--------------------|
| <b>Scotland - Forth Valley</b>      | <b>£ 28,062,898.04</b> | <b>39.99</b>    | <b>281</b>      | <b>25.04</b>        | <b>11165</b>       |
| Scotland - Glasgow and Strathclyde  | £ 10,715,674.19        | 15.27           | 177             | 15.78               | 4564               |
| South East                          | £ 10,214,387.47        | 14.56           | 73              | 6.51                | 1436               |
| Scotland - Tayside Central and Fife | £ 3,951,653.35         | 5.63            | 70              | 6.24                | 1875               |
| Scotland - Edinburgh and Lothians   | £ 3,249,640.84         | 4.63            | 88              | 7.84                | 1283               |
| South West                          | £ 1,856,910.01         | 2.65            | 42              | 3.74                | 609                |
| East Midlands                       | £ 1,795,540.99         | 2.56            | 55              | 4.90                | 713                |
| Yorkshire and The Humber            | £ 1,579,941.51         | 2.25            | 60              | 5.35                | 1539               |
| London                              | £ 1,522,088.95         | 2.17            | 57              | 5.08                | 753                |
| East of England                     | £ 1,487,749.90         | 2.12            | 42              | 3.74                | 601                |
| West Midlands                       | £ 1,399,508.21         | 1.99            | 59              | 5.26                | 1317               |
| Scotland - Highlands and Islands    | £ 1,335,963.34         | 1.90            | 10              | 0.89                | 95                 |
| North West                          | £ 1,115,349.43         | 1.59            | 60              | 5.35                | 1008               |
| Scotland - South                    | £ 885,888.38           | 1.26            | 7               | 0.62                | 101                |
| Northern Ireland                    | £ 452,323.28           | 0.64            | 6               | 0.53                | 63                 |
| Scotland - Aberdeen and North East  | £ 263,429.97           | 0.38            | 15              | 1.34                | 119                |
| North East                          | £ 235,087.19           | 0.34            | 10              | 0.89                | 219                |
| Wales                               | £ 46,095.26            | 0.07            | 10              | 0.89                | 55                 |

## Spend by Region – Scotland

| Region (ONS Definition)  | Total Spend         | Total Value (%) | Total Suppliers | Total Suppliers (%) | Total Transactions | Total Transactions (%) |
|--------------------------|---------------------|-----------------|-----------------|---------------------|--------------------|------------------------|
| <b>Scotland</b>          | <b>£ 48,465,148</b> | <b>69.07</b>    | <b>648</b>      | <b>57.75</b>        | <b>19202</b>       | <b>69.79</b>           |
| South East               | £ 10,214,387        | 14.56           | 73              | 6.51                | 1436               | 5.22                   |
| South West               | £ 1,856,910         | 2.65            | 42              | 3.74                | 609                | 2.21                   |
| East Midlands            | £ 1,795,541         | 2.56            | 55              | 4.90                | 713                | 2.59                   |
| Yorkshire and The Humber | £ 1,579,942         | 2.25            | 60              | 5.35                | 1539               | 5.59                   |
| London                   | £ 1,522,089         | 2.17            | 57              | 5.08                | 753                | 2.74                   |
| East of England          | £ 1,487,750         | 2.12            | 42              | 3.74                | 601                | 2.18                   |
| West Midlands            | £ 1,399,508         | 1.99            | 59              | 5.26                | 1317               | 4.79                   |
| North West               | £ 1,115,349         | 1.59            | 60              | 5.35                | 1008               | 3.66                   |
| Northern Ireland         | £ 452,323           | 0.64            | 6               | 0.53                | 63                 | 0.23                   |
| North East               | £ 235,087           | 0.34            | 10              | 0.89                | 219                | 0.80                   |
| Wales                    | £ 46,095            | 0.07            | 10              | 0.89                | 55                 | 0.20                   |



## Grow Local % spend Local area

| vCode Business Sector          | Total Spend  | Total Vendors | Total Transactions | % Local Area | % Sub-Region | Spend Local Area |
|--------------------------------|--------------|---------------|--------------------|--------------|--------------|------------------|
| Social Care & Services         | £ 23,914,487 | 139           | 3803               | 48.13        | 84.45        | £ 11,510,763     |
| Travel & Accommodation         | £ 1,704,179  | 25            | 567                | 60.54        | 99.79        | £ 1,031,752      |
| Facilities Management          | £ 12,752,279 | 64            | 2301               | 7.8          | 29.63        | £ 994,145        |
| Construction                   | £ 13,528,439 | 126           | 9310               | 7.28         | 96.27        | £ 984,371        |
| ICT                            | £ 3,101,255  | 50            | 532                | 27.69        | 30.5         | £ 858,604        |
| Other Goods & Services         | £ 301,398    | 4             | 676                | 58.57        | 66.54        | £ 176,522        |
| Healthcare                     | £ 794,587    | 45            | 630                | 17.89        | 58.43        | £ 142,188        |
| Arts, Sport & Leisure          | £ 287,861    | 20            | 83                 | 40.88        | 61.17        | £ 117,690        |
| Human Resources                | £ 1,836,389  | 38            | 1316               | 2.14         | 35.09        | £ 39,280         |
| Animals & Farming              | £ 71,610     | 9             | 154                | 50.25        | 68.48        | £ 35,983         |
| Education                      | £ 510,465    | 42            | 976                | 4.61         | 66.42        | £ 23,510         |
| Vehicles                       | £ 549,071    | 30            | 607                | 4.14         | 69.98        | £ 22,724         |
| Waste & Environmental Services | £ 2,415,542  | 34            | 451                | 0.88         | 61.35        | £ 21,201         |
| Transport                      | £ 241,023    | 10            | 329                | 8.03         | 38.86        | £ 19,350         |
| Marketing & Media              | £ 42,723     | 13            | 115                | 26.4         | 52.76        | £ 11,277         |
| Clothing                       | £ 13,520     | 3             | 27                 | 62.66        | 100          | £ 8,472          |
| Food, Beverage & Catering      | £ 857,411    | 22            | 1697               | 0.88         | 28.5         | £ 7,533          |
| Professional Services          | £ 221,747    | 18            | 70                 | 2.96         | 33.35        | £ 6,554          |
| Financial Services             | £ 1,277,862  | 10            | 142                | 0.25         | 93.18        | £ 3,200          |
| Retail & Wholesale             | £ 7,968      | 2             | 162                | 17.57        | 100          | £ 1,400          |

## Top 25 spend by Cost Centre

| Row Labels                                       | Sum of Net Amount |
|--|-------------------|
| Balance Sheet                                    | £ 12,982,740      |
| Secondary Schools PPP                            | £ 8,644,306       |
| Physical Disability Assessment & Care Management | £ 6,305,858       |
| Learning Disability Assessment & Care Management | £ 5,599,001       |
| Older People Assessment & Care Management        | £ 4,776,354       |
| Residential Placements                           | £ 2,793,033       |
| External Foster Care                             | £ 2,621,489       |
| Mental Health Assessment & Care Management       | £ 2,436,050       |
| HRA Operations                                   | £ 2,104,276       |
| Waste Treatment                                  | £ 1,828,489       |
| Early Years Centrally Held                       | £ 1,519,561       |
| Utilities Management                             | £ 1,502,688       |
| Affordable Housing                               | £ 881,500         |
| Central IT Software Maintenance                  | £ 858,502         |
| Building Repairs & Maintenance                   | £ 798,761         |
| Roads Operations                                 | £ 789,218         |
| Homeless & Specialised Accom                     | £ 774,287         |
| ASSISTANCE TO PUPILS SPECIAL                     | £ 754,200         |
| Childrens Commissioned Services                  | £ 650,379         |
| Continuing Care                                  | £ 620,411         |
| Fleet Operations                                 | £ 594,208         |
| Disability Team                                  | £ 541,460         |
| Catering Central                                 | £ 416,324         |
| Scottish Welfare Fund                            | £ 403,440         |
| ASSISTANCE TO PUPILS-SECONDARY                   | £ 391,500         |

## Top 25 spend by Nominal Code

| Row Labels                                     | Sum of Net Amount |
|--|-------------------|
| Payments To Contractors                        | £ 10,469,074.77   |
| Home Care                                      | £ 9,560,873.26    |
| Private Nursing Homes                          | £ 8,704,322.51    |
| Private Residential Homes                      | £ 5,600,189.28    |
| Asset Additions - Council Dwellings            | £ 3,587,247.66    |
| Asset Additions - Other Land and Building      | £ 3,490,965.47    |
| Fostering & Kinship Payments                   | £ 2,620,896.74    |
| Asset Additions - Infrastructure               | £ 2,306,129.84    |
| Educational Establishments Payment             | £ 1,945,313.91    |
| Other Agencies Payment                         | £ 1,692,522.99    |
| Asset Additions - Vehicle, Plant and Equipment | £ 1,344,825.04    |
| Materials - Direct purchases from suppliers    | £ 1,298,653.56    |
| Waste Contractors - Landfill                   | £ 1,282,627.43    |
| Voluntary Organisations Payment                | £ 1,279,901.94    |
| Pupil & Client Transport                       | £ 1,229,072.30    |
| Electricity                                    | £ 1,071,444.63    |
| Supported Accommodation                        | £ 989,138.66      |
| Computer Software Maint.                       | £ 943,699.84      |
| Annual Maintenance External Providers          | £ 928,211.14      |
| Materials (issued from Stock)                  | £ 920,749.43      |
| Agency Staff Costs                             | £ 870,789.50      |
| Payment To Subcontractor                       | £ 631,535.18      |
| Professional Fees                              | £ 586,939.91      |
| Purchase Of Equipment                          | £ 581,682.35      |
| Assets under Construction                      | £ 570,416.60      |

## Appendix 10. Procurement Strategy Action Plan – Annual Update

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.  | TechnologyOne Project Team                     | Reviewed on an annual basis   | No change to legislation<br>TechologyOne Financial System upgraded February 2020 further up dates planned         |
|  | <b>Accountable</b>                             |   |   |
|  | Chief Accountant                               |   |   |
|  | <b>Consult</b>                                 |   |   |
|  | Procurement Manager                            |   |   |
|  | <b>Inform</b>                                  |   |   |
| Review impact of newly implemented EU Procurement Rules and UK legislation and make necessary changes to existing approaches.  | <b>Responsibility</b>                          | 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<br>All SPPN's have been noted<br>Expected changes later 2023                             |
|  | Procurement Manager                            |   |   |
|  | <b>Accountable</b>                             |   |   |
|  | Strategic Director (Partnership & Performance) |   |   |
|  | <b>Consult</b>                                 |   |   |
|  | CMT  |   |   |
| 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>                          | Reviewed on an annual basis   | How to do business with Clackmannanshire Council updated for National meet the buyer events & Forth Valley events |
|  | Procurement Manager                            |   |   |
|  | <b>Accountable</b>                             |   |   |
|  | Strategic Director (Partnership & Performance) |   |   |
|  | <b>Consult</b>                                 |   |   |
|  | CMT  |   |   |
| Continue to use Public Contract Scotland portal as our main advertising media for all regulated procurements.  | <b>Responsibility</b>                          | Ongoing   | Continuing to use and update  |
|  | All Purchasing staff                           |   |   |
|  | <b>Accountable</b>                             |   |   |
|  | Heads of Service                               |   |   |
|  | <b>Consult</b>                                 |   |   |
|  | Procurement Manager                            |   |   |
| <b>Inform</b>  |  |   |   |
|  | All Council staff                              |   |   |

**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<br>SDP virtual training available  |
|   | Procurement Manager          |                             |  |
|   | <b>Accountable</b>           |                             |  |
|   | CMT                          |                             |  |
|   | <b>Consult</b>               |                             |  |
|   | <b>Inform</b>                |                             |  |
| 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>               |                             |  |
|   | <b>Inform</b>                |                             |  |
| 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>               |                             |  |
|   | <b>Inform</b>                |                             |  |
| Elected Members   |                              |                             |  |

|  |                                      |            |  |
|--|--------------------------------------|------------|--|
| 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                                 |            |  |
| <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.  | Procurement Manager       | Dec. 2019<br><br>There after on an annual basis  | Updated February 2022    |
|   | <b>Accountable</b>        |  |                          |
|   | Procurement Manager       |  |                          |
|   | <b>Consult</b>            |  |                          |
|   | Procurement Matters Group |  |                          |
| Refresh and publish online schedule of proposed procurements to promote future contract opportunities.  | <b>Responsibility</b>     | As part of the procurement annual report and as per capital budget as agreed by Council February / March each year | Ongoing                  |
|   | Procurement Manager       |  |                          |
|   | <b>Accountable</b>        |  |                          |
|   | Heads of Service          |  |                          |
|   | <b>Consult</b>            |  |                          |
| 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. <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> | <b>Responsibility</b>     | Ongoing  |                          |
|   | Purchasing Staff          |  |                          |
|   | <b>Accountable</b>        |  |                          |
|   | Heads of Service          |  |                          |
|   | <b>Consult</b>            |  |                          |
| 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.   | <b>Responsibility</b>     | Every procurement journey route 1 procurement  | Still being maintained   |
|   | 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<br/>Supplier Development programme<br/>CTSI</p> |   |   |
|   | <p><b>Accountable</b></p>  |   |   |
|   | <p>Procurement Manager</p>   |   |   |
|   | <p><b>Consult</b></p>  |   |   |
|   | <p>All Stakeholders</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> | <b>Responsibility</b>                | March 2023                         | Early Discussions Delayed due to COVID and capacity issues    |
|   | Procurement Manager<br>CTSI          |                                    |   |
|   | <b>Accountable</b>                   |                                    |   |
|   | Procurement Manager<br>CTSI          |                                    |   |
|   | <b>Consult</b>                       |                                    |   |
|   | Procurement Manager<br>CTSI          |                                    |   |
| <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>  | <b>Responsibility</b>                | March 2023                         | Not Started Delayed due to COVID and capacity issues          |
|   | Purchasing staff                     |                                    |   |
|   | <b>Accountable</b>                   |                                    |   |
|   | Heads of service                     |                                    |   |
|   | <b>Consult</b>                       |                                    |   |
|   | CMT<br>Elected members               |                                    |   |
| <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>   | <b>Responsibility</b>                | Every adult commissioning exercise | Ongoing work to be done on Awareness of individual procedures |
|   | Social Services Commissioning<br>IJB |                                    |   |
|   | <b>Accountable</b>                   |                                    |   |
|   | Social Services Commissioning<br>IJB |                                    |   |
|   | <b>Consult</b>                       |                                    |   |
|   | Procurement Manager                  |                                    |   |
| <b>Inform</b>   |                                      |                                    |   |
| CMT   |                                      |                                    |   |

|  |                       |  |                               |
|--|-----------------------|--|-------------------------------|
| 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<br>Social services commissioning |                                     |                          |
|  | <b>Accountable</b>                                   |                                     |                          |
|  | Heads of Service                                     |                                     |                          |
|  | <b>Consult</b>                                       |                                     |                          |
|  | Procurement Manager<br>IJB                           |                                     |                          |
|  | <b>Inform</b>  |                                     |                          |
| CMT  |  |                                     |                          |
| Establish systems to record the impact of procurement policies and practices on the council's climate change duties.   | <b>Responsibility</b>                                | March 2023                          | Not Started              |
|  | 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                       |  |   |
| 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 |  |   |
| 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          |  |   |
| 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<br>CTSI          |               |  |
|  | <b>Accountable</b>                |               |  |
|  | Purchasing Staff<br>CTSI          |               |  |
|  | <b>Consult</b>                    |               |  |
|  | Procurement Matters Group<br>CTSI |               |  |
| Explore the development of a subcontractor community benefit directory   | <b>Responsibility</b>             | December 2020 | Completed<br><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.

| Action   | Responsibility                               | Target Date                          | Update April 2022  |
|--|--|--------------------------------------|--|
| 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<br><b>Accountable</b>       | Every Regulated procurement exercise | Ongoing  |
|  | Heads of Service<br><b>Consult</b>           |                                      |  |
|  | Procurement Manager<br><b>Inform</b>         |                                      |  |
|  | CMT  |                                      |  |
|  |  |                                      |  |
| Establish simple methodology for assessing best value case for using the Living Wage requirement in service and works contracts,   | <b>Responsibility</b><br>Procurement Manager | July 2022                            | Completed<br><br>Living wage accreditation Obtained 2021 – extensive procurement data mining exercise and correspondence has been undertaken |
|  | <b>Accountable</b><br>Procurement Manager    |                                      |  |
|  | <b>Consult</b><br>Procurement Matters Group  |                                      |  |
|  | <b>Inform</b><br>CMT                         |                                      |  |
|  |  |                                      |  |
| 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><br>Procurement Manager | Where Identified                     | Ongoing  |
|  | <b>Accountable</b><br>Procurement Manger     |                                      |  |
|  | <b>Consult</b><br>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>Responsibility</b>                             | Every appropriate regulated procurement exercise | Ongoing |
|   | Purchasing officers                               |  |         |
|   | <b>Accountable</b>                                |  |         |
|   | Purchasing officers                               |  |         |
|   | <b>Consult</b>                                    |  |         |
|   | Procurement Manager                               |  |         |
| Ensure that where appropriate EQIA's are completed for regulated procurements.  | <b>Responsibility</b>                             | Every appropriate regulated procurement exercise | Ongoing |
|   | Purchasing officers                               |  |         |
|   | <b>Accountable</b>                                |  |         |
|   | 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.           | <b>Responsibility</b>                              | March 2023         | Started to revise but awaiting Brexit outcome in case of legislative changes |
|  | Procurement Manager                                |                    |  |
|  | <b>Accountable</b>                                 |                    |  |
|  | Strategic Director (Partnership & Performance)     |                    |  |
|  | <b>Consult</b>                                     |                    |  |
|  | Elected Members, CMT and procurement Matters group |                    |  |
| Adapt internal procedures, processes and documentation to reflect the required legislative changes.  | <b>Responsibility</b>                              | On going           | On going   |
|  | Procurement Manager                                |                    |  |
|  | <b>Accountable</b>                                 |                    |  |
|  | Procurement Manager                                |                    |  |
|  | <b>Consult</b>                                     |                    |  |
|  | Procurement Matters group                          |                    |  |
| Produce a procurement workforce plan to consider what skills and development requirements will be necessary within the Council to comply with the procurement rules. | <b>Responsibility</b>                              | March 2022         | Not Started Delayed due to COVID and capacity issues                         |
|  | Procurement Manager                                |                    |  |
|  | <b>Accountable</b>                                 |                    |  |
|  | Procurement Matters Group                          |                    |  |
|  | <b>Consult</b>                                     |                    |  |
|  | Purchasing Officers OD Officer                     |                    |  |
| Implement measures in conjunction with Internal Audit to ensure that the opportunity for procurement fraud is minimised  | <b>Responsibility</b>                              | Ongoing            | Ongoing  |
|  | 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  |  |                    |         |