



**Clackmannanshire
Council**

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Comhairle Siorrachd
Chlach Mhanann

Annual Procurement Report

Financial Year 2023 – 2024

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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 26
- a review of whether those procurements complied with the authority's procurement strategy, page 29
- 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 26
- 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 28
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report, page 29
- a summary of the regulated procurements the authority expects to commence in the next two financial years, page 30

2. Introduction

The public sector in Scotland has been using sustainable public procurement to achieve wider social, economic and climate outcomes for nearly two decades. This is embedded in our policy, practice, culture, and through a substantial programme of activity across the public sector with impact evidenced in annual reports. Sustainable procurement outcomes in Scotland are defined as encompassing improvements to the economic, social and environmental wellbeing of a community.

The drive to improve public procurement has involved a transition from a centrally led programme to a more collaborative landscape with a shared common vision, underpinned by the Procurement Reform (Scotland) Act 2014 (The Act). The Act provides clear direction to Scottish public bodies and sets out clear responsibilities and accountabilities, promoting local decision making to deliver sustainable public procurement.

The work we undertake is determined by a range of strategic drivers providing the services our customers need:

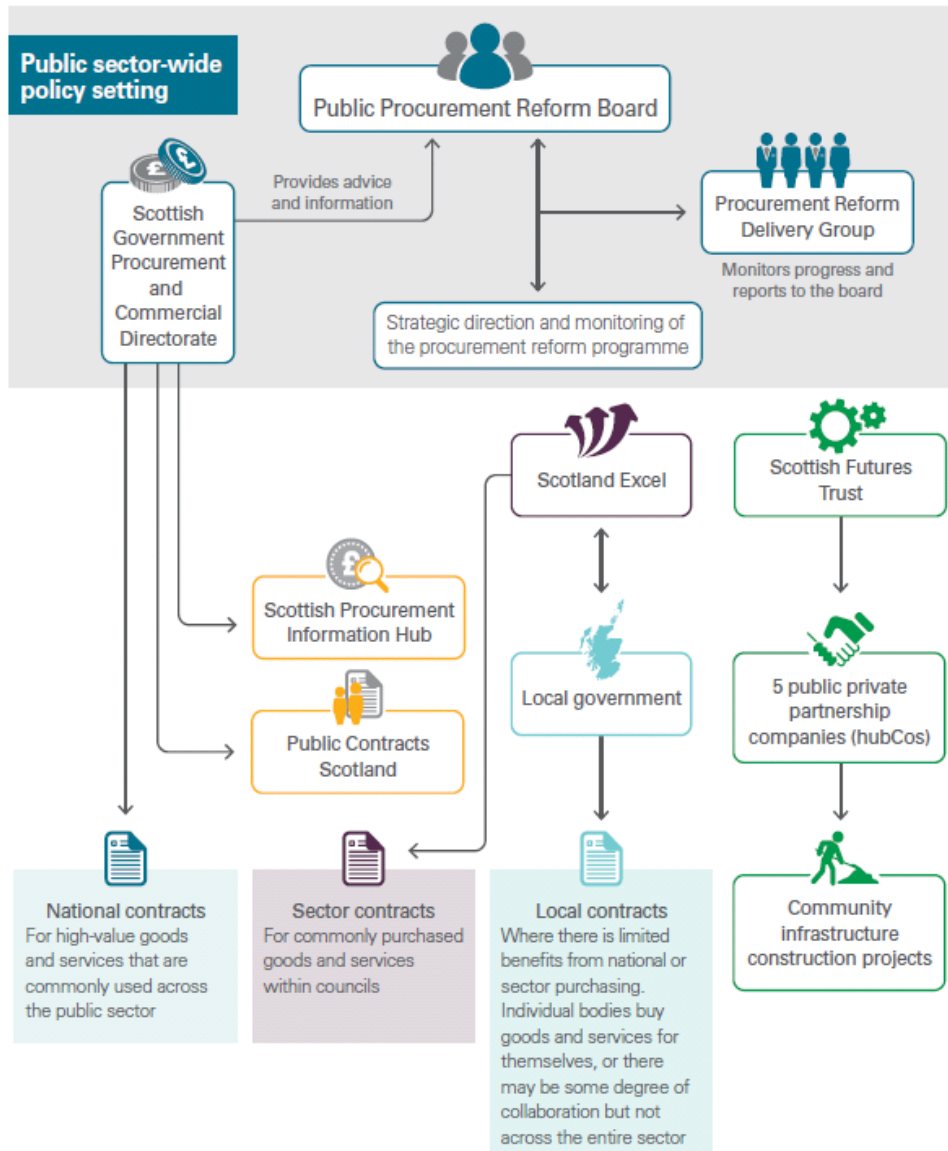
Scottish Public Sector Procurement Strategic Drivers



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 Expenditure has been carried out using The Scottish Procurement Information Hub (The Hub) supported by DXL formally Spikes Cavell with financial data supplied from the Council's finance system One Council commonly known as TechnologyOne for 2023/24.

The Hub is a unique collaborative project designed to enable Scottish public sector organisations to gather comprehensive supplier, Expenditure 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 2023/24 on the Council expenditure on goods, services and works with trade creditors.

Table 1: Key Statistics

2023/24 Published Data Overview

£ 94,894,833 Total Expenditure			£ 88,329,170 Core Trade Expenditure	
1365 Input Suppliers	132 De-duplicated Total Suppliers	44 Duplicate Suppliers	606 SME Suppliers	105 Local Suppliers
33,265 Transactions	£71,836 Avg. Expenditure per supplier	0.18% Purchase Card Expenditure	61.52% SME Expenditure	23.10% Local Expenditure
<p>Key:</p> <p>Total Expenditure – The total amount of Expenditure for the financial year 2020 /21</p> <p>Input Suppliers – The number of suppliers, before de-duplication</p> <p>De-duplicated Total Suppliers - The number of unique suppliers.</p> <p>Duplicate Suppliers - The number of suppliers which are duplicates of another supplier.</p> <p>PCard Expenditure - Percentage of transactions by value of Expenditure that are identified as Purchase Card transactions in the extract.</p> <p>Transactions - The total number of transactions.</p> <p>Avg. Expenditure per supplier - The average Expenditure per unique supplier.</p> <p>Core Trade Expenditure – Core Trade is a sub set of our supply base that includes all trade suppliers and social care providers with whom we have Expenditure £1,000 or more in the financial year.</p> <p>SME Suppliers – Small & Medium sized business where the supplier has less than 249 employees or where the annual revenue is less than £22.8m</p> <p>SME Expenditure – Expenditure with SME as a percentage of Core Trade Expenditure</p> <p>Local Suppliers – Expenditure with suppliers within Clackmannanshire are based on Post Codes. Please note postcodes are generated from our finance system and it is the postcode that we pay our invoices too that we use for this statistic. This may mean we are purchasing locally but with a national company that has a local branch and this will not be shown as local expenditure.</p> <p>Local Expenditure – Expenditure with local suppliers as a percentage of Core Trade Expenditure</p>				

Table 2: Variances previous annual reports

	18/19	19/20	20/21	21/22	22/23	23/24	Variance
Number of Suppliers - Trade Creditors	2021	1754	1383	1441	1420	1365	-55
Total Value of Procurement Spend	£63,629,995	£65,194,550	£57,948,752	£70,383,369	£72,571,029	£88,329,170	£15,758,141
Number of Invoices	34,617	30847	25530	28524	31520	33265	1,745
% Spend with SMEs	53%	55%	64%	60%	61.32	61.52	0.20
% Spend Locally	16%	19.69%	23.36%	25.4	26.16	23.10	-3.06

Procurement expenditure has increased over the period from 2018/19 to 2023/24 from £63,629,995 to £88,329,170

The Council paid **92%** of invoices within 30 days of receipt of a valid invoice to the creditor's team in 2023/24

The % Expenditure with SME's had **decreased** by **0.20%** in the last financial year. Table 6

The % Expenditure locally has **decreased** from the previous year by **3.06%**. This is shown in more detail in Table 7

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

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Contract Notices Published	18	16	13	13	15	9
Contract Award Notices	42	42	38	10	7	18
Number of Quick Quotes Published	23	23	17	29	30	22

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

Overall Spend in %	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Social Community Care	30.44	30.74	36.97	36.99	37.47	34.11
FM Services	14.19	13.11	14.71	13.45	12.92	12.72
Construction	11.33	11.74	8.43	10.25	9.66	14.46

Table 4: Overall Expenditure

Proclass 10.1 Level 1	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Social Community Care	£ 32,285,244.52	34.11	146	16.44	3795	11.77
Construction	£ 13,686,317.85	14.46	54	6.08	1886	5.85
Facilities & Management Services	£ 12,042,778.79	12.72	53	5.97	1362	4.22
Construction Materials	£ 5,311,930.78	5.61	54	6.08	10279	31.88
Utilities	£ 4,079,165.20	4.31	16	1.80	430	1.33
Consultancy	£ 3,800,622.74	4.02	24	2.70	276	0.86
Human Resources	£ 3,697,070.09	3.91	58	6.53	2283	7.08
Information Communication Technology	£ 3,161,465.75	3.34	68	7.66	857	2.66
Housing Management	£ 2,998,652.86	3.17	10	1.13	250	0.78
Environmental Services	£ 2,524,663.47	2.67	35	3.94	335	1.04
Financial Services	£ 1,841,025.11	1.95	18	2.03	908	2.82
Public Transport	£ 1,603,361.64	1.69	26	2.93	648	2.01
Vehicle Management	£ 1,310,664.54	1.38	52	5.86	1156	3.59
Education	£ 1,050,058.44	1.11	51	5.74	934	2.90
Catering	£ 1,035,344.34	1.09	23	2.59	1692	5.25
No Summary Category	£ 1,031,412.07	1.09	26	2.93	461	1.43
Furniture & Soft Furnishings	£ 924,243.72	0.98	15	1.69	1474	4.57
Healthcare	£ 597,706.32	0.63	42	4.73	696	2.16
Cleaning & Janitorial	£ 272,650.20	0.29	7	0.79	344	1.07
Legal Services	£ 265,034.29	0.28	20	2.25	260	0.81
Horticultural	£ 217,843.94	0.23	16	1.80	167	0.52
Mail Services	£ 199,262.05	0.21	4	0.45	238	0.74
Sports & Playground Equipment & Maintenance	£ 173,335.07	0.18	17	1.91	83	0.26
Street & Traffic Management	£ 141,714.86	0.15	9	1.01	59	0.18
Clothing	£ 139,373.90	0.15	11	1.24	640	1.99
Stationery	£ 80,786.23	0.09	5	0.56	540	1.67
Highway Equipment & Materials	£ 71,143.59	0.08	10	1.13	61	0.19
Health & Safety	£ 52,234.88	0.06	5	0.56	26	0.08
Arts & Leisure Services	£ 35,774.51	0.04	8	0.90	54	0.17
Domestic Goods	£ 17,293.21	0.02	5	0.56	47	0.15

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

For information: Consultancy on further analysis is expenditure through HUBCO East Scotland and is construction related expenditure

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

Table 5 below 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.

Table 5:**Invoice distribution by range of invoice values 2023/24**

Invoice Range	Volume	% of Invoices	Value	% of Expenditure
More than £250,000	26	0.08	£ 16,269,396.52	17.17
£50,001 to £250,000	233	0.72	£ 23,252,877.69	24.54
£10,001 to £50,000	1383	4.28	£ 29,612,340.07	31.25
£1,001 to £10,000	6740	20.86	£ 21,337,145.53	22.52
£501 to £1,000	3107	9.62	£ 2,230,557.30	2.35
£101 to £500	9020	27.92	£ 2,146,532.67	2.27
£51 to £100	3948	12.22	£ 291,731.40	0.31
Less than £51	7262	22.48	£ 171,935.46	0.18
Credits	584	1.81	-£ 564,474.69	-0.60

Invoice distribution by range of invoice values 2022/23

Invoice Range	Volume	% of Invoices	Value	% of Expenditure
More than£250,000	18	0.06	£10,877,911	13.90
£50,001 to£250,000	161	0.53	£16,081,712	20.55
£10,001 to£50,000	1230	4.04	£27,224,854	34.80
£1,001 to£10,000	6123	20.13	£20,018,392	25.59
£501 to£1,000	3053	10.04	£2,189,362	2.80
£101 to£500	8864	29.14	£2,120,429	2.71
£51 to£100	3351	11.02	£246,346	0.31
Less than£51	7134	23.45	£168,714	0.22
Credits	482	1.58	-£690,159	-0.88

Invoice distribution by range of invoice values 2021/22

Invoice Range	Volume	% of Invoices	Value	% of Expenditure
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

Table six below shows that overall, expenditure is relatively evenly distributed amongst small and medium sized enterprises and performance compares favourably with other Local Authorities.

Table 6 below shows a decrease of **0.20%** percentage expenditure with SME's compared to last year

Table 6: percentage Expenditure with SME's

Supplier Size	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Large Company	£ 34,264,873.39	38.46	216	23.71	13259	43.13
Medium Company	£ 31,846,067.71	35.74	291	31.94	10700	34.80
Small Company	£ 22,986,161.65	25.80	404	44.35	6785	22.07
SME Total	£ 54,832,229.36	61.54	695	76.29	17485	56.87

Table 7 below shows the percentage of expenditure locally has decreased by 3.06% in this financial year.

Table 7: Percentage of Expenditure by Locality.

	17/18	18/19	19/20	20/21	21/22	22/23	23/24	Variance
% Spend Locally	14%	16%	19.69%	23.36%	25.4	26.16	23.10	-3.06

Percentage of Expenditure in Scottish region

Region (Scottish Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Clackmannanshire	£ 21,680,344.56	23.10	105	12.53	9752	30.06
Scotland - Forth Valley	£ 35,165,889.42	37.18	300	26.16	13623	41.89
Scotland	£ 61,942,575.47	65.50	666	58.06	22515	69.23
Scotland - Glasgow and Strathclyde	£ 12,903,457.16	13.64	174	15.17	5343	16.43
South East	£ 12,339,983.48	13.05	74	6.45	1302	4.00
Scotland - Tayside Central and Fife	£ 5,798,759.67	6.13	70	6.10	2179	6.70
Scotland - Edinburgh and Lothians	£ 5,512,305.21	5.83	95	8.28	1079	3.32
Scotland - Highlands and Islands	£ 1,970,721.15	2.08	10	0.87	106	0.33
Scotland - South	£ 528,450.63	0.56	6	0.52	102	0.31
Scotland - Aberdeen and North East	£ 62,992.23	0.07	11	0.96	83	0.26

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 Expenditure 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 Expenditure information from suppliers and applies the expected percentage saving to the actual expenditure 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 is reviewed annually through the action plan update to ensure ongoing alignment with corporate priorities. Appendix 10 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 Expenditure. However it could easily be argued that Forth Valley as an area

could be considered “Local” and our expenditure in Forth Valley equates to **37%** of the Council Expenditure. The data used to calculate these figures are based on expenditure by invoiced postcode. This brings up a few 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 £10,019,087 with Clackmannanshire Educational Partnership Ltd, which equates to over 11% of our overall expenditure and Invoiced to their registered office in Windsor & Maidenhead. It could also be reasonably argued that at least 50% of this expenditure could be attributed to the expenditure 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 72% in Forth Valley 47% and in Clackmannanshire just under 26%

Our Expenditure in Scotland was **£ 61,942,575. which** equates to **65.50%** of our overall trade creditor expenditure

Region (Scottish Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Scotland	£ 61,942,575.47	65.50	666	58.06	22515	69.23

Our Expenditure in the Forth Valley area was **£ 35,165,889** which equates to **37.18%** of our overall trade creditor expenditure

Region (Scottish Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Scotland - Forth Valley	£ 35,165,889.42	37.18	300	26.16	13623	41.89

Our Expenditure in the Clackmannanshire area was **£ 21,680,344.** which equates to **23.10%** of our overall trade creditor expenditure

Region (Scottish Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Clackmannanshire	£ 21,680,344.56	23.10	105	12.53	9752	30.06

Local Expenditure by Clackmannanshire Council is dominated by Social Care & Services followed by Construction and then Travel & Accommodation

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

Table 8: Expenditure Summary by Business Sector Locally.

vCode Business Sector	vCode Business Subsector	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Social Care & Services	Adult Services	£ 13,064,297.17	71.95	10	9.62	862	9.16
Construction	Main Contractors	£ 1,164,707.71	6.41	2	1.92	274	2.91
Travel & Accommodation	Travel	£ 1,090,975.48	6.01	16	15.38	481	5.11
Construction	Construction Materials	£ 619,274.45	3.41	6	5.77	6067	64.48
Social Care & Services	Other Social Care & Services	£ 453,899.71	2.50	6	5.77	252	2.68
Social Care & Services	Children's Services	£ 288,535.69	1.59	11	10.58	124	1.32
Human Resources	Recruitment Services	£ 222,648.28	1.23	1	0.96	126	1.34
Construction	Construction Equipment	£ 162,671.77	0.90	3	2.88	547	5.81
Healthcare	Healthcare Services	£ 160,559.62	0.88	1	0.96	16	0.17
Facilities Management	Property & Estate Management	£ 157,594.08	0.87	4	3.85	143	1.52
ICT	Systems Integration & Services	£ 147,497.39	0.81	2	1.92	40	0.43
Other Goods & Services	Economic Development	£ 127,468.49	0.70	2	1.92	12	0.13
Arts, Sport & Leisure	Leisure Services	£ 104,450.17	0.58	2	1.92	14	0.15
Construction	Construction Trades	£ 67,080.08	0.37	4	3.85	28	0.30
Human Resources	Training	£ 57,406.55	0.32	2	1.92	15	0.16
Vehicles	Road Vehicles	£ 42,553.51	0.23	2	1.92	35	0.37
Transport	Logistics	£ 34,928.00	0.19	1	0.96	31	0.33
Facilities Management	Fittings	£ 33,475.73	0.18	4	3.85	95	1.01
Arts, Sport & Leisure	Sports & Playground	£ 26,100.00	0.14	2	1.92	15	0.16
Construction	Construction Consultants	£ 20,724.00	0.11	1	0.96	34	0.36
Arts, Sport & Leisure	Arts	£ 14,983.60	0.08	1	0.96	11	0.12
Retail & Wholesale	Retail	£ 14,059.25	0.08	1	0.96	7	0.07
Animals & Farming	Farming	£ 10,704.32	0.06	1	0.96	31	0.33
Food, Beverage & Catering	Food	£ 10,600.00	0.06	1	0.96	8	0.09
Waste & Environmental Services	Recycling	£ 9,514.80	0.05	1	0.96	13	0.14
Waste & Environmental Services	Waste Disposal	£ 8,629.50	0.05	2	1.92	5	0.05
Legal	Legal Services	£ 8,129.99	0.04	3	2.88	21	0.22
Facilities Management	Grounds Maintenance	£ 6,809.00	0.04	1	0.96	72	0.77
Financial Services	Accounting & Auditing	£ 6,200.00	0.03	1	0.96	7	0.07
Facilities Management	Furniture	£ 5,738.00	0.03	2	1.92	4	0.04
Marketing & Media	Events	£ 4,267.00	0.02	1	0.96	1	0.01
Marketing & Media	Marketing	£ 3,017.00	0.02	2	1.92	10	0.11
Education	Education Service Providers	£ 3,000.00	0.02	1	0.96	1	0.01
Healthcare	Pharmaceuticals	£ 1,600.00	0.01	1	0.96	2	0.02
Professional Services	Business & Management Consultants	£ 1,500.00	0.01	1	0.96	2	0.02
Travel & Accommodation	Accommodation	£ 1,378.80	0.01	1	0.96	2	0.02
Manufacturing & Machinery	Manufacturing Materials	£ 1,000.00	0.01	1	0.96	1	0.01

There have been a number of events to assist suppliers including and The Council continues to partner with the Supplier Development Programme (SDP) to help prepare local suppliers to bid for Council Contracts. They have provided a number of webinars and virtual events and feedback from these events have been extremely favourable



The Council were in attendance at the 2023 national Meet the Buyer event in May, organised by the Supplier Development programme and held at the EICC.

We spoke to almost 160 people from an incredibly diverse range of sectors. This included several construction businesses, including "passiv haus" expertise and gym provision, installation and maintenance firms. There were numerous ICT businesses and fleet-oriented companies. There are examples of potential suppliers in almost every area of Council activity

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 expenditure 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 2024/25 financial year and a report will be submitted to Council for consideration and approval.

Exceptions to CSO's are documented and full reports on the exceptions noted in 2023/24 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 are 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 expenditure.

The system was upgraded in February 2020 and updated in 2022 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 ensured compliance with e-Invoicing Directive

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 expenditure and transactions.

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 are shown in table 9 below.

Table 9: Purchase Card transactions summary

	2014/15	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Purchase Card Transactions	35,949	3,265	3137	1318	1046	943	701	610
Spend	£2,214,250	£582,849	£714,090	£278,519	£174,877	£167,975	£172,591	£166,695
Cardholders	41	31	27	27	25	17	18	16

The Purchase Card process and our partnership with Barclaycard through the Government Procurement Card (GPC Visa) will be reviewed in the next financial year

10. The Scottish Procurement Strategy

The Scottish Government's procurement strategy sets out how we will deliver on public sector procurement over the next four years and also reflects on the programme of work to maximise the impact of public procurement in Scotland.

Closely aligning with the road map and vision laid out within the Public Procurement Strategy for Scotland, 'putting public procurement at the heart of a sustainable economy to maximise value for the people of Scotland', we will harness the significant public sector spend in Scotland to promote a green and just economic recovery. Through providing a strong framework of positive change and achievement, procurement is helping to create opportunity, boost inclusive and sustainable economic wellbeing, tackle inequalities and create real social impact.

In the design and delivery of our procurements, we will help to provide efficient and effective public services. Through our collaborative approach and working closely with public, private, and third sector partners, we are helping tackle some of the biggest issues of exclusion and inequality that exist.

Using the power of procurement, the Scottish Government will use their spending power to make Scotland a better place to live, work and do business through reducing poverty, promoting inclusive economic growth, supporting local economies, supporting Scottish businesses, manufacturing and third sector, creating fair opportunities for all, and accelerating our just transition to a net zero economy.

We will all do this by leading with integrity and compassion, taking an inclusive, collaborative and innovative approach and applying our professional leadership, acumen and judgements.

11. Climate Emergency

Clackmannanshire Council unanimously agreed to:

- Set a target for the Council's own operations to reach net zero greenhouse gas emissions by 2040 at the latest and create interim targets leading up to 2040.
- Set a target for the Clackmannanshire area to reach net zero greenhouse gas emissions by 2045 at the latest
- Establish an internal Climate Emergency Board and approve the terms of reference

<https://www.clacks.gov.uk/site/documents/climatechange/climatechangestrategy/>

The Climate Emergency Board is made up of cross-party elected members and senior officers. The Terms of Reference of the Climate Emergency Working Group was endorsed by the Climate Emergency Board to ensure that Team Leaders from the Council are directly involved in developing an updated the Climate Emergency Action Plan and to achieve interim emission reduction targets leading up to net zero by 2040.

The Climate Emergency Board, Climate Emergency Action Plan and Climate Emergency Working Group are therefore the main vehicles for achieving the Council's net zero targets.

The role of the Climate Emergency Working Group is:

- to identify an appropriate officer to lead each theme:
 - o Energy, Heat and Buildings
 - o Low-carbon Transport
 - o Waste, Recycling and the Circular Economy
 - o Biodiversity, Carbon Storage and Agriculture
 - o Adaptation, Planning and Organisational Capacity
 - o Economic Development and Sustainable Procurement;
- to develop new emissions reduction ideas to be escalated to the Climate Emergency Board for consideration;
- to monitor progress in emissions reduction activity, particularly those that contribute most to Clackmannanshire Council's and the Clackmannanshire Area's carbon footprint, and to track progress against net zero targets and interim net zero targets;
- to develop a communications plan to increase carbon literacy and upskill people in Clackmannanshire;
- to coordinate and facilitate Climate Change Engagement across Clackmannanshire based upon a feedback form from the Climate Change Forums;
- to provide information required for the Public Bodies Climate Change Duty Report (PBCCD) process and ensure compliance with statutory emissions reduction targets;
- to develop an Adaptation Framework / Strategy for the Climate Emergency Board's consideration;
- to continuously review the Council's baseline emissions, identify new opportunities for emission reductions and explore carbon accounting;
- to identify and coordinate bids for additional funding opportunities;
- and to oversee and establish additional sub-group, as appropriate.

The PBCCD report provides means of quantifying and publishing the Council's emissions and emission reduction pathways to net zero. The Climate Emergency Working Group will therefore be able measure progress and will help to ensure that climate change targets and objectives are being met.

The Climate Emergency Working Group meets quarterly, in advance of the quarterly Climate Emergency Board meetings to allow board to be provided with an update of key decisions and ideas from the Working Group.

Subgroups and advisory groups that support the operational achievement of emissions reduction targets include:

- Clackmannanshire Climate Change Forums (and legacy groups thereafter)
- Clacks Good Food Partnership
- Clackmannanshire Council Recycling Champions

Procurement is an active member of this group

12. Community Wealth Building

Community Wealth Building in Clackmannanshire Report

This report lays out the context to community wealth building in Clackmannanshire, outlines the activities that are currently being undertaken, and provides recommendations for how the agenda should be taken forward.

<https://www.clacks.gov.uk/site/documents/economicdevelopment/communitywealthbuildinginclackmannanshire/>

The creation of a Community Wealth Building Action Plan by the Centre for Local Economic Strategies (CLES) – approved by Council in December 2020 – provided the Council and its partners with a strong platform on which to build. Significant activity has taken place since then, despite the challenging circumstances in which we were operating.

Delivering against our action plan will be an important step forward, but we need to move towards making Community Wealth Building a guiding principle in everything we do and in every decision we make. This is not something the Council will achieve alone and the support, enthusiasm and commitment to action from our Clackmannanshire Alliance partners and our Wellbeing Economy Anchor Partnership has been invaluable

We have also received significant practical support from Scottish Government and agencies such as Scotland Excel and the Improvement Service

We very much hope that learning from our work in Clackmannanshire will be of use to others as the drive to deliver a Wellbeing Economy and implement Community Wealth Building approaches across Scotland gathers pace.

We still have work to do to create both the capacity and culture to achieve this and to make the work more accessible to citizens, communities, businesses and other local organisations.

We have made commitments in our Transformation Programme to significant projects, such as the Family Wellbeing Partnership, this will help us to build trust in our approach with our communities.

Progressive Procurement of Goods and Services

Progressive procurement is a means through which greater economic, social and environmental benefits can be achieved for local places and people. Increased local Expenditure creates jobs, contributing to a multiplier effect which in turn creates additional jobs via increased demand for local goods and services.

Corporate Culture on Procurement and Commissioning

In this report and previous Annual Procurement Reports it affirms that Clackmannanshire Council is committed to maximising community benefits, Community Wealth Building and the Council's social and economic regeneration objectives.

Furthermore, it recognises that local suppliers are important stakeholders in the community and setting up and encouraging two-way communication with them helps to fulfil the Council's strategic priorities.

13. Living Wage Employer

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.

These rates are announced in November 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. This links in to our community wealth building agenda and reinforces our commitment as a Council to reducing poverty and inequality for our employees.

14. Other activities

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

Clackmannanshire Council 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

Focus On Spend

Focus on Spend seeks to deliver meaningful visibility of Clackmannanshire Council's Expenditure on goods & services bought from suppliers in the last financial year.

<https://www.clacks.gov.uk/site/documents/procurement/tradecreditorexpenditure/>

The information is provided by dxc.com (Spikes Cavell), a private company that classifies our payment data into clear and consistent categories that we think makes our expenditure information more accessible. To that end significant effort is required to improve the raw financial data such that it is accessible, relevant and of value to the general public.

As with any classification, we are aware that some expenditure can end up in categories that people didn't expect. This is likely to happen when where we have bought more than one kind of item from the same supplier. Despite this, we think that this method of presentation provides the public with good quality, easily accessible information on Council expenditure.

Purchasing system TechnologyOne future updates

- **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 at the configuration design stage and a final configuration design document will be completed in the next financial year 2024/25

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
2/6/1951	MAINTENANCE AND REPAIR OF PASSENGER LIFTS, STAIR LIFTS AND PLATFORMS	£ 100,000.00	Yes	Yes
2/6/1953	FIRE & SECURITY – CORPORATE PUBLIC BUILDINGS 2022-26	£ 600,000.00	Yes	Yes
2/6/1990	LEGIONELLA	£ 240,000.00	Yes	Yes
2/6/1999	ASBESTOS SURVEYING	£ 140,000.00	Yes	Yes
2/6/2000	KITCHEN REPLACEMENT 2023-2026- SUPPLY ONLY	£ 640,000.00	Yes	Yes
2/6/2001	SAFE ELECTRICAL TESTING (DOMESTIC)	£ 6,000,000.00	Yes	Yes
2/6/2017	ASBESTOS REMOVAL	£ 260,000.00	Yes	Yes
2/6/2027	DAMP ROT REMEDIAL	£ 560,000.00	Yes	Yes
2/6/2029	SECURITY SERVICES - PUBLIC BUILDINGS	£ 800,000.00	Yes	Yes
2/6/2040	SCHOOL BASED SERVICE TO PROVIDE SUPPORT TO CARE EXPERIENCED & DISADVANTAGED YOUNG PEOPLE ACROSS CLACKMANNANSHIRE	£ 330,000.00	Yes	Yes
2/6/2052	GARDEN WASTE TREATMENT	£ 448,000.00	Yes	Yes
2/6/2053	WHEELED BINS LOT 1 BINS	£ 488,000.00	Yes	Yes
2/6/2076	VOID AND EMPTY PROPERTY REFURBISHMENT WORKS	£ 2,869,000.00	Yes	Yes
2/6/2083	ROOF AND RENDER UPGRADE WORKS	£ 4,500,000.00	Yes	Yes
2/6/2095	NEW BUILD WELLBEING HUB, LOCHIES SCHOOL	£ 65,000,000.00	Yes	Yes
2/6/2099	LIBRARY BOOKS	£ 135,000.00	Yes	Yes
2/6/1977	OCCUPATIONAL HEALTH SERVICES AND EMPLOYEE ASSISTANCE PROGRAMME LOT 4.7	£ 418,698.00	Yes	No
2/6/2006	OFFICE 365 - CONSULTANCY - 2ND PHASE - JAMES HARVARD	£ 124,500.00	Yes	No
2/6/2025	DIGITAL MENTAL HEALTH	£ 60,000.00	Yes	No
2/6/2044	IDOX UNIFORM	£ 395,517.23	Yes	No
2/6/2046	FLEET REPLACEMENT PROGRAMME - CREW CAB	£ 141,566.00	Yes	No
2/6/2055	ANTI VIRUS RENEWAL - EDUCATION - VIPRE	£ 63,180.00	Yes	No
2/6/2057	KILNCRAIGS ROOF 1936 EMERGENCY	£ 661,000.00	Yes	No
2/6/2058	CUSTOMER SERVICE HUB	£ 245,385.00	Yes	No
2/6/2062	ICT INFRASTRUCTURE SUPPORT	£ 96,720.16	Yes	No
2/6/2063	CITRIX LICENCE RENEWAL	£ 66,404.00	Yes	No
2/6/2064	ROADS MAINTENANCE SMALL WORKS FRAMEWORK Lot 1 - Minor Civils & Road Maintenance	£ 2,000,000.00	Yes	No

2/6/2065	MENTAL HEALTH COUNSELLING SERVICES FOR ADULTS - MILD TO MODERATE MENTAL HEALTH PROBLEMS	£ 80,000.00	Yes	No
2/6/2066	INTENSIVE FAMILY SUPPORT SERVICE	£ 300,000.00	Yes	No
2/6/2078	THIRD SECTOR CHILDRENS SERVICE Provision of Family Support Early Intervention Services	£ 146,463.00	Yes	No
2/6/2087	CYCLE PARKING INFRASTRUCTURE	£ 73,894.00	Yes	No
2/6/2088	CLACKMANNAN PUMP TRACK	£ 133,400.00	Yes	No
2/6/2090	IMPROVING ICT SECURITY	£ 762,728.00	Yes	No
2/6/2096	FLEET REPLACEMENT - ROADS - FORD TRANSIT - INSPECTOR & SURVEY	£ 109,004.00	Yes	No
2/6/2098	DOOR TO DOOR ACCESSIBLE TRANSPORT SERVICE	£ 50,000.04	Yes	No
2/6/2101	SUPPLY AND INSTALLATION OF BUS SHELTERS	£ 156,003.00	Yes	No
2/6/2108	MOBILE PHONES	£ 98,669.00	Yes	No
2/6/2109	CORPORATE MICROSOFT LICENCES	£ 1,179,258.24	Yes	No
2/6/2117	EARLY ADOPTER COMMUNITIES PROJECT FWB	£ 50,000.00	Yes	No
2/6/2131	WELL-BEING HUB - PROJECT MANANGEMENT SUPPORT SERVICE	£ 546,788.00	Yes	No

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 three contracts during this year that required consideration as part of the regulation. Thirteen (13) regulated procurements had community benefits included that were below the £4,000,000 threshold. These are shown in the table above Table 10: Regulated procurement summary

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.

These benefits range from rebates to be used within our communities, Apprentices, Training in schools, local sponsorships, targeted , intensive support to cope with wide –ranging and complex social, emotional and mental wellbeing concerns

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 are currently using:

Provider	Provision	23/24
APEX	Cleaning Services	£38,000.00
All Cleaned Up (Scotland) Ltd	Cleaning Services	£638.40
Alloa Community Enterprises (ACE)	Second-hand furniture outlet,	£10,605.13
Lady Haig Poppy Factory	Component assembly	£42.40
Royal National Institute for the Blind	Signage	£4,478.14
GTS Solutions CIC	Security	£24,500.94
Scott Direct Limited	Workwear PPE	£11,214.94
		£78,265.01

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 2023 -2042/43 this can be found at

<https://www.clacks.gov.uk/document/meeting/127/1190/7557.pdf>

Specifically page 59 and 60 of the report linked above

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.

ID	TITLE	END DATE
409918	Finance System	31/08/2024
662095	Digital self management of mental health difficulties for 10-18 year olds	31/08/2024
738556	Intensive Family Support Service	30/09/2024
741356	Children's Third Sector Payments	30/09/2024
698845	Provision of bespoke therapeutic interventions	31/03/2025
726145	Adult Numeracy (Multiply) Programme	31/03/2025
722798	Expert Help Framework (HR/Legal/Procurement/Environment/Property)	31/03/2025
728758	Pre Employability Support	31/03/2025
722800	Expert Help Framework (IT/Digital Development/Cyber Security)	31/03/2025
722801	Expert Help Framework (Marketing and Digital Marketing)	31/03/2025
722802	Expert Help Framework (Strategy, Business Planning, Finance, Innovation)	31/03/2025
720161	Text-based crisis mental health support	31/03/2025
720166	Digital self management of mental health difficulties for 10-18 year olds	31/03/2025
728864	Basic IT Support for Employability Clients	31/03/2025
760210	Expert Help consultancy (net zero/carbon reduction)	31/03/2025
768138	Customer Facing Sector Skills Academy	31/03/2025
768132	Construction Sector Skills Academy	31/03/2025
768135	Steps to Employability programme	31/03/2025
687705	Maintenance, Monitoring & Repair of Flood Prevention Pumps and Associated Equipment	01/04/2025
728124	Money & Welfare Benefits Advice & Support up to and including Type III	01/04/2025
745543	Child and Adult Protection Committees Independent Chair	01/04/2025
745477	Business Growth Programme (UKSPF)	01/04/2025
640839	Banking Services	01/04/2025
655747	Technical Equipment - Servicing & Maintenance Contract 2021-25	30/04/2025
509104	Transport for Education and Social Care Requirements	25/06/2025
771155	Self Neglect and Hoarding Service	30/06/2025
747154	Haulage and processing of recyclable containers- plastics, metals and cartons	10/10/2025
715081	Waste services Labels and Software	15/03/2026
723910	Provision of Local Bus Services C1A	27/03/2026
677925	HR Payroll System	31/03/2026
687240	NOx Analyser Service Contract	31/03/2026
774954	Short Term Residential Care for Young People with Complex Health Needs as a result of a Disability	31/03/2026
282618	Vending Service Concession	31/03/2026
751052	Framework for the Supply & Installation of bus shelters	21/03/2025
660019	Supply and Delivery of Plant Material including Hardy Nursery Stock and Seasonal Bedding	15/07/2025
708057	Multitrade Contract 22-26	19/09/2024
640286	Clackmannanshire Council Improvement Fencing Contract 2020-2024	11/01/2025
658849	Common Area Secure Door Entry Replacement Term Contract 2021-2024	07/06/2025
662453	Disposal of Rubble and inert waste	28/08/2024
744571	Improving ICT Security	11/09/2024
708372	Legal Services Contract	28/09/2024
626103	Forth Valley Alcohol & Drug Partnership	30/09/2024
654998	Care & Support Services	01/10/2024
767589	M365 Implementation	19/11/2024
637007	Digital Foundations: M365	30/11/2024
728801	Housing Software (OHMS & Servitor)	31/03/2025
742390	Corporate & Homeless Buildings Security Services	31/03/2025
771804	Growing a New Future (Quantity Surveyor)	31/03/2025
619513	Insurance and Claims Handling	31/03/2025
578364	Election Materials	01/04/2025
752882	Processing and Haulage - Recyclable material - Paper, Card, Cardboard (Income)	11/05/2025
678065	Strategic HR Services	31/05/2025
696754	In-cab Technology	31/05/2025
735376	Garden Waste Treatment	30/06/2025
709874	Energy Efficiency Scotland Area Based Scheme	21/08/2025
760149	Traffic Signals Maintenance Services	30/11/2025
751948	Mobile Voice and Data Services	30/11/2025
637296	Roads Management Software	30/11/2025
728227	Revenues and Benefits ORBIS & NDR ORBIS	31/03/2026
772199	Library Management System	31/03/2026

Appendix 5. Top categories of Expenditure by total expenditure

The top 10 categories represent 88% of the council's total Expenditure

Proclass 10.1 Level 1	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Social Community Care	£ 32,285,244.52	34.11	146	16.44	3795	11.77
Construction	£ 13,686,317.85	14.46	54	6.08	1886	5.85
Facilities & Management Services	£ 12,042,778.79	12.72	53	5.97	1362	4.22
Construction Materials	£ 5,311,930.78	5.61	54	6.08	10279	31.88
Utilities	£ 4,079,165.20	4.31	16	1.80	430	1.33
Consultancy	£ 3,800,622.74	4.02	24	2.70	276	0.86
Human Resources	£ 3,697,070.09	3.91	58	6.53	2283	7.08
Information Communication Technology	£ 3,161,465.75	3.34	68	7.66	857	2.66
Housing Management	£ 2,998,652.86	3.17	10	1.13	250	0.78
Environmental Services	£ 2,524,663.47	2.67	35	3.94	335	1.04
Financial Services	£ 1,841,025.11	1.95	18	2.03	908	2.82
Public Transport	£ 1,603,361.64	1.69	26	2.93	648	2.01
Vehicle Management	£ 1,310,664.54	1.38	52	5.86	1156	3.59
Education	£ 1,050,058.44	1.11	51	5.74	934	2.90
Catering	£ 1,035,344.34	1.09	23	2.59	1692	5.25
No Summary Category	£ 1,031,412.07	1.09	26	2.93	461	1.43
Furniture & Soft Furnishings	£ 924,243.72	0.98	15	1.69	1474	4.57
Healthcare	£ 597,706.32	0.63	42	4.73	696	2.16
Cleaning & Janitorial	£ 272,650.20	0.29	7	0.79	344	1.07
Legal Services	£ 265,034.29	0.28	20	2.25	260	0.81
Horticultural	£ 217,843.94	0.23	16	1.80	167	0.52
Mail Services	£ 199,262.05	0.21	4	0.45	238	0.74
Sports & Playground Equipment & Maintenance	£ 173,335.07	0.18	17	1.91	83	0.26
Street & Traffic Management	£ 141,714.86	0.15	9	1.01	59	0.18
Clothing	£ 139,373.90	0.15	11	1.24	640	1.99
Stationery	£ 80,786.23	0.09	5	0.56	540	1.67
Highway Equipment & Materials	£ 71,143.59	0.08	10	1.13	61	0.19
Health & Safety	£ 52,234.88	0.06	5	0.56	26	0.08
Arts & Leisure Services	£ 35,774.51	0.04	8	0.90	54	0.17
Domestic Goods	£ 17,293.21	0.02	5	0.56	47	0.15

Top 50 Suppliers by total expenditure

Supplier Name	Total Value	Proclass 10.1 Level 3
Clackmannanshire Educ Partnership Ltd	£ 10,019,087.23	Facilities & Management Services - Other
Aria Healthcare Group Ltd	£ 3,820,950.98	Social Care - Adult - Nursing Homes
HUB EAST CENTRAL SCOTLAND LIMITED	£ 2,900,580.29	Consultancy - Management - Organisation & Planning
SIDEY GLAZIERS LTD	£ 2,843,630.27	Construction Materials - General Materials
Cera Care Operations (Scotland) Ltd	£ 2,800,208.60	Social Care - Adult - Domiciliary Care
Community Integrated Care	£ 2,486,224.23	Social Care - Adult - Domiciliary Care
EDF Energy Networks Ltd	£ 2,432,109.69	Utilities - Electricity
HC ONE LTD	£ 2,247,811.55	Social Care - Adult - Nursing Homes
McConnell Seamless Roofing	£ 1,848,330.88	Construction - Buildings - Other
J H Civil Engineering Ltd	£ 1,808,845.71	Construction - Other
Everwarm Services Limited	£ 1,622,383.18	Construction - Buildings - Other
AC Gold Services	£ 1,523,401.59	Construction - Buildings - Other
Parklands Care Home	£ 1,391,014.91	Social Care - Adult - Residential Care
ARTHUR J GALLAGHER (U K) LIMITED	£ 1,366,394.58	Financial Services - Insurance
Key Housing Association Ltd	£ 1,336,244.92	Housing Management - Other
Avondale Environmental Limited	£ 1,277,645.94	Environmental - Waste Mgmt - Waste Disposal
Scottish Autism Central Area Office	£ 1,228,578.34	Social Care - Adult - Residential Care
IKL CARE	£ 1,088,316.03	Social Care - Adult - Domiciliary Care
L&S 24/7 Building Services Lasman Industries Ltd	£ 1,070,922.32	Construction - Buildings - Construction
DBM BUILDING CONTRACTORS LIMITED	£ 993,778.40	Construction - Buildings - Construction
M.A.B Preservation Limited	£ 927,259.10	Construction - Buildings - Repair & Maintenance
CAREVISIONS FOSTERING LTD	£ 873,160.53	Social Care - Children - Adoption
Cairn Construction Limited	£ 862,087.05	Construction - Other
Flourish Home Support Services Ltd	£ 808,022.49	Social Care - Adult - Domiciliary Care
HAYS PERSONNEL	£ 734,034.19	HR - Temporary & Agency Staff - Other
P H Jones Ltd	£ 729,728.22	Construction - Buildings - Repair & Maintenance
Trust Housing Association Ltd	£ 713,429.93	Housing Management - Other
ACTION FOR CHILDREN SERVICES LTD	£ 696,940.82	Social Care - Children - Adoption
NEC SOFTWARE SOLUTIONS UK LTD	£ 689,870.79	ICT - Software - Customised & Bespoke
TOTAL GAS & POWER LTD	£ 642,381.05	Utilities - Gas
M A BROWN	£ 639,049.54	Social Care - Other
STEP UP	£ 629,043.65	HR - Training & Conferences
Brake Grocery Cust no 1438372	£ 624,983.88	Catering - Food & Beverages - Other
Danshell Healthcare Limited	£ 604,118.98	Social Care - Children with Disabilities €" Care Services
1st Class Care Solutions Ltd	£ 601,999.40	Social Care - Adult - Domiciliary Care
Ark Housing Association Ltd GR	£ 595,112.62	Housing Management - Other
Emposo Limited	£ 591,805.00	Consultancy - Management - Organisation & Planning
HUNTERS EXECUTIVE COACHES	£ 562,975.99	Public Transport - Passenger Transport
Craemer UK Ltd	£ 557,768.06	Environmental - Waste Mgmt - Equipment
Kidz World	£ 547,868.40	Social Care - Children - Nurseries & Creches
SEAMAB SCHOOL	£ 524,902.73	Education - Children Services
SWIIS FOSTER CARE LTD	£ 517,899.29	Social Care - Children - Adoption
John Mcgeady Ltd	£ 514,751.34	Construction - Other
The Furnishing Service Ltd	£ 512,414.40	Furniture - Domestic Furniture
Scotia Homecare Solutions Ltd	£ 507,781.91	Social Care - Adult - Domiciliary Care
Kibble Education And Care Centre	£ 472,786.00	Social Care - Children - Childcare Services
THE NATIONAL AUTISTIC SOCIETY	£ 469,331.79	Social Care - Children with Disabilities €" Care Services
AMERESCO LIMITED	£ 440,872.87	Facilities Mgmt - Energy Efficiency
Scottish Water	£ 416,731.88	Utilities - Water
Little Stars Nursery	£ 415,908.56	Social Care - Children - Nurseries & Creches

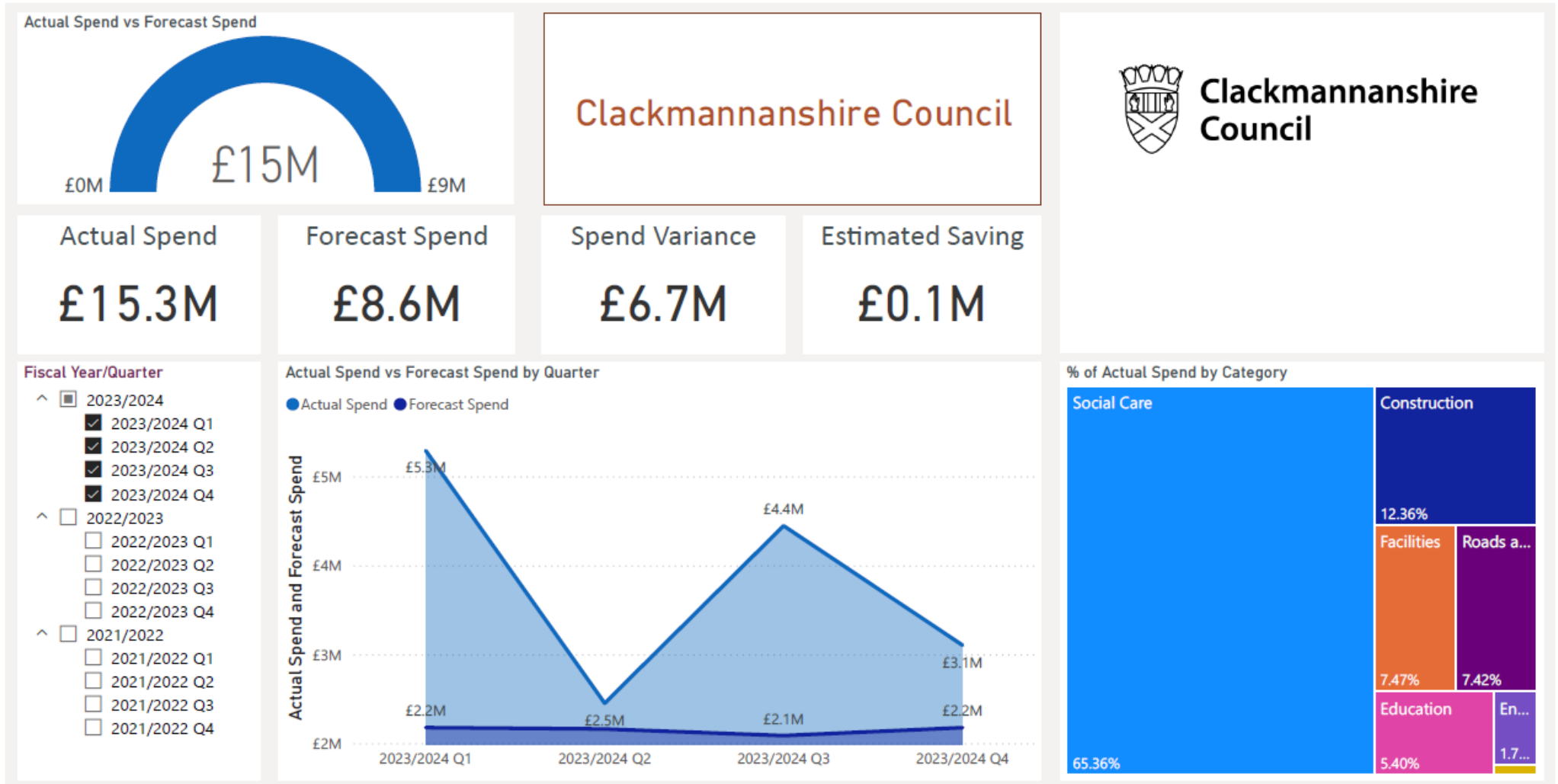
Appendix 6. Participation in National Contracts

Scottish Government procurement (Cat A) Summary of contracts used Expenditure and savings to be added

Contract	SUPPLIER	Total Spend	Total Saving
Temp Admin, Catering & Manual Staff Services Framework 2019 (3rd generation) – South Region	Pertemps Recruitment Partnership Ltd	£ 153,987.19	£ 13,416.00
Postal Services Framework 2021 – Lot 1 - One Stop Shop for Physical, Hybrid, Scheduled/Regular Bulk (Print and Post) and Digital Mail Services	Royal Mail Group Ltd	£ 60,721.18	£ 2,429.00
Banking Services (2022)	The Royal Bank of Scotland	£ 5,684.44	£ 2,273.00
Recruitment Advertising & Public Information Notices (2020)	Peoplescout Ltd	£ 25,874.98	£ 25,979.00
Print & Associated Services (2023) - Lot 1 (Litho / Digital / Web)	Harlow Printing Ltd	£ 618.83	£ 68.00
Print & Associated Services (2023) - Lot 1 (Litho / Digital / Web)	J Thomson Colour Printers Ltd	£ 2,210.00	£ 243.00
Print & Associated Services (2023) - Lot 1 (Litho / Digital / Web)	McAllister Litho Glasgow Ltd	£ 553.00	£ 61.00
Print & Associated Services (2023) - Lot 1 (Litho / Digital / Web)	Panda Litho Limited t/a Pandaprint	£ 577.00	£ 63.00
General Office Supplies	Lyreco UK Limited	£ 34,926.00	£ 2,418.00
General stationery and office paper (2016)	Lyreco UK Ltd	£ 17,907.90	£ 4,036.00
Server Maintenance Framework	Park Place Technologies	£ 21,680.00	£ -
National Framework for Office Equipment and Services (2017)	Ricoh (UK) Ltd	£ 68,006.00	£ 15,417.00
Web Based & Proprietary Client Devices 2019	XMA Ltd	£ 260,427.00	£ 42,018.00
Desktop client devices framework 2020	Hewlett Packard UK Ltd	£ 53,598.00	£ 30,679.00
Mobile Client Devices	Hewlett Packard UK Ltd	£ 154,029.00	£ 112,870.00
Technology Peripherals and Infrastructure	Computacenter	£ 30,062.00	£ 7,216.00
Electricity 2019	EDF Energy Ltd	£ 3,060,864.42	£ 40,012.25
Liquid Fuel - Scotland Central (2019) - Legacy	Highland Fuels	£ 60,042.80	£ 929.50
Liquid Fuel - Scotland Central (2019) - Legacy	Scottish Fuels	£ 34,470.10	£ 511.82
Natural Gas	Total Gas & Power Ltd	£ 680,044.10	£ 19,620.29
Water and Waste Water Services (2020)	Business Stream	£ 403,102.75	£ 110,772.39
Liquid Fuel - Scotland Central (2023)	Highland Fuels	£ 312,237.00	£ 16,975.00
Liquid Fuel - Scotland Central (2023)	Scottish Fuels	£ 27,472.81	£ 1,493.77
		£ 5,469,096.50	£ 449,501.02

Participation in National Contracts

Scotland Excel - Local Authority sector contracts (Cat B)



Available

63

Contracts

Participating In

60

Contracts

Spend This Quarter

36

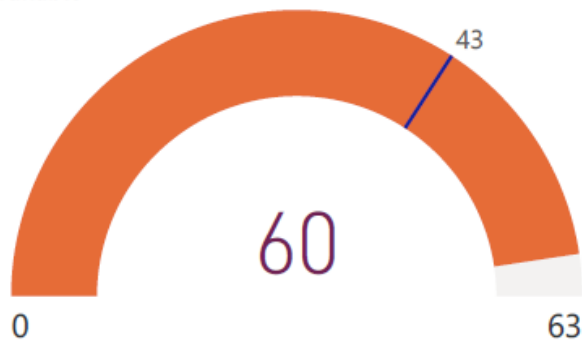
Contracts

Spend On Life

43

Contracts

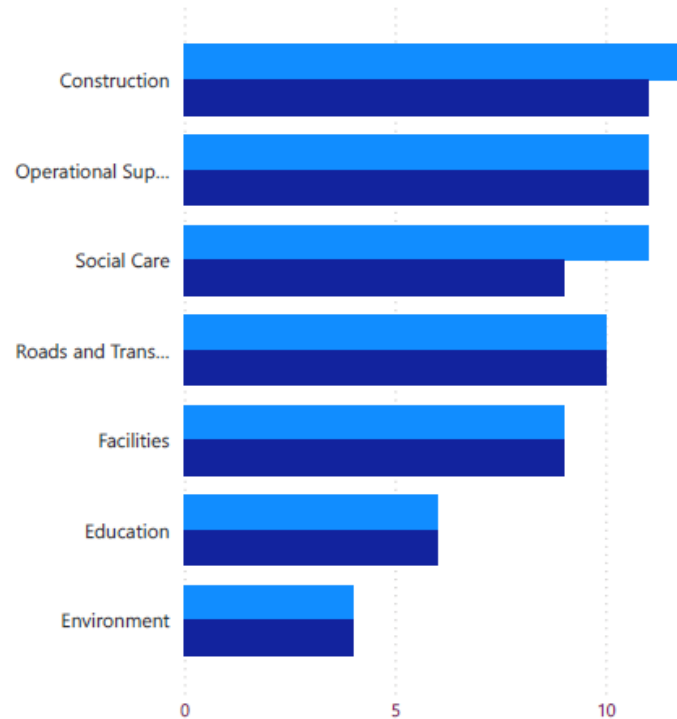
Spend On Life vs Contract Participation vs Contracts Available



Clackmannanshire Council

No of Contracts By Category

● Available ● Participating In



Clackmannanshire Council

95%
Participation

68%
Utilisation

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 2023 up to March 2024**.

Potential Overall Savings **£335,595** and:

Potential Annual Saving for 2023/24 **of £39,892**

File Number	Requirement	Supplier Name	Form 1 Estimated Spend	Form 2 Amount of Award	Savings	Capital / Revenue	Goods, Services or Works	Months	Potential Annual Saving
2/6/2089	MIXED PLASTICS & CANS RECYCLING	Wyllie Recycling Limited	£ 165,000.00	-£ 15,000.00	£ 180,000.00	Revenue	Service	36	£ 15,000.00
2/6/2111	CONSULTANCY SUPPORT- FEASIBILITY STUDY AND BC TO OPERTATE MULTI USE VEHICLE	Mott MacDonald	£ 70,000.00	£ 43,000.00	£ 27,000.00	Revenue	Service	3	£ 9,000.00
2/6/2088	CLACKMANNAN PUMP TRACK	Back On Track Mountain Bike Solutions Ltd	£ 160,000.00	£ 133,400.00	£ 26,600.00	Capital	Works	5	£ 5,320.00
2/6/2050	CUSTOMER FACING SECTOR SKILLS ACADEMY	Positive Qualities Ltd	£ 49,999.00	£ 25,981.00	£ 24,018.00	Revenue	Service	10	£ 2,401.80
2/6/2063	CITRIX LICENCE RENEWAL	Boxxe	£ 90,000.00	£ 66,404.00	£ 23,596.00	Revenue	Service	12	£ 1,966.33
2/6/2045	HRA BUSINESS PLAN AND CAPACITY REVIEW	Arneil Johnston	£ 49,999.00	£ 31,630.00	£ 18,369.00	Revenue	Service	9	£ 2,041.00
2/6/2049	SECTOR SKILLS ACADEMY FOR CONSTRUCTION	Stirling Community Enterprises	£ 49,999.00	£ 32,964.00	£ 17,035.00	Revenue	Service	10	£ 1,703.50
2/6/2051	STEPS TO EMPLOYABILITY PROGRAMME FOR YOUNG PEOPLE	ENABLE Scotland	£ 49,999.00	£ 41,198.25	£ 8,800.75	Revenue	Service	10	£ 880.08
2/6/2069	SCHOOL TRAVEL PLANNING SERVICES	Living Streets	£ 24,000.00	£ 19,298.00	£ 4,702.00	Revenue	Service	12	£ 391.83
2/6/2054	PAYGATE ENTERPRISE SUPPORT	Boxxe	£ 47,500.00	£ 43,864.48	£ 3,635.52	Revenue	Service	48	£ 302.96
2/6/2087	CYCLE PARKING INFRASTRUCTURE	LockIt Safe Ltd	£ 74,484.00	£ 73,894.00	£ 590.00	Capital	Goods	2	£ 295.00
2/6/2006	OFFICE 365 - CONSULTANCY - 2ND PHASE - JAMES HARVARD	James Harvard Limited T/A Emposo	£ 125,000.00	£ 124,500.00	£ 500.00	Capital	Service	3	£ 166.67
2/6/2047	SKI MATS	Skitech Systems	£ 23,000.00	£ 22,605.00	£ 395.00	Revenue	Goods	1	£ 395.00
2/6/2039	IT SUPPORT FOR EMPLOYABILITY CLIENTS	Clackmannanshire Third Sector Interface (CTSI)	£ 49,500.00	£ 49,146.00	£ 354.00	Revenue	Service	25	£ 28.32
					£ 335,595.27				£ 39,892.49

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
2/6/2077	INDEPENDENT CHAIR FOR THE CHILD PROTECTION AND ADULT PROTECTION COMMITTEES	Cecilia Meechan	£ 65,000.00	H&SCP
2/6/2085	VEHICLE TELEMATICS	Matrix Telematics Ltd	£ 60,000.00	Place
2/6/2086	BUSINESS GROWTH PROGRAMME	Ceteris (Scotland) Ltd.	£ 80,000.00	Place
2/6/2105	FORTHBANK URBAN FARM	Urban Farm	£ 270,000.00	Place
2/6/2107	HIGH LEVEL STRUCTURAL REPAIRS ALLOA TOWN HALL	Northern Steeplejacks	£ 25,000.00	Place
2/6/2123	DPS EDUCATION - SOCIAL CARE AND OTHER PASSENGER TRANSPORT	Various	£1,140,879.60	People
2/6/2129	SKI MATS	Skitech Systems	£ 46,000.00	People
2/6/2150	RENT STRUCTURE REMODEL	Arneil Johnston	£ 13,518.75	Place

Appendix 9. Spikes Cavell (The Hub) charts

Expenditure by Scottish Region – Forth Valley

Scotland - Forth Valley	£35,165,889.42	37.18	300	26.16	13623	41.89
Scotland - Glasgow and Strathclyde	£12,903,457.16	13.64	174	15.17	5343	16.43
South East	£12,339,983.48	13.05	74	6.45	1302	4.00
Scotland - Tayside Central and Fife	£5,798,759.67	6.13	70	6.10	2179	6.70
Scotland - Edinburgh and Lothians	£5,512,305.21	5.83	95	8.28	1079	3.32
North West	£4,665,334.38	4.93	61	5.32	1141	3.51
South West	£3,560,234.02	3.76	40	3.49	596	1.83
London	£3,330,599.10	3.52	60	5.23	1294	3.98
Yorkshire and The Humber	£2,626,590.08	2.78	62	5.41	2045	6.29
East of England	£2,309,912.33	2.44	49	4.27	912	2.80
Scotland - Highlands and Islands	£1,970,721.15	2.08	10	0.87	106	0.33
West Midlands	£1,752,479.90	1.85	55	4.80	1549	4.76
East Midlands	£1,455,993.63	1.54	54	4.71	876	2.69
Scotland - South	£528,450.63	0.56	6	0.52	102	0.31
North East	£302,630.39	0.32	11	0.96	246	0.76
Northern Ireland	£247,889.32	0.26	7	0.61	21	0.06
Scotland - Aberdeen and North East	£62,992.23	0.07	11	0.96	83	0.26
Wales	£41,190.46	0.04	10	0.87	23	0.07

Expenditure by Region – Scotland

Region (ONS Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Scotland	£61,942,575.47	65.50	666	58.06	22515	69.23
South East	£12,339,983.48	13.05	74	6.45	1302	4.00
North West	£4,665,334.38	4.93	61	5.32	1141	3.51
South West	£3,560,234.02	3.76	40	3.49	596	1.83
London	£3,330,599.10	3.52	60	5.23	1294	3.98
Yorkshire and The Humber	£2,626,590.08	2.78	62	5.41	2045	6.29
East of England	£2,309,912.33	2.44	49	4.27	912	2.80
West Midlands	£1,752,479.90	1.85	55	4.80	1549	4.76
East Midlands	£1,455,993.63	1.54	54	4.71	876	2.69
North East	£302,630.39	0.32	11	0.96	246	0.76
Northern Ireland	£247,889.32	0.26	7	0.61	21	0.06
Wales	£41,190.46	0.04	10	0.87	23	0.07

Grow Local Percentage (%) Expenditure Local area

vCode Business Sector	vCode Business Subsector	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Social Care & Services	Adult Services	£ 13,064,297.17	71.95	10	9.62	862	9.16
Construction	Main Contractors	£ 1,164,707.71	6.41	2	1.92	274	2.91
Travel & Accommodation	Travel	£ 1,090,975.48	6.01	16	15.38	481	5.11
Construction	Construction Materials	£ 619,274.45	3.41	6	5.77	6067	64.48
Social Care & Services	Other Social Care & Services	£ 453,899.71	2.50	6	5.77	252	2.68
Social Care & Services	Children's Services	£ 288,535.69	1.59	11	10.58	124	1.32
Human Resources	Recruitment Services	£ 222,648.28	1.23	1	0.96	126	1.34
Construction	Construction Equipment	£ 162,671.77	0.90	3	2.88	547	5.81
Healthcare	Healthcare Services	£ 160,559.62	0.88	1	0.96	16	0.17
Facilities Management	Property & Estate Management	£ 157,594.08	0.87	4	3.85	143	1.52
ICT	Systems Integration & Services	£ 147,497.39	0.81	2	1.92	40	0.43
Other Goods & Services	Economic Development	£ 127,468.49	0.70	2	1.92	12	0.13
Arts, Sport & Leisure	Leisure Services	£ 104,450.17	0.58	2	1.92	14	0.15
Construction	Construction Trades	£ 67,080.08	0.37	4	3.85	28	0.30
Human Resources	Training	£ 57,406.55	0.32	2	1.92	15	0.16
Vehicles	Road Vehicles	£ 42,553.51	0.23	2	1.92	35	0.37
Transport	Logistics	£ 34,928.00	0.19	1	0.96	31	0.33
Facilities Management	Fittings	£ 33,475.73	0.18	4	3.85	95	1.01
Arts, Sport & Leisure	Sports & Playground	£ 26,100.00	0.14	2	1.92	15	0.16
Construction	Construction Consultants	£ 20,724.00	0.11	1	0.96	34	0.36
Arts, Sport & Leisure	Arts	£ 14,983.60	0.08	1	0.96	11	0.12
Retail & Wholesale	Retail	£ 14,059.25	0.08	1	0.96	7	0.07
Animals & Farming	Farming	£ 10,704.32	0.06	1	0.96	31	0.33
Food, Beverage & Catering	Food	£ 10,600.00	0.06	1	0.96	8	0.09

Top 20 Expenditure by Cost Centre

Org Level 3 Description	Total Spend	Total Suppliers
Balance Sheet	£ 20,215,566.35	102
Secondary Schools PPP	£ 9,985,812.52	1
Learning Disability Assessment & Care Management	£ 9,740,849.13	61
Physical Disability Assessment & Care Management	£ 9,244,660.49	56
Older People Assessment & Care Management	£ 5,178,941.73	59
HRA Operations	£ 4,322,031.26	81
Utilities Management	£ 3,019,347.79	18
Residential Placements	£ 2,877,405.69	14
Mental Health Assessment & Care Management	£ 2,672,625.48	38
External Foster Care	£ 2,272,019.66	14
Waste Treatment	£ 1,659,618.38	17
Early Years Centrally Held	£ 1,361,218.32	21
Homeless & Specialised Accom	£ 1,312,182.13	22
Building Repairs & Maintenance	£ 1,062,873.49	68
Roads Operations	£ 925,351.07	63
Central IT Software Maintenance	£ 907,651.04	14
ASSISTANCE TO PUPILS SPECIAL	£ 884,900.89	18
Fleet Operations	£ 764,949.29	70
Childrens Commissioned Services	£ 752,028.52	7
Whole Family Wellbeing	£ 713,935.39	27

Top 25 Expenditure by Nominal Code

Internal Spend Category Code	Internal Spend Category Description	Total Spend	Total Suppliers
40021	Home Care	£ 14,637,016.91	43
40025	Payments To Contractors	£ 13,184,038.00	186
40018	Private Nursing Homes	£ 11,782,538.61	37
60004	Asset Additions - Council Dwellings	£ 7,226,329.35	17
40017	Private Residential Homes	£ 4,512,238.27	30
60006	Asset Additions - Infrastructure	£ 4,160,527.00	28
40016	Educational Establishments Payment	£ 2,914,843.08	27
60002	Asset Additions - Vehicle, Plant and Equipment	£ 2,867,803.13	29
60005	Asset Additions - Other Land and Building	£ 2,474,907.89	29
20016	Electricity	£ 2,474,010.94	12
40042	Fostering & Kinship Payments	£ 2,234,872.92	13
40034	Payment To Subcontractor	£ 2,073,972.82	14
30006	Materials - Direct purchases from suppliers	£ 1,790,254.57	172
10066	Agency Staff Costs	£ 1,725,279.91	13
20007	Annual Maintenance External Providers	£ 1,692,439.85	67
40019	Supported Accommodation	£ 1,417,486.04	6
60001	Assets under Construction	£ 1,417,017.82	6
40015	Voluntary Organisations Payment	£ 1,388,063.79	25
30112	Computer Software Maint.	£ 1,386,419.29	19
20048	Pupil & Client Transport	£ 1,327,912.98	26
40026	Waste Contractors - Landfill	£ 1,260,931.99	1
30005	Materials (issued from Stock)	£ 1,210,692.84	48
40036	Other Agencies Payment	£ 1,023,302.82	84
30069	Provision Of Food	£ 879,534.60	17
30000	Purchase Of Equipment	£ 744,122.38	145

Appendix 10. Procurement Strategy Action Plan – Annual Update 23/24

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 \(PCIP\)](#).

PCIP assessments occur approximately every three years for each public procurement sector in Scotland. The PCIP assessment process is not an audit but provides a means of measuring and reporting on the procurement and commercial capability of organisations. This is done through the provision of evidence based around a series of set questions.

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 2024

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

Action	Responsibility	Target Date	Update April 2024
Deliver electronic procurement systems to satisfy new legislative requirements.	TechnologyOne Project Team	Reviewed on an annual basis	No change to legislation Upgrade to the Technology One environment to the 2022B released November 2022
	Accountable		
	Chief Accountant		
	Consult		
	Procurement Manager		
	Inform		
Strategic Director (Partnership & Performance)			
Review impact of newly implemented EU Procurement Rules and UK legislation and make necessary changes to existing approaches.	Responsibility	A per Scottish Procurement policy notes, which are published on an ad hoc basis to provide advice on current policy issues.	No change to Scottish legislation All SPPN's have been noted Changes to UK (England & Wales) Legislation October 2024
	Procurement Manager		
	Accountable		
	Strategic Director (Partnership & Performance)		
	Consult		
	CMT		
Inform			
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.	Responsibility	Reviewed on an annual basis	How to do business with Clackmannanshire Council updated for National meet the buyer events & Forth Valley events
	Procurement Manager		
	Accountable		
	Strategic Director (Partnership & Performance)		
	Consult		
	CMT		
Inform			
Elected members			
Continue to use Public Contract Scotland portal as our main advertising media for all regulated procurements.	Responsibility	Ongoing	Continuing to use and update
	All Purchasing staff		
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager		
Inform			
All Council staff			

PROCUREMENT ACTION PLAN March 2019 – March 2024

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

Action	Responsibility	Target Date	Update April 2024
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
	Accountable		
	CMT		
	Consult		
	CMT		
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.	Responsibility	Reviewed on an Annual basis	Various training Sessions delivered throughout the year SDP, Scotland Excel and Scottish Procurement training available
	Procurement Manager		
	Accountable		
	CMT		
	Consult		
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.	Responsibility	Reviewed on an Annual basis	Meetings taking place quarterly
	Procurement Manager		
	Accountable		
	CMT		
	Consult		
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	Responsibility	March 2024	Early discussions taken place. Delayed due to capacity issues
	Procurement Manager and CTSI		
	Accountable		
	Procurement Manager		
	Consult		
CTSI			
Inform			
Elected Members			

<p>Collaborate with CTSi on the production of a guide for analysing and measuring social value/impact in the assessment of bids.</p>	<p>Responsibility Procurement Manager and CTSi</p> <p>Accountable CTSi</p> <p>Consult CTSi</p> <p>Inform CMT</p>	<p>March 2024</p>	<p>Not started re profile to next year Delayed due to capacity issues</p>
<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>	<p>Responsibility Purchasing staff</p> <p>Accountable Purchasing staff</p> <p>Consult Scottish Government & Scotland Excel</p> <p>Inform Purchasing Staff</p>	<p>March 2024</p>	<p>Awaiting Changes to UK (England & Wales) Legislation October 2024</p>

PROCUREMENT ACTION PLAN March 2019 – March 2024

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.

Action	Responsibility	Target Date	Update April 2024
Revise guidance on Council’s website about selling to the Council.	Procurement Manager	Dec. 2019	Updated April 2024
	Accountable		
	Procurement Manager	There after on an annual basis	
	Consult		
	Procurement Matters Group		
Refresh and publish online schedule of proposed procurements to promote future contract opportunities.	Responsibility	As part of the procurement annual report and as per capital budget as agreed by Council February / March each year	Ongoing
	Procurement Manager		
	Accountable		
	Heads of Service		
	Consult		
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"> Identify third sector suppliers that meet ‘Supported Business’ criteria; and Identify opportunities to make use of reserved contracts for local supported businesses at monthly CTSI meetings. 	Responsibility	Ongoing	Utilising APEX All Cleaned Up (Scotland) Ltd Alloa Community Enterprises Lady Haig Poppy Factory Royal National Institute for the Blind GTS Solutions CIC Scott Direct Limited
	Purchasing Staff		
	Accountable		
	Heads of Service		
	Consult		
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.	Responsibility	Every procurement journey route 1 procurement	Still being maintained and managed via quick quote process and Procurement governance documents form 1
	Purchasing Staff		
	Accountable		
	Heads of Service		
	Consult		
Procurement Manager			
Inform			
Procurement Matters group			

<p>Support businesses local to Clackmannanshire through a range of initiatives including:</p> <ul style="list-style-type: none"> • Making it simpler to do business with the Council; • Reduce to a minimum the bidding burden on suppliers; • Have regard to the impact on small/local firms of the way in which a procurement is structured and how they are paid; • Provide clear information about selling to the Council on the Council's website. • Production of a clear and concise guide for Third Sector suppliers that includes guidance with regard to partnership/consortia bids • 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 	<p>Responsibility</p> <p>Procurement Manager Supplier Development programme CTSI</p> <p>Accountable</p> <p>Procurement Manage</p> <p>Consult</p> <p>Stakeholders</p> <p>Inform</p> <p>Elected Members</p>	<p>Throughout each year and reported in the procurement annual report</p>	<p>Ongoing</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>Responsibility</p> <p>Purchasing Staff</p> <p>Accountable</p> <p>Heads of Service</p> <p>Consult</p> <p>Procurement Manager</p> <p>Inform</p> <p>CMT</p>	<p>Every procurement exercise</p>	<p>Written into all procurement Governance documentation</p>
<p>Extend awareness of implications of Public Procurement Reform legislation through;</p> <ul style="list-style-type: none"> • Workshop discussions to brief third sector on Council procurement policy and changes in legislation; and • Establish monthly communication between Council procurement manager and CTSI. 	<p>Responsibility</p> <p>Procurement Manager CTSI</p> <p>Accountable</p> <p>Procurement Manager CTSI</p> <p>Consult</p> <p>Procurement Manager CTSI</p> <p>Inform</p> <p>Procurement Manager CTSI</p>	<p>March 2024</p>	<p>Early Discussions Delayed due to capacity issues</p>

<p>Better Align Service Level Agreements with Alliance Priorities by:</p> <ul style="list-style-type: none"> • Mapping grant-aid and commissioned Expenditure from the Council to the local third sector; and • Initiating a review and appropriate changes to Service Level Agreements based on Alliance policy priorities. 	<p>Responsibility</p> <p>Purchasing staff</p>	<p>March 2024</p>	<p>Not Started Delayed due to capacity issues</p>
	<p>Accountable</p> <p>Heads of service</p>		
	<p>Consult</p> <p>CMT Elected members</p>		
	<p>Inform</p> <p>All grant aid funded suppliers</p>		
<p>Advise and work in partnership with the Integration Joint Board (IJB) in line with The Public Bodies (Joint Working) (Scotland) Act 2014 as the IJB are not able to contract or hold contracts with third parties as contractual arrangements remain with the local authority.</p>	<p>Responsibility</p> <p>Social Services Commissioning IJB</p>	<p>Every adult commissioning exercise</p>	<p>Ongoing work to be done on Awareness of individual procedures</p>
	<p>Accountable</p> <p>Social Services Commissioning IJB</p>		
	<p>Consult</p> <p>Procurement Manager</p>		
	<p>Inform</p> <p>CMT</p>		
<p>Increase local procurement expenditure by 2.5% per year from 14% to 21.5% or greater over the life of the strategy</p>	<p>Responsibility</p> <p>Purchasing Staff</p>	<p>21.5% Expenditure with local suppliers by March 2023 23.36% financial year 2020/21 25.40% financial year 2021/22 26.16% financial year 2022/23</p>	<p>23.01% financial year 2023/24</p>
	<p>Accountable</p> <p>Procurement Manager</p>		
	<p>Consult</p> <p>All Stakeholders</p>		
	<p>Inform</p> <p>Elected Members</p>		

PROCUREMENT ACTION PLAN March 2019 – March 2024

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.

Action	Responsibility	Target Date	Update April 2024
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	Responsibility	All regulated procurement exercises	Ongoing
	Purchasing Officers Social services commissioning		
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager IJB		
	Inform		
Establish systems to record the impact of procurement policies and practices on the council's climate change duties.	Responsibility	March 2024	Not Started
	Procurement Manger		
	Accountable		
	Heads of Service		
	Consult		
	CMT		
Review scope for and deliver further corporate contracts to consolidate Expenditure.	Responsibility	Ongoing agenda item with the Procurement Matters Group	Ongoing
	Procurement Matters Group		
	Accountable		
	Heads of Service		
	Consult		
	CMT		
Revise template documents and guidance with intention of promoting scope for innovation by the market in appropriate procurements.	Responsibility	Ongoing agenda item with the Procurement Matters Group	Ongoing
	Procurement Manager		
	Accountable		
	Procurement Manager		
	Consult		
	Procurement Matters Group		
Inform			
Purchasing Staff			

<p>When exploring outsourcing and private partnership solutions, these will not be procured in insolation and consultation with staff, service users, unions and stakeholders will be undertaken when market testing.</p>	<p>Responsibility Heads of Service</p> <p>Accountable CMT</p> <p>Consult All Stakeholders</p> <p>Inform Elected Members</p>	<p>When required</p>	<p>Ongoing</p>
<p>Utilise the Scottish Government's sustainable prioritisation tool to identify and prioritise procurement activity.</p>	<p>Responsibility Purchasing Staff</p> <p>Accountable Heads of Service</p> <p>Consult Procurement Manager</p> <p>Inform CMT</p>	<p>March 2024</p>	<p>Tool being revised to web format Not Started Delayed due to capacity issues</p>
<p>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.</p>	<p>Responsibility Purchasing Staff</p> <p>Accountable Heads of Service</p> <p>Consult Procurement Manager</p> <p>Inform CMT</p>	<p>March 2024</p>	<p>Tool being revised to web format Not Started Delayed due to capacity issues</p>
<p>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.</p>	<p>Responsibility Procurement Manager</p> <p>Accountable Procurement Manager</p> <p>Consult All stakeholders</p> <p>Inform CMT</p>	<p>March 2024</p>	<p>Not Started Delayed due to capacity issues</p>

Explore innovative solutions through greater collaborative approaches between the Council and the local Third sector	Responsibility	March 2024	Early Discussions Delayed due to capacity issues
	Purchasing Staff CTSI		
	Accountable		
	Purchasing Staff CTSI		
	Consult		
	Procurement Matters Group CTSI		
Explore the development of a subcontractor community benefit directory	Responsibility	December 2020	Completed https://ctsi.org.uk/community-benefits
	CTSI		
	Accountable		
	CTSI		
	Consult		
	Procurement Manager Inform		
Procurement Matters Group			

PROCUREMENT ACTION PLAN March 2019 – March 2024

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 2024
Ensure that all procurement follows the fundamental principles of (transparency, equal treatment and non-discrimination, proportionality and mutual recognition), the legal requirements of the Procurement Reform (Scotland) Act 2014, The Public Contracts (Scotland) Regulations 2015, The Procurement (Scotland) Regulations 2016, statutory guidance issued under the Act and Scottish public procurement policy generally and including the Scottish specific equality duty.	Purchasing Staff	Every Regulated procurement exercise	Ongoing
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager		
	Inform		
Establish simple methodology for assessing best value case for using the Living Wage requirement in service and works contracts,	Responsibility	July 2022	Completed Living wage accreditation Obtained 2021 – extensive procurement data mining exercise and correspondence has been undertaken
	Procurement Manager		
	Accountable		
	Procurement Manager		
	Consult		
	Procurement Matters Group		
Procurement will also foster and adopt the Fair Work directive where legally permissible by removing contractors who use Zero Hour Contracts and contractors who do not provide a minimum of pay in line with the living wage	Responsibility	Where Identified	Ongoing
	Procurement Manager		
	Accountable		
	Procurement Manger		
	Consult		
	Procurement Matters group		
Inform			
Purchasing Staff			

Embed Blacklisting protocols in procurement processes for construction contracts.	Responsibility	Ongoing	Ongoing
	Procurement Manager and Works purchasing officers		
	Accountable		
	Procurement Manger		
	Consult		
	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	Responsibility	Every appropriate regulated procurement exercise	Ongoing
	Purchasing officers		
	Accountable		
	Purchasing officers		
	Consult		
	Procurement Manager		
Ensure that where appropriate EQIA's are completed for regulated procurements.	Responsibility	Every appropriate regulated procurement exercise	Ongoing
	Purchasing officers		
	Accountable		
	Purchasing officers		
	Consult		
	Stakeholders		
Inform	Procurement Manager		
Procurement Manager			

PROCUREMENT ACTION PLAN March 2019 – March 2024

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.

Action	Responsibility	Target Date	Update April 2024
Update Council Contract Standing Orders to support compliance with the new procurement rules and cascade changes to informed clients and key stakeholders.	Responsibility	March 2024	Awaiting legislative changes revised to account for structural changes
	Procurement Manager		
	Accountable		
	Strategic Director (Partnership & Performance)		
	Consult		
	Elected Members, CMT and procurement Matters group		
Adapt internal procedures, processes and documentation to reflect the required legislative changes.	Responsibility	On going	On going
	Procurement Manager		
	Accountable		
	Procurement Manager		
	Consult		
	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.	Responsibility	March 2024	Not Started Delayed due to capacity issues
	Procurement Manager		
	Accountable		
	Procurement Matters Group		
	Consult		
	Purchasing Officers OD Officer		
Implement measures in conjunction with Internal Audit to ensure that the opportunity for procurement fraud is minimised	Responsibility	Ongoing	Ongoing
	Procurement Manager and Internal Audit		
	Accountable		
	Heads of Service		
	Consult		
	Heads of Service		
	Inform		
	CMT		

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