
Report to Audit and Scrutiny Committee

Date of Meeting: 15th December 2022

Subject: Procurement Annual Report

Report by: Strategic Director Partnership & Performance

1.0 Purpose

- 1.1. 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.
- 1.2. This report also updates the committee on key procurement activity and statistical performance during the Financial Year 2021-22 and provides an overview of the resources that are available to deliver effective procurement.

2.0 Recommendations

- 2.1. It is recommended that Committee notes the report, commenting and challenging as appropriate.

3.0 Considerations

- 3.1. The report, attached at Appendix 1, is the eight report presented to the Committee to comply with the statutory requirement in the 2014 Act and to provide Committee with greater visibility of all the Council's procurement activity.
- 3.2. The report gives a snap shot on how procurement is organised within Clackmannanshire Council and resources are being utilised to deliver effective procurement.
- 3.3. The financial analysis has been carried out using the Spikes Cavell tool (observatory) with financial data supplied from the Council's finance system for the 2022-22 financial year. The observatory is a unique collaborative project designed to enable public sector organisations across Scotland to gather comprehensive supplier, spend and performance information.
- 3.4. In addition the report provides:
 - a summary of the regulated procurements that have been completed during the year covered by the report,

- a review of whether those procurements complied with the authority's procurement strategy,
- the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply,
- a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- a summary of the regulated procurements the authority expects to commence in the next two financial years,
- Exception reports
- Procurement Savings
- Spike Cavell Charts detailing key statistics

3.5 Key issues identified in the report are:

- The Council is continuing to implement and enhance the functionality of the finance system which is helping to automate and streamline the entire procurement lifecycle and generate efficiencies; from a request for a quote and creation of a procurement contract, through to requisition, order transmission and payment. to enhance the procurement and finance governance arrangements.
- 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. The share and trend of spend in the local area is favourable (from 16% to 25%) and in line with agreed targets.
- In this reporting period, 113 local suppliers were used by the Council. When the definition of local supply is extended to Forth Valley, the picture is more positive, with 40.58% remaining in the local economy. It is recognised that there is a fairly limited local supplier base but work continues with local suppliers to provide ever more opportunities. Approximately 69% of expenditure is in Scotland.
- Social care, facilities management and construction continue to be the major areas of procurement expenditure.
- The upgrade to the Council's financial management information system is providing greater opportunities for procurement efficiencies and improved governance.

4.0 Sustainability Implications

- 4.1. The report refers to maximising the local benefit of procurement by engaging with local businesses to increase awareness of opportunities to provide the council with services or supplies.
- 4.2. Figures suggest that we increased the annual share of spend with local suppliers from 19.69% to 23.36 % in the previous annual report an increase of 3.67 % In this reporting period we further increased this by 2.04% to 25.4% . Greater detail of this is shown per business sector in table 7 of the report. Our Spend in the Forth Valley area was £28,062,898, which equates to 40.58% of our overall trade creditor expenditure
- 4.3. We will continue to provide support to local businesses and the third sector to ensure they are able to respond to opportunities to provide the council with services or supplies.

5.0 Resource Implications

5.1. *Financial Details*

- 5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes
- 5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes

5.4. *Staffing*

6.0 Exempt Reports

- 6.1. Is this report exempt? Yes (please detail the reasons for exemption below) No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

- (1) **Our Priorities** (Please double click on the check box)
Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all
Our families; children and young people will have the best possible start in life
Women and girls will be confident and aspirational, and achieve their full potential
Our communities will be resilient and empowered so that they can thrive and flourish
- (2) **Council Policies** (Please detail)

8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes NA

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix 1: Procurement Annual Report

11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

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**Clackmannanshire
Council**

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Comhairle Siorrachd
Chlach Mhanann

Annual Procurement Report

Financial Year 2021 – 2022

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1. Purpose

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

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

The report must include —

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

2. Introduction

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

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

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

Scottish Procurement



Scottish Model of Procurement



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

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

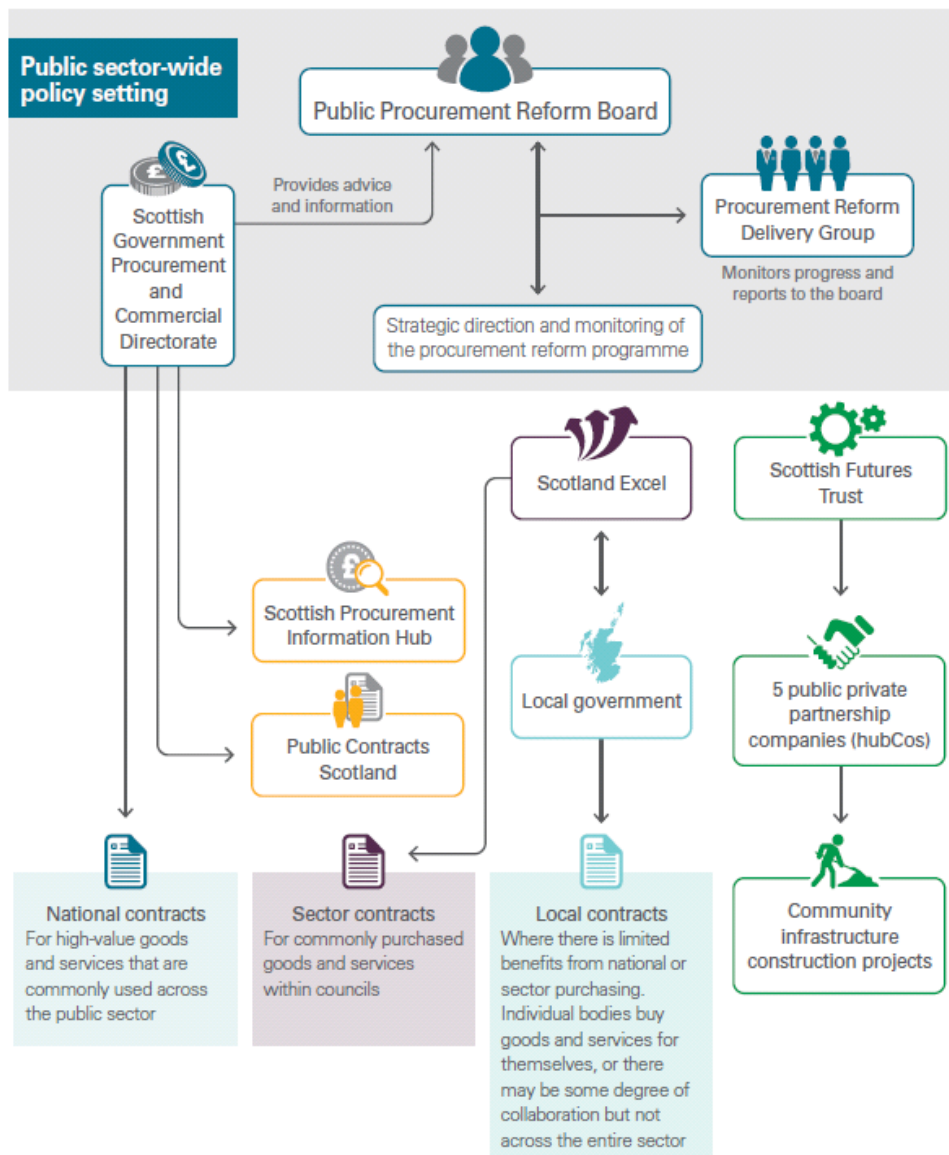
public procurement in Scotland delivers environmentally sustainable, socially responsible and innovative goods, services and works.

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

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

relationships are illustrated in Figure 1.

Figure1.



Source: Audit Scotland

3. Clackmannanshire procurement position background & key statistics

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

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

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

Table 1: Key Statistics

2021/22 Published Data Overview

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

Key:

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

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

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

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

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

Transactions - The total number of transactions.

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

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

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

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

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

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

Table 2: Variances previous annual reports

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

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

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

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

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

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

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

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

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

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

Table 4: Overall Expenditure

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

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

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

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

Table 5:

Invoice distribution by range of invoice values 2021/22

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

Invoice distribution by range of invoice values 2020/21

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

Invoice distribution by range of invoice values 2019/20

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

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

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

Table 6:

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

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

Table 7: Percentage of spend by Locality.

	17/18	18/19	19/20	20/21	21/22	Variance
% Spend Locally	14%	16%	19.69%	23.36%	25.40	2.04%

Percentage of spend in Scottish region

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

4. Annual procurement savings achieved

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

Scottish Government procurement (Cat A) savings

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

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

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

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

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

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

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

Clackmannanshire procurement (Cat C) savings

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

A breakdown of Clackmannanshire Council Savings is at Appendix 7

5. Procurement strategy

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

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

The Strategy sets out how the Council will:

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

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

- **Strategic Theme 1: Straightforward:**
To make procurement as straightforward as possible for the Council and potential suppliers, in particular to improve access for local suppliers and SMEs and to eliminate anything that does not add value to the procurement
- **Strategic Theme 2: Professional:**
To continue to embed professional procurement and contract management skills and support the growth of commercial acumen within the Council.
- **Strategic Theme 3: Maximise local opportunities:**
To support and encourage an effective local supplier market including the voluntary sector and the promotion of local social value in contracts.
- **Strategic Theme 4: Strategic:**
To use sound procurement practices and innovative solutions to promote sustainability and value for money, making use of clear and detailed procurement/purchasing data, collaboration and partnership opportunities where appropriate.
- **Strategic Theme 5 Fair:**
To ensure that, where applicable, contractors comply with Living Wage and Blacklisting Policies and to ensure that account is taken of the possible impact

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

- **Strategic Theme 6 Compliance:**

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

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

6. Local suppliers

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

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

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

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

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

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

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

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

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

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

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

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

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

Region	Total Spend	Total Suppliers	% Of Spend
Scotland	£ 48,465,148	648	69.79

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

Region	Total Spend	Total Suppliers	% Of Spend
Scotland - Forth Valley	£ 28,062,898	281	40.58

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

Local Authority	Total Spend	Total Suppliers	% Of Spend
Clackmannanshire	£ 17,801,315	113	25.40

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

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

Table 8: Spend Summary by Business Sector Locally.

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

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

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

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

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

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

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



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

Feedback from these events have been extremely favourable

7. Contract standing orders

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

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

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

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

8. Purchasing system

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

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

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

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

- CiA Upgrade

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

- Dragitin and ITP (Intelligent Transaction Processing)

This ensures compliance with eInvoicing EU Directive

Contract Management

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

Purchase Cards

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

9. Purchasing cards

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

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

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

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

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

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

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

Table 9: Purchase Card transactions summary

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

10. The Scottish Procurement Agenda

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

- **Priority: leadership and visibility**

High level aims:

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

- **Priority: sustainable economic recovery**

High level aims:

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

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

High level aims:

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

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

High level aims:

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

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

High level aims:

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

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

High level aims:

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

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

High level aims:

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

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

11. Other activities - Looking forward

Community Wealth Building

Centre for Local Economic Strategies (CLES) Definition:

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

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

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

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

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

The programme covers a number of areas:

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

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

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

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

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

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

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

Living Wage Employer

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

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

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

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

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

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

Public Procurement Priorities

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

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

Changes in the Procurement regulations

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

Contract register

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

https://www.publiccontractsscotland.gov.uk/Contracts/Contracts_Search.aspx?AuthID=AA00260

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

Table 10: Regulated procurement summary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

KEY

EXISTING

NEW

REVISED

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

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

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

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

Appendix 5. Top categories of spend by total expenditure

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

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

Top 50 Suppliers by total expenditure

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

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

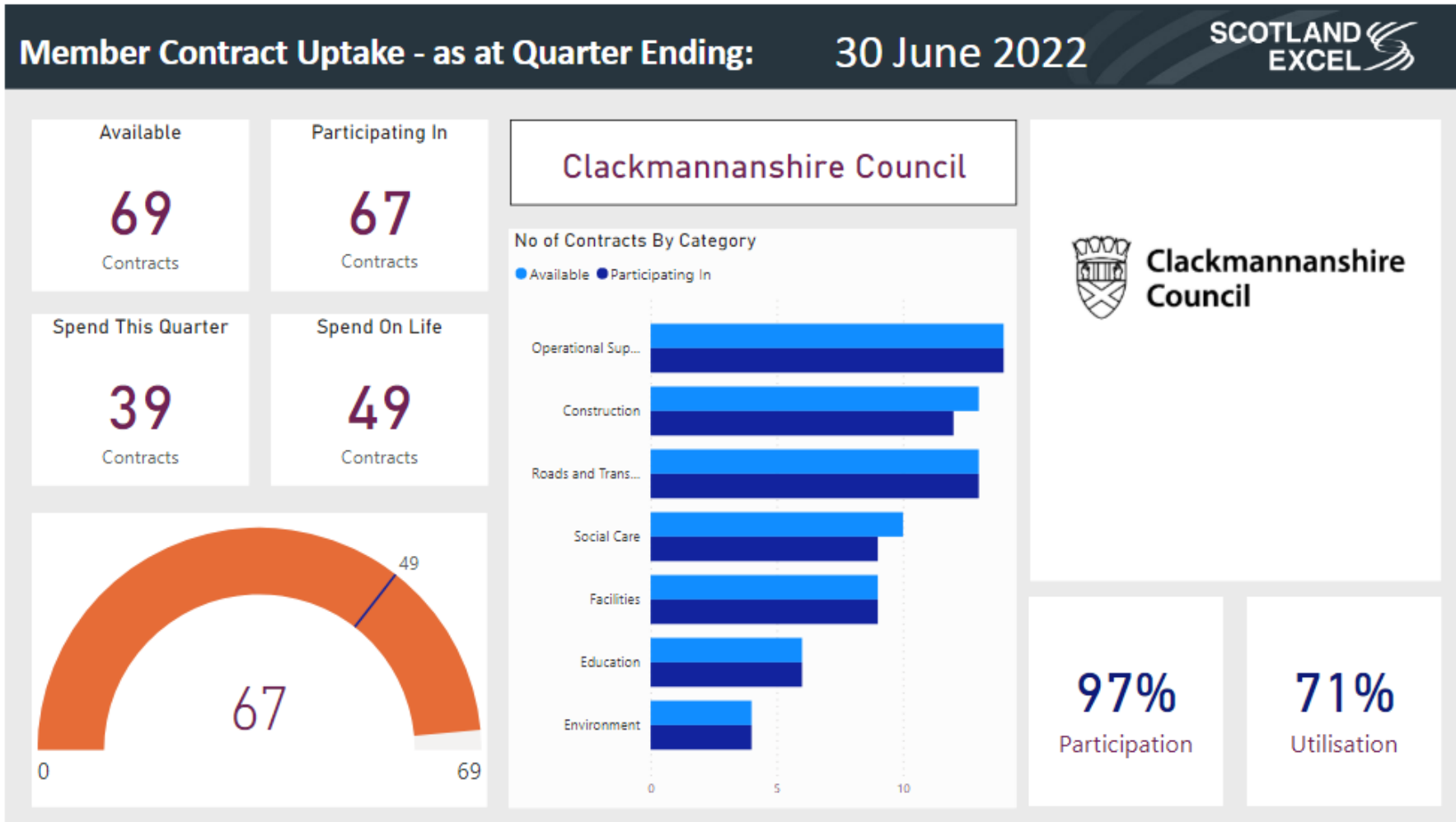
Appendix 6. Participation in National Contracts

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

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

Participation in National Contracts

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



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



Clackmannanshire Council

Actual Spend vs Forecast Spend



Clackmannanshire Council

Actual Spend

£10.9M

Forecast Spend

£13.1M

Spend Variance

-£2.3M

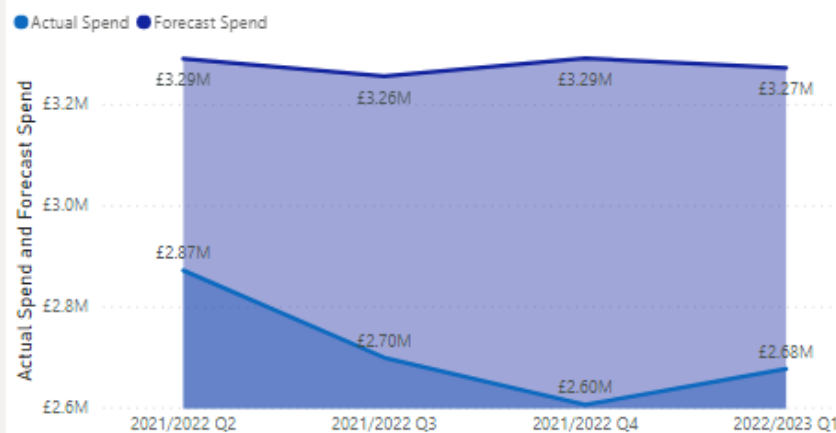
Estimated Saving

£0.2M

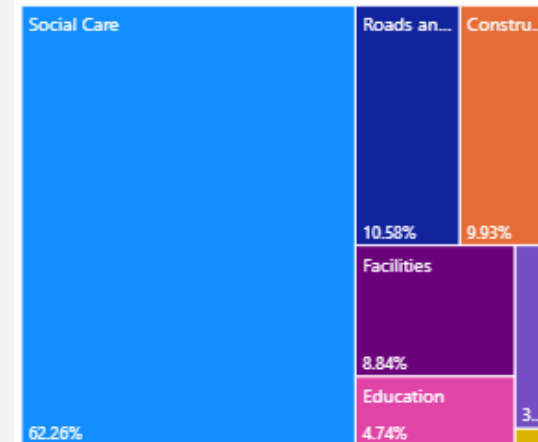
Fiscal Year/Quarter

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

Actual Spend vs Forecast Spend by Quarter



% of Actual Spend by Category



Appendix 7. Clackmannanshire procurement activity (Cat C) savings

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

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

Appendix 8. Exception reports

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

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

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

Appendix 9. Spikes Cavell (The Hub) charts

Spend by Scottish Region – Forth Valley

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

Spend by Region – Scotland

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

Grow Local % spend Local area

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

Top 25 spend by Cost Centre

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

Top 25 spend by Nominal Code

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

Appendix 10. Procurement Strategy Action Plan – Annual Update

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

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

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

Definitions

Responsible "The person or persons that will undertake the objective"

Accountable "The person that is answerable and has liability for the objective"

Consult "Prior to making a decision"

Inform "After decision is made"

PROCUREMENT ACTION PLAN March 2019 – March 2023

Strategic Theme 1 Straightforward Procurement

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

Action	Responsibility	Target Date	Update April 2022
Deliver electronic procurement systems to satisfy new legislative requirements.	TechnologyOne Project Team	Reviewed on an annual basis	No change to legislation TechologyOne Financial System upgraded February 2020 further up dates planned
	Accountable		
	Chief Accountant		
	Consult		
	Procurement Manager		
	Inform		
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 legislation All SPPN's have been noted Expected changes later 2023
	Procurement Manager		
	Accountable		
	Strategic Director (Partnership & Performance)		
	Consult		
	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		
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		

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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 2022
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.	Responsibility Procurement Manager	Ongoing	Ongoing continuing to provide advice
	Accountable CMT		
	Consult CMT		
	Inform Elected Members		
	Responsibility Procurement Manager		
	Accountable 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.	Consult CMT	Reviewed on an Annual basis	Various virtual training Sessions delivered throughout the year SDP virtual training available
	Inform All Stakeholders		
	Responsibility Procurement Manager		
	Accountable CMT		
	Consult CMT		
	Inform All Stakeholders		
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 Procurement Manager	March 2023	Meetings taking place quarterly rather than monthly to encourage better participation and attendance. No real effect and will review again early in the new financial year
	Accountable CMT		
	Consult CMT		
	Inform Procurement Matters Group Internal Audit		
	Responsibility Procurement Manager and CTSI		
	Accountable Procurement Manager		
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	Consult CTSI	March 2023	Early discussions taken place Delayed due to COVID and capacity issues
	Inform Elected Members		
	Responsibility Procurement Manager and CTSI		
	Accountable Procurement Manager		
	Consult CTSI		
	Inform Elected Members		

Collaborate with CTSi on the production of a guide for analysing and measuring social value/impact in the assessment of bids.	Responsibility	March 2023	Not started re profile to next year Delayed due to COVID and capacity issues
	Procurement Manager and CTSI		
	Accountable		
	CTSI		
	Consult		
	CTSI		
Brexit - Public Procurement Regulations have been implemented to UK law from four European Directives. 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 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	Responsibility	March 2023	Awaiting outcome re Changes to UK and Scottish procurement Law expected 2023
	Purchasing staff		
	Accountable		
	Purchasing staff		
	Consult		
Scottish Government & Scotland Excel			
Inform			
	Purchasing Staff		

PROCUREMENT ACTION PLAN March 2019 – March 2023

Strategic Theme 3 Support and encourage the local supplier market

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

Action	Responsibility	Target Date	Update April 2022
Revise guidance on Council’s website about selling to the Council.	Procurement Manager	Dec. 2019 There after on an annual basis	Updated February 2022
	Accountable		
	Procurement Manager		
	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	
	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
	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>Throughout each year and reported in the procurement annual report</p>	<p>Ongoing</p>
	<p>Procurement Manager Supplier Development programme CTSI</p>		
	<p>Accountable</p>		
	<p>Procurement Manager</p>		
	<p>Consult</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>Every procurement exercise</p>	<p>Written into all procurement authorisation documentation</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>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. 	Responsibility	March 2023	Early Discussions Delayed due to COVID and capacity issues
	Procurement Manager CTSI		
	Accountable		
	Procurement Manager CTSI		
	Consult		
	Procurement Manager CTSI		
<p>Better Align Service Level Agreements with Alliance Priorities by:</p> <ul style="list-style-type: none"> Mapping grant-aid and commissioned spend from the Council to the local third sector; and Initiating a review and appropriate changes to Service Level Agreements based on Alliance policy priorities. 	Responsibility	March 2023	Not Started Delayed due to COVID and capacity issues
	Purchasing staff		
	Accountable		
	Heads of service		
	Consult		
	CMT Elected members		
<p>Advise and work in partnership with the Integration Joint Board (IJB) in line with The Public Bodies (Joint Working) (Scotland) Act 2014 as the IJB are not able to contract or hold contracts with third parties as contractual arrangements remain with the local authority.</p>	Responsibility	Every adult commissioning exercise	Ongoing work to be done on Awareness of individual procedures
	Social Services Commissioning IJB		
	Accountable		
	Social Services Commissioning IJB		
	Consult		
	Procurement Manager		
Inform	CMT		
CMT			

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

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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 2022
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			
CMT			
Establish systems to record the impact of procurement policies and practices on the council's climate change duties.	Responsibility	March 2023	Not Started
	Procurement Manger		
	Accountable		
	Heads of Service		
	Consult		
	CMT		
Inform			
Elected members			

Review scope for and deliver further corporate contracts to consolidate spend.	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		
When exploring outsourcing and private partnership solutions, these will not be procured in isolation and consultation with staff, service users, unions and stakeholders will be undertaken when market testing.	Responsibility	When required	Ongoing
	Heads of Service		
	Accountable		
	CMT		
	Consult		
	All Stakeholders		
Utilise the Scottish Government's sustainable prioritisation tool to identify and prioritise procurement activity.	Responsibility	March 2023	Tool being revised to web format once complete we will be able to utilise
	Purchasing Staff		
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager		
	Inform		
	CMT		

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

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Strategic Theme 5 Fair procurement

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

Action	Responsibility	Target Date	Update April 2022
Ensure that all procurement follows the fundamental principles of (transparency, equal treatment and non-discrimination, proportionality and mutual recognition), the legal requirements of the Procurement Reform (Scotland) Act 2014, The Public Contracts (Scotland) Regulations 2015, The Procurement (Scotland) Regulations 2016, statutory guidance issued under the Act and Scottish public procurement policy generally and including the Scottish specific equality duty.	Purchasing Staff	Every Regulated procurement exercise	Ongoing
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager		
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 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		
Procurement Manager			

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		

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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 2022
Update Council Contract Standing Orders to support compliance with the new procurement rules and cascade changes to informed clients and key stakeholders.	Responsibility	March 2023	Started to revise but awaiting Brexit outcome in case of legislative 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 2022	Not Started Delayed due to COVID and 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			

