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**Report to Audit and Scrutiny Committee**

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**Date of Meeting: 14<sup>th</sup> December 2023**

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**Subject: Procurement Annual Report**

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**Report by: Strategic Director Partnership & Performance**

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**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 2022-23 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 Ninth 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 2023-23 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 just over 26%) and in line with agreed targets.
- In this reporting period, 117 local suppliers were used by the Council. When the definition of local supply is extended to Forth Valley, the picture is more positive, with 37.05% 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 66% 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 23.36 % to 25.40% in the previous annual report an increase of 2.04 % In this reporting period we further increased this by 0.76% to 26.16% . Greater detail of this is shown per business sector in table 7 of the report. Our Spend in the Forth Valley area was £28,209,683, which equates to 37.05% 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

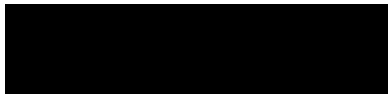
11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes  (please list the documents below) No

### Author(s)

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### Approved by

NAME	DESIGNATION	SIGNATURE
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**Clackmannanshire  
Council**

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Comhairle Siorrachd  
Chlach Mhanann

# **Annual Procurement Report**

**Financial Year 2022 – 2023**

Ref	Section	Page
1	Purpose	3
2	Introduction	4
3	Clackmannanshire procurement position background & key statistics	6
4	Annual procurement savings achieved	11
5	Procurement strategy	12
6	Local suppliers	13
7	Contract standing orders	16
8	Purchasing system	17
9	Purchasing cards	17
10	The Scottish procurement agenda	19
11	Climate Emergency	20
12	Community Wealth Building	24
13	Living Wage	27
14	Other activities - Looking forward	27
Appendix 1	Regulated procurements completed	29
Appendix 2	Community Benefits	31
Appendix 3	Supported Business	32
Appendix 4	Future procurements	33
Appendix 5	Top categories of spend by total expenditure	35
Appendix 6	Participation in National Contracts	39
Appendix 7	Clackmannanshire procurement (Cat C) savings	43
Appendix 8	Exception reports	44
Appendix 9	Spikes Cavell (Spending Charts)	45
Appendix 10	Procurement Strategy Annual Update	50

# 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 29
- a review of whether those procurements complied with the authority's procurement strategy, page 29
- to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply, page 29
- 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 31
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report, page 32
- a summary of the regulated procurements the authority expects to commence in the next two financial years, page 33

## 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



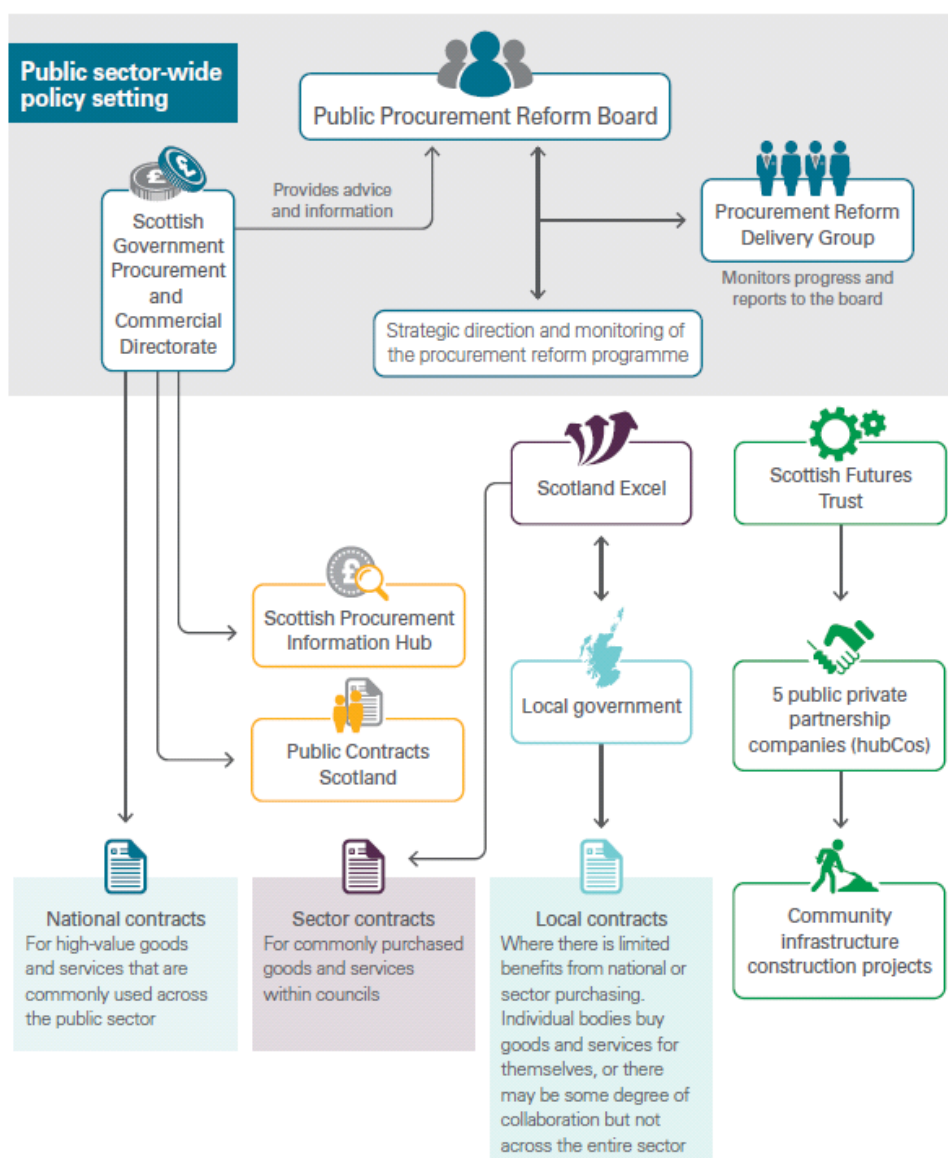
public procurement in Scotland delivers environmentally sustainable, socially responsible and innovative goods, services and works.

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 2023/23.

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 2022/23 on the Council spend on goods, services and works with trade creditors.

**Table 1: Key Statistics**

#### 2022/23 Published Data Overview

<b>£ 78,401,877</b> Total Spend			<b>£ 72,571,029</b> Core Trade Spend	
<b>1420</b> Input Suppliers	<b>1367</b> De-duplicated Total Suppliers	<b>53</b> Duplicate Suppliers	<b>694</b> SME Suppliers	<b>117</b> Local Suppliers
<b>31,520</b> Transactions	<b>£57,353</b> Avg. spend per supplier	<b>0.22%</b> Purchase Card Spend	<b>61.32%</b> SME Spend	<b>26.16%</b> 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**

	18/19	19/20	20/21	21/22	22/23	Variance
<b>Number of Suppliers - Trade Creditors</b>	2021	1754	1383	1441	<b>1420</b>	<b>-21</b>
<b>Total Value of Procurement Spend</b>	£63,629,995	£65,194,550	£57,948,752	£70,383,369	<b>£72,571,029</b>	<b>+£2,187,660</b>
<b>Number of Invoices</b>	34,617	30847	25530	28524	<b>31520</b>	<b>+2,996</b>
<b>% Spend with SMEs</b>	53%	55%	64%	60%	<b>61.32</b>	<b>+1.32%</b>
<b>% Spend Locally</b>	16%	19.69%	23.36%	25.40	<b>26.16</b>	<b>+0.76%</b>

Procurement expenditure has increased over the period from 2018/19 to 2022/23 from £63,629,995 to £72,571,029

The Council paid **87.7%** of invoices within 30 days of receipt of a valid invoice to the creditors team in 2021/22

The % spend with SME's had **increased** by **1.32%** in the last financial year. Table 6

The % Spend locally has **increased** from the previous year by **0.76%**. This is shown in more detail in Table 7

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

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

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

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

**Table 4: Overall Expenditure**

Proclass 10.1 Level 1	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Social Community Care	£ 29,298,168.35	37.47	160	16.08	3984	13.01
Facilities & Management Services	£ 10,102,312.20	12.92	51	5.13	1247	4.07
Construction	£ 7,556,575.68	9.66	59	5.93	1632	5.33
Construction Materials	£ 4,157,116.83	5.32	76	7.64	9147	29.86
Utilities	£ 3,413,597.71	4.37	15	1.51	636	2.08
Information Communication Technology	£ 3,363,220.26	4.30	87	8.74	863	2.82
Housing Management	£ 2,694,155.74	3.45	8	0.80	230	0.75
Human Resources	£ 2,669,489.83	3.41	57	5.73	1882	6.14
Environmental Services	£ 2,565,478.17	3.28	38	3.82	351	1.15
Consultancy	£ 1,783,489.91	2.28	27	2.71	223	0.73
Public Transport	£ 1,558,270.72	1.99	32	3.22	677	2.21
Financial Services	£ 1,456,941.71	1.86	16	1.61	840	2.74
No Summary Category	£ 1,450,327.79	1.85	32	3.22	469	1.53
Vehicle Management	£ 1,183,967.86	1.51	59	5.93	1028	3.36
Education	£ 1,006,040.83	1.29	59	5.93	1111	3.63
Catering	£ 882,191.54	1.13	23	2.31	1857	6.06
Furniture & Soft Furnishings	£ 701,273.76	0.90	16	1.61	1254	4.09
Healthcare	£ 511,967.66	0.65	40	4.02	613	2.00
Horticultural	£ 264,364.45	0.34	18	1.81	184	0.60
Cleaning & Janitorial	£ 247,921.28	0.32	15	1.51	394	1.29
Sports & Playground Equipment & Maintenance	£ 198,518.39	0.25	25	2.51	112	0.37
Highway Equipment & Materials	£ 185,274.65	0.24	10	1.01	40	0.13
Clothing	£ 177,817.23	0.23	12	1.21	656	2.14
Mail Services	£ 173,661.34	0.22	4	0.40	188	0.61
Legal Services	£ 160,969.84	0.21	18	1.81	188	0.61
Street & Traffic Management	£ 147,280.38	0.19	5	0.50	59	0.19
Health & Safety	£ 120,826.65	0.15	7	0.70	89	0.29
Stationery	£ 80,868.63	0.10	8	0.80	556	1.82
Arts & Leisure Services	£ 47,618.38	0.06	12	1.21	41	0.13
Domestic Goods	£ 28,719.45	0.04	5	0.50	76	0.25
Cemetery & Crematorium	£ 1,000.00	0.00	1	0.10	1	0.00

Highlighted are the top three %'s for each category of spend, suppliers & transactions  
 Consultancy on further analysis is spend through HUBCO East Scotland and is construction related expenditure

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

Table 5 below provides the range of invoice values. Similarly, to last year, a large number of invoices are being processed for relatively low values that create an administrative cost to the council. However, analysis of the figures do show a small reduction in invoices processed over the last two years with invoices less than £100.

**Table 5:****Invoice distribution by range of invoice values 2022/23**

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

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

Invoice Range	Volume	% of Invoices	Value	% of 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

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

Table 6 below shows an increase of **1.62%** percentage spend with SME's compared to last year

**Table 6: percentage spend with SME's**

Supplier Size	Total Value (%)	Total Suppliers (%)	Total Transactions (%)
Large Company	38.26	24.32	42.78
Medium Company	31.85	30.95	33.24
Small Company	29.89	44.74	23.98
<b>SME Total 22/23</b>	<b>61.74</b>	<b>75.68</b>	<b>57.22</b>
SME Total 21/22	60.12	76.67	56.61

Table 7 below shows the percentage of Spend locally has increased by 0.76% in this financial year.

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

	17/18	18/19	19/20	20/21	21/22	22/23	Variance
<b>% Spend Locally</b>	14%	16%	19.69%	23.36%	25.40	<b>26.16</b>	<b>+0.76%</b>

Percentage of spend in Scottish region

Region (Scottish Definition)	Total Spend	Total Value (%)	Total Suppliers (%)	Total Transactions (%)
<b>Scotland - Forth Valley</b>	<b>£28,209,683</b>	<b>37.05</b>	<b>26.23</b>	<b>40.83</b>
Scotland - Glasgow and Strathclyde	£11,930,198	15.67	15.67	16.24
South East	£11,126,225	14.61	6.07	4.83
Scotland - Tayside Central and Fife	£4,455,336	5.85	6.34	6.71
Scotland - Edinburgh and Lothians	£3,406,754	4.47	8.19	4.06
Scotland - Highlands and Islands	£1,655,098	2.17	0.70	0.31
Scotland - South	£668,179	0.88	0.79	0.43
Scotland - Aberdeen and North East	£110,052	0.14	0.97	0.15

## 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 is 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 **37%** 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 £8,888,305 with Clackmannanshire Educational Partnership Ltd, which equates to 12% 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 expenditure in Scotland, Forth Valley and Clackmannanshire but the data does not allow us to extract to that level of detail.

Based on this assumption with just this one supplier our percentage expenditure in Scotland would be over 72% in Forth Valley 47% and in Clackmannanshire just under 26%

Our Spend in Scotland was **£50,434,304, which** equates to **66.25%** of our overall trade creditor expenditure

Region	Total Spend	Total Suppliers	% Of Spend
<b>Scotland</b>	<b>£50,434,304</b>	<b>669</b>	<b>66.25%</b>

Our Spend in the Forth Valley area was **£28,209,683** which equates to **37.05%** of our overall trade creditor expenditure

Region	Total Spend	Total Suppliers	% Of Spend
<b>Scotland - Forth Valley</b>	<b>£ 28,209,683</b>	<b>298</b>	<b>37.05%</b>

Our Spend in the Clackmannanshire area was **£19,916,142**, which equates to **26.16%** of our overall trade creditor expenditure

Local Authority	Total Spend	Total Suppliers	% Of Spend
<b>Clackmannanshire</b>	<b>£ 19,916,142</b>	<b>159</b>	<b>26.16%</b>

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

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

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

vCode Business Sector	Total Spend	Total Vendors	Total Transactions
Social Care & Services	£ 12,172,461.83	29	1106
Construction	£ 1,577,505.68	17	5961
Travel & Accommodation	£ 1,102,797.49	22	523
Other Goods & Services	£ 469,898.16	2	24
ICT	£ 368,573.35	2	53
Healthcare	£ 199,276.96	1	35
Facilities Management	£ 129,663.24	12	239
Arts, Sport & Leisure	£ 72,049.48	5	29
Human Resources	£ 54,142.21	4	45
Transport	£ 33,277.65	1	25
Vehicles	£ 29,568.19	3	32
Marketing & Media	£ 22,192.00	3	17
Education	£ 19,601.60	3	43
Waste & Environmental Services	£ 19,403.47	2	27
Animals & Farming	£ 7,825.00	1	13
Manufacturing & Machinery	£ 6,065.00	2	9
Food, Beverage & Catering	£ 5,800.00	1	5
Retail & Wholesale	£ 3,800.00	2	9
Financial Services	£ 2,400.00	1	2
Professional Services	£ 1,200.00	1	1

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



An event, "Talking Tenders", was held in March 2022 as part of Clackmannanshire Business Week 2022. This was organised in partnership with SDP and saw more than 20 businesses attend.

Local businesses were 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 Council were in attendance at the 2022 national Meet the Buyer Virtual event in May with our virtual exhibition and presentations

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

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

## **7. Contract standing orders**

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

CSO's set out a framework of procedural rules, behaviours and standards applicable to procurement activity. Compliance ensures value for money, propriety and the proper 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 2022/23 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 and updated in 2022 to further improve the functionality and enhance the business processes and governance arrangements this included:

- CiA Upgrade

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

- Dragitin and ITP (Intelligent Transaction Processing)

This ensured compliance with e-Invoicing Directive

## 9. Purchasing cards

Due to the previous manual invoice system, the Council found difficulties in meeting national performance indicators to pay suppliers within 30 days, which was one of the reasons for implementing a new finance system. The figures shown in table 9 show the reductions in Purchase card 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 are shown in table 9 below.

**Table 9: Purchase Card transactions summary**

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

## 10. The Scottish Procurement Agenda

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

- **Priority: leadership and visibility**

High level aims:

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

- **Priority: sustainable economic recovery**

High level aims:

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

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

High level aims:

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

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

High level aims:

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

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

High level aims:

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

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

High level aims:

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

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

High level aims:

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

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

## 11. Climate Emergency

Clackmannanshire Council unanimously agreed to:

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

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

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

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

The role of the Climate Emergency Working Group is:



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

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

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

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

- Clackmannanshire Climate Change Forums (and legacy groups thereafter)

- Clacks Good Food Partnership
- Clackmannanshire Council Recycling Champions

Procurement is an active member of this group

### **Theme 6: Economic Development and Sustainable Procurement**

<b>Action</b>	<b>Responsible</b>	<b>Update to Board</b>	<b>Short (1 year) /Medium (2 – 4 years) / Long (5-10 years)</b>
6.1 Review the Council's Procurement Strategy to identify conflicts or ambiguity with climate change targets and amend as required.	Procurement Manager	October 2023	Short
6.2 Explore procuring green energy.	Place Service	TBC	TBC
6.3 Commit to procuring good food such as in the Government's Eatwell Guide due to the significant health and emission reduction potential, particularly in schools. Food For Life (Stirling have silver) <a href="https://www.foodforlife.org.uk/">https://www.foodforlife.org.uk/</a>	Place & People Services	TBC	TBC
6.4 Devise procurement strategies and frameworks that allow space for local procurement to increase, in order to provide local investment in our economy, increased market share of contracts and projects and investment in our Clackmannanshire employment base.	All Services	On-Going	Short-term
6.5 Public bodies can lead the way through developing procurement frameworks and contracts with specific environmental requirements and with developing and maintaining standards / regulation thus building on the existing sustainable procurement duties placed on public bodies.	All Services	On-Going	Short-term
6.6 Explore requirements of procurement processes and business support to prioritise businesses with emission reduction plans.	All Services	On-Going	Short-term
6.7 Continue to explore options to securing funding to support businesses with carbon accounting, establishing net zero targets and decarbonisation.	Energy and Sustainability Team / Economic Development		Ongoing
6.8 Continue to develop the environmental element of the Good Employment Charter to encourage employers to develop plans to reach net zero.	Energy and Sustainability Team / Economic Development	2023	Short
6.9 Explore the development of a Carbon Charter with a Green Pledge and carbon certification for businesses. Commitments could include: <ul style="list-style-type: none"> <li>o Review and reduce energy use: such as by switching off IT at the end of the day, using energy efficient LED bulbs, switching the heating down 1 / 2°C;</li> <li>o Encourage employees to use active transport;</li> <li>o Review work practices, encourage working from home when possible;</li> <li>o Switching to green products, paper waste instead of plastic where possible;</li> </ul>	Energy and Sustainability Team / Economic Development	2023/24	Medium

<ul style="list-style-type: none"> <li>○ Switch to a 100% green energy supplier at contract renewal or earlier;</li> <li>○ Re-use and recycling equipment, waste and products.</li> </ul>			
<p>6.10 Respond to businesses input at the Climate Change Forums and developing demand-led initiatives such as:</p> <ul style="list-style-type: none"> <li>○ hosting green networking events;</li> <li>○ identifying green businesses as role models for other organisation exploring emissions reductions;</li> <li>○ Escalating green skills gaps to learning providers and Scottish Government to maximise economic productivity;</li> <li>○ Explore potential through the funding through the Flexible Skills programme and the SIEC.</li> </ul>	Energy and Sustainability Team / Economic Development	On-going	Short/Medium
<p>6.11 Securing funding for or signposting to partner organisations' energy reduction initiatives</p>	Economic Development / Energy and Sustainability Team	On-going	On-going
<p>6.12 Explore making business support conditional to ensure that companies align with the transition to net zero.</p>	Economic Development	On-going	On-going

## 12. Community Wealth Building

### Community Wealth Building in Clackmannanshire Report

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

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

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

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

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

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

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

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

## Highlights Since the Launch of the Action Plan

Community Wealth Building built into the design of City Region Deal projects	Good Employer Charter for Clackmannanshire developed	Developed a Strategic Asset Register
Embedding Community Wealth Building into the Clackmannanshire economy	Agreement to refresh the LOIP with the Wellbeing Economy at its heart	Clackmannanshire Alliance & Council determination to deliver a Wellbeing Economy Local Outcome Improvement Plan
4% increase in Council procurement conducted with Clackmannanshire suppliers in 2020/21, 10% since 2017/18	Supported Women into Business	Established the Community Anchor Partnership
Community benefits "wish list" framework	Working alongside Clackmannanshire Credit Union to build capacity as a local anchor	Linking with pension fund to consider investment potential

## Progressive Procurement of Goods and Services

	<b>Action</b>	<b>Achieved?</b>
8.	Develop the corporate culture of procurement and commissioning.	Yes, and work continues.
9.	Develop a robust and bespoke Community Benefit Procurement Framework.	Yes. A Community Benefit "wish list" has been developed. See the case study, below.
10.	Provide Community Benefit Capacity Building for suppliers	Yes, a Forth Valley Meet the Buyer event was held in 2021 and an event was held in 2022 as part of Clackmannanshire Business Week, with more planned for 2023.
11.	Foster a deeper relationship between procurement and economic development.	Yes. Work continues to ensure this Action remains on course.

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

Progressive procurement helps to develop a stronger local supply chain of local enterprises, small and medium-sized enterprises (SMEs), employee-owned businesses, social enterprises, co-operatives and other forms of community ownership. In addition it can deliver wider benefits through sustainable procurement practice, particularly in the use of community benefits clauses.

### **Corporate Culture on Procurement and Commissioning**

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

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

## 13. Living Wage Employer

### Living Wage Employer

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

These rates are announced in November as part of Living Wage Week – the annual celebration of the Living Wage movement in the UK.

The rates are calculated annually by the Resolution Foundation and overseen by the Living Wage Commission, based on the best available evidence on living standards in London and the UK.

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

Clackmannanshire Council was confirmed in November 2021 as an accredited Living Wage employer. This links in to our community wealth building agenda and reinforces our commitment as a Council to reducing poverty and inequality for our employees.

## 14. Other activities

### Public Procurement Priorities

Reporting against the Priorities detailed in section 10 of this report will be incorporated into future procurement annual reports. This is a significant piece of work and will require input from all services in the Council. This information will help us to capture a snapshot of current progress, to identify areas of good practice, and should identify areas requiring greater development and support.

### Changes in the Procurement regulations

- The Council will continue to review and update procurement:
  - Policies, procedures and contract standing orders
  - Standard form tender documentation
  - Standard form contracts
- Policies, procedures and contract standing orders updates will:
  - Give prominence to the national procurement priorities which will underpin all Council procurement activities including community wealth being
  - Update statutory references – Act and new Regulations
  - Update thresholds and reflect lower thresholds under Act
  - Include new procedures – competitive with negotiation, innovation partnership

- Reference Light Touch Regime where appropriate
- Consider producing decision-making tools to assist those making procurement related decisions – checklists / flowcharts
- Highlight that some contracts may be subject to both Act and Regulations

## **Contract register**

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

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

## **Focus On Spend**

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

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

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

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

## **Purchasing system TechnologyOne future updates**

- **Contract Management**

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

- **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.

This is currently being tested and should be well established and in place for the start of the financial year 2024/25



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

Table 10: Regulated procurement summary

File Number	Requirement	Value	Complied with Strategy	Community Benefits
2/6/1941	CLACKMANNAN MAIN STREET NEW BUILD	£1,418,994.12	Yes	Yes
2/6/1946	DESIGN AND INSTALLATION OF CENTRAL HEATING SYSTEMS 2022 2025	£1,650,000.00	Yes	Yes
2/6/1948	DOOR REPLACEMENT PROGRAMME HRA	£1,170,000.00	Yes	Yes
2/6/1949	INTERACTIVE WHITEBOARDS - PRIMARY PHASE 1	£113,793.15	Yes	No
2/6/1950	SECONDARY SCHOOL WHITEBOARDS HIGH SCHOOL REFRESH PHASE 3	£54,256.02	Yes	No
2/6/1956	OFFICE 365 - CONSULTANCY - JAMES HARVARD	£102,000.00	Yes	No
2/6/1957	MULTI TRADE FRAMEWORK	£1,000,000.00	Yes	Yes
2/6/1959	PUBLIC BUILDING HEATING	£400,000.00	Yes	Yes
2/6/1961	IN CAB TECHNOLOGY	£96,639.74	Yes	No
2/6/1963	ENGINEERING & TECHNICAL CONSULTANCY - ROADS	£73,501.32	Yes	No
2/6/1964	FLEET REPLACEMENT PROGRAMME - TRACTOR & TRAILER	£155,500.00	Yes	No
2/6/1965	BESPOKE THERAPEUTIC INTERVENTIONS	£230,700.00	Yes	Yes
2/6/1970	HOLISTIC WELLBEING LISTENING & TARGETED COUNSELLING SERVICES IN 3 Lots	£819,000.00	Yes	Yes
2/6/1976	CLACKMANNANSHIRE ENERGY EFFICIENCY SCOTLAND AREA BASED SCHEME	£3,623,333.60	Yes	Yes
2/6/1980	LEGAL SERVICES FRAMEWORK	£149,000.00	Yes	No
2/6/1981	ICT DESKTOP CLIENT DEVICES	£280,000.00	Yes	No
2/6/1982	FIXED LINE TELEPHONE SYSTEM	£707,965.79	Yes	No
2/6/1985	LEARNING ESTATE OPTIONS APPRAISAL & CONDITION - STRUCTURAL SURVEYS	£190,956.00	Yes	No
2/6/1987	FLEET REPLACEMENT PROGRAMME -1 X JCB 3CX - LAND SERVICES	£84,145.00	Yes	No
2/6/1997	WELL-BEING HUB - PROJECT MANAGER & COUNCIL REPRESENTATIVE	£116,780.00	Yes	No
2/6/2018	PROCESSING OF DRY COMINGLED RECYCLATES DMR	£323,049.10	Yes	Yes
2/6/2021	BATHROOMS - SOCIAL WORK VIA HRA CAPITAL	£1,000,000.00	Yes	Yes

2/6/2022	FLEET REPLACEMENT PROGRAMME - 4 PICK UP VEHICLES	£177,445.00	Yes	No
2/6/2023	HP SERVER UPDGRADE - EDUCATION	£66,784.92	Yes	No
2/6/2030	TECHNOLOGY PERIPHERALS FRAMEWORK	£50,000.00	Yes	No
2/6/2038	FLEET REPLACEMENT PROGRAMME - SWEEPER	£145,406.10	Yes	No
2/6/2043	FRAMEWORK AGREEMENT FOR SUPERIMPOSED ROAD MARKINGS & ASSOCIATED SERVICES CLACKS & FALKIRK COUNCILS	£166,207.00	Yes	No

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

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

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

However, Ten (10) regulated procurements had community benefits included and are shown below.

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>

2/6/1941	CLACKMANNAN MAIN STREET NEW BUILD	£ 1,418,994.12
2/6/1946	DESIGN AND INSTALLATION OF CENTRAL HEATING SYSTEMS 2022 2025	£ 1,650,000.00
2/6/1948	DOOR REPLACEMENT PROGRAMME HRA	£ 1,170,000.00
2/6/1957	MULTI TRADE FRAMEWORK	£ 1,000,000.00
2/6/1959	PUBLIC BUILDING HEATING	£ 400,000.00
2/6/1965	BESPOKE THERAPEUTIC INTERVENTIONS	£ 230,700.00
2/6/1970	HOLISTIC WELLBEING LISTENING & TARGETED COUNSELLING SERVICES IN 3 Lots	£ 819,000.00
2/6/1976	CLACKMANNANSHIRE ENERGY EFFICIENCY SCOTLAND AREA BASED SCHEME	£ 3,623,333.60
2/6/2018	PROCESSING OF DRY COMINGLED RECYCLATES DMR	£ 323,049.10
2/6/2021	BATHROOMS - SOCIAL WORK VIA HRA CAPITAL	£ 1,000,000.00

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

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

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

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

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

- Lady Haig Poppy Factory,
- Royal British legion industries limited – Signage
- Scotland’s Bravest - 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 2023 -2042/43 this can be found at

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

Specifically page 59 and 60 of the report linked above

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

File Number	Requirement	Expiry Date Including Extensions
2/6/1722	PROVIDE SERVICES TO UNPAID CARERS - ADULT SERVICES	01/04/2023
2/6/1949	INTERACTIVE WHITEBOARDS - PRIMARY PHASE 1	14/04/2023
2/6/1998	WASTE ANALYSIS	21/04/2023
2/6/1745	ENERGY EFFICENCY PROGRAMME - HEEPS ABS - 2019	30/04/2023
2/6/1908	FIRE SAFETY 21 -23	30/04/2023
2/6/2020	REPLACEMENT GOALS	06/05/2023
2/6/1788	ANTI VIRUS RENEWAL - CORPORATE	17/05/2023
2/6/2015	SUPPLY & DELIVERY OF MULTI PLAY EQUIPMENT WEST END PARK HI TOWER	22/05/2023
2/6/2047	SKI MATS	30/05/2023
2/6/1969	MENTAL HEALTH TRAINING	31/05/2023
2/6/1973	TENANT SATISFACTION SURVEYS	31/05/2023
2/6/1420	VEHICLE TRACKING & TELEMATICS SERVICES	30/06/2023
2/6/1618	NATIONAL FUELS FRAMEWORK	30/06/2023
2/6/1688	DAMP ROT CONTRACT 2019-2023	30/06/2023
2/6/1724	SCHOOLS FIBRE PROJECT	30/06/2023
2/6/1727	GARDEN WASTE TREATMENT	30/06/2023
2/6/1728	TREASURY ADVISORY SERVICES	30/06/2023
2/6/1729	PROVIDE SERVICES TO UNPAID CARERS - CHILD SERVICES	30/06/2023
2/6/1731	DESIGN AND INSTALLATION OF CENTRAL HEATING SYSTEMS 2019-2022	30/06/2023
2/6/1788	ANTI VIRUS RENEWAL - EDUCATION	30/06/2023
2/6/1944	SCHOOL TRAVEL PLANNING SERVICES	30/06/2023
2/6/2023	HP SERVER UPDGRADE - EDUCATION	30/06/2023
2/6/2046	FLEET REPLACEMENT PROGRAMME - CREW CAB	01/07/2023
2/6/1985	LEARNING ESTATE OPTIONS APPRAISAL & CONDITION - STRUCTURAL SURVEYS	13/07/2023
2/6/1963	ENGINEERING & TECHNICAL CONSULTANCY - ROADS	17/07/2023
2/6/2068	INSTALLATION OF COFFEE BAR AT ALLOA ACADEMY	17/07/2023
2/6/1889	E-LEARNING PLATFORM	31/07/2023
2/6/2006	OFFICE 365 - CONSULTANCY - 2ND PHASE - JAMES HARVARD	31/07/2023
2/6/1882	ICT MOBILE CLIENT EQUIPMENT	15/08/2023
2/6/1888	LAPTOPS - EDUCATION ACADEMY	15/08/2023
2/6/1696	BRICKLAYING/STRUCTURAL WORKS 2019/2023	31/08/2023
2/6/1807	SUPPORT FOR FAMILIES AFFECTED BY ALCOHOL AND DRUGS	31/08/2023
2/6/1723	SCOTTISH MATERIALS BROKERAGE SERVICE FOR RESIDUAL WASTE TREATMENT/DISPOSAL	30/09/2023

2/6/1765	SUPPORT & INFORMATION SERVICE FOR SELF DIRECTED SUPPORT OPTIONS 1,2 OR 4	30/09/2023
2/6/2053	WHEELED BINS LOT 1 BINS	01/10/2023
2/6/2053	WHEELED BINS LOT 2 DISTRIBUTION	01/10/2023
2/6/2079	PRODUCTION OF WASTE AWARENESS CAMPAIGN FROM EXISTING ARTWORK 23	01/10/2023
2/6/2080	RECYCLE AND REFUSE CONTAINERS 1100 LTR	01/10/2023
2/6/1905	TRAFFIC MANAGEMENT EQUIPMENT MAINTENANCE AND ANCILLARY SUPPORT SERVICES	05/10/2023
2/6/1764	PERFORMANCE MANAGEMENT & RISK AUDITING SOFTWARE	11/11/2023
2/6/2087	CYCLE PARKING INFRASTRUCTURE	24/11/2023
2/6/1769	MOBILE IRON - EDUCATION	30/11/2023
2/6/1783	GROUND WATER AND GAS MONITORING OF BLACK DEVON CLOSED LANDFILL SITE	30/11/2023
2/6/1927	ALLOA LEISURE BOWL - DEMOLITION	01/12/2023
2/6/1746	ADMINISTRATION OF STAFF SURVEY PROCESS	07/12/2023
2/6/2057	KILNCRAIGS ROOF 1936 EMERGENCY	31/12/2023
2/6/1827	FRANKING SERVICES	12/01/2024
2/6/1831	VEHICLE CLEANING AND VALET SERVICES - EXCEPTION	31/01/2024
2/6/1897	DOMESTIC FURNITURE, FURNISHINGS & CLEANING	31/01/2024
2/6/1941	CLACKMANNAN MAIN STREET NEW BUILD	31/01/2024
2/6/1991	TRAINING AND CONSULTANCY SERVICES	31/01/2024
2/6/1733	PROCESSING OF DRY MIXED RECYCLATES (DMR)	10/02/2024
2/6/2018	PROCESSING OF DRY COMINGLED RECYCLATES DMR	11/02/2024
2/6/1759	HOUSING ANALYTICS SERVICE	20/02/2024
2/6/1997	WELL-BEING HUB - PROJECT MANAGER & COUNCIL REPRESENTATIVE	29/02/2024
2/6/1923	FIBRE CONSULTANCY SERVICES	20/03/2024
2/6/2084	PLACE PORTFOLIO REDESIGN	29/03/2024
2/6/1840	ORGANIC WASTE - FOOD WASTE	30/03/2024
2/6/1372	HOME ENERGY SCOTLAND (HES-THE WISE GROUP) TO CARRY OUT ADMIN AND ENABLING WORKS ASSOCIATED WITH 2/6/1371 EXCEPTION REQUEST - APPOINTMENT	31/03/2024
2/6/1678	GIS SOFTWARE AS A SERVICE - CROWN	31/03/2024
2/6/1754	ROADS MAINTENANCE	31/03/2024
2/6/1767	MEDICAL EQUIPMENT PLANNED SERVICING AND UNPLANNED REPAIRS	31/03/2024
2/6/1770	LOTUS NOTES DOMINO SERVER & USER LICENCES	31/03/2024
2/6/1787	HEALTH & SAFETY IT SYSTEM	31/03/2024
2/6/1791	PROVISION OF DEBT RECOVERY AND SHERIFF OFFICER SERVICES	31/03/2024
2/6/1821	LIBRARY MANAGEMENT SYSTEM	31/03/2024
2/6/1839	BACKUP AND WEB-FILTERING - EDUCATION SERVICE - SMOOTHWALL	31/03/2024
2/6/1846	CLEARSWIFT UPGRADE	31/03/2024
2/6/1848	BITUMEN PRODUCTS	31/03/2024
2/6/1849	ROADSTONE	31/03/2024
2/6/1849	ROADSTONE	31/03/2024
2/6/1858	NATIONAL FLEXIBLE FRAMEWORK FOR CARE AND SUPPORT SERVICES	31/03/2024
2/6/1903	VERITAS SOFTWARE RENEWAL 2022	31/03/2024
2/6/1918	ASSISTED GLASS	31/03/2024
2/6/1965	BESPOKE THERAPEUTIC INTERVENTIONS	31/03/2024
2/6/1971	NON COURT MANDATED WOMEN'S DOMESTIC ABUSE SUPPORT SERVICE	31/03/2024
2/6/1972	COURT MANDATED WOMEN'S DOMESTIC ABUSE SUPPORT SERVICE	31/03/2024
2/6/1978	SOCIAL CARE AGENCY WORKERS - NON EXCEL	31/03/2024
2/6/2002	EARLY ADOPTER COMMUNITIES PROJECT	31/03/2024
2/6/2019	DELIVERY OF THE ICELANDIC PREVENTION MODEL	31/03/2024
2/6/2045	HRA BUSINESS PLAN AND CAPACITY REVIEW	31/03/2024
2/6/2049	SECTOR SKILLS ACADEMY FOR CONSTRUCTION	31/03/2024
2/6/2050	CUSTOMER FACING SECTOR SKILLS ACADEMY	31/03/2024
2/6/2051	STEPS TO EMPLOYABILITY PROGRAMME FOR YOUNG PEOPLE	31/03/2024

2/6/2065	MENTAL HEALTH COUNSELLING SERVICES FOR ADULTS - MILD TO MODERATE MENTAL HEALTH PROBLEMS	31/03/2024
2/6/2076	VOID AND EMPTY PROPERTY REFURBISHMENT WORKS	31/03/2024
2/6/2078	THIRD SECTOR CHILDRENS SERVICE Provision of Family Support Early Intervention Services	31/03/2024
2/6/2078	THIRD SECTOR CHILDRENS SERVICE Out of Hours family Support Service	31/03/2024
2/6/2078	THIRD SECTOR CHILDRENS SERVICE Functional Family Therapy	31/03/2024
2/6/2078	THIRD SECTOR CHILDRENS SERVICE Tayavalla Short Term Residential Care	31/03/2024
2/6/2078	THIRD SECTOR CHILDRENS SERVICE Open Door Service including CODs	31/03/2024
2/6/2078	THIRD SECTOR CHILDRENS SERVICE Support Services for young carers	31/03/2024
2/6/2078	THIRD SECTOR CHILDRENS SERVICE Support Services to Families living in Clackmannanshire	31/03/2024
2/6/2078	THIRD SECTOR CHILDRENS SERVICE Parenting Support Services to Families with children under 12 years old	31/03/2024
2/6/2078	THIRD SECTOR CHILDRENS SERVICE Independent Advocacy Service	31/03/2024
2/6/1885	FLEET PARTS	30/04/2024
2/6/1970	HOLISTIC WELLBEING LISTENING & TARGETED COUNSELLING SERVICES IN 3 Lots	30/04/2024
2/6/1959	PUBLIC BUILDING HEATING	13/05/2024
2/6/1681	MFD REPLACEMENT PROGRAMME	31/05/2024
2/6/1854	WHEELED BINS - BLUE & GREEN	31/05/2024
2/6/1870	CLACKMANNAN TOWN HALL ROOF REFURBISHMENT	31/05/2024
2/6/1518	TRANSPORT FOR EDUCATION AND SOCIAL SERVICES	28/06/2024
2/6/1856	AUTOCAD SOFTWARE	30/06/2024
2/6/2040	SCHOOL BASED SERVICE TO PROVIDE SUPPORT TO CARE EXPERIENCED & DISADVANTAGED YOUNG PEOPLE	30/06/2024
2/6/1912	STRATEGIC HR SERVICES	06/07/2024
2/6/1860	BONDING JOINT SPRAYER	11/07/2024
2/6/1864	TREATMENT OF INERT WASTE AND RUBBLE	28/07/2024
2/6/1694	WEB BASED CONSULTATION SOFTWARE	31/07/2024
2/6/1878	LEARNING ESTATE OPTIONS APPRAISAL & CONDITION - STRUCTURAL SURVEYS	06/08/2024
2/6/1881	ROAD MATERIALS - ROADSTONE	09/08/2024
2/6/1986	CCTV REDCARE	20/08/2024
2/6/1317	FINANCE SYSTEM REPLACEMENT	31/08/2024
2/6/1317	FINANCE SYSTEM REPLACEMENT ADDITIONAL SERVICES ONE HOUSING	31/08/2024
2/6/1536	CROWN COMMERCIAL RM6000 - FUEL CARDS	31/08/2024
2/6/1872	DIGITAL MENTAL HEALTH	31/08/2024
2/6/1884	STREET LANTERNS	01/09/2024
2/6/1886	ALWAYS ON VPN	19/09/2024
2/6/1980	LEGAL SERVICES FRAMEWORK	28/09/2024
2/6/1779	SUBSTANCE USE INTERVERSION, PSHYCOLOGICAL & RECOVERY SUPPORT SERVICE	30/09/2024
2/6/1981	ICT DESKTOP CLIENT DEVICES	10/10/2024
2/6/1799	TRACTOR HIRE (WINTER MAINTENANCE)	22/10/2024
2/6/2021	BATHROOMS - SOCIAL WORK VIA HRA CAPITAL	01/11/2024
2/6/1811	OFFICE 365	30/11/2024
2/6/1687	REMOVAL AND STORAGE SERVICES 2019-	01/12/2024
2/6/1809	IMPROVEMENT FENCING 2020-2024	10/01/2025
2/6/1939	SUPPLY AND DELIVERY OF BOTTLED GAS INC BULK LPG	28/02/2025
2/6/1917	WESTHAUGH TRANSFORMATIONAL PROJECT	29/03/2025
2/6/1838	FLEET MANAGEMENT SYSTEM	30/03/2025
2/6/1704	ELECTION MATERIALS AND SYSTEMS	31/03/2025
2/6/1753	BRIDGE INSPECTION AND MANAGEMENT	31/03/2025
2/6/1773	INSURANCE AND CLAIMS HANDLING	31/03/2025
2/6/1879	ALCOHOL DRUGS PARTNERSHIP - RECOVERY WORKER	31/03/2025
2/6/2003	ADULT NUMERACY (MULTIPLY) PROGRAMME	31/03/2025

2/6/2004	EXPERT HELP FRAMEWORK - HR, LEGAL & PROCUREMENT	31/03/2025
2/6/2007	PRE-EMPLOYABILITY PROGRAMME	31/03/2025
2/6/2011	EXPERT HELP FRAMEWORK - IT DIGITAL DEVELOPMENT & SECURITY	31/03/2025
2/6/2012	EXPERT HELP FRAMEWORK - MARKETING & DIGITAL MARKETING	31/03/2025
2/6/2024	MENTAL HEALTH TRANSFORMATIONAL PROJECT - SHOUT	31/03/2025
2/6/2025	DIGITAL MENTAL HEALTH	31/03/2025
2/6/2039	IT SUPPORT FOR EMPLOYABILITY CLIENTS	31/03/2025
2/6/2041	MONEY & WELFARE BENEFITS ADVICE & SUPPORT UP TO AND INCLUDING TYPE III	31/03/2025
2/6/2042	HOUSING MONEY & WELFARE BENEFITS ADVICE & SUPPORT	31/03/2025
2/6/2056	FUEL	31/03/2025
2/6/2086	BUSINESS GROWTH PROGRAMME	31/03/2025



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

The top 10 categories represent 86% of the council's total spend

Proclass 10.1 Level 1	Total Spend	Total Value (%)
Social Community Care	£ 29,298,168.35	37.47
Facilities & Management Services	£ 10,102,312.20	12.92
Construction	£ 7,556,575.68	9.66
Construction Materials	£ 4,157,116.83	5.32
Utilities	£ 3,413,597.71	4.37
Information Communication Technology	£ 3,363,220.26	4.30
Housing Management	£ 2,694,155.74	3.45
Human Resources	£ 2,669,489.83	3.41
Environmental Services	£ 2,565,478.17	3.28
Consultancy	£ 1,783,489.91	2.28
Public Transport	£ 1,558,270.72	1.99
Financial Services	£ 1,456,941.71	1.86
No Summary Category	£ 1,450,327.79	1.85
Vehicle Management	£ 1,183,967.86	1.51
Education	£ 1,006,040.83	1.29
Catering	£ 882,191.54	1.13
Furniture & Soft Furnishings	£ 701,273.76	0.90
Healthcare	£ 511,967.66	0.65
Horticultural	£ 264,364.45	0.34
Cleaning & Janitorial	£ 247,921.28	0.32
Sports & Playground Equipment & Maintenance	£ 198,518.39	0.25
Highway Equipment & Materials	£ 185,274.65	0.24
Clothing	£ 177,817.23	0.23
Mail Services	£ 173,661.34	0.22
Legal Services	£ 160,969.84	0.21
Street & Traffic Management	£ 147,280.38	0.19
Health & Safety	£ 120,826.65	0.15
Stationery	£ 80,868.63	0.10
Arts & Leisure Services	£ 47,618.38	0.06
Domestic Goods	£ 28,719.45	0.04
Cemetery & Crematorium	£ 1,000.00	0.00

## Top 50 Suppliers by total expenditure

Supplier Name	Total Value	Proclass 10.1 Level 3
Clackmannanshire Educ Partnership Ltd	£ 8,888,305.27	Facilities & Management Services - Other
CARING HOMES LTD	£ 3,525,789.56	Social Care - Adult - Nursing Homes
Cera Care Operations (Scotland) Ltd	£ 2,677,196.53	Social Care - Adult - Domiciliary Care
HC ONE LTD	£ 1,746,856.79	Social Care - Adult - Nursing Homes
SIDEY GLAZIERS LTD	£ 1,671,228.39	Construction Materials - General Materials
Avondale Environmental Limited	£ 1,597,500.12	Environmental - Waste Mgmt - Waste Disposal
EDF Energy Networks Ltd	£ 1,541,784.04	Utilities - Electricity
HUB EAST CENTRAL SCOTLAND LIMITED	£ 1,453,985.65	Consultancy - Management - Organisation & Planning
Parklands Care Home	£ 1,429,502.12	Social Care - Adult - Residential Care
J H Civil Engineering Ltd	£ 1,423,090.83	Construction - Other
Key Housing Association Ltd	£ 1,309,225.26	Housing Management - Other
ARTHUR J GALLAGHER (U K) LIMITED	£ 1,220,519.10	Financial Services - Insurance
Scottish Autism Central Area Office	£ 1,216,819.56	Social Care - Adult - Residential Care
Community Integrated Care	£ 947,072.91	Social Care - Adult - Domiciliary Care
IKL CARE	£ 931,943.35	Social Care - Adult - Domiciliary Care
CAREVISIONS	£ 887,747.37	Social Care - Children - Specialist Domestic Violence
L&S 24/7 Building Services Lasman Industries Ltd	£ 740,653.26	Construction - Buildings - Construction
SWIIS FOSTER CARE LTD	£ 735,743.44	Social Care - Children - Adoption
TOTAL GAS & POWER LTD	£ 731,031.84	Utilities - Gas
Everwarm Services Limited	£ 700,812.18	Construction - Buildings - Other
P H Jones Ltd	£ 666,973.35	Construction - Buildings - Repair & Maintenance
John Mcgeady Ltd	£ 638,506.88	Construction - Other
M.A.B Preservation Limited	£ 631,612.92	Construction - Buildings - Repair & Maintenance
Action for Children Services Limited Fostering	£ 620,914.43	Social Care - Children - Adoption
Ailsa Building Contractors Ltd	£ 608,229.45	Construction - Buildings - Repair & Maintenance
XMA Ltd	£ 599,547.34	ICT - Software - Commercial Off The Shelf
Flourish Home Support Services Ltd	£ 559,716.10	Social Care - Adult - Domiciliary Care
HUNTERS EXECUTIVE COACHES	£ 546,335.65	Public Transport - Passenger Transport
Scotia Homecare Solutions Ltd	£ 533,707.08	Social Care - Adult - Domiciliary Care
SCOTTISH FUELS	£ 533,315.17	Utilities - Heating Oil
Ark Housing Association Ltd GR	£ 527,969.57	Housing Management - Other
Trust Housing Association Ltd	£ 520,507.19	Housing Management - Other
BRAKE BROS FOODSERVICE LTD	£ 517,696.55	Catering - Food & Beverages - Other
Wellbeing Scotland	£ 510,596.52	Social Care - Adult - Advice & Counselling Services
THE NATIONAL AUTISTIC SOCIETY	£ 492,263.50	Social Care - Children with Disabilities Care Services
Richmond Fellowship	£ 486,750.33	Social Care - Other
1st Class Care Solutions Ltd	£ 485,149.16	Social Care - Adult - Domiciliary Care
Kibble Education And Care Centre	£ 462,396.53	Social Care - Children - Childcare Services
Clackmannanshire Third Sector Interface	£ 459,898.16	No Summary Category
THE ADOLESCENT & CHILDRENS TRUST	£ 453,651.18	Social Care - Children - Adoption
Re-Gen Waste Ltd	£ 444,503.59	Environmental - Waste Mgmt - Recycling

The Furnishing Service Ltd	£ 434,106.13	Furniture - Domestic Furniture
AC Gold Services	£ 429,039.04	Construction - Buildings - Other
Kidz World	£ 415,301.38	Social Care - Children - Nurseries & Creches
STEP UP	£ 406,476.58	HR - Training & Conferences
A & B Reid	£ 387,228.63	Construction - Open Spaces - Other
Scottish Water	£ 376,672.92	Utilities - Water
Hillhouse Quarry Company Ltd	£ 366,590.69	Construction Materials - General Materials
PROFILE SECURITY SERVICES LTD	£ 365,013.82	Facilities Mgmt - Security - Other
SCRT Ltd	£ 363,694.47	HR - Temporary & Agency Staff - Social & Community Care

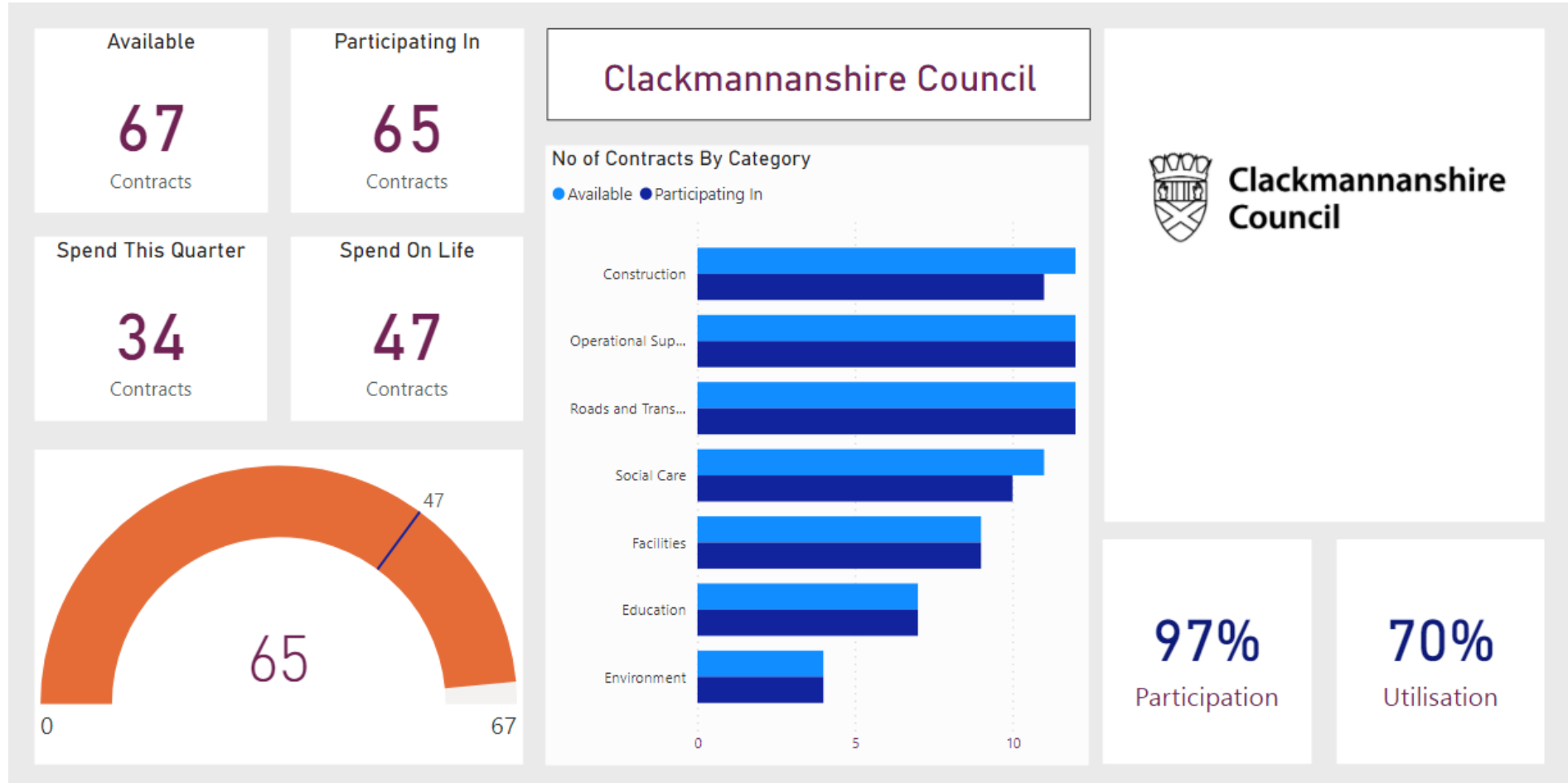
## Appendix 6. Participation in National Contracts

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

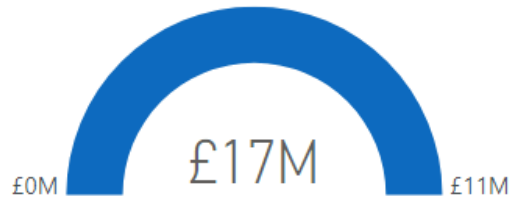
Contract	SUPPLIER	Total Spend	Total Saving
Electricity 2019	EDF Energy Ltd	£ 1,518,723.03	£ 32,810.55
Natural Gas	Total Gas & Power Ltd	£ 844,703.58	£ 19,850.77
Web Based & Proprietary Client Devices 2019	XMA Limited	£ 595,569.04	£ 118,495.57
Liquid Fuel - Scotland Central (2019)	Scottish Fuels	£ 529,305.55	£ 7,210.46
Water and Waste Water Services (2020)	Business Stream	£ 354,810.99	£ 97,502.05
Temp Admin, Catering & Manual Staff Services Framework 2019	Pertemps Recruitment	£ 204,158.23	£ 17,732.95
Mobile Client Devices	Hewlett Packard UK Ltd	£ 121,947.60	£ 87,169.93
Technology Peripherals and Infrastructure	Computacenter	£ 82,301.18	£ 19,752.28
Interim Professional Staff Services Framework 2019	ASA INTERNATIONAL	£ 79,065.29	£ 6,942.74
Postal Services Framework 2021 – Lot 1 - One Stop Shop	Royal Mail Group Ltd	£ 75,586.70	£ 3,023.47
Desktop client devices framework 2020	Hewlett Packard UK Ltd	£ 72,017.17	£ 45,639.73
National Framework for Office Equipment and Services (2017)	Ricoh (UK) Ltd	£ 58,025.02	£ 13,154.27
General stationery and office paper (2016)	Lyreco UK Ltd	£ 48,863.56	£ 11,013.85
Recruitment Advertising & Public Information Notices (2020)	TMP (UK) Ltd	£ 25,348.96	£ 25,579.12
Temp Admin, Catering & Manual Staff Services Framework 2019	BRIGHTWORK LTD	£ 19,802.32	£ 1,689.50
IT Peripherals (2018)	Computacenter	£ 6,383.34	£ 655.57
Banking Services (2022)	The Royal Bank of Scotland	£ 4,974.82	£ 1,989.93
Office Equipment - Multi-functional Devices & Services	Ricoh (UK) Ltd	£ 2,017.98	£ 584.00
Print And Associated Services 2019 - litho/ digital print services	Panda Litho Ltd	£ 834.00	£ 125.10
Print And Associated Services 2019 - litho/ digital print services	Harlow Printing Ltd	£ 802.63	£ 120.39
IT Consumables (2016)	Banner Group Ltd	£ 177.05	£ 12.34

## Participation in National Contracts

### Scotland Excel - Local Authority sector contracts (Cat B)



Actual Spend vs Forecast Spend



Clackmannanshire Council



Clackmannanshire Council

Actual Spend

£17.0M

Forecast Spend

£10.7M

Spend Variance

£6.3M

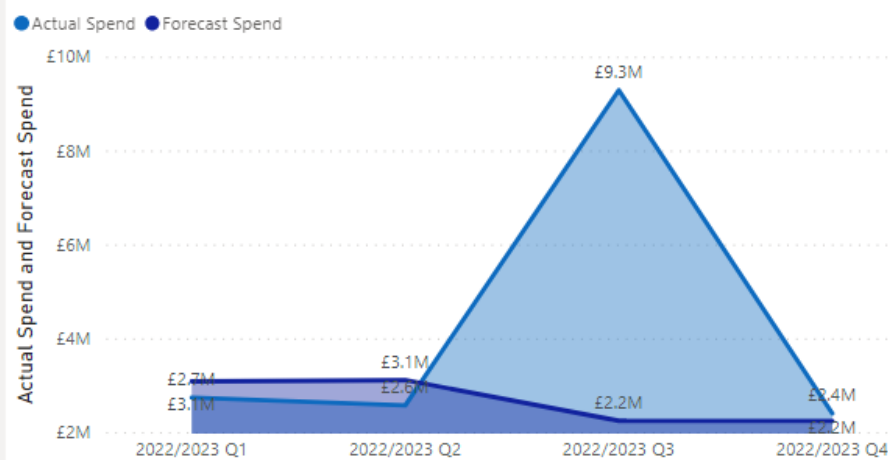
Estimated Saving

£0.1M

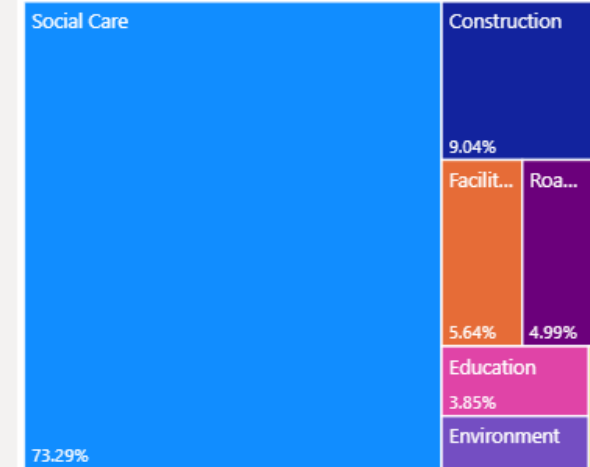
Fiscal Year/Quarter

- 2023/2024
- 2023/2024 Q1
- 2022/2023
- 2022/2023 Q1
- 2022/2023 Q2
- 2022/2023 Q3
- 2022/2023 Q4
- 2021/2022
- 2021/2022 Q1
- 2021/2022 Q2
- 2021/2022 Q3
- 2021/2022 Q4
- 2020/2021
- 2020/2021 Q2
- 2020/2021 Q3
- 2020/2021 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 2022 up to March 2023**.

Potential Overall Savings **£1,516,853.95** and:

Potential Annual Saving for 2022/23 of **£1,133,363.95**

File Number	Requirement	Supplier Name	Form 1 Estimated Spend	Form 2 Amount of Award	Savings	Capital / Revenue	Goods, Services or Works	Months	Potential Annual Saving
2/6/1941	CLACKMANNAN MAIN STREET NEW BUILD	DBM Building Contractors	£ 1,420,000.00	£ 1,418,994.12	£ 1,005.88	Capital	Works	18	£ 1,005.88
2/6/1957	MULTI TRADE FRAMEWORK	Maintenance and Building Preservation Ltd (MAB)	£ 2,000,000.00	£ 1,000,000.00	£ 1,000,000.00	Both	Works	12	£ 1,000,000.00
2/6/1963	ENGINEERING & TECHNICAL CONSULTANCY - ROADS	WSP UK Ltd	£ 80,000.00	£ 73,501.32	£ 6,498.68	Revenue	Service	12	£ 6,498.68
2/6/1966	FLOOD RISK ASSESSMENT - SOUTH ALLOA	Jeremy Benn Associates Limited	£ 49,999.00	£ 29,262.00	£ 20,737.00	Revenue	Service	3	£ 20,737.00
2/6/1967	SOFT SKILLS TRAINING	Elite Training & Consultancy (Scotland) Ltd	£ 40,000.00	£ 28,560.00	£ 11,440.00	Revenue	Service	48	£ 2,860.00
2/6/1969	MENTAL HEALTH TRAINING	Scottish Association for Mental Health	£ 23,000.00	£ 21,120.00	£ 1,880.00	Revenue	Service	6	£ 1,880.00
2/6/1973	TENANT SATISFACTION SURVEYS	Research Resource Scotland Limited	£ 49,000.00	£ 28,530.00	£ 20,470.00	Revenue	Service	5	£ 20,470.00
2/6/1975	PROVISION OF LOCAL BUS SERVICES IN CLACKMANNANSHIRE Lots 1-3	Hunters Executive Coaches	£ 1,162,000.00	£ 724,605.00	£ 437,395.00	Revenue	Service	84	£ 62,485.00
2/6/1985	LEARNING ESTATE OPTIONS APPRAISAL & CONDITION - STRUCTURAL SURVEYS	Hub East Central Scotland Limited	£ 200,000.00	£ 190,956.00	£ 9,044.00	Capital	Works	12	£ 9,044.00
2/6/1998	WASTE ANALYSIS	Alfred H Knight Energy Services Ltd	£ 30,000.00	£ 21,616.61	£ 8,383.39	Revenue	Service	4	£ 8,383.39
					<b>£ 1,516,853.95</b>				<b>£ 1,133,363.95</b>

## 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
2/6/1947	HOUSING AND PROPERTY IT BUSINESS MANAGEMENT SOLUTION	Civica	£95,000	Place
2/6/1947	HOUSING AND PROPERTY IT BUSINESS MANAGEMENT SOLUTION	NEC Software Solutions UK Limited	£145,000	Place
2/6/1991	TRAINING AND CONSULTANCY SERVICES	Resilience Learning Partnership	£45,000	People
2/6/2003	ADULT NUMERACY (MULTIPLY) PROGRAMME	Clackmannanshire Economic Regeneration Trust (CERT)	£350,715	Place
2/6/2007	PRE-EMPLOYABILITY PROGRAMME	Clackmannanshire Economic Regeneration Trust (CERT)	£310,000	Place
2/6/2041	MONEY & WELFARE BENEFITS ADVICE & SUPPORT UP TO AND INCLUDING TYPE III	Clackmannanshire Citizens Advice Bureau Ltd	£91,000	Place
2/6/2042	HOUSING MONEY & WELFARE BENEFITS ADVICE & SUPPORT	Clackmannanshire Citizens Advice Bureau Ltd	£532,506	Place



## 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	Total Transactions (%)
Scotland - Forth Valley	£ 28,209,683.86	37.05	298	26.23	12389	40.83
Scotland - Glasgow and Strathclyde	£ 11,930,198.85	15.67	178	15.67	4929	16.24
South East	£ 11,126,225.60	14.61	69	6.07	1467	4.83
Scotland - Tayside Central and Fife	£ 4,455,336.55	5.85	72	6.34	2035	6.71
Scotland - Edinburgh and Lothians	£ 3,406,754.28	4.47	93	8.19	1233	4.06
South West	£ 3,163,890.80	4.16	42	3.70	791	2.61
North West	£ 2,269,344.91	2.98	61	5.37	1190	3.92
London	£ 2,197,919.78	2.89	63	5.55	967	3.19
East Midlands	£ 1,688,481.58	2.22	55	4.84	747	2.46
Scotland - Highlands and Islands	£ 1,655,098.95	2.17	8	0.70	95	0.31
East of England	£ 1,545,649.22	2.03	41	3.61	607	2.00
Yorkshire and The Humber	£ 1,439,615.68	1.89	57	5.02	1905	6.28
West Midlands	£ 1,337,122.10	1.76	56	4.93	1523	5.02
Scotland - South	£ 668,179.07	0.88	9	0.79	129	0.43
Northern Ireland	£ 611,818.53	0.80	7	0.62	34	0.11
North East	£ 299,634.45	0.39	9	0.79	246	0.81
Scotland - Aberdeen and North East	£ 110,052.59	0.14	11	0.97	45	0.15
Wales	£ 15,716.25	0.02	7	0.62	13	0.04

## Spend by Region – Scotland

Region (ONS Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Scotland	£ 50,435,304.15	66.25	669	58.89	20855	68.73
South East	£ 11,126,225.60	14.61	69	6.07	1467	4.83
South West	£ 3,163,890.80	4.16	42	3.70	791	2.61
North West	£ 2,269,344.91	2.98	61	5.37	1190	3.92
London	£ 2,197,919.78	2.89	63	5.55	967	3.19
East Midlands	£ 1,688,481.58	2.22	55	4.84	747	2.46
East of England	£ 1,545,649.22	2.03	41	3.61	607	2.00
Yorkshire and The Humber	£ 1,439,615.68	1.89	57	5.02	1905	6.28
West Midlands	£ 1,337,122.10	1.76	56	4.93	1523	5.02
Northern Ireland	£ 611,818.53	0.80	7	0.62	34	0.11
North East	£ 299,634.45	0.39	9	0.79	246	0.81
Wales	£ 15,716.25	0.02	7	0.62	13	0.04

## Grow Local Percentage (%) spend Local area

vCode Business Sector	vCode Business Subsector	vCode Vendor Category	Total Spend	Total Vendors	Total Transactions
Social Care & Services	Adult Services	Nursing Homes	£ 5,272,646.35	2	337
Social Care & Services	Adult Services	Home Care Service Providers	£ 4,906,522.76	5	273
Social Care & Services	Adult Services	Adult Residential Care Providers	£ 1,414,171.31	2	143
Construction	Main Contractors	General Builders	£ 809,043.07	2	200
Travel & Accommodation	Travel	Bus & Coach Operators	£ 665,589.86	3	244
Other Goods & Services	Economic Development	Development Agencies	£ 469,898.16	2	24
Travel & Accommodation	Travel	Taxis & Private Hire Companies	£ 419,885.49	16	260
ICT	Systems Integration & Services	Computer Systems Integrators	£ 354,975.24	1	42
Social Care & Services	Other Social Care & Services	Other Social Care & Social Service Providers	£ 235,257.92	2	86
Construction	Construction Materials	Plumbing, Heating & AC (HVAC) Equipment Suppliers	£ 228,333.99	1	1776
Construction	Construction Materials	Builders Merchants	£ 205,750.25	2	1970
Healthcare	Healthcare Services	Counselling Service Providers	£ 199,276.96	1	35
Social Care & Services	Children's Services	Other Child Care Services Providers	£ 187,071.75	12	143
Social Care & Services	Other Social Care & Services	Disability & Special Needs Services Providers	£ 90,122.24	2	112
Construction	Construction Equipment	Plant & Construction Equipment Suppliers	£ 86,588.18	2	49
Construction	Construction Materials	Sheet Metal & Fabrication Suppliers	£ 76,436.40	1	248
Construction	Construction Equipment	Power & Hand Tool Suppliers	£ 63,122.67	1	377
Social Care & Services	Children's Services	Independent Family Support Service Providers	£ 54,294.50	2	4
Construction	Construction Trades	Welding Contractors	£ 52,588.79	1	12
Facilities Management	Property & Estate Management	Property Letting & Estate Agents	£ 41,552.72	2	45
Construction	Construction Materials	Do-It-Yourself (DIY) Stores	£ 34,011.96	1	1275
Transport	Logistics	Road Transport Contractors	£ 33,277.65	1	25
Arts, Sport & Leisure	Leisure Services	Theme Parks & Attractions	£ 33,101.42	1	2
Human Resources	Recruitment Services	Other Recruitment Agencies & Service Providers	£ 28,602.01	1	31
Arts, Sport & Leisure	Arts	Other Arts Providers	£ 28,429.72	1	16
Facilities Management	Property & Estate Management	Office Rental & Meeting Room Hirers	£ 27,866.88	1	31
Waste & Environmental Services	Recycling	Recycling Service Providers	£ 19,403.47	2	27
Human Resources	Training	IT Training Providers	£ 18,594.00	1	5
Vehicles	Road Vehicles	Car & Van Servicing & Maintenance Providers	£ 18,486.69	2	17
Education	Education Service Providers	Other Education Service Providers	£ 18,038.00	2	41

## Top 20 spend by Cost Centre

Org Level 3 Description	Total Spend	Total Suppliers
Balance Sheet	£ 11,399,958.50	99
Secondary Schools PPP	£ 8,888,445.27	2
Physical Disability Assessment & Care Management	£ 7,683,650.39	54
Learning Disability Assessment & Care Management	£ 7,083,944.92	52
Older People Assessment & Care Management	£ 4,749,336.77	61
HRA Operations	£ 3,218,914.23	90
External Foster Care	£ 2,832,030.28	13
Residential Placements	£ 2,805,520.98	18
Mental Health Assessment & Care Management	£ 2,769,506.41	43
Utilities Management	£ 2,326,307.66	19
Waste Treatment	£ 2,222,332.95	11
Early Years Centrally Held	£ 1,620,311.68	37
Building Repairs & Maintenance	£ 1,026,756.73	67
Homeless & Specialised Accom	£ 982,758.65	25
Fleet Operations	£ 828,210.41	63
ASSISTANCE TO PUPILS SPECIAL	£ 794,215.99	21
Continuing Care	£ 713,237.65	3
Roads Operations	£ 699,411.63	73
Childrens Commissioned Services	£ 676,102.68	7
Grounds Maintenance	£ 577,514.38	69

## Top 25 spend by Nominal Code

Internal Spend Category Description	Total Spend	Total Suppliers
Payments To Contractors	£ 11,846,701.70	171
Home Care	£ 11,587,390.98	47
Private Nursing Homes	£ 10,738,545.98	39
Private Residential Homes	£ 4,582,475.98	32
Asset Additions - Council Dwellings	£ 3,769,775.89	17
Fostering & Kinship Payments	£ 2,797,191.42	14
Asset Additions - Infrastructure	£ 2,763,236.68	32
Educational Establishments Payment	£ 2,359,855.92	32
Asset Additions - Vehicle, Plant and Equipment	£ 1,712,491.05	26
Agency Staff Costs	£ 1,522,552.20	14
Materials - Direct purchases from suppliers	£ 1,460,927.52	189
Voluntary Organisations Payment	£ 1,409,891.64	23
Other Agencies Payment	£ 1,326,759.65	90
Electricity	£ 1,313,995.04	13
Pupil & Client Transport	£ 1,281,548.91	26
Waste Contractors - Landfill	£ 1,259,930.83	1
Payment To Subcontractor	£ 1,234,582.03	13
Supported Accommodation	£ 1,227,075.88	11
Materials (issued from Stock)	£ 1,193,667.44	49
Annual Maintenance External Providers	£ 1,176,972.58	67
Asset Additions - Investment Property	£ 945,035.62	1
Purchase Of Equipment	£ 938,568.49	144
External Residential Income	£ 860,241.62	8
Gas	£ 770,384.54	10
Provision Of Food	£ 743,648.65	16

## Appendix 10. Procurement Strategy Action Plan – Annual Update 22/23

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

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

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

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

### Definitions

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

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

Consult "Prior to making a decision"

Inform "After decision is made"

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

**Strategic Theme 1 Straightforward Procurement**

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

<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Update April 2023</b>
Deliver electronic procurement systems to satisfy new legislative requirements.	TechnologyOne Project Team	Reviewed on an annual basis	No change to legislation  Upgrade to the Technology One environment to the 2022B release is November 2022
	<b>Accountable</b>		
	Chief Accountant		
	<b>Consult</b>		
	Procurement Manager		
	<b>Inform</b>		
	Strategic Director (Partnership & Performance)		
	<b>Responsibility</b>	A per Scottish Procurement policy notes, which are published on an ad hoc basis to provide advice on current policy issues.	No change to legislation  All SPPN's have been noted  Expected changes later 2024
	Procurement Manager		
	<b>Accountable</b>		
Strategic Director (Partnership & Performance)			
<b>Consult</b>			
Review impact of newly implemented EU Procurement Rules and UK legislation and make necessary changes to existing approaches.	CMT		
	<b>Inform</b>		
	CMT		
	<b>Responsibility</b>	Reviewed on an annual basis	How to do business with Clackmannanshire Council updated for National meet the buyer events & Forth Valley events
	Procurement Manager		
<b>Accountable</b>			
Strategic Director (Partnership & Performance)			
<b>Consult</b>			
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.	CMT		
	<b>Inform</b>		
	Elected members		
	<b>Responsibility</b>	Ongoing	Continuing to use and update
	All Purchasing staff		
<b>Accountable</b>			
Heads of Service			
<b>Consult</b>			
Continue to use Public Contract Scotland portal as our main advertising media for all regulated procurements.	Procurement Manager		
	<b>Inform</b>		
	All Council staff		

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

<b>Strategic Theme 2 Embed procurement and contract management Skills</b>			
To continue to embed professional procurement and contract management skills across the Council. This goes hand in hand with moves to increase the commercial acumen of the Council			
<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Update April 2023</b>
Provide strategic professional advice to the corporate review of how to transform the way the Council procures its works, services and supplies and to propose a new model for procurement and purchasing activities across the Council.	Procurement Manager	Ongoing	Ongoing continuing to provide advice
	<b>Accountable</b>		
	CMT		
	<b>Consult</b>		
	CMT		
Provide support and learning and development opportunities to staff, contractors, stakeholders, unions and elected members engaged in procurement processes to ensure they are able to deliver effectively and are empowered to deal with and understand the impact of any procurement decisions/ issues.	<b>Responsibility</b>	Reviewed on an Annual basis	Various training Sessions delivered throughout the year SDP, Scotland Excel and Scottish Procurement training available
	Procurement Manager		
	<b>Accountable</b>		
	CMT		
	<b>Consult</b>		
Review the role of the Procurement Matters Group and the terms of reference for the group. The procurement matters group is a management model where employees identified as having responsibility for procurement within their job role would have this aspect of their role managed by the Procurement Manager.	<b>Responsibility</b>	March 2023	Meetings taking place quarterly rather than monthly to encourage better participation and attendance. No real effect and will review again early in the new financial year
	Procurement Manager		
	<b>Accountable</b>		
	CMT		
	<b>Consult</b>		
Assist Clackmannanshire Third Sector Interface (CTSI) in the development and delivery of training with regard to 'Understanding Social Enterprise/Third Sector Legal Structures', and the impact/opportunities re Community Benefit Clauses	<b>Responsibility</b>	March 2023	Early discussions taken place. Delayed due to capacity issues
	Procurement Manager and CTSI		
	<b>Accountable</b>		
	Procurement Manager		
	<b>Consult</b>		
CTSI			
<b>Inform</b>	Elected Members		



<p>Collaborate with CTSi on the production of a guide for analysing and measuring social value/impact in the assessment of bids.</p>	<p><b>Responsibility</b> Procurement Manager and CTSi</p> <p><b>Accountable</b> CTSI</p> <p><b>Consult</b> CTSI</p> <p><b>Inform</b> CMT</p>	<p>March 2023</p>	<p>Not started re profile to next year Delayed due to capacity issues</p>
<p>Brexit - Public Procurement Regulations have been implemented to UK law from four European Directives.</p> <p>The principles contained within the directives of equal treatment, non-discrimination, transparency and proportionality are enshrined within the Scottish Procurement Regulations and ultimately our procurement activity. Upon departure from the European Union it is unlikely that there would be any significant impact to procurement legislation and the way in which procurement activity is conducted</p> <p>However we will consider any of the implications of Brexit across our procurement portfolio, with focus on procurement regulations, trade, migrant labour workforce, and take all available practical steps. This will include working with the Scottish Government and Scotland Excel</p>	<p><b>Responsibility</b> Purchasing staff</p> <p><b>Accountable</b> Purchasing staff</p> <p><b>Consult</b> Scottish Government &amp; Scotland Excel</p> <p><b>Inform</b> Purchasing Staff</p>	<p>March 2023</p>	<p>Awaiting outcome re Changes to UK and Scottish procurement Law expected 2024</p>

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

<b>Strategic Theme 3 Support and encourage the local supplier market</b>			
To support and encourage an effective local supplier market including the voluntary sector and the promotion of local social value in contracts.			
<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Update April 2023</b>
Revise guidance on Council’s website about selling to the Council.	Procurement Manager	Dec. 2019  There after on an annual basis	Updated February 2023
	<b>Accountable</b>		
	Procurement Manager		
	<b>Consult</b>		
	Procurement Matters Group		
Refresh and publish online schedule of proposed procurements to promote future contract opportunities.	<b>Inform</b>	As part of the procurement annual report and as per capital budget as agreed by Council February / March each year	Ongoing
	Strategic Director (Partnership & Performance)		
	<b>Responsibility</b>		
	Procurement Manager		
	<b>Accountable</b>		
Where possible, utilise the Public Contract regulations to enable Officers to place contracts with supported businesses more readily without having to resort to full tendering exercises, e.g. <ul style="list-style-type: none"> <li>Identify third sector suppliers that meet ‘Supported Business’ criteria; and</li> <li>Identify opportunities to make use of reserved contracts for local supported businesses at monthly CTSI meetings.</li> </ul>	Heads of Service	Ongoing	
	<b>Consult</b>		
	All Services		
	<b>Inform</b>		
	All Stakeholders		
	<b>Responsibility</b>		
	Purchasing Staff		
<b>Accountable</b>			
For non regulated procurement exercises officers will purchase via local suppliers and will include at least one local supplier to tender where there is one available.	Heads of Service	Every procurement journey route 1 procurement	Still being maintained and managed via quick quote process and Procurement governance documents form 1
	<b>Consult</b>		
	Procurement Manager		
	<b>Inform</b>		
	Procurement Matters group		
	<b>Responsibility</b>		
Purchasing Staff			
<b>Accountable</b>			
Heads of Service			
<b>Consult</b>			
Procurement Manager			
<b>Inform</b>			
Procurement Matters group			

<p>Support businesses local to Clackmannanshire through a range of initiatives including:</p> <ul style="list-style-type: none"> <li>• Making it simpler to do business with the Council;</li> <li>• Reduce to a minimum the bidding burden on suppliers;</li> <li>• Have regard to the impact on small/local firms of the way in which a procurement is structured and how they are paid;</li> <li>• Provide clear information about selling to the Council on the Council's website.</li> <li>• Production of a clear and concise guide for Third Sector suppliers that includes guidance with regard to partnership/consortia bids</li> <li>• Run a series of 'Meet the Supplier' events to encourage greater engagement from the third sector with the procurement process, and to create greater understanding of Third sector suppliers amongst council officers</li> </ul>	<p><b>Responsibility</b></p>	<p>Throughout each year and reported in the procurement annual report</p>	<p>Ongoing</p>
	<p>Procurement Manager Supplier Development programme CTSI</p>		
	<p><b>Accountable</b></p>		
	<p>Procurement Manager</p>		
	<p><b>Consult</b></p>		
	<p>Stakeholders</p>		
	<p><b>Inform</b></p>		
	<p>Elected Members</p>		
<p>Take in to account and align with the Council's Local Outcome Improvement Plan (LOIP) and that communication of its purpose, priorities and outcomes are better communicated across departments. Where possible align the procurement journey so that procurement exercises are attractive to local businesses and people and ensure fair opportunities for all.</p>	<p><b>Responsibility</b></p>	<p>Every procurement exercise</p>	<p>Written into all procurement Governance documentation</p>
	<p>Purchasing Staff</p>		
	<p><b>Accountable</b></p>		
	<p>Heads of Service</p>		
	<p><b>Consult</b></p>		
	<p>Procurement Manager</p>		
	<p><b>Inform</b></p>		
	<p>CMT</p>		
<p>Extend awareness of implications of Public Procurement Reform legislation through;</p> <ul style="list-style-type: none"> <li>• Workshop discussions to brief third sector on Council procurement policy and changes in legislation; and</li> <li>• Establish monthly communication between Council procurement manager and CTSI.</li> </ul>	<p><b>Responsibility</b></p>	<p>March 2023</p>	<p>Early Discussions Delayed due to capacity issues</p>
	<p>Procurement Manager CTSI</p>		
	<p><b>Accountable</b></p>		
	<p>Procurement Manager CTSI</p>		
	<p><b>Consult</b></p>		
	<p>Procurement Manager CTSI</p>		
	<p><b>Inform</b></p>		
	<p>Procurement Manager CTSI</p>		

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

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

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

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

Action	Responsibility	Target Date	Update April 2023
Ensure that all regulated procurements comply with the sustainable procurement duty and in the case of commissioning ensure these are aligned to the Integration Joint Board joint strategic commissioning plans which pull together the forecast of overall need across the local authority area, together with the availability of services or resources to meet that need and makes recommendations following an option appraisal for how these should be met	<b>Responsibility</b>	All regulated procurement exercises	Ongoing
	Purchasing Officers Social services commissioning		
	<b>Accountable</b>		
	Heads of Service		
	<b>Consult</b>		
	Procurement Manager IJB		
	<b>Inform</b>		
Establish systems to record the impact of procurement policies and practices on the council's climate change duties.	<b>Responsibility</b>	March 2023	Not Started
	Procurement Manger		
	<b>Accountable</b>		
	Heads of Service		
	<b>Consult</b>		
	CMT		
Review scope for and deliver further corporate contracts to consolidate spend.	<b>Responsibility</b>	Ongoing agenda item with the Procurement Matters Group	Ongoing
	Procurement Matters Group		
	<b>Accountable</b>		
	Heads of Service		
	<b>Consult</b>		
	CMT		
Revise template documents and guidance with intention of promoting scope for innovation by the market in appropriate procurements.	<b>Responsibility</b>	Ongoing agenda item with the Procurement Matters Group	Ongoing
	Procurement Manager		
	<b>Accountable</b>		
	Procurement Manager		
	<b>Consult</b>		
	Procurement Matters Group		
	<b>Inform</b>		
	Purchasing Staff		

When exploring outsourcing and private partnership solutions, these will not be procured in insolation and consultation with staff, service users, unions and stakeholders will be undertaken when market testing.	<b>Responsibility</b>	When required	Ongoing
	Heads of Service		
	<b>Accountable</b>		
	CMT		
	<b>Consult</b>		
	All Stakeholders		
	<b>Inform</b>		
Elected Members			
Utilise the Scottish Government's sustainable prioritisation tool to identify and prioritise procurement activity.	<b>Responsibility</b>	March 2023	Tool being revised to web format once complete we will be able to utilise
	Purchasing Staff		
	<b>Accountable</b>		
	Heads of Service		
	<b>Consult</b>		
	Procurement Manager		
	<b>Inform</b>		
CMT			
Utilise the Flexible Framework Self-Assessment Tool (FFSAT) to provide a Sustainable Action Plan to establish the performance level of sustainable procurement across the council.	<b>Responsibility</b>	March 2023	Tool being revised to web format once complete we will be able to utilise
	Purchasing Staff		
	<b>Accountable</b>		
	Heads of Service		
	<b>Consult</b>		
	Procurement Manager		
	<b>Inform</b>		
CMT			
Create and manage a sustainable register to capture, monitor and report on the sustainable outcomes achieved via procurement activity, and link to related internal and external reporting requirements.	<b>Responsibility</b>	March 2023	Not Started
	Procurement Manager		
	<b>Accountable</b>		
	Procurement Manager		
	<b>Consult</b>		
	All stakeholders		
	<b>Inform</b>		
CMT			

Explore innovative solutions through greater collaborative approaches between the Council and the local Third sector	<b>Responsibility</b>	March 2023	Early Discussions Delayed due to capacity issues
	Purchasing Staff CTSI		
	<b>Accountable</b>		
	Purchasing Staff CTSI		
	<b>Consult</b>		
	Procurement Matters Group CTSI		
Explore the development of a subcontractor community benefit directory	<b>Responsibility</b>	December 2020	Completed <a href="https://ctsi.org.uk/community-benefits">https://ctsi.org.uk/community-benefits</a>
	CTSI		
	<b>Accountable</b>		
	CTSI		
	<b>Consult</b>		
	Procurement Manager <b>Inform</b>		
Procurement Matters Group			

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

**Strategic Theme 5 Fair procurement**

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

<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Update April 2023</b>
Ensure that all procurement follows the fundamental principles of (transparency, equal treatment and non-discrimination, proportionality and mutual recognition), the legal requirements of the Procurement Reform (Scotland) Act 2014, The Public Contracts (Scotland) Regulations 2015, The Procurement (Scotland) Regulations 2016, statutory guidance issued under the Act and Scottish public procurement policy generally and including the Scottish specific equality duty.	Purchasing Staff	Every Regulated procurement exercise	Ongoing
	<b>Accountable</b>		
	Heads of Service		
	<b>Consult</b>		
	Procurement Manager		
	<b>Inform</b>		
Establish simple methodology for assessing best value case for using the Living Wage requirement in service and works contracts,	<b>Responsibility</b>	July 2022	Completed  Living wage accreditation Obtained 2021 – extensive procurement data mining exercise and correspondence has been undertaken
	Procurement Manager		
	<b>Accountable</b>		
	Procurement Manager		
	<b>Consult</b>		
	Procurement Matters Group		
Procurement will also foster and adopt the Fair Work directive where legally permissible by removing contractors who use Zero Hour Contracts and contractors who do not provide a minimum of pay in line with the living wage	<b>Responsibility</b>	Where Identified	Ongoing
	Procurement Manager		
	<b>Accountable</b>		
	Procurement Manger		
	<b>Consult</b>		
	Procurement Matters group		
<b>Inform</b>	Purchasing Staff		



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

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

**Strategic Theme 6 Compliance**

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

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

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

