

**Annual Procurement Report**  
**April 2018 – March 2019**

**East Dunbartonshire Council**  
**June 2019**



## **Contents**

<b>1. Introduction</b>	<b>2</b>
<b>2. Section 1 – Summary of Regulated Procurements Completed</b>	<b>4</b>
<b>3. Section 2 – Review of Regulated Procurement Compliance</b>	<b>6</b>
<b>4. Section 3 – Community Benefit Summary</b>	<b>8</b>
<b>5. Section 4 – Supported Business Summary</b>	<b>9</b>
<b>6. Section 5 – Future Regulated Procurements Summary</b>	<b>10</b>
<b>7. Section 6 – Other Content for Consideration</b>	<b>11</b>
<b>8. Appendix 1 – Key Objectives Review</b>	<b>12</b>
<b>9. Appendix 2 – Scotland Excel Framework Spend</b>	<b>18</b>
<b>10. Appendix 3 – Scottish Government Framework Spend</b>	<b>21</b>
<b>11. Appendix 4 – Annual Procurement Report Template</b>	<b>22</b>

## **1. Introduction**

- 1.1. This annual report summarises the performance of the Corporate Procurement Team for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019, as required by the Guidance under the Procurement Reform (Scotland) Act 2014, and in support of national and organisational priorities.
- 1.2. The Corporate Procurement Team's aim is to continue to develop and implement an effective procurement approach by:
- Setting out clear strategic objectives
  - Embedding a continuous improvement approach to procurement
  - Delivering cash savings
  - Maximising opportunities to collaborate, innovate and deliver efficiencies
  - Increasing opportunities to Supported Businesses, Social Enterprises, local and SME suppliers to access public sector contracts
  - Directing focus on sustainable procurement, including the identification and delivery of community benefits
  - Supporting a sustainable economic environment

This will ensure the delivery of the Council's regulated procurements in accordance with the mandatory requirements set out in the Procurement Reform (Scotland) Act 2014. The following legislative suite of documents supports this:

- Council Contract Standing Orders
- Financial Regulations
- Scheme of Delegation

### **1.3. Council Policies & Procedures**

The Procurement Strategy and Governance approach will embed national and local policies and strategies in support of organisational performance management. The following policies will support achievement of this strategy:

- Anti-Bribery Policy
- Contract and Supplier Management (Incl in Action Plan)
- Digital Transformation
- Continuous Improvement

The Council's Governance Framework and Policies capture the required actions from this Strategy. Procedure and documentation reviews will support the achievement of legislative requirements whilst securing best value. The following documentation supports delivery of this:

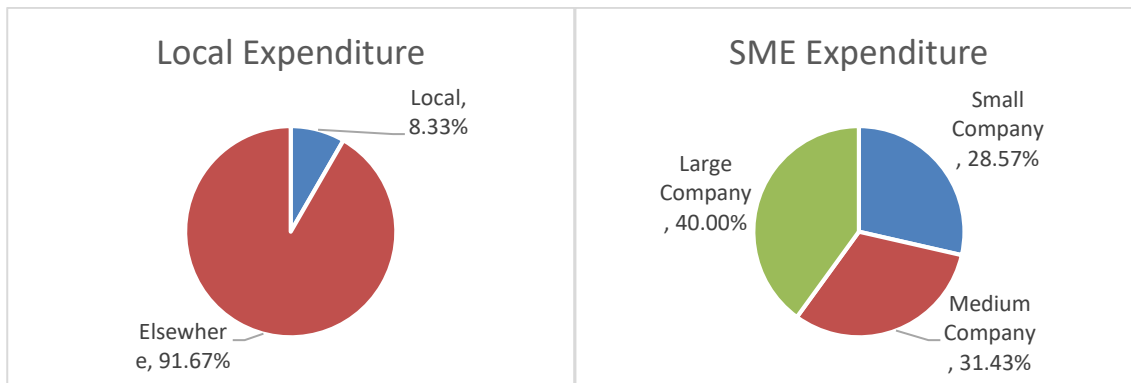
- Procurement Strategy And Governance Framework
- Organisational Transformation Business & Improvement Plan
- Procurement Authority levels
- Sourcing Strategies
- Web & Hub Guidance
- Training Packs

## Section 1 – Summary of Regulated Procurements Completed

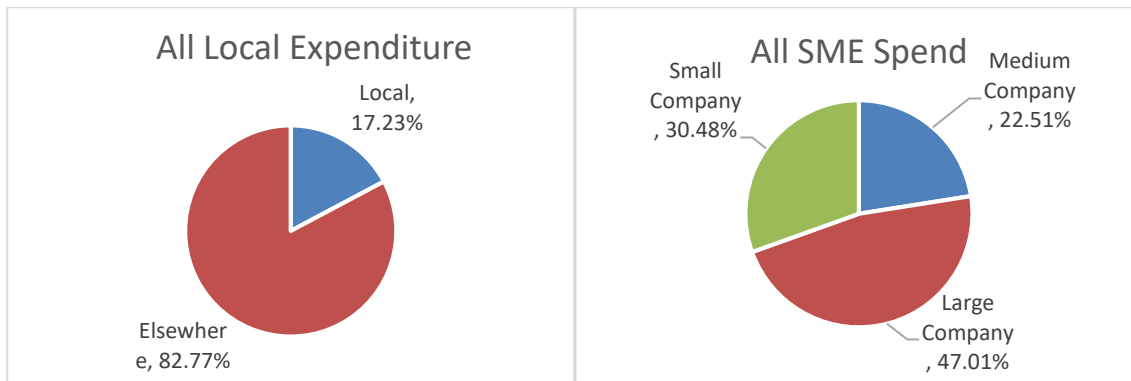
Section 18(2)(a) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of the regulated procurements that have been completed during the year covered by the report”.

Regulated procurement refers to any contract above £50,000 for goods and services, or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to new contracts and framework agreements but also to mini-competitions and call offs from existing framework agreements.

### Regulated Procurement Spend Profile



### Procurement Small to Medium Enterprise (SME) Spend Profile



## List of Regulated Procurements Completed In Period 2018-2019

CONTRACT/ TENDER REFERENCE	CONTRACT/TENDER TITLE	CONTRACT START DATE	ASSUMED CONTRACT EXPIRATION DATE	CONTRACT EXPIRATION DATE INC EXTENSIONS	MAXIMUM EXTENSION TO CONTRACT (YEARS)	CONTRACT PERIOD	CATEGORY A/B/C	SUPPLIER	ESTIMATED VALUE
EDC/2016/2070	MAVIS VALLEY RECYCLING PROJECT	01/08/2018	31/08/2019	31/08/2019	N/A	ONE OFF	C	KIER CONSTRUCTION	£ 945,000.00
EDC/2017/2124	BAKERY	10/04/2018	10/04/2022	N/A	N/A	4 YEARS	C	D MCGHEE & SON LTD	£ 300,000.00
EDC/2017/2413	IDOX	01/04/2018	31/03/2023	31/03/2023	N/A	5 YEARS	A	IDOX SOFTWARE	£ 176,000.00
EDC/2017/2416	INSURANCE SERVICES (EXCLUDING BROKING) - LOTS 1 TO 12	01/05/2018	31/05/2021	31/05/2023	2	3 YEARS (OPTION TO EXTEND FOR 1 + 1)	C	RISK MANAGEMENT PARTNERS LTD, AXA ART UK, PROTECTOR INSURANCE	£ 3,779,346.85
EDC/2017/2443	INSTALLATION OF LED ROAD LIGHTING LANTERNS 2018	24/09/2018	24/09/2019	24/09/2019	N/A	1 YEAR	C	GORDONS ELECTRICAL LTD	£ 51,506.00
EDC/2018/2444	CARRIAGEWAY MICROASPHALT CONTRACT 2017/2018	03/09/2018	03/03/2019	03/03/2019	N/A	1 YEAR	C	COLAS LTD	£ 284,400.50
EDC/2018/2451	WASTE FLEET VEHICLE REPLACEMENT	10/05/2018	10/11/2018	N/A	N/A	ONE OFF	B	DENNIS EAGLE LTD, WESTERN COMMERCIAL, IMPERIAL COMMERCIALS LTD	£ 2,898,013.32
EDC/2018/2452	PROPERTY MAINTENANCE BLACKSMITH FRAMEWORK	01/08/2018	31/07/2019	31/07/2020	1 YEAR	1 YEAR (+1)	C	CITY GATE CONSTRUCTION (SCOTLAND) LTD; BRICK AND STEEL; INVERWELD WELDING	£ 100,000.00
EDC/2018/2470	ORACLE SPARC SERVER	01/08/2018	01/08/2021	01/08/2021	N/A	3 YEARS	C	ESTEEM	£ 90,000.00
EDC/2018/2472	PITCH RENOVATION WORKS 2018/19	18/06/2018	17/06/2021	17/06/2023	12 YEAR	3 YEARS + 1 +1	C	ALLSPORTS CONSTRUCTION & MAINTENANCE LTD/SYNTHETIC GRASS SOLUTIONS	£ 240,000.00
EDC/2018/2481	CIVICA - SOCIAL HOUSING SOLUTION	01/04/2018	31/03/2019	31/03/2019	N/A	1 YEAR	C	CIVICA	£ 66,915.63
EDC/2018/2485	ELECTRICAL WORK FRAMEWORK (FORMERLY 2017/2365)	30/11/2018	30/11/2021	30/11/2022	1 YEAR	3 YEARS + 1	C	AC ELECTRICS, CITY GATE	£ 3,000,000.00
EDC/2018/2489	EDUCATION SERVER REPLACEMENT 2018	01/08/2018	01/08/2021	01/08/2021	N/A	3 YEARS	A	PROACT - IT UK	£ 120,000.00
EDC/2018/2490	ROADSTONE	01/07/2018	30/06/2022	30/06/2022	N/A	4 YEARS	C	TILLCOUNTRY, PATERSONS	£ 1,469,765.38
EDC/2018/2521	LNCS ASSESSMENTS	27/09/2018	27/09/2021	27/09/2023	1+1	3 YEARS+1+1	C	STARLING LEARNING	£ 77,400.00
EDC/2018/2523	RESIDUAL WASTE	01/05/2018	31/07/2019	31/9/2020	1 YEAR	15 MONTHS +1	B	BIFFA WASTE SERVICES	£ 7,430,992.00
EDC/2018/2529	DISPOSAL OF FOOD WASTE	01/04/2018	31/03/2020	31/03/2022	2 YEARS	2 YEARS (1+1)	B	SCOTTISH WATER HORIZONS LTD	£ 576,000.00
EDC/2018/2530	DISPOSAL OF ORGANIC WASTE	28/05/2018	27/05/2020	27/05/2022	2 YEARS	2 YEARS (1+1)	B	FORTH RESOURCE MANAGEMENT LTD	£ 1,050,000.00
EDC/2018/2537	FIRE SAFETY PRODUCTS (SXL 1617)							WALKER FIRE	£ 62,313.67
EDC/2018/2540	OCCUPATIONAL HEALTH AND RELATED SERVICES TENDER	01/01/2019	31/12/2021	31/12/2023	3 YEARS	3 YEARS (+1+1)	C	MEDIGOLD HEALTH CONSULTANCY LTD, PAR PHYSIOTHERAPY LTD, THERAPEUTIC COUNSELLING SERVICES LTD	£ 300,000.00
EDC/2018/2567	WESTERTON INTERMEDIATE CARE BEDS	23/04/2018	23/04/2020	23/04/2020	N/A	2 YEARS	C	BEARSDEN LLP	£ 692,419.20
EDC/2018/2575	FLEET WORKSHOP VEHICLE RAMPS REPLACEMENT							STERTIL UK LTD	£ 103,921.00
EDC/2018/2579	STREET SWEEPINGS	01/12/2018	30/11/2020	30/11/2022	2 YEARS	2 YEARS (1+1)	C	DOW GROUP LTD	£ 125,000.00
EDC/2018/2580	WASTE AND ROADS FLEET PLANT REPLACEMENT	02/08/2018	12/10/2018	12/10/2018	N/A	ONE OFF	B	SCOT JCB LTD	£ 331,940.00
EDC/2018/2583	BIELD HOUSING ASSOCIATION - OAKBURN PARK DAYCARE	01/04/2018	01/04/2020	01/04/2020	N/A	2 YEARS	C	BIELD HOUSING ASSOCIATION	£ 342,810.00
EDC/2018/2639	INSTALLATION OF KITCHEN AND BATHROOMS - HOUSING CAPITAL PROGRAMME	03/12/2018	31/03/2022	31/03/2022	N/A	3 YEARS 4 MONTHS	B	MITIE PROPERTY SERVICES (UK) LTD	£ 4,300,000.00
EDC/2018/2655	THE IBIKE PROJECT	28/08/2018	28/02/2019	28/02/2019	N/A	6 MONTHS	C	SUSTRANS	£ 58,092.00
EDC/2017/2113	CONSTRUCTION OF NEW HOUSING DEVELOPMENT - SITES 1-4	24/10/2018	24/10/2021	24/10/2022	1 YEAR	3 YEARS (+1)	C	MORRIS AND SPOTTISWOOD	£ 4,093,070.65
EDC/2017/2113	CONSTRUCTION OF NEW HOUSING DEVELOPMENT - KILMARDINNY - MINI COMPETITION 1 - SITE 5	26/03/2019	01/04/2020	01/04/2020	N/A	ONE OFF	C	CRUDEN BUILDING AND RENEWALS LTD	£ 3,571,846.96

## Section 2 – Review of Regulated Procurement Compliance

The Council's Contract register contains details of contracts awarded above £16,500. The Council's Procurement Strategy 2018-19, and 2019-20 provides a clear framework to ensure its Procurement Activities support all services to meet national and East Dunbartonshire Council's priorities. Progress continues within delivery of the strategy.

Number of Regulated Contracts Awarded	29
Awards from Non Council Frameworks	9
Total Estimated Value of Regulated Procurements	£36,636,753.16
% of Regulated Contracts awarded to SMEs during reporting period	60.00%
% of Regulated Contracts awarded to local suppliers	8.33%

Number of Contracts Awarded	218
Awards from Non Council Frameworks	37
Total Estimated Value of Procurements	£49,097,548.57

In addition, the Council makes awards from existing Council social care frameworks. It also utilises the COSLA National Care Home Contract to make awards above regulated procurement thresholds.

During the same period there were instances where alternative methods of procurement were used in line with Council Standing Orders (e.g. where there is only one potential supplier, where competition is absent for technical reasons, etc)

Number of Contracts Awarded which did not comply with the Strategy	2
Total Estimated Value of Procurements	£1,035,229.20
Category Of Spend-Social Care	Light Touch Considerations

Section 17 of the Procurement Reform (Scotland) Act 2014 requires that regulated procurements be carried out in accordance with the Organisation's procurement strategy, so far as reasonably practical. Section 18(2) states that an annual procurement report must include, at 18(2)B, "a review of whether those procurements complied with the authority's procurement strategy, and at 18 (2)C, "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"

The Council's Procurement Strategy 2018-2019 set out how the regulated procurement would be undertaken in compliance with the Act and in support of Organisational objectives.

All regulated procurement in the Council is undertaken in accordance with a legal and procedural framework that ensures that each procurement is compliant with the Strategy. Legal requirements are set out in the Council Standing Orders Relating to Contracts. Procedural requirements are set out in Scottish Government Procurement Journey (for general procurement best practice) and is covered within the Corporate Procurement Governance approach.

Throughout the reporting period, the Council's regulated procurements were monitored on an ongoing basis. This monitoring process consisted of reviewing the key supporting documents that underpin the legislative and governance framework including sourcing strategies, procedural documentation, and approval routing.

A high-risk issue was identified following an Internal Audit report outlining the outcome of a procurement practices advice note. The action plan was presented to Elected Members in October 2018 providing details of each issue, recommendations, management response/action and target date for addressing the issue. For the purposes of this report, the reference has been included as the action plan was presented in 2018/19 relating to risks identified in 2017/18. Updates to the Internal Audit report continue to be reported within the Audit & Risk Management Committee reports.

These combined processes work to ensure that regulated procurements are undertaken in compliance with the legal and procedural framework and, as a result, in compliance with the Strategy.

The reviews have also allowed the Corporate Procurement Team to identify the following potential improvement areas:

- There are further opportunities to secure economic and social sustainability outcomes from a council wide approach to contract management
- Existing contract and frameworks can continue to be targeted in order to increase purchase to pay efficiencies.
- Digitalisation of transactional processes will support further development opportunities
- Continue to work with service teams on advance work plans which will allow increased opportunity to deliver best value from our regulated procurements
- Review of Health & Social Care Partnership Contracting & Governance processes

The council is committed to ensuring that all suppliers who are awarded business are paid within 30 days. Prompt payment clauses requiring a 30 day payment term are embedded within contractual terms and conditions. During the reporting period, the council paid 90.76% of invoices within agreed timescales.

## Section 3 – Community Benefit Summary

Section 18(2)(d) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for the annual report to include “a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report.”

Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities “must consider whether to impose community benefit requirements as part of the procurement” when the estimated contract value is greater than or equal to £4,000,000. However, community benefits are a key objective of the council’s Procurement Strategy for 2018 to 2019 and the Council’s own processes require that community benefits must be considered for inclusion in all requirements above £50,000.

Contract/tender reference	Contract/tender title	Supplier	Community benefits
EDC/2016/2009	Demolition of Lock Up Garages	Damada Asbestos Removals Ltd	Three new apprentices were all enrolled on the Modern Apprentice programme at the point of tender.
EDC/2018/2451	Waste Fleet Vehicle Replacement	Dennis Eagle Ltd, Western Commercial, Imperial Commercials Ltd	Books for Schools, Work Experience, School Talks, Training Seminars
EDC/2018/2517	Millersneuk Primary School – Internal Adaptation and Refurbishment Works	Sim Building Group Ltd	Work Experience Placement and commitment to resource any additional labour required locally, careers talks in schools
EDC/2018/2523	Residual Waste	Biffa Waste Services	Charity Donation to EDC Schools for Recycling Project Open days, School Education Support
EDC/2018/2529	Disposal of Food Waste	Scottish Water Horizons Ltd	Access to employee volunteering and carry out a project on education & skills
EDC/2018/2530	Disposal of Organic Waste	Forth Resource Management Ltd	Compost for the Community, School/Nursery show and tell, Literature and Info DVDs
EDC/2018/2531	Disposal of Recyclate	Saica Natur UK Ltd	Offer of work experience places, work with local charities or organisations to develop local CSR environmental projects, provision of educational visits to schools and offer of funding for local litter picking initiatives including supply of equipment



Contract/tender reference	Contract/tender title	Supplier	Community benefits
EDC/2018/2545	Lenzie Station Travel Hub Project Construction	RJ McLeod (Contractors) Ltd	1. Started two labourers via Kirkintilloch job centre as of 25th March 2. have purchased some kids hi-viz vests for the local nursery 3. Using McNair's builders merchants in Kirkintilloch for some materials 4. Site personnel using local shops etc 5. General Foreman staying locally at a hotel
EDC/2018/2564	Rannoch Drive Signal Upgrade	John McGeady Ltd	Use of local SME's where possible, a commitment to reusing and recycling materials, look at possibilities to sponsor a local youth organisation and Careers talk to local schools
EDC/2018/2639	Installation of Kitchen and Bathrooms – Housing Capital Programme	Mitie Property Services (UK) Ltd	Work experience for 1 <sup>st</sup> and 2 <sup>nd</sup> year apprentices, vacancies to be advertised in the Council area, offer of 2 candidates 2 weeks employability work experience, hold SME event for subcontracting opportunities with Mitie, source materials from local suppliers where possible and offer 2 career events to high schools.
EDC/2018/2645	Road Markings and Studs	Central Traffic Management Ltd	Commitment to undertake to improve playground markings for local primary schools within council boundary.
EDC Tendered	St Nicholas' Primary School	Hub West	6 new jobs created for project, 5 new apprenticeships, 11 work placements, 308 locals participated in training and education, and there were 31 site visits.

## Section 4 – Supported Business Summary

Section 18(2)(e) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report”.

During the reporting period there were no regulated procurement contracts awarded to supported businesses. This was due to the goods, services or works associated with these procurements not being provided by current existing supported businesses.

The council's Contract Standing Orders require consideration be given to inclusion of small to medium enterprises and supported businesses in relevant processes.

The only expenditure to supported businesses during the financial year was to Lady Haig's Poppy Factory Limited for £667.90

## Section 5 – Future Regulated Procurements Summary

Section 18(2)(f) of the Procurement Reform Scotland requires the annual report to include “a summary of the regulated procurements the authority expects to commence in the next two financial years”.

Future regulated procurements have been identified via the following means:

- Current contracts on the Council register that will expire and need to be extended or re-let over the next two years.
- New procurements identified via future work plans provided by Council service teams.
- New procurement identified via Capital Programming
- Anticipated Procurements that may be subject to revision

Contract/tender title	Relet/new	Expected contract notice publication date	Expected award date	Expected start date	Estimated value
Early Years Expansion	New	TBA	TBA	TBA	£1,300,000.00
ASN School	New	TBA	TBA	TBA	£23,500,000.00
Care at Home Framework	Relet	Q1 2019	Q2 2019	Q2 2019	£17,000,000.00
Kelvin Tributaries River Restoration - feasibility study	New	Q1 2019	Q2 2019	Q2 2019	£216,900.00
Alarms	New	Q1 2019	Q2 2019	Q2 2019	£250,000.00
Early Learning & Childcare Provision	Relet	Q1 2019	Q2 2019	Q2 2019	£1,700,000.00
Horticultural Supplies and Services	New	Q1 2019	Q2 2019	Q2 2019	£2,000,000.00
Daycare and Short Stay Service	New	Q1 2019	Q2 2019	Q2 2019	£1,800,000.00
Footway Thin Surfacing Contract 2019	New	Q1 2019	Q2 2019	Q2 2019	£125,000.00
Kelvindale Nursery	New	Q1 2019	Q2 2019	Q2 2019	£2,000,000.00
Learning Disability Supported Accommodation	Relet	Q1 2019	Q2 2019	Q2 2019	£16,000,000.00
Spin Bikes	New	Q1 2019	Q2 2019	Q2 2019	£65,000.00
Tree works	Relet	Q1 2019	Q2 2019	Q2 2019	£200,000.00
Housing First	New	Q1 2019	Q3 2019	Q3 2019	£180,000.00
Housing Support	Relet	Q1 2019	Q3 2019	Q3 2019	£2,000,000.00
Disposal of Food Waste	Relet	Q2 2019	Q3 2019	Q4 2019	£600,000.00
Energy-Gas	Relet	Q2 2019	Q3 2019	Q4 2019	£2,500,000.00
Intermediate Care Beds	Relet	Q3 2019	Q4 2019	Q1 2020	£700,000.00
Bakery	Relet	Q3 2019	Q4 2019	Q1 2020	£600,000.00
Disposal of Organic Waste	Relet	Q3 2019	Q4 2019	Q1 2020	£1,000,000.00
Social and Therapeutic Support Service	Relet	Q1 2020	Q1 2020	Q2 2020	£80,000.00
Managed Stores Service	Relet	Q2 2020	Q3 2020	Q4 2020	£10,000,000.00

## **Section 6 – Other Content for Consideration**

As well as monitoring regulated procurements, delivery of the Corporate Procurement Strategy was managed via Team action planning.

Key benefits delivered by these actions included:

- Updating process and procedures to comply with the requirements of the new procurement rules and regulations
- During this period the council was assessed as part of the national Procurement and Commercial Improvement Programme (PCIP), and achieved a score of 68%, moving into Band 2 grading
- Review of Council Contracting Orders to support the Strategy Objective
- Delivered the first East Dunbartonshire Council Meet The Buyer Event to support local SME's
- 6,000 invoices processed electronically
- Supported Key Transformation Work streams to support Organisational efficiency and savings targets

Annual Procurement Report Owner  
Contact E-Mail  
Contact Telephone Number

Kirsty Chisholm  
[Kirsty.chisholm@eastdunbarton.gov.uk](mailto:Kirsty.chisholm@eastdunbarton.gov.uk)  
0141 574 5621

## Appendix 1 – Key Objectives Review

Section 18(2)(b) states that the annual report must include “a review of whether those procurements complied with the authority’s procurement strategy.”

Below are the key objectives identified in the EDC procurement strategy 2018-2019.

Key Objective 1	Compliance from April 2018 to March 2019
<b>Governance &amp; Compliance</b>	
Ensure compliance with relevant policies, procedures and legislative requirements	<p><b>Compliant –</b></p> <p>Public Contracts Scotland portal is used for all procurement activity over £16,500. The current list of regulated contracts are published online quarterly.</p> <p>The annual procurement strategy is also publicly advertised on our website and PCS.</p> <p>The Procurement Strategy and Governance Framework embeds the legislative Procurement requirements within EDC.</p>
Contribute to the Council’s vision and to provide efficiencies	<p><b>Compliant –</b></p> <p>East Dunbartonshire Council’s Procurement Strategy and Governance Framework is aligned to the Organisational Transformation Programme, working within the Organisational Transformation team implementing an efficient and effective procurement approach to supporting Organisational objectives and delivery of Transformation savings.</p>
Extend collaboration with other public bodies and suppliers	<p><b>Compliant –</b></p> <p>East Dunbartonshire Council is currently participating in 54 Scotland Excel frameworks, which amounts to 66% participation of those available. This includes £13.8 million spend in the last 12 months.</p> <p>In addition, EDC has participated in 19 Scottish Government/CSS contracts during the period of April 2018 to March 2019.</p>
Ensure key procurement staff are regularly updated with new legislation and changes to legislation	<p><b>Compliant –</b></p> <p>Procurement Governance Framework provides Training and support to all employees involved in the procurement process PDR process supports training updates and staff development within the Workforce Strategy approach.</p>

<p>Embed a clear, informed , systematic, holistic and well-researched decision framework</p>	<p><b>Compliant –</b></p> <p>This is set out clearly in Procurement Strategy and Governance documentation and other documents published online. Relevant authorisations and approvals are built in to ensure transparency and stakeholder engagement are maintained throughout the process.</p>
--	---

Key Objective 2	Compliance from April 2018 to March 2019
Added Value & Best Value	
<p>Support achievement of Organisational savings</p>	<p><b>Compliant –</b></p> <p>The Corporate Procurement Team sit within the Organisational Transformation Grouping, supporting achievement of Transformational change and Business objectives of Services and the Council as a whole.</p>
<p>Provide a framework to achieve continuous improvement in procurement activity</p>	<p><b>Compliant –</b></p> <p>The implementation of the Procurement Strategy &amp; Governance Framework works toward ensuring compliance and continuous improvement within Procurement process and procedures, lessons learned, escalations, and training opportunities ensure all employees involved in the Procurement process have the relevant knowledge and skills to ensure improvement features within the day-to-day activities.</p> <ul style="list-style-type: none"> <li>• Sourcing Strategies</li> <li>• Risk Management</li> <li>• Implementation Plans</li> <li>• Contract Management</li> <li>• Periodic Reporting</li> <li>• Sharing of Lessons Learned</li> </ul>
<p>Ensure all supplies, services and works are procured in the most effective and efficient way to maximise and deliver best value to the council</p>	<p><b>Compliant –</b></p> <p>The Procurement Governance approach has supported the role out and delivery of Procurement training and systems to support efficiency and effectiveness of the procurement process. Maximising the use of existing Cat A &amp; B contracts, incorporating market research in relevant regulated procurements, consideration of Lots for exercises above £50k and stakeholder engagement support the required processes to deliver best value to the council.</p>

<p>Regularly review spend data to ensure compliant contracts are in place for external spend, considering whole life costing where relevant and appropriate to balance cost, quality and sustainability</p>	<p><b>Compliant –</b></p> <p>iProc system controls ensure all spend is covered by the relevant Procurement Process and as such is facilitating contract compliance.</p> <p>The Contract Register and Wave plan are managed to ensure all contracts are managed within the relevant start/completion dates, engagement with Service Managers on upcoming projects and access to the Council’s capital programme support forward planning and contract alignment.</p> <p>All regulated Procurements are carried out by the Corporate Procurement Team, ensuring that procurement professionals are overseeing the requirement to ensure the appropriate balance of cost, quality and sustainability are embedded within all relevant contracts.</p>
<p>Improve Contract &amp; Supplier Management approaches to ensure delivery of all benefits</p>	<p><b>Area for Development –</b></p> <p>A collaborative approach is taken between the Corporate Procurement Team and service departments for the management of contracts and suppliers/contractors. Contract &amp; supplier management is the responsibility of directorates leading the contract, monitoring is the responsibility of procurement. This assists identification and management opportunities.</p> <p>The Corporate Procurement Team manage the Council’s contract register and council wide contracts. Future development of the Procurement Strategy and Governance Framework will deliver specific Contract and Supply Management training to those involved in the process.</p> <p>Relevant Stakeholders have already received training on PCS-T for evaluation and been involved in the development of KPI’s to support the formalised approach to Contract and Supplier Management in future.</p>

Key Objective 3	Compliance from April 2018 to March 2019
<b>Support a Sustainable Economic Environment</b>	
<p>Embed sustainable and socially responsible purchasing to reflect the Scottish Model of Procurement</p>	<p><b>Compliant –</b></p> <p>Sustainability considerations are relevant throughout the whole procurement cycle, and take into account the whole life cost of products from design and manufacture through to disposal. Procurement Governance training covers the areas for consideration within the Procurement process and the relevant procedural documentation aligns.</p>
<p>Ensure as far as reasonably practical that payments to Suppliers and Contractors are made no later than 30 days after a valid invoice is presented</p>	<p><b>Compliant –</b></p> <p>The Accounts Payable team now sit within the Corporate Procurement Structure to support payment improvement and align the purchase to pay process within one Service. The Invoice Payment KPI has increased from 90.4% 17/18 to 90.76% 18/19; work is ongoing to further increase volume through e-invoicing to deliver wider benefits and improvements.</p>
<p>Continue to support and improve access to procurement opportunities for SME's, including local businesses, third sector bodies and Supported</p>	<p><b>Compliant –</b></p> <p>Currently 52.99% of supplier spend is to SMEs.</p> <p>17.23% of all council spend is to suppliers based within East Dunbartonshire.</p> <p>56.45% of all council spend is within Scotland.</p> <p>The Procurement Governance approach supports the inclusion of SME/Local/Supported businesses within the standard processes where legislatively permissible. A cross Organisation community benefit forum is also looking to improve LGBF KPI on Local SME spend through joint working and developing opportunities to support our local businesses.</p> <p>East Dunbartonshire Council actively work with the Supplier Development Programme to support opportunities and develop specific requirements for our SME/Local/Supported businesses.</p>

Support a cross organisational approach to community benefits

**Compliant –**

The Council is working on improving the approach to implementing Community Benefits by working strategically to realise opportunities for community benefits and target these opportunities. Ongoing work will ensure we keep improving on our current approach:

- A Community Benefit Forum to share and make aware of upcoming tenders, providing opportunities for Community Benefits in their respective service areas. Membership of this Forum will be reviewed to ensure the most relevant people are involved.
- The Forum will set up a system for sharing information to ensure there is always a list of Community Benefit Opportunities for Suppliers to be offered. For example, actions from relevant strategies will be detailed, Project Managers working with developers can report on Community Benefits Activity, and Procurement Advisers can provide information on upcoming tenders.
- As part of the forthcoming Procurement Strategy, the Council will consider a Community Benefits approach within the Procurement Governance framework, to examine the current process and outline areas for improvement; this may include exploring options for a points system based on the value or length of the contract; or providing a guide for developers so they understand what is expected from them, with examples of the types of projects or benefits they can bring to the local community.
- Drop-in sessions for local SME's will be established to provide direct and focussed opportunities to engage in the tender process.



<p>Maximise the use of Community Benefits clauses in all appropriate contracts</p>	<p><b>Compliant –</b></p> <p>Community Benefits are required to be included in any public contract over the value of £4million, in East Dunbartonshire, they are included in contracts over £50,000 where the relevant list of Community Benefits can be found in Section 5.</p>
<p>Simplify and facilitate procurement processes and procedures to support accessibility for all</p>	<p><b>Compliant –</b></p> <p>The Procurement Strategy and Governance framework directs the relevant legislative considerations for Procurement processes within the Council, this sits below the Council's contract Standing Orders and Administrative Scheme.</p>
<p>Embed sustainability and promotion of ethical working practices as best practice within procurement processes and procedures</p>	<p><b>Compliant –</b></p> <p>The Procurement Strategy and Governance Framework promotes the inclusion of ethical working practices within the roles and responsibilities of those who have responsibility for Procurement activity. Standardised documentation includes the requirement to embed the relevant processes at the relevant points in all processes/procedures.</p>

## Appendix 2 – Scotland Excel Framework Spend

EDC Ref	Contract	Start date	End date	2015/16	2016/17	2017/18	2018/19	Total
N/A	Street Lighting Materials	01/07/2014	30/06/2018	£1,028,227.00	£612,711.00	£283.00	£2,127.00	£1,643,348.00
EDC/2017/2195	Groceries & Provisions	01/05/2016	30/04/2020	n/a	£450,884.00	£569,022.00	£644,891.00	£1,664,797.00
EDC/2017/2214	Asbestos	01/04/2015	31/10/2018	£225,708.00	£414,512.00	£199,566.00	£257,990.00	£1,097,776.00
EDC/2017/2199	Janitorial Products	01/03/2015	28/02/2019	£245,799.00	£215,814.00	£254,361.00	£197,255.00	£913,229.00
EDC/2017/2201	Library Books & Textbooks (old)	01/11/2013	31/10/2017	£247,200.00	£257,115.00	£152,771.00	£118,648.00	£775,734.00
EDC/2017/2208	Salt	01/07/2014	30/06/2018	£140,121.00	£93,813.00	£334,991.00	£19,701.00	£588,626.00
EDC/2017/2399	Frozen Foods (new)	01/07/2017	30/06/2021	n/a	n/a	£515,035.00	£659,588.00	£1,174,623.00
N/A	Building And Timber Materials	01/04/2015	31/03/2019	£259,612.00	£136,920.00	£22,181.00	£7,785.00	£426,498.00
EDC/2017/2202	Meats - Fresh, Prepared & Cooked (inc. Fresh	01/11/2014	30/09/2018	£110,327.00	£131,889.00	£161,708.00	£60,890.00	£464,814.00
EDC/2017/2450	Secure Care (new)	01/04/2017	31/03/2020	n/a	n/a	£382,447.00	£251,178.00	£633,625.00
EDC/2018/2480	Fostering (new)	25/03/2017	24/03/2021	n/a	n/a	£377,067.00	£335,050.00	£712,117.00
EDC/2017/2204	Presentation & Audio Visual Equipment	01/04/2015	31/03/2019	£23,298.00	£240,187.00	£95,098.00	£201,906.00	£560,489.00
EDC/2017/2183	Domestic Furniture and Furnishings	01/11/2016	31/10/2020	£0.00	£15,454.00	£261,424.00	£225,308.00	£502,186.00
EDC/2017/2203	Milk (old)	01/03/2014	28/02/2018	£105,117.00	£88,571.00	£77,877.00	£14,095.00	£285,660.00
EDC/2017/2187	Engineering Consultancy (new)	18/03/2017	17/03/2021	n/a	£0.00	£188,397.00	£549,051.00	£737,448.00
EDC/2017/2404	Education Materials (new)	01/08/2017	31/07/2019	n/a	n/a	£186,594.00	£327,267.00	£513,861.00
EDC/2017/2210	Telecare and Telehealth Technologies	01/01/2015	31/12/2018	£60,835.00	£60,223.00	£63,442.00	£56,266.00	£240,766.00
EDC/2017/2140	Vehicle Parts	13/01/2017	31/12/2020	£0.00	£45,615.00	£134,529.00	£156,197.00	£336,341.00
N/A	Plumbing and Heating Materials	01/12/2015	30/11/2018	£33,898.00	£41,574.00	£100,675.00	£3,536.00	£179,683.00

EDC Ref	Contract	Start date	End date	2015/16	2016/17	2017/18	2018/19	Total
EDC/2017/2206	Road Maintenance Materials	01/07/2014	30/06/2018	£47,230.00	£67,836.00	£55,049.00	£24,379.00	£194,494.00
EDC/2018/2533	Vehicle & Plant Hire (new)	10/11/2017	31/10/2021	n/a	n/a	£161,578.00	£475,439.00	£637,017.00
EDC/2018/2447	Education And Office Furniture (new)	01/03/2017	28/02/2021	n/a	n/a	£146,774.00	£144,675.00	£291,449.00
EDC/2017/2200	Washroom Solutions	01/10/2014	30/09/2018	£39,165.00	£39,227.00	£48,290.00	£27,812.00	£154,494.00
EDC/2017/2191	Catering Sundries	24/10/2016	31/07/2020	n/a	£37,576.00	£68,383.00	£55,843.00	£161,802.00
EDC/2018/2511	Library Books & Textbooks (new)	01/02/2018	31/01/2022	n/a	n/a	£87,671.00	£257,513.00	£345,184.00
EDC/2017/2188	Personal Protective Equipment	01/03/2017	28/02/2021	n/a	£0.00	£62,433.00	£92,502.00	£154,935.00
EDC/2017/2441	Recycle And Refuse Containers (new)	03/11/2017	02/11/2021	n/a	n/a	£50,320.00	£95,527.00	£145,847.00
EDC/2017/2211	Tyres for Vehicles & Plant (new)	01/11/2017	31/10/2021	n/a	n/a	£47,514.00	£54,824.00	£102,338.00
EDC/2017/2197	Heavy Plant	02/03/2015	28/02/2019	£4,000.00	£0.00	£36,000.00	£330,780.00	£370,780.00
EDC/2017/2209	Signage	01/12/2014	30/11/2018	£11,276.00	£13,595.00	£13,679.00	£900.00	£39,450.00
EDC/2017/2190	Care Homes for Adults (LD)	29/06/2015	31/05/2019	£0.00	£0.00	£37,549.00	£219,426.00	£256,975.00
EDC/2018/2512	Milk (new)	01/03/2018	28/02/2022	£0.00	£0.00	£9,578.00	£85,629.00	£95,207.00
EDC/2018/2454	Heavy Vehicles	01/01/2018	31/12/2021	n/a	n/a	n/a	£2,763,761.00	£2,763,761.00
EDC/2018/2479	Children's Residential	01/04/2018	31/03/2020	n/a	n/a	n/a	£2,329,699.00	£2,329,699.00
N/A	Demolition	04/01/2017	31/07/2020	n/a	n/a	n/a	£1,236,780.00	£1,236,780.00
EDC/2017/2269	Outdoor Play Equipment and Artificial Surface	01/05/2017	12/03/2021	n/a	n/a	n/a	£808,905.00	£808,905.00
EDC/2018/2530	Organic Waste	01/08/2017	31/03/2021	n/a	n/a	n/a	£303,346.00	£303,346.00
EDC/2018/2552	Salt for Winter Maintenance	01/07/2018	30/06/2022	n/a	n/a	n/a	£176,348.00	£176,348.00
EDC/2018/2673	Fresh Meats, Cooked Meats and Fresh Fish	01/10/2018	30/09/2022	n/a	n/a	n/a	£93,052.00	£93,052.00

EDC Ref	Contract	Start date	End date	2015/16	2016/17	2017/18	2018/19	Total
EDC/2019/2828	Street Lighting Materials	01/08/2018	31/07/2021	n/a	n/a	n/a	£30,924.00	£30,924.00
EDC/2019/2829	Road Maintenance Materials	17/09/2018	31/08/2022	n/a	n/a	n/a	£24,379.00	£24,379.00
EDC/2018/2682	Washroom Solutions and Sanitary Products	01/10/2018	30/09/2022	n/a	n/a	n/a	£22,881.00	£22,881.00
EDC/2019/2739	Technology Enabled Care	01/01/2019	31/12/2021	n/a	n/a	n/a	£10,457.00	£10,457.00
EDC/2018/2679	First Aid Materials	01/10/2018	30/09/2022	n/a	n/a	n/a	£6,674.00	£6,674.00
EDC/2018/2582	Laundry Equipment	06/11/2017	05/11/2021	n/a	n/a	n/a	£5,496.00	£5,496.00
EDC/2018/2627	Agency Workers - Social Care	01/08/2014	31/07/2018	£0.00	£0.00	£0.00	£5,050.00	£5,050.00
EDC/2019/2710	Road Signage Materials	01/12/2018	30/11/2022	n/a	n/a	n/a	£3,180.00	£3,180.00
EDC/2019/2802	Janitorial Products	01/03/2019	28/02/2023	n/a	n/a	n/a	£2,728.00	£2,728.00
EDC/2019/2767	Ground Maintenance	02/03/2015	28/02/2023	n/a	n/a	n/a	£1,702.00	£1,702.00
EDC/2018/2627	Social Care Agency Workers	01/08/2018	31/07/2022	n/a	n/a	n/a	£733.00	£733.00
EDC/2018/2693	Power Tools	17/06/2018	16/02/2022	n/a	n/a	n/a	£628.00	£628.00
EDC/2018/2683	Bottled Gas	06/11/2017	31/10/2021	n/a	n/a	n/a	£562.00	£562.00
EDC/2019/2794	Digital Publications and Services	01/02/2018	31/01/2022	n/a	n/a	n/a	£409.00	£409.00
EDC/2018/2574	Pest Control Services	08/12/2017	30/11/2021	n/a	n/a	n/a	£128.00	£128.00

## Appendix 3 – Scottish Government Framework Spend

Contract	Supplier	2018-19	Total
IT Consumables (2016)	Banner Group Ltd	£2,306.19	£5,455.67
Liquid Fuel - Automotive fuel (Central)(2015)	Scottish Fuels	£810,473.00	£2,700,308.56
Liquid Fuel - Heating oil (Central)(2015)	Scottish Fuels	£52,361.00	£189,110.87
Electricity	EDF Energy Ltd	£2,411,718.13	£11,857,429.82
Natural Gas	Total Gas & Power Ltd	£854,907.00	£3,328,451.88
Biomass (Energy Supply Agreements)	Alternative Heat Ltd - Co Down	£316,289.90	£2,093,351.89
Desktop Client Devices	Hewlett Packard UK Ltd	£488,759.09	£644,533.33
Fixed Telephony (2014)	Vodafone	£104,036.64	£332,002.16
Temporary and Interim Staff - Interim Professionals	Parity Professionals Limited	£66,543.54	£160,493.57
General stationery and office paper (2016)	Lyreco UK Ltd	£239,422.43	£603,856.76
Office Equipment - Multi-functional Devices & Services	Xerox (UK) Ltd	£372,341.17	£959,204.78
Water and Waste Water Services	Anglain Water Business (National) Ltd	£712,230.63	£2,417,078.23
Postal Services - Ad-hoc and hybrid mail (2016)	Royal Mail Group	£45,907.02	£110,100.54
Postal Services - Scheduled/Regular Bulk Mail (2016)	Royal Mail Group	£77,654.25	£171,721.91
Web Based & Proprietary Client Devices	XMA Limited	£1,032.10	£138,979.25
Mobile Client Devices	Hewlett Packard UK Ltd	£175,989.64	£633,736.22
National Framework for Tablet Client Devices	XMA Limited	£113,221.01	£333,151.63
IT Peripherals (2018)	Computacenter	£55,840.96	£55,840.96
Software - Value Added Reseller (VAR)	Softcat	£353.18	£353.18
<b>Total</b>		£6,901,386.88	£26,735,161.21

## Appendix 4 – Annual Procurement Report Template

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	EDC
b) Period of the annual procurement report	2018/19
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	YES
<b><u>2. Summary of Regulated Procurements Completed</u></b>	
a) Total number of regulated contracts awarded within the report period	29
b) Total value of regulated contracts awarded within the report period	£36,636,753.16
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	39
i) how many of these unique suppliers are SMEs	23
ii) how many of these unique suppliers how many are Third sector bodies	2
<b><u>3. Review of Regulated Procurements Compliance</u></b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	27
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	2
<b><u>4. Community Benefit Requirements Summary</u></b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	3
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	3
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	16

**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups ( <i>Each contracting authority sets its own priority groups</i> )	11
e) Number of Apprenticeships Filled by Priority Groups	8
f) Number of Work Placements for Priority Groups	14
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	Figures not available
i) Total Value of contracts sub-contracted to Social Enterprises	Figures not available
j) Total Value of contracts sub-contracted to Supported Businesses	Figures not available
k) Other community benefit(s) fulfilled	See table

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	16
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	5
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	5
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	0

**6. Payment performance**

a) Number of valid invoices received during the reporting period.	72,361
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	90.76%

c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	29
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
<b><u>7. Supported Businesses Summary</u></b>	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£667.90
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£667.90
<b><u>8. Spend and Savings Summary</u></b>	
a) Total procurement spend for the period covered by the annual procurement report.	£146,666,456
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£77,733,221
c) Total procurement spend with Third sector bodies during the period covered by the report.	£22,964,493.19
d) Percentage of total procurement spend through collaborative contracts.	14.13%
e) Total targeted cash savings for the period covered by the annual procurement report	N/A
i) targeted cash savings for Cat A contracts	N/A
ii) targeted cash savings for Cat B contracts	N/A
iii) targeted cash savings for Cat C contracts	N/A
f) Total delivered cash savings for the period covered by the annual procurement report	£1,288,283
i) delivered cash savings for Cat A contracts	£981,916
	Scottish Procurement Figure



ii) delivered cash savings for Cat B contracts	£16,492
	Scotland Excel Business Review Figure
iii) delivered cash savings for Cat C contracts	£289,875
g) Total non-cash savings value for the period covered by the annual procurement report	£31,854
<b><u>9. Future regulated procurements</u></b>	
a) Total number of regulated procurements expected to commence in the next two financial years	22
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£84,000,000