

ARGYLL AND BUTE COUNCIL



ANNUAL PROCUREMENT REPORT

2019/20

Table of Contents

1. [Introduction and Purpose](#)
2. [Summary of Regulated Procurements Completed](#)
3. [Review of Regulated Procurements Compliance](#)
4. [Community Benefits Summary](#)
5. [Supported Businesses Summary](#)
6. [Future Regulated Procurements Summary](#)
7. [Other Content for Consideration](#)
8. [Annual Procurement Report Ownership and Contact Details](#)
9. [Sources of Other Information](#)
10. [Glossary](#)
11. [Appendices:](#)

[Appendix 1](#): Regulated Procurements Completed 2019/20

[Appendix 2](#): Compliance with Sustainable Procurement Policy

[Appendix 3](#): Annual Procurement Report Annex

Section 1 – Introduction and Purpose

1.1 INTRODUCTION

- 1.1.1 This report summarises the Council's regulated procurement activity for 2019/20, in line with the Scottish Government's Guidance under the Procurement Reform (Scotland) Act 2014. A regulated procurement is any procurement for public supplies or services with value of over £50,000 and for public works with a value of over £2 million.
- 1.1.2 This report has been prepared to meet the requirements of the Procurement Reform (Scotland) Act 2014 whereby all Councils who are required to prepare a procurement strategy must also prepare an annual report on the regulated procurements completed during that year.

1.2 PROCUREMENT STRATEGY

- 1.2.1 The period covered by this report is covered by the Council's Procurement Strategy 2019/20.
- 1.2.2 This Procurement Strategy, which was approved on 28th November 2019, was prepared in response to the changing procurement agenda and the current financial climate. The strategy set out the procurement aims and goals of the Council for 2019/20. These aims and goals reflect both national and local policies and priorities.
- 1.2.3 The strategy is aimed at ensuring the Council procures the goods, services and works it needs in the most economically advantageous manner. This recognises the importance of a procurement strategy towards meeting the Council's statutory duty of best value. The strategy details the Council's aims for procurement under the key headings of financial, organisational, people and development. These being:
- A value for money procurement service that delivers financial savings;
 - Provide a quality service which delivers quality outcomes to the citizens of Argyll and Bute;
 - Procure goods, services and works in a lawful and ethical manner which encourages participation, collaboration and sustainable economic growth;
 - Continue to improve the Council's procurement performance which will be assessed by Scotland Excel through the Procurement and Commercial Improvement Programme assessment;
 - Secure the ongoing commitment of internal stakeholders to implement the strategy;
 - Ensure the Procurement Strategy is aligned with the Council's corporate priorities.

1.2.4 Our vision

- To provide best value to the Council from all procurement and commissioning activities;
- To embed commercial excellence, by improving commercial decision making throughout the organisation, ensuring that our services always deliver Best Value;
- To be recognised as having leading commercial, procurement and commissioning practices and skills delivering outstanding outcomes;
- To have the citizens of Argyll and Bute and service users at the heart of what we do.

1.3 EXECUTIVE SUMMARY

£155.0m Total Spend	£143.8m Estimated Procurement-related Spend	£133.0m Contracted Spend
2,448 Total Suppliers		109,365 Invoices processed
£58,733 Average spend per supplier	1,792 SME Suppliers	£96.3m SME Spend
<p>Key:</p> <p>Total Spend: The total amount of spend for the financial year 2019/20</p> <p>Estimated Procurement-related Spend: The estimated total amount of spend on transactions that are potentially influenceable by Procurement</p> <p>Contracted Spend: The total amount of the Estimated Procurement-related Spend that was with Contracted Suppliers</p> <p>Total Suppliers: The total number of unique suppliers for the Estimated Procurement-related Spend</p> <p>Invoices processed: The total number of Invoices processed</p> <p>Average Spend per Supplier: The average Procurement-related Spend per unique supplier</p> <p>SME Suppliers: The total number of known unique SME Suppliers with Procurement-related Spend</p> <p>SME Spend: The total Procurement-related spend with known SME organisations in 2019/20</p>		

Section 2 – Summary of Regulated Procurements Completed

- 2.1 A regulated procurement is any procurement for public supplies or services with value of over £50,000 and for public works with a value of over £2 million. For the purposes of this section, a regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. This includes contracts and framework agreements.
- 2.2 The number of each type of regulated procurements completed by Argyll and Bute Council, and the process followed for those in 2019/20 is given in the table below:

	Open Procedure (Single Stage)	Restricted Procedure (Dual Stage)	Quick Quote	Framework Call-off/ Mini Comp	Light Touch Regime	Direct Awards	Total
Supplies	2	0	0	8	0	2	12
Services	13	0	2	6	10	2	33
Works	0	0	0	0	0	0	0
Total	15	0	2	14	10	4	45

- 2.3 These are summarised as follows:

Total estimated value of completed regulated procurements	£16.2m
Total estimated procurement savings to be delivered from the contracts placed (identified at Contract Award)	£0.19m
Total estimated procurement benefits to be delivered from the contracts placed (identified at Contract Award)	£0.13m
Average number of bids received (for Open/Restricted)	3.3
% of contracts awarded to SMEs during the reporting period	73.3%
Average processing time for a procurement exercise (from procurement start date to date of award) in weeks	15.24
Number of collaborative contracts let in cooperation with other organisations	15

- 2.4 Further detail on each of the procurements referred to above are contained within Appendix 1.

Section 3 – Review of Regulated Procurements Compliance

3.1 REVIEW OF COMPLIANCE WITH PROCUREMENT STRATEGY

The Council’s regulated procurement activity in 2019/20 contributed to our wider organisational aims and objectives by supporting the Council mission to make Argyll and Bute a place people choose to Live, Learn, Work and Do Business. The Strategy does this by enabling our economy to diversify and thrive, while assisting in the creation of an infrastructure that supports sustainable growth. Our regulated procurements continue to deliver community benefits to local areas which include education skills and training to maximise opportunities for all. Utilising the Light Touch Regime for social care procurements ensures that people in Argyll and Bute have continuity of care and are therefore able to live in safer and stronger communities and live active, healthier and independent lives.

a. Improve procurement processes and policies

#	Priority	Activities	Owner	Timescale	Status	Notes
1		Share knowledge and participate in events aimed specifically at local SMEs and Scottish suppliers, for example by publicising Supplier Development Programme events and providing assistance with the tender process through Business Gateway.	PCMT/ Business Gateway	31/03/2020	Fully complied	PCMT carried out a webinar on “Talking Tenders” in October 2019, which was well received by our suppliers. In addition, they carried out 5 “Meet the Buyer events” in Campbeltown, Lochgilphead, Helensburgh, Oban and Dunoon, which enabled local SMEs the opportunity to meet the Council teams involved in procurement activity.

#	Priority	Activities	Owner	Timescale	Status	Notes
2	Reducing bureaucracy - ensuring our processes and templates are accessible as well as standard, simple, transparent and consistent in line with best practice.	Ongoing activity to continue - Ensure processes & templates for regulated procurements reflect requirements of the Procurement Journey for tender processes and contract management.	PCMT	31/03/2020	Ongoing	Our Procurement Manual, and templates are regularly updated in keeping with lessons learned, changes in legislation and policy notes.
3	Protecting public spending – ensuring tax payers’ money is spent properly, ensuring integrity and accountability.	Ongoing activity to continue - Carry out SOCO checks for all regulated procurements to limit opportunities for anyone involved in serious organised crime activities from being awarded public sector contracts.	PCMT	31/03/2020	Ongoing	Of the 45 regulated procurements carried out in 2019/20, 25 (55.6%) included SOCO checks on the preferred provider. Of the remainder, 14 (31.1%) were awarded via an external framework contract and 6 (13.3%) were awarded to an existing incumbent supplier where it was determined checks were not required.
4	Regular reporting of procurement performance and compliance in relation to regulated procurements.	Ongoing activity to continue - SMT Bulletins to cover regulated procurements.	PCMT	31/03/2020	Ongoing	SMT bulletins provided to SMT on monthly basis detailing all regulated procurement activity.
5	Categorising areas of spend to ensure we achieve the best balance of quality and price for our regulated procurements.	Fully implement Category Management approach for all regulated procurements.	PCMT	31/03/2020	Complete	PCMT is now set up in a category approach ensuring that category management is taken into account for all regulated procurements.

#	Priority	Activities	Owner	Timescale	Status	Notes
6	Working collaboratively with other public sector organisations on regulated procurements, where appropriate, ensuring that our partner organisations are committed to equality of opportunity for all sectors of society, and that their commitments reflect the Council's Public Sector Equality Duty and its general equality duty.	Consider collaboration with Live Argyll and NHS Highland in Commodity Sourcing Strategies for all regulated procurements.	PCMT	31/03/2020	Ongoing	Of the 31 regulated procurements carried out in 2019/20, which had a Commodity Sourcing Strategy (CSS), 16 (51.6%) considered collaboration with NHS Highland. 7 (22.6%) were not considered appropriate based on the nature of the contracts and the remaining 8 (25.8%) the procurement exercise had started prior to the inclusion of this requirement within the template.
		Ongoing activity to continue - Participate in Scotland Excel and Scottish Procurement frameworks, where relevant.	PCMT	31/03/2020	Ongoing	The Council currently participates in 89% of Scotland Excel contracts and 61% of Scottish Government contracts.

b. Increase expertise, capacity and effectiveness

#	Priority	Activities	Owner	Timescale	Status	Notes
1	Developing and professionalising contract and supplier management practices to ensure that we are getting the most value and innovation from our contractual relationships while maintaining appropriate standards; and improving commercial awareness across the Council.	Contract management training sessions for departmental staff who manage regulated contracts to be held in 2019/20.	PCMT	31/03/2020	Complete	PCMT carried out Procurement Refresher Training and Contract and Demand Management to 190 Council and HSCP staff.
2	Developing staff in Procurement and Contract Management who lead on regulated procurements; through training, secondments and mentoring.	PCMT staff complete Procurement Competency Assessment in 2019/20 to identify areas for improvement and training needs	PCMT	31/03/2019	Complete	PCMT staff attended various training courses as part of their continued professional development throughout the year.
		Ongoing activity to continue - Trainee Purchasing Officers working towards MCIPS.	PCMT	31/03/2020	Ongoing	PCMT has currently 5 staff studying for their CIPS/ MCIPs qualifications and 1 Contract and Demand Management Officer completed their PDA in Managing Projects and Business Processes.

#	Priority	Activities	Owner	Timescale	Status	Notes
2		Ongoing activity to continue - Internal mentoring and secondments.	PCMT	31/03/2020	Ongoing	PCMT continue to utilise its mentoring structure within the team, including a secondment from Trainee Purchasing Officer to Contract and Demand Management Officer.
3	Developing relationships with staff within Live Argyll and NHS Highland to increase the potential for collaborative working that will benefit both organisations.	Ongoing work with Live Argyll and NHS Highland to include their requirements within relevant regulated procurements within the Council.	PCMT	31/03/2020	Ongoing	Regular meetings are held between PCMT and NHS Highland - the PCMT Manager and Services to the Person category team have weekly meetings with SLT (Senior Management Team of HSCP). The Contract Plan included HSCP requirements for 2019/20 and 2020/21.

c. **Ensure compliance with complex European Union Procurement Legislation, and with Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014 and associated mandatory guidance**

#	Priority	Activities	Owner	Timescale	Status	Notes
1	Ensuring that the Council's regulated procurements will deliver value for money, through applying the following key principles: Increasing our collaboration with other organisations where possible; Ensuring that all opportunities are thoroughly considered and all implications of change in service areas are fully appraised; Developing contract plans of future procurements to improve our services; Maintaining consistency and transparency in our procurement processes; and Considering where appropriate the whole-life cost of what is being procured and when applying the principle of value for money, ensure that we do so in a clear, transparent and proportionate manner.	Consider collaboration with Live Argyll and NHS Highland in Commodity Sourcing Strategies for all regulated procurements.	PCMT	31/03/2020	Fully complied	Of the 31 regulated procurements carried out in 2019/20, which had a CSS, 16 (51.6%) considered collaboration with NHS Highland. 7 (22.6%) were not considered appropriate based on the nature of the contracts, the remaining 8 (25.8%) procurement exercises had started prior to the inclusion of this requirement within the template.
		Ongoing activity to continue - Commodity Sourcing Strategy templates ensure thorough consideration of all opportunities for regulated procurements.	PCMT	31/03/2020	Fully complied	Of the 45 regulated procurements carried out in 2019/20, 31 (68.9%) had a CSS completed. 10 (22.2%) followed the Council's direct award process. Of the remainder, 2 (4.4%) were framework mini competitions and 2 (4.4%) were expected to be unregulated, and formed part of an overall Category approach to the procurements, however did not have a specific stand-alone CSS.

#	Priority	Activities	Owner	Timescale	Status	Notes
1		Ongoing activity to continue - Contract Plans of future regulated procurements to be included in Annual Procurement Reports.	PCMT	31/03/2020	Fully complied	Included in Annual Procurement Report 2018/19, and now included in Annual Procurement Report 2019/20.
		Ongoing activity to continue - All regulated procurements to be published via PCS/ PCS-T to maintain consistency and transparency.	PCMT	31/03/2020	Fully complied	Of the 45 regulated procurements carried out in 2019/20, 34 (75.6%) were published via PCS/PCST. The remainder were not considered appropriate based on the nature of the contracts.
		Ongoing activity to continue - Whole-life costing is included within Commodity Sourcing Strategy templates, to be considered where appropriate for regulated procurements.	PCMT	31/03/2020	Fully complied	Of the 31 regulated procurements carried out in 2019/20, which had a CSS, whole life costing was considered within 16 (51.6%). Of the remainder, 6 (19.4%) were not considered appropriate based on the nature of the contracts. Although the other procurements should have formally considered whole life costing within the CSS, the scope of the contracts were not appropriate for whole life costing.

#	Priority	Activities	Owner	Timescale	Status	Notes
2	Ensuring that the Council's regulated procurements will be carried out in compliance with our duty to act in a transparent and proportionate manner, at each stage of the procurement process, through: using electronic communications for all procurement activity, while providing alternative communications methods if requested; ensuring open public and market engagement; using clear and precise language to ensure a common understanding of the requirements; and utilising Council thresholds to ensure proportionality regarding the appropriate type of procurement process.	Ongoing activity to continue - All regulated procurements to be published via PCS/PCS-T to maintain consistency and transparency.	PCMT	31/03/2020	Fully complied	Of the 45 regulated procurements carried out in 2019/20, 34 (75.6%) were published via PCS/PCST. The remainder were not considered appropriate based on the nature of the contracts.
		PINs will be published for all appropriate regulated procurements in 2019/20.	PCMT	31/03/2020	Fully complied	Of the 45 regulated procurements carried out in 2019/20, only 9 (20.0%) had a PIN published. Of the remainder, 14 (31.1%) were mini competitions within external frameworks, and 14 (31.1%) were Direct Awards. For the remaining 8 (17.8%) it was not considered appropriate based on the nature of the contracts.
		Ongoing activity to continue - Specifications within regulated procurements will include references to EU and British standards where appropriate.	PCMT	31/03/2020	Fully complied	The Council fully complies with this requirement in all procurement processes, brand names (or equivalent) are only included where the exceptional circumstances requirements are met.

#	Priority	Activities	Owner	Timescale	Status	Notes
2		Ongoing activity to continue - All Council value thresholds for procurements will be complied with for regulated procurements.	PCMT	31/03/2020	Fully complied	Based on an analysis of the regulated procurements spreadsheet 2 Quick Quotes were used for regulated procurements, these were expected to be unregulated, and formed part of an overall Category approach and no direct award processes were carried out over the internal value limit for works contracts.
3	Ensuring that, so far as reasonably practicable, the following payments are made no later than 30 days after the invoice (or similar claim) relating to the payment is presented: (i) payments due by the Council to a contractor; (ii) payments due by a contractor to a sub-contractor; (iii) payments due by a sub-contractor to a sub-contractor, by: including a standard contract clause to this effect in our regulated procurement contracts; including a clause	We will aim to meet the target of 95% of invoices paid within 30 days during 2019/20.	PCMT	31/03/2020	Fully complied	97.9% of invoices were paid within 30 days during 2019/20.
		Ongoing activity to continue - All regulated procurements in 2019/20 will include the standard clause in relation to payments.	PCMT	31/03/2020	Fully complied	Of the 45 regulated procurements carried out in 2019/20, 39 (86.7%) included the Council's standard clause in relation to payments to contractors within 30 days; or this requirement was covered by NEC3/SBCC contract conditions.

#	Priority	Activities	Owner	Timescale	Status	Notes
3	regarding the prompt payment of sub-contractors within our regulated procurement contracts; and through ensuring effective contract management and monitoring is undertaken to ensure that prompt payment continues to be applied throughout the duration of the contract and taking any necessary steps to rectify any prompt payment issues experienced.	Ongoing activity to continue - All regulated procurements in 2019/20 will include a clause regarding the prompt payment of sub-contractors.	PCMT	31/03/2020	Fully complied	Of the 45 regulated procurements carried out in 2019/20, 22 (48.9%) included a clause regarding the prompt payment of sub-contractors. For the remaining 23 (51.1%) it was not considered appropriate based on the nature of the contracts.
4	Ensuring that the Council's regulated procurements will contribute to the carrying out of its functions and achievement of its purposes, through considering the Council's approach to procurement and commissioning in the context of the wide range of joint plans and strategies developed internally and externally, with other local authorities and partner organisations;	Ongoing activity to continue - Carry out external and internal research when developing PS and SPP 2020/21.	PCMT	31/03/2020	Fully complied	Internal and external research was carried out in the development stage for the Procurement Strategy and Sustainable Procurement Policy 2020/21.
		Ongoing activity to continue - Carrying out consultation for PS and SPP 2020/21 as per Section 8.	PCMT	31/03/2020	Fully complied	A four-week consultation was carried out in September 2019.

#	Priority	Activities	Owner	Timescale	Status	Notes
4	by utilising effective and relevant consultation when developing and aligning our procurement strategy with these plans and strategies, and for individual regulated procurements as required; and through promoting effective contract and supplier management to monitor the effectiveness of regulated procurements in achieving their purposes.	Ongoing activity to continue - Carry out consultations for individual regulated procurements as relevant and appropriate.	PCMT	31/03/2020	Fully complied	Of the 45 regulated procurements carried out in 2019/20, only 3 (6.7%) included a consultation. Consultations were not considered to be appropriate for the 14 (31.1%) mini competitions or the 14 (31.1%) direct awards. For the remaining 14 (31.1%) procurements, consultations were not considered to be relevant.
		Contract management training sessions for departmental staff who manage regulated contracts to be held in 2019/20.	PCMT	31/03/2020	Fully complied	PCMT carried out Procurement Refresher Training and Contract and Demand Management to 190 Council and HSCP staff.

#	Priority	Activities	Owner	Timescale	Status	Notes
5	Comply with the statutory requirements on the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements; through contributing towards improving the social wellbeing element - in particular, reducing inequality in Argyll and Bute - of our sustainable procurement duty by promoting the Living Wage and fair work practices in regulated procurements; while ensuring a proportionate approach which provides an appropriate balance between quality and cost.	Ongoing activity to continue - Consideration will be given at the initial stages of individual regulated procurements to whether it is relevant to address living wage and fair work practices.	PCMT	31/03/2020	Fully complied	Of the 31 regulated procurements carried out in 2019/20, which had a CSS, 23 (74.2%) included consideration of Fair Work Practices. The remaining procurement exercise had started prior to the inclusion of this requirement within the template. A contract condition relating to Fair Work Practices was included within 15 (33.3%) regulated procurements carried out in 2019/20; these are the only ones it was considered to be relevant to.

#	Priority	Activities	Owner	Timescale	Status	Notes
6	Ensuring that the Council's regulated procurements will be carried out in compliance with its duty to treat relevant economic operators equally and without discrimination by, where relevant and proportionate, considering early market engagement prior to the publication of a contract notice on Public Contracts Scotland (PCS); considering in the initial sourcing strategy stage the opportunity to break requirements into smaller lots; and by using clear and precise language preventing broad interpretation as well as offering alternative language formats if requested.	PINs will be published on PCS for all appropriate regulated procurements in 2019/20.	PCMT	31/03/2020	Fully complied	Of the 45 regulated procurements carried out in 2019/20, only 9 (20.0%) had a PIN published. Of the remainder, 14 (31.1% were mini competitions within external frameworks, and 14 (31.1% were direct awards. For the remaining 8 (17.8%) it was not considered appropriate based on the nature of the contracts.
		Ongoing activity to continue - Consideration will be given within the initial Commodity Sourcing Strategies to lotting all regulated contracts in 2019/20.	PCMT	31/03/2020	Fully complied	Of the 31 regulated procurements carried out in 2019/20, which had a CSS, 18 (58.0%) included consideration of lotting the contract requirements. 7 (22.6%) were not considered appropriate based on the nature of the contracts. The supply market for the remaining contracts, and the scope of the contracts, was not appropriate for lotting.
		Ongoing activity to continue - We will offer alternative language formats when requested.	PCMT/ Comms Team	31/03/2020	Fully complied	No requests for alternative language format ITTs were received in 2019/20.

#	Priority	Activities	Owner	Timescale	Status	Notes
7	Complying with the Council's Sustainable Procurement Policy (Appendix 2) in relation to the use of community benefit requirements.	Ongoing activity to continue - Community Benefits Clauses will be included in regulated procurements as outlined in the Sustainable Procurement Policy 2019/20.	PCMT	31/03/2020	Fully complied	Of the 45 regulated procurements carried out in 2019/20, which were not within an external framework, 21 (46.7%) included Community Benefits Clauses. Of the remaining 10 procurements, 6 (13.3%) were below the internal £100k threshold for the mandatory inclusion of a CBC within Supplies and Services contracts; and the final 4 (8.9%) were not considered appropriate for the inclusion of a CBC due to the scope of the contracts.
8	Complying with the Council's Corporate Health and Safety Policy on promoting compliance by contractors and sub-contractors with the Health and Safety at Work etc. Act 1974 (c.37) and any provision made under that Act, through assessing the potential health and safety risks arising from regulated contracts and considering this throughout the	Ongoing activity to continue - Health and Safety considerations will be included at all stages of regulated procurement processes in 2019/20.	PCMT	31/03/2020	Fully complied	Health and Safety considerations were included within 22 (71.0%) of the 31 regulated procurements that had CSSs in 2019/20. 9 (29.0%) were not considered appropriate based on the nature of the contracts. Health and Safety questions were included within 23 (51.1%) of the 45 regulated procurement exercises carried out in 2019/20.

#	Priority	Activities	Owner	Timescale	Status	Notes
8	procurement process; and through ensuring that our requirements for individual contracts meet current legislation as a minimum.					An analysis of the remaining tenders that were not mini-competitions within external frameworks demonstrates that the inclusion of Health and Safety questions was not considered relevant for the contract scopes.
		Ongoing activity to continue - All regulated works procurements in 2019/20 will include reference to the current CDM regulations.	PCMT	31/03/2020	Fully complied	There were no regulated works procurements in 2019/20.
9	Complying with the Council's Sustainable Procurement Policy (Appendix 2) in relation to the procurement of fairly and ethically traded goods and services.	Ongoing activity to continue - The procurement of fairly and ethically traded goods and services will be considered at the initial Commodity Sourcing Strategy stage of all regulated procurements in 2019/20.	PCMT	31/03/2020	Fully complied	Of the 9 Regulated Supplies procurements carried out in 2019/20, 8 (88.9%) had a CSS - 4 (50.0%) included consideration of the use of specific social or environmental labels within the specification.

#	Priority	Activities	Owner	Timescale	Status	Notes
10	Complying with the statutory requirements on how we intend our approach to regulated procurements involving the provision of food to: (i) improve the health, wellbeing and education of communities in the authority's area, and (ii) promote the highest standards of animal welfare, by considering relevant national guidance.	Ongoing activity to continue - Any regulated Catering contracts carried out in 2019/20 will consider the following national guidance throughout the procurement process: 'Better Eating, Better Learning'; 'Beyond the School Gate'; 'Soil Association Food for Life Catering Mark'; 'Catering for Change: Buying Food Sustainably in the Public Sector'; and 'Becoming a Good Food Nation'.	PCMT	31/03/2020	Fully complied	There was one regulated Catering Contract tendered in 2019/20.
11	Following the Council's standard practice on consulting and engaging with those affected by its individual regulated procurements including, where appropriate and proportional: consulting and engaging with relevant stakeholder groups at the commodity sourcing strategy stage of individual regulated procurements; considering the National Standards for Community Engagement	Ongoing activity to continue - Consultations with relevant stakeholder groups will be carried out at the Commodity Sourcing Strategy stage of regulated procurements in 2019/20, where relevant and proportionate.	PCMT	31/03/2020	Fully complied	Of the 45 regulated procurements carried out in 2019/20 only 3 (6.7%) included a consultation. Consultations were not considered to be appropriate for the 14 (31.1%) mini competitions or 14 (31.1%) direct awards. For the remaining 14 (31.1%) procurements, consultations were not considered to be relevant.

#	Priority	Activities	Owner	Timescale	Status	Notes
11	during this process; and ensuring the outcomes of any consultations will be taken account of within our regulated procurements.					
12	Ensuring that the Council's regulated procurements will be carried out in compliance with the sustainable procurement duty, through embedding sustainable procurement as business as usual – ensuring that sustainability issues are considered at all stages of individual procurement exercises; considering how individual procurement exercises can assist the Council to improve the economic, social, and environmental wellbeing of Argyll and Bute; facilitating the involvement of small and medium enterprises, third sector bodies, minority groups and supported business in the procurement process; and by promoting innovation at the initial stage of regulated procurements.	Ongoing activity to continue - Consideration of Sustainability issues – Social, Environmental and Economic – will be embedded throughout the procurement process for regulated procurements in 2019/20.	PCMT	31/03/2020	Fully complied	Of the 31 regulated procurements in 2019/20, which had CSSs, 23 (74.2%) considered Sustainability issues. The remaining 8 (25.8%) were not considered to be appropriate.

d. Support the Council’s transformational changes

Priority	Activities	Owner	Timescale	Status	Notes
The Council has been making changes to what we do and how we do it in order to protect jobs and services in the face of reducing budgets. The Transformation Board has been set-up to find ways in which to continue this process of change to deliver savings and generate income by redesigning services and exploring self-funding and business cost reduction opportunities. The Procurement Strategy supports the transformation agenda.	To provide support to Services as required.	AMS	31/03/2020	Ongoing	Procurement support is provided to Services and appropriate Strategic Boards as required.

3.2 PLAN TO IMPROVE FUTURE COMPLIANCE

In order to ensure the future compliance of regulated procurements with the Council’s Procurement Strategy priorities, the Procurement Team will ensure the undernoted improvements in compliance are implemented during 2020/21. Standard information on procurements will continue to be reported on a monthly basis via the Procurement Bulletin to the Strategic Management Team. In addition, any lessons learned or good practice will continue to be shared at the Procurement Team’s monthly meeting and if any are of strategic importance, these will be reported to the Procurement Board highlighting any shortfalls and detailing action plans to improve these for the future.

Key Priorities	Improvements in Compliance planned for 2020/21
a. Improve procurement processes and policies	<ul style="list-style-type: none"> • Continue to ensure SOCO checks are carried out as standard on all Preferred Tenderers for Regulated Procurements – CARR templates will be updated to include this requirement; • The recently introduced new approach to contract and demand management is to be further embedded across the Council during 2020/21; • Launch new method of delivering community benefits for our communities; • Continue to develop our own frameworks, where appropriate to do so, to deliver best value for the Council.

Key Priorities	Improvements in Compliance planned for 2020/21
<p>b. Increase expertise, capacity and effectiveness</p>	<ul style="list-style-type: none"> • The recently introduced new approach to contract and demand management is to be further embedded across the Council during 2020/21; • Carry out refresher training for PCMT, to cover all required areas of improvement; • New staff members introduced to the team in 2020 will be trained in contract and demand management, low-value, low-risk procurement activity and sustainable procurement. • Updated PECOS training modules will be available by August 2020 to ensure customers have better knowledge of PECOS system and contracts available to them. • Training will be provided to ensure all service staff have a better understanding of their role/responsibility in procurement process; • Training for contract and project management skills within standard external contracts i.e. SBCC, NEC3 is to be continued to both procurement and service staff in 2020.
<p>c. Ensure compliance with complex European Union Procurement Legislation, and with Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014 and associated mandatory guidance</p>	<ul style="list-style-type: none"> • Increase number of PINs published for Regulated Procurements in 2020/21 within contracts that would benefit from an increased awareness within the supply market – through refresher training for the procurement team, even where short timescales are involved; • Increase staff awareness of sustainability requirements via refresher training

Section 4 – Community Benefits Summary

4.1 REGULATED PROCUREMENTS* AWARDED IN 2019/20 CONTAINING COMMUNITY BENEFITS CLAUSES:

Use of Community Benefit Requirements in Regulated Procurements*	Q1	Q2	Q3	Q4	2019/20 Total
Total Number of Contracts Awarded	5	10	0	2	17
Total Number of Contracts Awarded Over £4m	0	0	0	0	0
Total Number of Contracts Awarded with Community Benefit Requirements	4	6	0	2	12
Total Number of Contracts Awarded over £4m with Community Benefit Requirements	0	0	0	0	0

* Argyll and Bute Council has internal thresholds for consideration of inclusion of Community Benefits Clauses in contracts of £2,000,000 for Works contracts and £100,000 for Supplies and Services contracts; the inclusion of Community Benefits Clauses is not internally mandated below these values.

4.2 REGULATED PROCUREMENTS COMPLETED IN 2019/20 WHICH ACHIEVED COMMUNITY BENEFITS

Two Regulated Procurements containing Community Benefits Clauses completed in 2019/20.

- **Professional Services for CHArts Place Partnership Project:**
This contract with Icecream Architecture included an Evaluated CBC and the following outcomes were achieved:

COMMUNITY BENEFIT	PROGRESS	SUPPORT	START/ COMPLETION DATE
Internship 1 - 3 month 2 days per week	Jura Culture Tour - Blogging Internship 3 x 3 part blogs	Initial shadowing on 2 team members during Launch, then ongoing distance support for planning and coordination or activity	Dec - May 2018 (delay in completion due to winter weather transport cancellations)
Internship 2 - 3 month 2 days per week	Cowal Bespoke Research Project based in Cowal, presentation submitted	Research in co-working spaces in Cowal and its relevance for A+B as a whole.	Jun - Aug 2018

➤ **Professional Services for CHArts Place Partnership Project/contd**

COMMUNITY BENEFIT	PROGRESS	SUPPORT	START/ COMPLETION DATE
Internship 3 - 3 months 2 days per week	Oban /Lorn Data Internship	Supporting the collection of data from Individuals, Organisations and Volunteers.	Oct - Dec 2018
Internship 4 - 3 months 2 days per week	Photography Internship	Connection with individuals and organisations, templates for permissions. Brand discussions.	Dec - May 2019
Branding Exercise with Argyll College	HNC Argyll College Students Branding	2 day workshop developing the CHARTS Brand with UHI Argyll College Students. Support from Lisa Baxter & Sarah Diver Lang in Branding & Visual logo design. 1 day review of the final brand; delivery of certificates from CHARTS displaying the students skills in design, illustration, interpretation, public speaking, presentation, copywriting & research.	September 2018 - September 2019
School Placement - 4 weeks	Support with the CHARTS Showcase Event 2019		Between June - Sept

➤ **Provision of a Seaweed Farming Feasibility Study:**

This contract with SAMS Research Services Ltd included an Evaluated CBC and the following outcomes were achieved:

- Two work experience placements for undergraduate students:
 - The first had recently completed her fourth year of study in a Bachelors of Marine Science at the SAMS campus of the University of the Highlands and Islands. She was present with the company from 01/07/2019 to 09/08/2019, a period of 6 weeks;
 - The second resides within Argyll and Bute, and had just completed his second year in Earth Sciences at the University of Glasgow. He was present at the company from 01/07/2019 to 02/08/2019, a period of 5 weeks.

➤ **Provision of a Seaweed Farming Feasibility Study/contd**

The placements involved the students engaging across a variety of business areas within the company, ranging from market research for products, health and safety, project management, tender identification and preparation, and data gathering for production of commercial reports. Tasks involved elements of hands-on experience in addition to work shadowing staff.

- Two half-day maritime career days for students from Oban High School, to introduce them to the potential available careers within the marine sector, and to undertake workshops on CV writing and job interviews.
 - The two events were held on the 5th June and 12th June, and four students were due to attend each session. Unfortunately, only three students were able to attend the second session.
- The supplier is currently providing a work placement for a local student:
 - From 20/09/2019 until May 2020 the supplier is providing a work placement for one student from Oban High School as part of a Foundation Apprenticeship in Business Skills.
 - The programme involves the student being hosted by the supplier one half day per week for the duration of the placement and undertaking a number of work based learning and employer based activities.
 - During their placement with the supplier, the student will work towards four units of the SVQ Business and Administration at SCQF Level 6, in addition to studying the National Progression Award in Business Skills at school.

4.3 OTHER COMMUNITY BENEFITS ACHIEVEMENTS IN 2019/20

Overall, 12 procurements awarded in 2019/20 included CBCs as a contract requirement – 8 of these were above regulated thresholds and 4 were below regulated thresholds.

8 out of the 13 contracts which completed in 2019/20 achieved Community Benefits; and none were above regulated thresholds.

In addition, the following community benefits were achieved within Council care contracts:

- Care Homes:
 - Links with private nurseries on a monthly basis; rolling programmes with local scouts and brownies, regular links with local primary schools, local primary school and military wives choirs attend at Christmas time, annual charity fete, pet therapy, manicurist and podiatrist visits, residents trip to Dobbies Garden Centre in Stirling, pen pal scheme, art classes at Rhu Sailing Club.

- Care at Home:
 - Providing a fish tea for two, to clients who might be at risk of isolation; engaging in a number of local fundraising including for Helensburgh football club, making up Christmas Hampers for service users; working closely to support a local children's charity and donating approximately 150 selection boxes to local children; donation made to purchase turkey's for families who are experiencing difficulties; purchased boxes' of chocolates and biscuits for all clients and staff for Christmas. Rental of offices to third sector organisations, organising coffee mornings and bingo groups for their clients/communities; setting up laptops and PCs in their offices for clients to use for online shopping and contacting friends/family via Skype or any other appropriate activity.

Section 5 – Supported Businesses Summary

- 5.1 The following steps were taken to facilitate the involvement of supported businesses in Regulated Procurements in 2019/20:
- 5.1.1 Involvement of supported businesses is considered at the Commodity Sourcing Strategy development stage. As Commodity Sourcing Strategies are mandatory for all regulated procurements within Argyll and Bute Council, the involvement of supported businesses is therefore considered in all regulated procurements.
 - 5.1.2 No discussions were held specifically with supported businesses in the market analysis phase of commodity strategy development.
 - 5.1.3 Argyll and Bute Council had spend with one supported business supplier in 2019/20,
 - Lady Haig's Poppy Factory - £710.34
 - 5.1.4 The Council has amended the following templates to support the involvement of supported businesses in Regulated Procurements: Commodity Sourcing Strategy Templates and Invitation to Tender Templates.
- 5.2 Total spend with supported businesses in 2019/20 was identified using the Business Association for Supported Employment website and accessing the Supported Business Directory.
- 5.3 No regulated or unregulated contracts were awarded to supported businesses in 2019/20.
- 5.4 Other spend with supported businesses in 2019/20 was as follows:
- 5.4.1 Spend within the reporting year on contracts already placed:
 - Fyne Futures Ltd - £171,200.24
 - Hansel - £10,720.68
 - 5.4.2 Spend through sub-contracting arrangements on contracts already placed:
 - No information has been provided by main contractors in relation to sub-contracts placed with supported businesses in 2019/20.
- 5.5 Contracted spend with a potential supported business:
- Kintyre Recycling Ltd - £198,156.62

Section 6 – Future Regulated Procurements

The Council expects to commence 46 regulated procurements over the next two financial years however these are subject to change. Details of these contract requirements are shown in the table below.

The Council will be reviewing dynamic purchasing systems to determine if these are appropriate in any future regulated procurement exercises.

Regulated procurements expected to commence in 2020/21

Contract Title	New/ Re-let	Expected Contract Notice Publication Date	Expected Award Date	Expected Start Date	Estimated Value
3 Year Microsoft Education - Campus EES (Enrolment For Education Solutions)	Re-let	Jun-20	Sep-20	01/10/2020	£240,000
Argyll and Bute Manager	Re-let	TBC	27/03/2021	01/04/2021	£100,000
Bathymetric Surveys	Re-let	TBC	TBC	TBC	Unknown at present
Campbeltown Coastal Protection Works	New	Mar-20	Jun-20	2021	£5,000,000
Campbeltown Old Quay - Wall A - Design/ Contract Documentation	New	TBC	TBC	TBC	£50,000
Cashless Catering Contract - Schools	Re-let	TBC	Jan-21	01/02/2021	£320,000
CCTV Maintain and Repair	Re-Let	TBC	17/07/2020	23/07/2020	TBC
Cuan Ferry Slip - New overnight berth study	New	Mid 2020/21	TBC	TBC	£50,000
Drydocking Framework	New	TBC	TBC	TBC	£700,000
Dunoon to Hunters Quay Active Travel path developed design and technical design stages	New	TBC	TBC	TBC	£60,000-£90,000
Easdale - Modelling Breakwater	New	Mid 2020/21	TBC	TBC	£50,000.00
Easdale Low Water Landing - Design for replacement of low-water landing	New	TBC	TBC	TBC	£50,000.00
Eilean Dhiura Replacement Engines	New	TBC	TBC	TBC	Unknown at present
Fionnphort Ferry Slip - Overnight Berth Design	New	Mid 2020/21	TBC	TBC	£50,000

Contract Title	New/ Re-let	Expected Contract Notice Publication Date	Expected Award Date	Expected Start Date	Estimated Value
Flood Management Consultancies (Various)	New	TBC	TBC	TBC	TBC
Flood Warning Network Maintenance Services	New	TBC	TBC	TBC	Unknown at present
Forcepoint Web Security Gateway, Support & Warranty	Re-let	Oct-20	Dec-20	23/12/2020	£57,000
Iona Ferry Slip - Design Works	New	TBC	TBC	TBC	£50,000
Lismore Point - Modelling Breakwater	New	TBC	TBC	TBC	£50,000
Lochgilphead Argyll Street and A83 connectivity improvements concept design and developed design	New	TBC	TBC	TBC	£60,000-£90,000
Lochgilphead Front Green to Crinan Canal Active Travel path developed design and technical design stages	New	TBC	TBC	TBC	£60,000-£90,000
Oban Airport Development Project - New Fuel Supply	New	TBC	TBC	TBC	Fuel farm = £500k Fuel tanks = £400k bowser = £50k
Oban Airport Development Project - Sustainable Energy Centre & LED Installation	New	TBC	TBC	TBC	£1,000,000 -£5,000,000
Oban Strategic Development Framework - external services/consultancy/support	New	TBC	Sep-20	Sep-20	£50,000
Occupational Health and Welfare Services including Employee Counselling	Re-let	TBC	TBC	06/01/2021	£160,000
Port Askaig - Study - HGV Area	New	TBC	TBC	TBC	£50,000
Port Askaig Pier - Cathodic Protection	New	Mid 2020/21	TBC	TBC	£180,000
Provision of School and Local Transport Services on Islay - 1802	Re-let	01/10/2020	18/01/2021	27/04/2021	£2,147,135
Provision of School Transport Services on Coll - 1110	Re-let	01/06/2020	26/06/2020	26/07/2020	£82,500
Provision of School Transport Services on Coll - 1111	Re-let	01/06/2020	26/06/2020	26/07/2020	£76,000
Re-tread	Re-let	Ad-hoc	TBC	TBC	TBC

Contract Title	New/ Re-let	Expected Contract Notice Publication Date	Expected Award Date	Expected Start Date	Estimated Value
Rothsay Town Centre to Joint Campus Active Travel path developed design and technical design stages	New	TBC	TBC	TBC	£60,000- £90,000
Slurry Seal	Re-let	Ad-hoc	TBC	TBC	TBC
Small Works Framework	Re-let	TBC	TBC	24/01/2021	Unknown at present
VMware: License and Production Support & Subscription	Re-let	Jun-20	Jun-20	01/07/2020	£60,000
Waste - Garden Waste (SXL Organic Waste Framework Direct Award)	Re-let	TBC	Prior to end March 2021	TBC	£57,000
Waste Haulage - Tiree & Mull	Re-let	TBC	TBC	16/01/2021	£100,000
Water/Waste Water Surveying Services	New	TBC	Q2	Q3	£50,000
Wood Chip Supply (Kilmory)	New	Q2	Q3	Q3	£50,000

Regulated procurements expected to commence in 2021/22

Contract Title	New/ Re-let	Expected Contract Notice Publication Date	Expected Award Date	Expected Start Date	Estimated Value
EPC Provision	New	TBC	Q4	Q4	£200,000
Insurance Services Tender	Re-let	TBC	25/03/2022	01/04/2022	£4,500,000
IT Disposal Resale & Recycling	Re-let	TBC	TBC	TBC	£60,000
Legionella Water Quality Management Services	New	Q3	Q4	Q4	£500,000
Water Analysis	Re-let	TBC	TBC	22/11/2021	TBC
Provision of Care at Home and Supported Living Services	Re-let	01/06/2021	01/10/2021	01/04/2022	£70,000,000
Tenancy Support Services	Re-let	01/04/2021	01/07/2021	01/10/2021	£1,500,000

Section 7 – Other Content for Consideration

7.1 PROCUREMENT PERFORMANCE 2019/20

7.1.1 The Procurement and Contract Management Team performance is measured through various National Procurement Best Practice Indicators (BPIs) applied across the public sector and internal performance measures reflecting the values of Argyll and Bute Council.

7.1.2 The table below shows performance against some of the key measures:

Year	Procurement Commercial Improvement Programme (PCIP) Score	Procurement spend with contracted suppliers (%)	Contracts awarded to local businesses (%)	Contracts awarded to SMEs (%)	Local suppliers bidding for business with the Council (% of bids received)	Tenders won by a local supplier where a local supplier has placed a bid (%)	Invoices paid within 30 days (%)
14/15	-	88	34	85	23	-	91.52
15/16	-	89	39	83	31	75	93.74
16/17	70	90	25	79	16	68	94.10
17/18	N/A	90	38	80	29	80	96.46
18/19	79	92.3	28	84	26	63.3	97.12
19/20	N/A	92.5 (see 7.1.4)	31 (see 7.1.5)	83 (see 7.1.5)	24 (see 7.1.6)	59 (see 7.1.6)	97.90 (see 7.1.7)
20/21 Target	N/A	90	-	75	20	-	95.5

7.1.3 Procurement and Commercial Improvement Programme (PCIP) Assessment

The Procurement and Commercial Improvement Programme (PCIP) Assessment is a national assessment of the Council's procurement practices, focusing on the policies and procedures driving procurement performance and, more importantly, the results they deliver are derived from the Scottish Model of Procurement.

The Council's PCIP score in November 2018 was 79%, which places Argyll and Bute Council in the top banding (F1) with regards to procurement performance according to the Scottish Government bandings, depicted in the table below. Please note due to COVID-19, Scotland Excel has had to postpone their review work of the PCIP, therefore, no date has been set for the Council's new assessment.

Full Assessment Performance Bandings

Current Performance Band	% Score
F1	>70%
F2	66<>69%
F3	61<>65%
F4	56<>60%
F5	51<>55%
F6	46<>50%
F7	41<>45%
F8	36<>40%
F9	31<>35%
F10	26<>30%
F11	20<>25%
F12/Non-Conformance	<19%

7.1.4 Procurement spend with contracted suppliers (%)

This measure indicates the level of Council spend made within an existing contract. Best Practice requires that this figure is as high as possible. Argyll and Bute Council seek to maintain a figure of 90% or greater in order to ensure that best value is achieved and that relationships with suppliers are clearly documented for legal and monitoring purposes.

7.1.5 Contracts awarded to local businesses and SMEs (% of successful suppliers)

The Council monitors the percentage of contracts awarded to local suppliers and SMEs. The Council is a member of the Supplier Development Programme which provides free advice and training to local SMEs and alongside this the Procurement function is continually reviewing its processes to ensure that local SMEs are not at a disadvantage when bidding for contracts.

In 2019/20, the sub-contracting opportunities for local contractors were captured to highlight the economic impact within the Council area. As at March 2020, 17 local sub-contractors were used within 6 contracts, 9 of which were also awarded to local main contractors.

7.1.6 Local suppliers bidding for business (% of all bids received) and tenders won by a local supplier where a local supplier has placed a bid (% contracts won of those bid for)

The Council monitor the type of contracts that local suppliers are bidding for and which contracts are subsequently awarded to them. The team continues to provide accessible training and access to tender opportunities to local suppliers.

7.1.7 Invoices paid within 30 days (%)

This is a national measure for which there is a sector wide target of 90% aiming to minimise delay in paying suppliers. The Council aims to exceed this target.

7.2 REVIEW OF COMPLIANCE WITH SUSTAINABLE PROCUREMENT POLICY

The Sustainable Procurement Policy was complied with for the majority of elements, aside from the area outlined in section 7.3 below. 22 areas were complied with in full. Details are available in Appendix 2.

7.3 FLEXIBLE FRAMEWORK

Level 2 of the Flexible Framework is currently being progressed.

7.4 CONSULTATION OUTCOMES AND ACTIONS

Please see the full Procurement Strategy & Sustainable Procurement Policy 2020/21 Stakeholder Consultation Report on the Council's website at:

https://www.argyll-bute.gov.uk/sites/default/files/stakeholder_consultation_report_0.pdf

This document outlines the outcomes of the consultation undertaken in September 2019, and the actions taken.

7.5 COLLABORATIVE WORKING

The Council continues to maximise its use of collaborative contracts to deliver efficiencies in revenue and processes and currently accesses. Of the 71 current frameworks available to use from Scotland Excel, the Council adopts and uses 63 with the Council having alternative arrangements in place, or no requirements, for the remaining frameworks.

The Council will also be continuing to work with Scotland Excel, NHS Highland and its local authority partners in supporting commercialism and innovation within Argyll and Bute.

Regulated Mini-Competitions and Call-Offs from External Frameworks:

Framework Owner	Framework Title	Contract	Supplier	Estimated Value
Scotland Excel	Vehicle and Plant Hire	Award of Winter Gritters Hire 2019	Econ Engineering	£515,288
Crown Commercial Services	Technology Products 2	Award of Helensburgh Data Centre Server Refresh (RM3733 Further Competition)	Insight Direct (UK) Ltd	£448,350
Crown Commercial Services	Technology Products 2 (RM3733)	Kilmory Server Data Refresh	Insight Direct	£446,187

Framework Owner	Framework Title	Contract	Supplier	Estimated Value
ESPO	Vehicle Charging Infrastructure	Award of Supply, Installation and Maintenance of Electric Vehicle Chargers (ESPO Mini Comp)	Swarco UK Ltd	£175,510
Scotland Excel	Street Lighting Materials	Award of Street Lighting Materials, Mini Competition 5 (SXL SLM Framework)	Urbis Schreder Ltd	£150,540
Scotland Excel	Engineering & Technical Consultancy	Award of Outline Business Case, Craignure	Mott MacDonald	£85,610
Scotland Excel	Engineering & Technical Consultancy	Award of Origin Destination Survey, Oban	Tracsis Traffic Data Ltd	£62,021
Crown Commercial Services	Technology Products & Services (RM3733)	Award of VMware: License Upgrade and Production Support & Subscription (RM3733 Further competition)	Phoenix Software	£60,785
Crown Commercial Services	Technology Products 2 (RM3733)	SQL Licenses	Insight Direct (UK) Ltd	£60,204

7.6 PROCUREMENT COMPLAINTS RECEIVED IN 2019/20

The Procurement and Contract Management Team did not receive any formal challenges in 2019/20.

Section 8 – Annual Procurement Report Ownership & Contact Details

- 8.1 The Argyll and Bute Council Procurement and Contract Management Team are part of the Legal and Regulatory Services team which sits within the Customer Services Directorate.
- 8.2 The Procurement and Contract Management Team works with the Council's services and suppliers to develop contracts and procedures to deliver Best Value.
- 8.3 The team is responsible for the procurement of works, goods and services for all Council departments; and for developing procurement processes, procedures, strategies and policies in line with national best practice.
- 8.4 If you have any queries in relation to this report, please contact:
 - Anne MacColl-Smith, Procurement and Contract Management Manager
 - Procurement@argyll-bute.gov.uk

Section 9 – Sources of Other Information

National Policies:

- **Workforce Matters (SPPN 1/2015)** – https://www.webarchive.org.uk/wayback/archive/20180212234848mp_/http://www.gov.scot/Resource/0046/00469535.pdf
- **Scottish Sustainable Procurement Duty** – <https://www.gov.scot/policies/public-sector-procurement/sustainable-procurement-duty/>
- **Suppliers Procurement Guidance** – <https://www.gov.scot/policies/public-sector-procurement/guidance-suppliers/>
- **EU Procurement Thresholds** – <https://www.gov.scot/publications/eu-procurement-thresholds/>
- **Procurement Journey** – <https://www.procurementjourney.scot/>
- **Procurement and Commercial Improvement Programme (PCIP)** – Overview <https://www.procurementjourney.scot/pcip/pcip-overview>
- **Public Contracts Scotland** – <http://www.publiccontractsscotland.gov.uk/>
- **Public Contracts Scotland Tender** – <https://www.publictendersscotland.publiccontractsscotland.gov.uk>
- **Equality Act 2010** – <http://www.legislation.gov.uk/ukpga/2010/15/contents>
- **Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012** – <http://www.legislation.gov.uk/ssi/2012/162/made>
- **Scottish Procurement Information Hub** <https://www.gov.scot/publications/scottish-procurement-information-hub-contract/>

Local Policies:

- **Procurement Strategy 2020/21 and Sustainable Procurement Policy 2020/21** https://www.argyll-bute.gov.uk/sites/default/files/procurement_strategy_and_spp_2020-21_-_v0.3.pdf
- **Community Benefits Clauses in Procurement Guide** – https://www.argyll-bute.gov.uk/sites/default/files/argyll_bute_council_community_benefits_clauses_in_procurement_guide_-_v3.1_-_2018.pdf
- **Health and Safety Policy** – https://www.argyll-bute.gov.uk/sites/default/files/corporate_health_and_safety_policy_0_0.pdf
- **Council Constitution** – <https://www.argyll-bute.gov.uk/constitution>
- **Equality and Diversity Policy** – https://www.argyll-bute.gov.uk/sites/default/files/approved_equality_and_diversity_policy.pdf

Section 10 – Glossary

Term	Description
Category	A collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.
CIPS	The Chartered Institute of Purchasing and Supply (CIPS) is the leading body representing the field of purchasing and supply chain management.
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).
Commodity Sourcing Strategy	Please see the Procurement Journey for guidance on commodity strategies.
Contract Management	The process of monitoring the performance of a supplier to contract.
Demand Management	<p>To take costs out of an organisation by addressing the drivers for spend, aligning spend to business need and eliminating unnecessary consumption.</p> <p>Demand management examples: Cheaper item but using more of them/cheaper daily rate but more days or 5 days of consultancy ordered and 8 days invoiced. Or challenging requirements that specify brand or other over-specification.</p>
Framework Agreement	An agreement or other arrangement between one or more contracting authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.
Light Touch Regime	The Light Touch Regime (LTR) outlines specific rules for certain service contracts that are generally of lower interest to cross-border competition.
OJEU	Official Journal of the European Union.
Open Procedure	A one-stage procedure whereby all suppliers are invited to tender for the contract or framework agreement. The organisation cannot limit the number of bids it receives.
Prior Information Notice (PIN)	Public bodies can make their intention of planned procurements known by publishing a Prior Information Notice (PIN) on Public Contracts Scotland. Public bodies which are not part of central government are allowed to use a PIN as a call for competition replacing the need for an additional contract notice.

Term	Description
Procurement and Commercial Improvement Programme (PCIP)	The Procurement and Commercial Improvement Programme (PCIP) is an assessment undergone by public bodies focusing on the policies and procedures driving procurement and the results that they deliver.
Procurement Exercise	Full end to end procurement exercise documentation from strategy development to contract & supplier management.
Procurement Function	The business management function that ensures identification, sourcing, access and management of the external resources that an organisation needs or may need to fulfil its strategic objectives.
Procurement Journey	Revised public procurement toolkit with guidance and templates on the procurement process or Construction manual when appropriate. The Procurement Journey will be enhanced on an ongoing basis with feedback from users and any other identified good practice guidance and tools where appropriate to ensure a standardised approach to the supply base.
Procurement Strategy	Strategy for procurement within an organisation (can be called policy).
Public Contracts Scotland	The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.
Restricted Procedure	A two-stage procedure whereby suppliers are required to complete a Pre-Qualification Questionnaire (PQQ) and must satisfy certain selection criteria (the first stage). This process enables the organisation to limit the number of suppliers which are invited to tender (the second stage).
Small Medium Enterprise (SME)	The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or an annual balance sheet total not exceeding 43 million euro.
Stakeholder	Any person or group who has a vested interest in the success of the procurement activity, i.e. either provides services to it, or receives services from it.
Strategic Management Team	The direct report for the Head of Procurement (whether this be a stand-alone Director or one who sits on a SMT).
Strategy	May also be referred to as "Business Case" or "Project Strategy".
Supplier	An entity who supplies goods or services; often used synonymously with "vendor".
Supply Chain	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

Term	Description
Supply Chain Management	The coordinated set of techniques to plan and execute all steps used to acquire raw materials from suppliers, transform them into finished goods, and deliver both goods and services to customers. It includes chain-wide information sharing, planning, resources and performance measurements.
Supported Business	Either the organisation's main aim should be the social and professional integration of disabled or disadvantaged persons, or the contract should be performed within a sheltered employment programme.
Third Sector Organisation	Third sector organisations is a term used to describe a range of organisations that are neither public sector nor private sector. It includes: voluntary organisations, community organisations and registered charities.
Value for Money	An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.
Whole Life Costing	The costs of acquiring goods or services (including consultancy, design and construction costs, and equipment), the costs of operating it and the costs of maintaining it over its whole life through to its disposal – that is, the total ownership costs. These costs include internal resources and overheads.

Section 11 – Appendices

Appendix 1: Regulated Procurements Completed 2019/20

Appendix 2: Compliance with Sustainable Procurement Policy

Appendix 3: Annual Procurement Report Annex

Regulated Procurements Completed 2019/20

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension Duration (months)	Procedure
Award of Day and Overnight Responder Service to Adults at Home	15/05/2019	Carr Gomm	£3,276,792.00	Light Touch Regime	01/08/2019	31/07/2022	24	Open
Award of Community Based Addiction Recovery Services	04/11/2019	Addaction	£2,256,915.00	Light Touch Regime	16/12/2019	15/12/2022	24	Open
Award of Provision of Air Services between Oban and the Islands of Coll, Colonsay and Tiree	08/08/2019	Hebridean Air Services Ltd	£2,048,828.00	OJEU - Services	16/09/2019	15/09/2023	0	Open
Award of Provision of School Transport Services on Islay (2019-2024)	21/06/2019	Islay Minibus and Taxi Hire Ltd	£687,721.93	OJEU - Services	11/08/2019	10/08/2024	24	Open
Award of Provision of School and Local Transport Services on Jura - Route 1872E (2019-2024)	19/06/2019	Garelochhead Minibuses and Coaches Ltd	£645,000.00	OJEU - Services	21/07/2019	20/07/2024	24	Open

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension Duration (months)	Procedure
Temporary Accommodation for Homeless People and Associated Housing Management and Housing Support Services	24/06/2019	Blue Triangle Housing Association	£555,000.00	Light Touch Regime	01/04/2019	31/03/2022	12	Direct Award - LTR
Award of Winter Gritters Hire 2019	10/06/2019	Econ Engineering Ltd	£515,287.58	OJEU - Services	15/10/2019	01/05/2020	12	Mini Comp
Award of Helensburgh Data Centre Server Refresh (RM3733 Further Competition)	11/09/2019	Insight Direct (UK) Ltd	£448,350.00	OJEU - Supplies	26/08/2019	31/10/2024	0	Mini Comp
Kilmory Server Data Refresh	17/05/2019	Insight Direct	£446,187.00	OJEU - Services	01/04/2019	01/03/2023	0	Mini Comp
Day Service for Adults with Learning Disabilities	01/04/2019	Enable Scotland	£419,408.00	Light Touch Regime	01/04/2019	31/03/2020		Direct Award - LTR
Supply and Distribution of Fresh Fruit, Vegetables, Potatoes and Prepared Products	19/08/2019	J M Breckenridge	£390,000.00	OJEU - Supplies	01/08/2019	31/07/2022	12	Open
		Failte Foods						
		J M Breckenridge						

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension Duration (months)	Procedure
Link workers	01/07/2019	Alzheimers Scotland	£324,816.00	Light Touch Regime	01/07/2019	30/06/2020		Direct Award - LTR
Award of Supply of Fuel and Associated Services, Oban Airport	19/08/2019	Total UK Ltd	£316,831.55	OJEU - Supplies	15/08/2019	15/08/2024	0	Open
Award of Provision of Local Transport between Oban and Fort William (Winter Service Only) - Route...	18/09/2019	Craig of Campbeltown T/A West Coast Motors	£255,699.00	OJEU - Services	30/09/2019	21/05/2023	24	Open
Award of Business Gateway Argyll and Bute - One to Many and One to One Specialist Support Framework	06/05/2019	Lornal Ltd	£250,000.00	OJEU - Services	22/04/2018	21/04/2022	12	Open
		Comesteria Ltd						
		Tuminds Social Media						
		NSDesign Ltd						
		Tuminds Social Media						
		Maureen Johnstone Associates						
		Linda Hunter Accounting & Consulting Services						
		UXL Limited						
		Tinto Procurement						

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension Duration (months)	Procedure
Care and Repair Service	24/06/2019	Argyll & Bute Care and Repair	£234,735.00	Light Touch Regime	01/04/2019	31/03/2021	12	Direct Award - LTR
Award of Advice Services - Debt Counselling and Welfare Rights	02/08/2019	Argyll and Bute Citizens Advice Bureau	£210,980.00	OJEU - Services	01/07/2019	30/06/2022	12	Open
Advocacy Service for Adults	01/02/2020	Lomond and Argyll Advocacy	£203,794.00	Light Touch Regime	01/02/2020	31/03/2021		Direct Award - LTR
Award of Treatment and disposal of scrap metal	06/09/2019	John R Adam & Sons Ltd	£193,050.00	OJEU - Services	06/09/2019	06/11/2019	34	Single Stage
Social Work Emergency, Appropriate Adult and Homecare Brokerage Service	24/06/2019	Carr Gomm	£179,008.00	Light Touch Regime	01/04/2020	31/03/2021	0	Direct Award - LTR
Award of Supply, Installation and Maintenance of Electric Vehicle Chargers (ESPO Mini Comp)	19/07/2019	SWARCO UK Ltd	£175,509.56	Regulated - Supplies	12/08/2019	22/09/2019	0	Mini Comp

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension Duration (months)	Procedure
Provision of Air Services between Oban and the Islands of Coll, Colonsay and Tiree - Interim Contract	29/04/2019	Hebridean Air Services Ltd (HASL)	£170,736.00	Regulated - Services	16/05/2019	15/09/2019	0	Direct Award - JNCA
Award of Street Lighting Materials, Mini Competition 5 (SXL SLM Framework)	13/01/2020	Urbis Schreder Limited	£150,540.00	Regulated - Supplies	29/08/2019	07/11/2019	0	Mini Comp
Award of Parking Machines 2019	03/02/2020	International Parking Systems UK Ltd.	£125,695.00	Regulated - Supplies	03/02/2020	02/02/2025	0	Mini Comp
Refuge and Housing Support	01/04/2019	Argyll and Bute Women's Aid	£120,970.00	Light Touch Regime	01/04/2019	31/03/2020		Direct Award - LTR
Award of Provision of School Transport Services on Islay (2019-2024)	21/06/2019	David McLellan	£117,812.88	Regulated - Services	11/08/2019	10/08/2024	24	Open
Oasis Day Service for adults affected by dementia	21/06/2019	Church of Scotland T/A Crossreach	£107,071.00	Light Touch Regime	01/04/2018	30/11/2019	0	Direct Award - LTR

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension Duration (months)	Procedure
Top-up of funds to Highland Council for the SWAN contract (Circuit Charges)	01/04/2019	Highland Council (Pathfinder North)	£104,000.00	Regulated - Services	01/04/2019	31/03/2020	36	Direct Award
Helensburgh and Lomond Outreach Service for people with Dementia and their carers	01/07/2019	Alzheimers Scotland	£102,259.00	Light Touch Regime	01/07/2019	30/06/2020		Direct Award - LTR
Award of Gas & Catering Equipment Maintenance	10/07/2019	Clan Engineering (Scotland) Ltd	£100,000.00	Regulated - Services	10/07/2019	09/07/2021	12	Single Stage
Award of Electric Vehicle Chargers 2019 (2)	02/09/2019	The Phoenix Works	£93,091.48	Regulated - Supplies	02/09/2019	15/11/2019	0	Mini Comp
Award of Financial Consultancy and Advisory Services	02/04/2019	Ernst & Young LLP	£89,803.00	Regulated - Services	05/09/2018	04/09/2021	12	Single Stage
Award of Outline Business Case, Craignure	07/10/2019	Mott MacDonald	£85,610.00	Regulated - Services	07/10/2019	01/02/2020	0	Mini Comp

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension Duration (months)	Procedure
Services to Children with Disabilities and their families	01/04/2019	Achievement Bute	£81,355.00	Light Touch Regime	01/04/2019	31/03/2020		Direct Award - LTR
NeoPost Maximailer in Corporate Printroom, Kilmory	17/01/2020	Quadient UK Ltd (Formally Neopost)	£76,301.28	Regulated - Supplies	17/01/2020	16/01/2026	0	Direct Award
Award of McAfee Anti-Virus for Trustwave Secure Email Gateway & Maintenance (ITQ)	11/03/2020	Communicate Plc	£69,620.00	Regulated - Supplies	25/03/2020	24/03/2023	0	Mini Comp
Award of Structural inspections and testing, linkspans	16/09/2019	WSP UK Ltd	£66,453.80	Regulated - Services	16/09/2019	16/03/2020	0	Mini Comp
Award of Traffic lights survey	07/11/2019	Haskoning DHV UK Ltd	£64,100.00	Regulated - Services	11/11/2019	11/08/2020	0	Single Stage
Award of Origin Destination Survey, Oban	13/08/2019	Tracsis Traffic Data Limited	£62,021.00	Regulated - Services	12/08/2019	31/09/2019	0	Mini Comp
Award of VMware: License Upgrade and Production Support & Subscription (RM3733 Further competition)	02/07/2019	Phoenix Software	£60,784.85	Regulated - Services	01/07/2019	30/06/2020	0	Mini Comp

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension Duration (months)	Procedure
SQL Licenses	19/03/2020	Insight Direct (UK) Ltd	£60,203.52	Regulated - Supplies	01/04/2020	31/03/2021	0	Direct Award
Award of Architectural Services - Salen Primary School Early Years 1140Hrs Lighting/Internal Upgrade	21/08/2019	Farquhar Geddes Architects	£58,240.00	Regulated - Services	19/08/2019	13/08/2020	12	Quick Quote
Award of Forcepoint Renewal (ITQ)	31/01/2020	Sapphire	£57,959.75	Regulated - Supplies	23/12/2019	22/12/2020	0	Mini Comp
Award of Gym Equipment at The Aqualibrium, Campbeltown	02/12/2019	Pulse Fitness Ltd.	£54,304.38	Regulated - Supplies	02/12/2019	01/12/2022	0	Mini Comp
Award of Belnahua Annual Dry Docking Repairs	30/03/2020	Crinan Boatyard Ltd	£54,089.98	Regulated - Services	05/05/2020	05/07/2020	0	Quick Quote

COMPLIANCE WITH SUSTAINABLE PROCUREMENT POLICY**1 People**

Priority	Compliance in 2019/20
a) We will use organisational development opportunities, and e-learning to share knowledge and ensure annual refresher training on the latest sustainable procurement principles for key procurement staff, to meet any knowledge gaps.	Fully complied: <ul style="list-style-type: none"> Sustainable Procurement in relation to inclusion within Commodity Sourcing Strategies and Contract Management was included within the Procurement Refresher Training undertaken in 2019/20.
b) We will establish clear leadership to drive the embedding and continuous improvement of sustainable procurement within the Council, through having a Sustainable Procurement Champion within the Council.	Fully complied: <ul style="list-style-type: none"> David Logan, Head of Legal and Regulatory Support was the Council's Sustainable Procurement Champion in 2019/20
c) We will continue to publicise our commitment and successes in Sustainable Procurement.	Fully complied: <ul style="list-style-type: none"> Community Benefit achievements are reported internally to senior management

2 Objectives, Strategy & Communications

Priority	Compliance in 2019/20
a) We will carry out sustainable procurement whilst complying with national and EU procurement regulations that protect and encourage open and transparent public procurement.	Fully complied: <ul style="list-style-type: none"> All processes are in line with the Procurement Manual and Procurement Journey which comply with all regulations
b) We will ensure our Sustainable Procurement Policy continues to meet all external requirements, as well as complementing the Council's internal Strategies.	Fully complied: <ul style="list-style-type: none"> The Sustainable Procurement Policy was updated for 2019/20 to meet all requirements

Priority	Compliance in 2019/20
c) We will ensure relevant communications strategies are developed and actioned as required, in relation to Sustainable Procurement outcomes.	Fully complied: <ul style="list-style-type: none"> A consultation was carried out to inform the Sustainable Procurement Policy
d) We will communicate this policy and accompanying guidance to all Council staff and elected members.	Fully complied: <ul style="list-style-type: none"> The Sustainable Procurement Policy was cascaded to all Council staff and is available on the Council's intranet and external website.

3 Process

Priority	Compliance in 2019/20
a) We will consider sustainability issues in relation to the economic, social and environmental wellbeing of our area throughout the procurement process, including within strategy documents and contract conditions and specifications.	Fully complied: <ul style="list-style-type: none"> Sustainability is included in Commodity Sourcing Strategy templates, and specifications and contract conditions where appropriate
b) We will use Community Benefits Clauses where appropriate, in line with the Council's Community Benefits Clauses in Procurement Guide, reporting on achievements to the Council's Procurement Board on a quarterly basis.	Fully complied: <ul style="list-style-type: none"> The Council's standard process for including Community Benefits Clauses within contracts is followed for all appropriate procurements, and quarterly reports are provided to the Council's Procurement Board
c) In relation to economic considerations, our priorities will be: <ul style="list-style-type: none"> To use mandatory sub-contracting clauses in all proportionate and relevant contracts; To lot contracts where appropriate to encourage Small and Medium size organisations to bid, and to ensure that tender documents are proportional to the requirement to remove unnecessary obstacles. 	Fully complied: <ul style="list-style-type: none"> A mandatory sub-contracting clause was included in 4 regulated procurements in 2019/20 – this was not considered relevant or appropriate to the remaining regulated procurements due to the nature of the requirements and/or the potential supply markets; The consideration of lotting is included within the Council's Commodity Sourcing Strategy templates

Priority	Compliance in 2019/20
<p>d) In relation to social considerations, our priorities will be:</p> <ul style="list-style-type: none"> • To ensure there is no intentional discrimination against specific groups of people when undertaking procurements – Equalities and Diversity considerations will be embedded throughout the procurement process; • To ensure that our contract terms require suppliers to support the health, safety, welfare and rights of their employees and supply chain; • To promote fair trade options throughout the Council; • To promote the use of Supported Businesses, where their prices and capacity to deliver is comparable to the rest of the market. 	<p>Fully complied:</p> <ul style="list-style-type: none"> • Equalities and Diversity considerations are included in Commodity Sourcing Strategy templates and in Council Terms and Conditions; • Employee and supply chain rights are included within our standard contract clauses; • Fair trade options are available in current contracts; • There was one order placed with a supported business in 2019/20
<p>e) In relation to environmental considerations, our priorities will be:</p> <ul style="list-style-type: none"> • To ensure that our procurements minimise our contribution to climate change and support goods, services and works that are well-adapted to the consequences of a changing climate; • To ensure that our procurements are necessary – where appropriate re-using, repairing or refurbishing existing goods; • To specify fresh, seasonal, nutritious, and where possible, organic food, and to not knowingly purchase genetically modified food or food with genetically modified ingredients; • To specify minimum packaging, reusable packaging and packaging take-back; • To minimise any negative impacts of our procurements on biodiversity; • To use recycled paper throughout the Council where there are no compatibility issues with existing equipment; • To consider animal welfare when procuring; and wherever possible, will not purchase goods which have been developed using animal testing. 	<p>Fully complied:</p> <ul style="list-style-type: none"> • Climate Change impacts are considered in Commodity Sourcing Strategy templates; • A Make or Buy Section has been included within Commodity Sourcing Strategy templates; • There was one Catering contract procured in 2019/20; • A labelling and packaging clause has now been included within the Council's standard Terms and Conditions, for use within appropriate contracts; • Consideration of Biodiversity is included within the Council's Commodity Sourcing Strategy templates; • The Council has been moving towards reducing the overall use of paper, part of which has involved providing paperless reports to all committees and to management team meetings, as well as removing desktop printers in favour of MDFs. Unfortunately, these machines are the ones with compatibility issues with recycled paper.

4 Engaging Stakeholders

Priority	Compliance in 2019/20
a) We will engage with our suppliers and stakeholders to remove barriers to participation in procurement and maximise impact of sustainable opportunities.	Fully complied: <ul style="list-style-type: none"> A consultation was carried out in relation to the revised Procurement Strategy and Sustainable Procurement Policy
b) We will support local and regional small and medium sized enterprises, voluntary and community groups, social enterprises, charities and cooperatives, businesses involving minority individuals and groups, and individuals and groups with protected characteristics, to participate in procurement opportunities.	Fully complied: <ul style="list-style-type: none"> PCMT carried out a webinar on “Talking Tenders” in October 2019 which was well received by our suppliers. In addition, they carried out 5 “Meet the Buyer events” in Campbeltown, Lochgilphead, Helensburgh, Oban and Dunoon, which enabled local SMEs the opportunity to meet the council teams involved in procurement activity.
c) Where appropriate, we will consult with the people whose needs we aim to meet through our procurement to ensure that we procure goods, services and works that actually meet their needs.	Fully complied: <ul style="list-style-type: none"> The consideration of individual procurement consultations is included within Commodity Sourcing Strategy templates
d) We will work with suppliers to educate them on sustainable procurement and our policy, to encourage them to use more sustainable goods, processes and working practices in their own business operations and encourage them to engage in sustainable procurement activities within their own supply chain.	Fully complied: <ul style="list-style-type: none"> Suppliers were contacted as part of the consultation exercise for the Sustainable Procurement Policy
e) We will consult with stakeholders, including suppliers and Third Sector agencies, to ensure views are considered on sustainable outcomes sought.	Fully complied: <ul style="list-style-type: none"> A consultation was carried out in relation to the revised Sustainable Procurement Policy

5 Monitoring and Reporting

Priority	Compliance in 2019/20
a) The Council's ongoing programme of reviewing and improving our procurement processes will seek to ensure they remain transparent and open to the whole of the supplier community.	Fully complied: <ul style="list-style-type: none"> • Reviews and improvements to our internal processes are undertaken in line with the Procurement Journey
b) We will ensure suppliers comply with their commitments to the sustainability criteria within our specifications and their tender submissions by building in proportionate, effective monitoring and management into contract arrangements.	Fully complied: <ul style="list-style-type: none"> • Sustainability is included within standard contract management templates
c) We will measure and report on our progress in embedding and continuously improving sustainable procurement and its contribution to delivering sustainable development annually.	Fully complied: <ul style="list-style-type: none"> • This is included within this Annual Procurement Report
d) We will continue to ensure that reporting requirements relating to Sustainable Procurement are met, including Climate Change Reporting requirements, Equality reporting requirements, and internal reporting of Community Benefits achieved	Fully complied: <ul style="list-style-type: none"> • Contributed to climate change reporting November 2019; • Procurement contributes to the Council's Equality reporting requirements when requested; • Internal reporting of Community Benefits achievements is ongoing on a quarterly basis
e) We will continue to self-assess the Council's progress against each theme of the Flexible Framework annually, and report on our progress.	Fully complied : <ul style="list-style-type: none"> • The Council's progress against the revised Flexible Framework and Action Plan for the future is included within this Annual Procurement Report

Annual Procurement Report Annex

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	Argyll and Bute Council
b) Period of the annual procurement report	01/04/2019 to 31/03/2020
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	45
b) Total value of regulated contracts awarded within the report period	£16,173,435
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	48
i) how many of these unique suppliers are SMEs	33
ii) how many of these unique suppliers how many are Third sector bodies	11
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	45
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<u>4. Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	21

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>)	Unknown
e) Number of Apprenticeships Filled by Priority Groups	Unknown
f) Number of Work Placements for Priority Groups	Unknown
g) Number of Qualifications Achieved Through Training by Priority Groups	Unknown
h) Total Value of contracts sub-contracted to SMEs	Unknown
i) Total Value of contracts sub-contracted to Social Enterprises	Unknown
j) Total Value of contracts sub-contracted to Supported Businesses	Unknown
k) Other community benefit(s) fulfilled	Unknown

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.	15
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.	7
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.	2

6. Payment performance

a) Number of valid invoices received during the reporting period.	109,365
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	97.9
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	39
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

7. Supported Businesses Summary

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:	£380,787.88
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£380,787.88

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£143,778,777
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£96,296,886
c) Total procurement spend with Third sector bodies during the period covered by the report.	£21,825,100
d) Percentage of total procurement spend through collaborative contracts.	32%
e) Total targeted cash savings for the period covered by the annual procurement report	Don't record
i) targeted cash savings for Cat A contracts	Don't record
ii) targeted cash savings for Cat B contracts	Don't record
iii) targeted cash savings for Cat C contracts	Don't record
f) Total delivered cash savings for the period covered by the annual procurement report	£2,588,683.09
i) delivered cash savings for Cat A contracts – from 1 st April 2019 to 31 st December 2019	£450,685.60
ii) delivered cash savings for Cat B contracts – from 1 st April 2019 to 31 st December 2019	£250,673.00
iii) delivered cash savings for Cat C contracts – from 1 st April 2019 to 31 st March 2020	£1,887,324.49
NOTE: Q4 Data for Cat A and Cat B Contracts unavailable at time of reporting.	
g) Total non-cash savings value for the period covered by the annual procurement report	0

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	46
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£90,339,635