



Argyll and Bute Council

# ANNUAL PROCUREMENT

## REPORT

2022/23

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## Section 1 – Introduction and Purpose

### 1.1 INTRODUCTION

This report provides an overview of Argyll and Bute Council's regulated procurement activity during the financial year 2022 to 2023. It reflects our performance as a contracting authority.

The Procurement Reform (Scotland) Act 2014 forms part of the public procurement legislation which governs how Scottish public bodies buy their goods, works and services. It allows us to maximise economic benefit through effective and efficient public procurement activity. The Act requires public bodies to publish procurement strategies to set out how they intend to carry out their regulated procurements and publish Annual Procurement Reports which describe how their procurement activities have complied with these strategies.

#### 1.1.2 The Council uses its public spending power through the goods, works and services we purchase to make Argyll and Bute a better place to live, work and do business.

We harness the power of innovation and collaboration to accomplish real social impact, in line with our published procurement objectives that are:-

- ❖ Legal compliance
- ❖ Value for money
- ❖ Empowering local suppliers

In doing so the Council plays a key role in supporting Scottish Government's four outcomes for Scottish public sector procurement;

- Good for businesses and their employees.
- Good for society.
- Good for places and communities.
- Open and connected.

#### 1.1.3 In growing local economies, there is continued focus on working with local and Scottish Small and Medium Enterprises (SMEs), as well as larger businesses, through open engagement and roundtable discussions and through formalised networks. This contributed to an increase in spend by the Council both with local SMEs and with Scottish SMEs in the reporting period.

#### 1.1.4 Out with staffing costs, procurement activity represents the majority of the Council's expenditure totalling £163.1m for 2022/23. We therefore place great emphasis on ensuring that appropriate contracts are in place and deliver best value for money.

- 1.1.5** The achievements of the reporting period have provided the basis for moving forward more dynamically, collaboratively, more innovatively and more efficiently.

## **1.2 PROCUREMENT STRATEGY**

- 1.2.1** The period covered by this report is covered by the Council's Procurement Strategy 2022/25.

- 1.2.2** The Procurement Strategy 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 2022/25. These aims and goals reflect both national and local policies and priorities.

Annually, we review our Procurement Strategy to make sure it remains relevant and fit for purpose. This Annual Report demonstrates our delivery against the commitments set out in that strategy for the period 1 April 2022 to 31 March 2023, where we said we would:

- a) provide summary information on regulated procurements we have completed during the period;
- b) review whether those procurements kept to our strategy; and
- c) provide a summary of regulated procurements we expect to begin in the next two financial years.

Our procurement ambitions are reflected in our outcomes which are:-

- We will have delivered simplified and more consistent procurement processes for businesses tendering for contracts across Argyll and Bute.
- We will have raised awareness among suppliers of forthcoming opportunities to bid for contracts.
- We will have supported small local businesses to access existing supply chains and increased their capability to successfully bid for contracts.
- Assist the Council to meet budget savings targets.
- Positive outcomes (for example, changes in buying behaviour, identifying alternative solutions, improved ordering and invoicing solutions).

The Council's procurement outcomes align with the Scottish Government's Procurement outcomes which are:-

- Good for businesses and their employees.
- Good for society.
- Good for places and communities.
- Open and connected.

The Council's regulated procurement activity in 2022/23 contributed to our wider organisational aims and objectives by supporting the Council's 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.

The contents of this report are structured around these organisational aims and objectives, setting out the importance of public sector procurement in delivering economic growth in a manner that meets these.

### 1.3 EXECUTIVE SUMMARY, FORMAT AND CONTENT

The undernoted sections provide the quantitative detail required as part of the statutory reporting and, where appropriate, some additional narrative and qualitative information to supplement the content. There are some additional sections to report on Argyll and Bute Council policy commitments as set out in the Procurement Strategy.

It is noted that the formal reporting requires information on regulated activity, however, it is sometimes difficult to separate regulated from non-regulated, therefore, some figures and content refer to all formal procurement activity but presenting the information in this way provides a more accurate reflection of actual activity across the board.

<b>£174.6m</b> Total Spend	<b>£163.1m</b> Estimated Procurement- related Spend	<b>£148.2m</b> Contracted Spend
<b>1649</b> Total Suppliers		<b>80,879</b> Invoices processed
<b>£98,936</b> Average spend per supplier	<b>1248</b> SME Suppliers	<b>£100.8m</b> SME Spend

**Key:**

**Total Spend:** The total amount of spend for the financial year 2022/23.

**Invoices processed:** The total number of Invoices processed.

**Estimated Procurement-related Spend:** The estimated total amount of spend on transactions that can potentially be influenced by Procurement.

**Contracted Spend:** The total amount of the Estimated Procurement-related Spend that was with Contracted Suppliers.

**Total Suppliers:** The total number of unique suppliers for the Estimated Procurement-related Spend.

**Average Spend per Supplier:** The average Procurement-related Spend per unique supplier.

**SME Suppliers:** The total number of known unique SME Suppliers with Procurement-related Spend.

**SME Spend:** The total Procurement-related spend with known SME organisations in 2022/23.

## Section 2 – Summary of Regulated Procurements Completed

**2.1** A regulated procurement is any procurement for public supplies or services with a 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 procurement completed by Argyll and Bute Council, and the process followed for those in 2022/23 is given in the table below:

	Open Procedure (Single Stage)	Restricted Procedure (Dual Stage)	Quick Quote	Framework - Call-off/ Mini Comp/ DA	Light Touch Regime	Direct Award	Total
Supplies	4	0	0	19	0	8	31
Services	9	0	1	12	2	0	24
Works	2	1	0	0	0	0	3
Total	15	1	1	31	2	8	58

**2.3** These are summarised as follows:

Total estimated value of completed regulated procurements	<b>£31m</b>
Total estimated revenue procurement benefits to be delivered from the contracts placed (identified at Contract Award)	<b>£0.32m</b>
Average number of bids received (for Open/Restricted)	<b>2.3</b>
% of contracts awarded to SMEs during the reporting period	<b>71.7%</b>
Average processing time for a procurement exercise (from procurement start date to date of award) in weeks	<b>19.6</b>
Number of collaborative contracts let in cooperation with other organisations	<b>31</b>

**2.4** Further detail on each of the procurements referred to above are contained within [Appendix 1](#).

**2.5** In 2022/23 one contract, at the time of award, was not categorised as a Regulated Contract. However, during the lifetime of the contract this now meets the regulated thresholds. For further information, see table below:

Award Date	Title	Supplier Name	Contract Value
30/05/22	GI & Existing Drainage Investigations – 4 Bridges in Argyll (SXL ETC DA)	Fairhurst Ltd	£254,000



## Section 3 – Review of Regulated Procurements Compliance

### 3.1 REVIEW OF COMPLIANCE WITH PROCUREMENT STRATEGY

The following sets out the Council's compliance with its published procurement objectives that are:-

- ❖ Legal Compliance
- ❖ Value for Money
- ❖ Empowering Local Suppliers

#### 3.1.1 Legal Compliance

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
1	Be undertaken in compliance with its duty to act in a transparent and proportionate manner	
A	<p>The Council's Standing Orders Relating to Contracts and Procurements apply to all contracts made by or on behalf of the Council for the delivery of works, the supply of goods and materials and the provision of services.</p> <p>All procurement activity undertaken must comply with the above process and procedures which secures compliance with the Act and Statutory Guidance.</p> <p>In addition to the above, the Council engages fully with the Supplier Development Programme (SDP), to understand their organisational needs and share the Council's procurement work plan.</p>	<p><b>(Ongoing - fully complied).</b> The Council continues to engage with its Community Planning Partners, internal and external stakeholders, SME's, third sector, charity and voluntary organisations and local community groups. It shares its work/contract plan with its partner provider and the wider market. The Council continues this engagement, liaison and dialogue at various stages of the procurement process where appropriate. This is fundamental to support transparency as well as community wealth building and inclusive local and regional growth, we continue to work closely with Economic Development and our other local 'anchor' organisations to harness our spending power in terms of buying from local businesses within the supply chain, maximising employment opportunities and reviewing the use of land and property assets to benefit our local economy.</p> <p>To ensure full transparency, the Council fully utilises Public Contracts Scotland (PCS) portal which aims to make it as easy as possible for SMEs to bid for public contracts through notice alerts and enabling main contractors to advertise sub-contract opportunities, giving our local suppliers the chance to bid for contracts further down the supply chain.</p>

### 3.1.1 Legal Compliance

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
1	Be undertaken in compliance with its duty to act in a transparent and proportionate manner /contd	
B	PINs will be published on PCS for all appropriate regulated procurements in 2022/25.	(Ongoing - fully complied). Of the 58 regulated procurements carried out in 2022/23, 10 (17.2%) had a PIN published. Of the remainder, 29 (50.0%) were awards as allowed via the external framework contract and 19 (32.8%) were not considered appropriate based on the nature of the contracts.
C	Consideration will be given within the initial Commodity Sourcing Strategy (CSS) to lotting all regulated contracts in 2022/25.	(Ongoing - fully complied). Of the 42 regulated procurements carried out in 2022/23, which had a (CSS), 27 (64.3%) included consideration of lotting the contract requirements. The remaining 15 (35.7%) 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.
D	We will offer alternative language formats when requested.	(Ongoing - fully complied). No requests for alternative language format Invitation to Tender (ITT) were received in 2022/23.
2	Payment of a living wage - to persons involved in producing, providing or constructing the subject matter of regulated procurements	
A	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.	(Ongoing - fully complied). Of the 42 regulated procurements carried out in 2022/23, which had a CSS, 31 (73.8%) included consideration of Fair Work Practices. Of the 58 regulated procurement exercises carried out in 2022/23, Fair Work Practices questions were included within 15 (25.9%).
B	Payment of the Living Wage will be monitored by contract management activity in relevant regulated contracts.	Ongoing

### 3.1.1 Legal Compliance

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
<b>3</b>	<b>The use of community benefit requirements</b>	
A	Community Benefits Clauses will be included in regulated procurements as outlined in the Sustainable Procurement Policy 2022/25.	<b>(Ongoing - fully complied).</b> Of the 27 regulated procurements carried out in 2022/23, not within an external framework, 17 (63.0%) included Community Benefits Clauses (CBC). Of the remaining 10 procurements, 9 (33.3%) were below the internal £100k threshold for the mandatory inclusion of a CBC within supplies and services contracts; and 1 (3.7%) was not considered appropriate for the inclusion of a CBC due to the scope of the contract.
B	Report on the new methodology of delivering community benefits that have been requested by our local communities.	<b>(Ongoing)</b> see <a href="#">Section 4</a> below.
<b>4</b>	<b>Promoting compliance with health and safety at work, including how a supplier/sub-contractor demonstrates compliance.</b>	
A	Health and Safety considerations will be included at all stages of regulated procurement processes in 2022/25.	<b>(Ongoing - fully complied).</b> Health and Safety considerations were included within 29 (69.0%) of the 42 regulated procurements that had CSSs in 2022/23. 13 (31.0%) were not considered appropriate based on the nature of the contracts. Health and Safety questions were included within 12 (20.7%) of the 58 regulated procurement exercises carried out in 2022/23.)
B	All regulated works procurements in 2022/25 will include reference to the current CDM regulations.	<b>(Ongoing - fully complied).</b> There were three regulated works procurements in 2022/23, and all three did include current CDM regulations.
<b>5</b>	<b>Complying with the Council's Sustainable Procurement Policy (<a href="#">Appendix 2</a>) in relation to the procurement of fairly and ethically traded goods and services.</b>	
A	The procurement of fairly and ethically traded goods and services will be considered within the CSS of all regulated procurements in 2022/25.	<b>(Ongoing - fully complied).</b> Of the 31 regulated supplies procurements carried out in 2022/23, 23 (74.2%) had a CSS. 3 (9.7%) included consideration of the use of specific social or environmental labels within the specification.

### 3.1.1 Legal Compliance

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
6	<b>Food procurement</b>	
A	<p>Any regulated catering contracts carried out in 2022/25 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'.</p> <p>The Council will continue to look for opportunities to include local and sustainable food wherever possible in schools, facilities, venues and to meet social care requirements.</p> <p>The Council is committed to including health and wellbeing and animal welfare procurement requirements that promote the health, wellbeing and education of communities.</p> <p>Procurement requirements relating to Food procurement focus on nutritional quality, health and wellbeing, minimising environmental impact such as packaging and sourcing as well as the application of appropriate animal welfare standards in accordance with all relevant legislation.</p> <p>The Council will ensure that procurement requirements relating to Fairly and Ethically Traded Goods and Services are applied in a relevant, proportionate and legally compliant manner.</p>	<p><b>(Ongoing - fully complied).</b> There was one regulated Catering Contract tendered in 2022/23 that fully considered national guidance.</p>
7	<b>Comply with the sustainable procurement duty.</b>	
A	<p>Staff involved in the procurement process understand and positively contribute to achieving sustainable outcomes.</p>	<p><b>(Ongoing - fully complied).</b> All staff involved in the procurement process utilise the sustainable procurement tools that are available to them via the Scottish Government. In addition, they have completed all the relevant e-learning training modules that are available to them on climate literacy, circular procurement and supply and sustainable public procurement.</p>

### 3.1.1 Legal Compliance

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
7	Comply with the sustainable procurement duty /contd	
A	The Council is reassured that suppliers adhere to the principles of a Fair Work First Practice organisation.	<p><b>(Ongoing - fully complied).</b> Of the 42 regulated procurements in 2022/23, which had CSSs, 30 (71.4%) considered Sustainability issues. The remaining 12 (28.6%) were not considered to be appropriate.</p> <p>As the approach to Climate Change develops nationally, the Council's Procurement, Commercial and Contract Management Team (PCCMT) and Climate Change Board colleagues will continue to work collaboratively to ensure a consistent Argyll and Bute Council approach for future potential measurement and reporting of scope 3 emissions. All procurement staff involved in the procurement process are trained in Sustainable Procurement to ensure they positively contribute to achieving sustainable outcomes for the Council.</p>
B	Inclusion of a mandatory sub-contracting clause in regulated procurements where relevant and proportionate.	<p><b>(Ongoing - fully complied).</b> A mandatory sub-contracting clause was included in 5 regulated procurements in 2022/23 – 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.</p>
C	Promote sub-contracting opportunities to SMEs through promoting the use of PCS on the Council's website.	<p><b>(Ongoing - fully complied).</b> All our contract opportunities are detailed in PCS, this is detailed on the Council's website page "Doing business with Argyll and Bute Council" - <a href="https://www.argyll-bute.gov.uk/business-and-trade/selling-council">https://www.argyll-bute.gov.uk/business-and-trade/selling-council</a></p>
D	Share knowledge and participate in events aimed specifically at local SMEs and third sector bodies, and Scottish suppliers, for example, by publicising Supplier Development Programme events and providing assistance with the tender process through Business Gateway.	<p><b>(Ongoing - fully complied).</b> PCCMT held specific contract training events along with the Supplier Development Programme in 2022/23. PCCMT continue to publicise upcoming SDP events via the Council's social media events and website page - <a href="https://www.argyll-bute.gov.uk/upcoming-procurement-events">https://www.argyll-bute.gov.uk/upcoming-procurement-events</a>. This will continue in 2023/24.</p>
E	Review existing method of engaging with local supply base and engage with Communications Team and Business Gateway to target a wider audience of potential new suppliers, with the aim of increasing the number of new suppliers on our quick quote distribution list.	<p><b>(Ongoing).</b> Council's social media is used to advertise contract opportunities to encourage new suppliers to make themselves known to the Council.</p>

### 3.1.2 Value for Money

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
<b>8</b>	<b>Deliver value for money</b>	
A	<p>The successful delivery of this strategy.</p> <ul style="list-style-type: none"> <li>○ The application of procurement best practice and undertaking key strategic procurement activities.</li> <li>○ Early market engagement.</li> <li>○ By including appropriate lots to promote SME/Third Sector and local supplier participation.</li> <li>○ Maximising the impact of each pound spent by including Community Benefit Clauses.</li> <li>○ Evaluating on the most economic and advantageous criteria.</li> <li>○ Utilisation of output specifications.</li> <li>○ Challenging the need and demand management.</li> <li>○ Robust contract management.</li> <li>○ Application of effective commercial evaluation models.</li> </ul>	<p><b>(Ongoing - fully complied).</b> Carry out early market engagement to encourage bid participation and increase competition and obtain essential market information to help inform the specification and tender documents; Carry out thorough market research to understand the market; Think innovatively and strategically about Argyll and Bute's needs and the range of options for delivery at contract strategy stage including demand management options; Consider risk, fair work practices and applicable community benefits for all procurements; Carry out appropriate contract management to deliver the works/service for the Council.</p>
<b>9</b>	<b>Contribute to the carrying out of its functions and the achievement of its purposes.</b>	
A	<p>The delivery of this strategy will ensure procurement is delivered in a compliant, effective and efficient manner, provide a clear action plan for improvement and contribute to wider Council objectives and priorities.</p> <p>By making sure there is early engagement and clear communication channels between the Service Departments and procurement will assist in achieving best value.</p> <p>This strategy will be monitored and reported as per the Monitoring, Reviewing and Reporting on the Strategy section of this strategy document, to make sure the key objectives are delivered and best value is secured.</p>	<p><b>(Ongoing - fully complied).</b> The Council ensures via the Procurement Team that all procurements are delivered in a compliant, effective and efficient manner. An action plan for improvement is developed from feedback via our customer and supplier questionnaires. These actions are met and reported to the Council's Procurement Board and published on the website. The Procurement Team have formal bi monthly meetings with their client services to ensure clear communications are in place and, ultimately, procurements are being successfully delivered to achieve client services outcomes. The strategy is monitored, reviewed and reported on, on a quarterly basis to our senior management and the Procurement Board.</p>

### 3.1.3 Empowering Local Suppliers

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
10	The provision of prompt payment – no later than 30 days after invoice by the organisation to a supplier and/or sub-contractor, or by a sub-contractor to a sub-contractor.	
A	We will aim to meet the target of 95.5% per quarter of invoices paid within 30 days during 2022/25.	(Ongoing - fully complied). 96.7% of invoices were paid within 30 days during 2022/23.
B	Prompt payment clauses requiring a 30 day payment term are embedded within our contractual terms and conditions. Suppliers are required to apply the same terms and conditions with their sub-contractors who are delivering and supporting the Council contract.	(Ongoing - fully complied). Of the 58 regulated procurements carried out in 2022/23, 19 (32.8%) included a clause regarding the prompt payment of sub-contractors. For the remaining 39 (67.2%) it was not considered appropriate based on the nature of the contracts.
11	Consulting and engaging with those affected by its procurements.	
A	Consultations with relevant stakeholder groups will be carried out at the CSS stage of regulated procurements in 2022/25, where relevant and proportionate.	<p>(Ongoing - fully complied). Of the 58 regulated procurements carried out in 2022/23, 3 (5.2%) included a consultation. Consultations were not considered to be appropriate for the 10 (17.2%) mini competitions or the 31 (53.5%) direct awards. For the remaining 14 (24.1%) procurements, consultations were not considered to be relevant. However, via our community wealth building work, our community planning partners and local public sector anchors are regularly consulted with to determine if it is appropriate to carry out a joint procurement exercise.</p> <p>PCCMT frequently promote upcoming contracts, training and procurement events, and webinars on our social media sites. We update our website providing current and potential new suppliers with helpful advice on bidding for contracts and simplifying the tender process - <a href="#">Selling to the Council   Argyll and Bute Council (argyll-bute.gov.uk)</a></p>

To view Case Study examples, refer to [Appendix 3](#).

## 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 2023/24. Standard information on procurements will continue to be reported on a monthly basis via the Procurement Bulletin to the Executive Leadership Team / 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.

### Improvements in Compliance Planned for 2023/24

STRATEGIC OBJECTIVES	AIMS
1. Legal Compliance	<ul style="list-style-type: none"><li>❖ To ensure all procurement staff and council officers involved in the procurement process are fully aware of all aspects and impacts of the procurement rules and any other relevant regulations.</li><li>❖ To adapt to any changes to procurement rules following Brexit.</li></ul>
2. Value for Money	<ul style="list-style-type: none"><li>❖ To support the Council in achieving budget savings targets.</li><li>❖ To work closer with our client departments to understand their needs, identify opportunities to reduce expenditure, control demand and improve process efficiencies.</li><li>❖ Continue to improve our approach to contract management to maximise return</li><li>❖ Work more collaboratively with other public sector organisations to support Community Wealth Building across Argyll and Bute.</li></ul>
3. Empowering Local Suppliers	<ul style="list-style-type: none"><li>❖ We will aim to develop resilient local supply chains, providing clear advice and consistent approaches to procurement and community benefits, ensuring businesses are aware of, and are able to take advantage of, procurement opportunities supported by a programme of active and innovative supplier engagement and development support.</li><li>❖ To increase the knowledge and understanding of the benefits of sustainable procurement of all Council staff who participate in the procurement process and make better use of the expertise within the Council to ensure wider sustainable outcomes are achieved.</li><li>❖ We will continue to provide support advice and assistance to our local supply base to encourage them to bid for our council contracts</li><li>❖ To be compliant with the Procurement Reform (Scotland) Act 2014 and general other duties contained therein, including the Sustainable Procurement Duty.</li></ul>



### 4.1 COMMUNITY BENEFITS ACHIEVED

The Procurement, Commercial and Contract Management Team is committed to maximise Community Benefits from its procurement activities and to delivering wider benefits for its communities when purchasing the required goods, services and supplies for Argyll and Bute.

We have been working closely with our suppliers to deliver additional social, economic and environmental value to our society and [Appendix 4](#) details the 73 Community Benefits achieved through Contract Management, Contract Awards and the Request List during the period from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

## Section 5 – Supported Businesses Summary

**5.1** The following steps were taken to facilitate the involvement of supported businesses in Regulated Procurements in 2022/23:

**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 three supported business suppliers in 2022/23:

- Royal British Legion Industries Ltd / T/A  
Scotland's Bravest Manufacturing Company: **£51,631.13**
- Cefndy Healthcare: **£106.27**
- Lady Haig's Poppy Factory: **£81.34**

**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 2022/23 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 2022/23.

**5.4** 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 2022/23.

## Section 6 – Future Regulated Procurements

The Council expects to commence 83 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 also expects to commence 491 non-regulated procurements over the next two financial years. Non regulated procurements are public supplies or services with a value of under £50,000, and under £2 million for public works. A full list of these contract requirements can be viewed on the Council's website at [Plans and Policy | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://argyll-bute.gov.uk/Plans-and-Policy)

The Council will be reviewing dynamic purchasing systems to determine if these are appropriate in any of our future regulated procurement exercises. A dynamic purchasing system is unlike a traditional framework contract for the supply of goods, works or services. It is an electronic system which suppliers can join at any time and is, therefore, open to our local supply base to join and gives us access to a pool of pre-qualified suppliers. The main advantage of using a DPS is that it allows you to source from a wider pool of suppliers. This can lead to improved competition and better prices for goods and services. In addition, the DPS can help you to save time and money by automating the invitation and evaluation process.

### Regulated Procurements Expected to Commence in 2023/24 (64)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Support Services to Unpaid Carers	Re-let	01/12/22	TBC	TBC	3,300,000	Adult Services
Advice Services	Re-let	TBC	TBC	01/10/23	105,000	Advice Services
Air Conditioning Maintenance	New	TBC	TBC	TBC	200,000	Building Works & Services
Air Handling Maintenance	New	TBC	TBC	TBC	300,000	Building Works & Services
Asbestos Services - Surveying; Remediation Management; ACM Removals	New	TBC	TBC	TBC	300,000	Building Works & Services
Boiler Servicing	New	TBC	TBC	TBC	200,000	Building Works & Services
CHORD - Rothesay Pavilion - Construction Stage Contract - Stage 2B and 2C (Direct Award via Scape FW)	New	TBC	TBC	TBC	TBC	Building Works & Services
Controls Installation and Maintenance (BMS & Conventional)	New	TBC	TBC	TBC	300,000	Building Works & Services

## Regulated Procurements Expected to Commence in 2023/24 (64)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Fire Alarm & Emergency Lighting Installations & Maintenance	New	Q3 2023/24	Q3 2023/24	Q3 2023/24	700,000	Building Works & Services
Gas Safety	New	TBC	TBC	TBC	200,000	Building Works & Services
Hand Rails Installation	New	TBC	TBC	TBC	TBC	Building Works & Services
Legionella Water Quality Management Services	New	TBC	TBC	TBC	500,000	Building Works & Services
Lift Maintenance	New	TBC	TBC	TBC	100,000	Building Works & Services
Mechanical Services Term Contract	New	TBC	TBC	TBC	400,000	Building Works & Services
Pool Plant Maintenance	New	TBC	TBC	TBC	200,000	Building Works & Services
Security Systems Installation & Maintenance Framework	New	TBC	TBC	TBC	300,000	Building Works & Services
Septic Tank Emptying	New	Q3 2023/24	Q3 2023/24	Q3 2023/24	100,000	Building Works & Services
Asbestos Specialist Services (JNCA)	Re-let	N/A	Q2 2023/24	Q2 2023/24	50,000	Construction Consultancy
Bridge Assessment Package (00021-02)	New	2023/24	2023/24	2023/24	65,000	Construction Consultancy
Craignure Pier - Detailed Design	New	TBC	TBC	TBC	300,000	Construction Consultancy
Craignure Pier - Full Business Case (SXL ETC)	New	TBC	TBC	TBC	50,000	Construction Consultancy
Easdale Island - Modelling Breakwater - OBC (SXL ETC)	New	TBC	TBC	TBC	50,000	Construction Consultancy
Easdale Low Water Landing - Design for Replacement of Low-water Landing	New	In Abeyance	In Abeyance	In Abeyance	50,000	Construction Consultancy
EPC Provision	New	TBC	TBC	TBC	200,000	Construction Consultancy
Feolin Ferry Slip - New Fender System	New	TBC	TBC	TBC	60,000	Construction Consultancy

## Regulated Procurements Expected to Commence in 2023/24 (64)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Helensburgh, Cardross and Dumbarton Cyclepath Developed and Technical Design - Review and Completion	New	TBC	TBC	TBC	>50,000	Construction Consultancy
KBP - CPU - Professional Services Support including funding applications for net zero, national food strategy, or other funding opportunities/ justifications, etc.	New	TBC	TBC	TBC	75,000	Construction Consultancy
Kilmory Office Rewire - Design Services	New	Q2 2023/24	Q2 2023/24	Q2 2023/24	175,000	Construction Consultancy
Lismore Point - Modelling Breakwater Study (SXL ETC)	New	TBC	TBC	TBC	50,000	Construction Consultancy
Lorn Arc - Oban Strategic Development Framework - External Services/ Consultancy/ Support	New	01/07/23	TBC	TBC	50,000	Construction Consultancy
Roads Depot - Kilmory - Clerk of Works Services	New	TBC	TBC	TBC	50,000	Construction Consultancy
Roads Depot - Kilmory - Cost Management Services	New	TBC	TBC	TBC	50,000	Construction Consultancy
Roads Depot - Kilmory - Multi-disciplinary Design Services	New	TBC	TBC	TBC	200,000	Construction Consultancy
Water Quality/ Legionella Risk Assessments	New	Q3 2023/24	Q3 2023/24	Q3 2023/24	100,000	Construction Consultancy
Water/Waste Water Surveying Services	New	TBC	TBC	TBC	50,000	Construction Consultancy
Street Lighting Materials - Mini Comp 6	New	TBC	TBC	TBC	36,000-72,000	Construction Supplies
Supply & Delivery of Compost and Other Horticultural Supplies	Re-let	Jul/Aug 2023	Jul/Aug 2023	Jul/Aug 2023	TBC	Construction Supplies
ABS Contractor (SXL EEC Mini Comp)	Re-let	01/02/24	TBC	01/09/24	4,500,000	Environment
Biomass Heating Systems - Maintenance Services	Re-let	TBC	01/09/23	01/10/23	50,000/ year	Environment
Biomass Heating Systems - Supply of Fuel Pellets	Re-let	TBC	01/09/23	01/10/23	TBC	Environment

## Regulated Procurements Expected to Commence in 2023/24 (64)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Climate Change Collaboration PIN	New	Q2 2023/24	Q2 2023/24	Q2 2023/24	TBC	Environment
Oil Waste Collection	New	TBC	TBC	TBC	50,000	Environment
Specialist Consultancy Support for Renewable Sourcing Strategy (RSS2)	New	Q2 2023/24	Q2 2023/24	Q2 2023/24	100,000	Environment
Waste - Garden Waste (SXL Organic Waste Framework Direct Award)	Re-let	N/A	Before Mar 2024	01/04/24	66,000/ year	Environment
Waste Haulage - Islay Waste Haulage	Re-let	Early 2024	Early/Mid 2024	05/06/24	72,000	Environment
Wood Chip Supply - Islay (JNCA)	New	TBC	TBC	TBC	50,000	Environment
Wood Chip Supply - Kilmory	New	TBC	TBC	TBC	50,000	Environment
Cisco Hardware Support and Maintenance	Re-let	N/A	Q2 2023/24	10/10/23	TBC	ICT
Corporate Vodafone Tariffs and Handsets	Re-let	N/A	Q2 2023/24	01/09/23	TBC	ICT
EE Mobile Phones and Tariffs	Re-let	N/A	Q3 2023/24	06/12/23	TBC	ICT
Forcepoint Web Security Cloud & Support	Re-let	N/A	Q3 2023/24	23/12/23	TBC	ICT
ICT Network Contractor (ITQ)	Re-let	Already tendered	Q2 2023/24	Q2 2023/24	50,000	ICT
IDOX: Licence and Support & Maintenance.	Re-let	N/A	Q4 2023/24	01/04/24	TBC	ICT
Microsoft Desktop Enterprise Agreement	Re-let	N/A	Already Awarded	01/06/23	1,200,000	ICT
Microsoft Education Agreement	Re-let	N/A	Q3 2023/24	01/11/23	TBC	ICT
Veeam Backup for Microsoft Office 365	Re-let	N/A	Q4 2023/24	18/03/24	TBC	ICT
WDM Integrated Management System	Re-let	N/A	Q4 2023/24	01/03/24	TBC	ICT
Campbeltown Old Quay - Wall A Replacement (00040-27)	New	Early 2024	Early 2024	Early 2024	3,500,000	Infrastructure Works & Services

## Regulated Procurements Expected to Commence in 2023/24 (64)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Iona & Fionnphort - Ferry Slip - Breakwater Construction and Overnight Berth	New	TBC	TBC	TBC	17,000,000	Infrastructure Works & Services
Iona Breakwater and Berthing Facility	New	October 2023	Late 2023	Early 2024	10,000,000	Infrastructure Works & Services
Maintenance of Traffic Lights, Electrical Signs and Similar Framework	New	TBC	TBC	TBC	180,000	Infrastructure Works & Services
Play Park Works (SG Funding for Renewal of Play Parks)	New	TBC	TBC	01/03/24	up to 938,000	Infrastructure Works & Services
Rothsay Pier Settlement - Phase 2 Works (Re-tender 2)	New	TBC	TBC	TBC	TBC	Infrastructure Works & Services
Surface Dressing Works DPS	Re-let	Late 2023	Early 2024	06/03/24	TBC	Infrastructure Works & Services

## Regulated procurements expected to commence in 2024/25 (19)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Care and Support Services - Adults and Older People	Re-let	31/08/23	01/12/23	01/02/24	TBC	Adult Services
Responder Service for Adults Living at Home	Re-let	01/03/24	01/05/24	01/08/24	TBC	Adult Services
Rural Growth Deal - Housing - Isle of Mull - Construction Stage	New	TBC	TBC	TBC	3,000,000	Building Works & Services
Bathymetric Surveys Term Contract 2025-2027 (3rd Generation)	Re-let	Mid 2024	Late 2024	01/01/25	150,000	Construction Consultancy
Designated Person Professional Services (Marine Ops)	Re-let	Early 2024	Mid 2024	01/11/24	75,000	Construction Consultancy
Provision of Mechanical and Electrical Engineering Related Operational Support for Marine Operations (SXL ETC Direct Award)	Re-let	Mid 2024	Late 2024	01/12/24	70,000	Construction Consultancy

## Regulated procurements expected to commence in 2024/25 (19)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Coated Roadstone Framework 2025-2029 (3rd Generation)	Re-let	Late 2024	Early 2025	01/04/25	15,200,000	Construction Supplies
Uncoated Roadstone Framework	Re-let	Early 2025	Mid 2025	01/08/25	TBC	Construction Supplies
Waste Haulage - Mull and Tiree Waste Haulage	Re-let	TBC	TBC	19/07/24 or 19/07/25	185,000	Environment
Community Based Addiction Recover Service	Re-let	01/05/24	01/08/24	16/12/24	TBC	Healthcare
A85 Oban Halfway House Roundabout - Construction (00011-13)	New	2024/25	2024/25	2024/25	TBC	Infrastructure Works & Services
Craignure Pier - Construction Works	New	Q2 2024/25	Autumn 2024	Q1 2025	60,000,000	Infrastructure Works & Services
Fionnphort Breakwater and Berthing Facility	New	Late 2024	Late 2024	Late 2024	12,000,000	Infrastructure Works & Services
Kilmory Business Park - CPU - Construction Contract	New	TBC	TBC	TBC	4,900,000	Infrastructure Works & Services
Linkspans Maintenance Service	Re-let	Mid 2024	Late 2024	04/12/24	250,000	Infrastructure Works & Services
Port Askaig - Car Park Works	New	2024/25	2024/25	2024/25	2,300,000	Infrastructure Works & Services
Rural Growth Deal - West Coast UAV Hub - Construction	New	TBC	TBC	TBC	4,000,000	Infrastructure Works & Services
Small Works Framework - Roads	Re-let	Early 2025	Mid 2025	12/10/24 or 12/10/25	TBC	Infrastructure Works & Services
Tayinloan & Gigha - Breakwaters & Overnight Berth Works (00040-39)	New	2024/25	2024/25	2024/25	10,000,000	Infrastructure Works & Services



## Section 7 – Other Content for Consideration

### 7.1 PROCUREMENT PERFORMANCE 2022/23

**7.1.1** The Procurement, Commercial 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 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 (%)
Target 20/21	90 (see 7.1.4)	20 (see 7.1.5)	76 (see 7.1.5)	(see 7.1.6)	(see 7.1.6)	95.5 (see 7.1.7)
Actual	90.1	24.2	86.7	17.4	57.4	96.0
Target 21/22	90 (see 7.1.4)	20 (see 7.1.5)	76 (see 7.1.5)	(see 7.1.6)	(see 7.1.6)	95.5 (see 7.1.9)
Actual	91.0	26.1	88.2	20.7	78.4	96.6
Target 22/23	90 (see 7.1.4)	20 (see 7.1.5)	76 (see 7.1.5)	(see 7.1.6)	(see 7.1.6)	95.5 (see 7.1.8)
Actual	<b>90.8</b>	<b>19.9</b>	<b>87.6</b>	<b>13.9*</b>	<b>85.3</b>	<b>96.7</b>
Target 23/24	90 (see 7.1.4)	20 (see 7.1.5)	76 (see 7.1.5)	(see 7.1.6)	(see 7.1.6)	95.5 (see 7.1.8)

\*Due to the nature of the contracts awarded in 2022/23, meant that our local supply base was unable to bid for them. However, please note Item 7.1.6 below, where the type of contracts that local suppliers are bidding for and which contracts are subsequently awarded to them is monitored, and 85.3% of local suppliers were successful in winning bids.

### 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. Please note due to COVID-19, Scotland Excel has had to postpone their review work of the PCIP, and are planning to re-instate the assessment in 2023. In the meantime, the Council continues to develop and improve its procurement practices.

#### **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)**

In relation to Scottish and Argyll and Bute Council policy, there is a strong desire to support Small to Medium Enterprises (SMEs), particularly local companies and/or those within the supply chain. For this reason, activity in these areas are specifically reported on in addition to the minimum expected content.

Whilst locality of organisations is easily identified, businesses who are trading as SMEs are not always categorised as such in data sources. This, therefore, makes accurate capture of this information difficult but is improving year on year. It should also be noted that local businesses may benefit from non-local procurement spend either through depots/employment within the local authority area, or through their onward supply chain. It is not currently feasible to quantify this.

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 2022/23, the sub-contracting opportunities for local contractors were captured to highlight the economic impact within the Council area. As at March 2023, 26 local sub-contractors were used within 3 contracts, one of which was also awarded to a local main contractor.

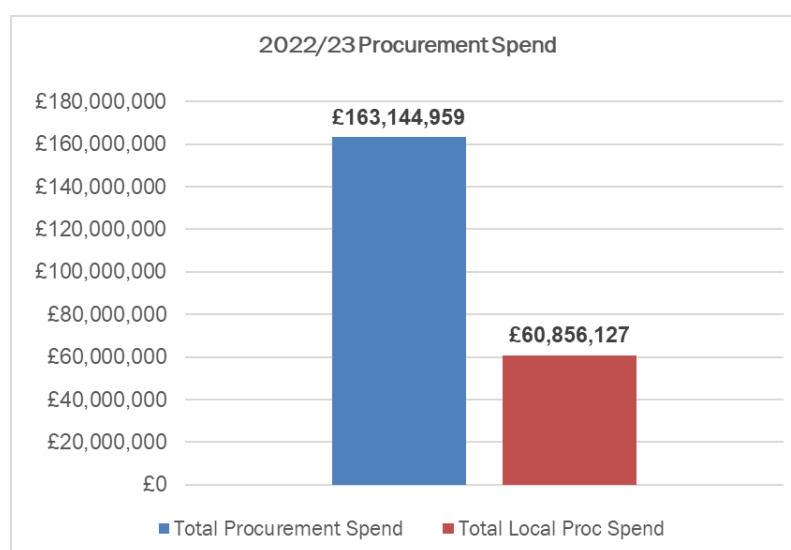
#### **7.1.6 Local suppliers bidding for business (% of all bids received) and tenders won by a local supplier where a local supplier has placed a bid (% contracts won of those bid for)**

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 by frequently updating our website with helpful advice - [Selling to the Council | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://www.argyll-bute.gov.uk). Upcoming contracts, training and procurement events, and webinars are also promoted on our social media sites.

The following table shows the number of tenders that received bids from local suppliers and the number of successful awards. 85.3% of local suppliers were successful in winning a bid in 2022/23.

Process	Total No. Tenders	No. Tenders receiving local bids	No. Tenders won by local bidder	Success Rate % won of those bid for
Open/Restricted	29	13	8	61.5%
Quick Quote	123	21	21	100.0%
<b>2022/23</b>	<b>152</b>	<b>34</b>	<b>29</b>	<b>85.3%</b>

**7.1.7** The PCCMT focus on simplified and streamlined procurement processes, as per above, we are ensuring that the documentation is as simplified as possible and to engage with local Economic Development colleagues and other collaborative stakeholders to support emerging priorities that will support the economic recovery within Argyll and Bute. Our 2022/23 total procurement spend with our local suppliers was 37.3%.



Previous local spend

Financial Year	Total Procurement Spend	Total Local Procurement Spend	%s
2021/22	£158,791,996	£47,083,238	29.6%
2020/21	£140,330,641	£45,674,534	32.6%
2019/20	£143,778,777	£41,587,083	28.9%

### **7.1.8 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 and has succeeded in 2022/23 with 96.7% Invoices paid within 30 days.

## **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](#).

Argyll and Council recognises its responsibility to carry out its procurement activities in an economically, environmental and socially responsible manner.

The Council's Procurement Strategy and Sustainable Procurement Policy includes a commitment to purchase goods, materials and services that minimise or reduce the impacts of its activities on the local and global environment, including whole life costing, energy efficiency, supply chain management and sustainably sourced products.

As part of fulfilment of the 'Public Sector Climate Change Duties', the Council has a duty to provide a return for its 'Public Bodies Duties Report' (PBDR). Procurement feed into this with responses to specific questions (Part 5 of the return), and an example of the content is provided in the following sections:

### **7.2.1 How have procurement policies contributed to compliance with climate change duties?**

One of the key principles which underpins the Council's Procurement Strategy 2022/25 is sustainability. We state "Procurement should be carried out in line with current legislation to deliver competition, sustainability, equal opportunities and ultimately best value for the Council". One of the Council's Priority areas identified in the Procurement Strategy is the Climate Emergency (including carbon reduction and a circular economy) - our high level aims are to embed climate considerations in a 'whether', 'what', 'how' and 'how much' we buy approach; to integrate climate action in contract and supplier management activities; and to seek local leaders, stakeholders and suppliers commitment to developing cross-functional roadmaps that exploit opportunities for economic development while delivering on our climate ambitions.

We also have a specific 'Sustainable Procurement Policy 2022/25' which references the obligations on the Council in relation to climate change and the Climate Change (Scotland) Act 2009 and the Climate Change (Duties of Public Bodies: Reporting Requirements)(Scotland) Order 2015. The priorities within the Sustainable Procurement Methodology section of the Policy states that "in relation to environmental considerations, our priorities will be:

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" and that "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".

This Policy also references the Council's Carbon Management Plan and includes a commitment for the Council to use the flexible framework self-assessment which relates to the Scottish Government's Sustainable Procurement Action Plan.

We have appointed a Sustainability Lead Officer and a Sustainability Procurement Champion who ensure compliance with these policies. We also have a detailed Procurement Manual which has a section on sustainability. Sustainability considerations are included in all Regulated procurements.

### **7.2.2** How has procurement activity contributed to compliance with climate change duties?

In 2022/23 all Council contracts with estimated values in excess of £50,000 for Supplies and Services and £2,000,000 for Works were required to have Commodity Sourcing Strategies approved at the initial stage of the procurement process. The templates for these documents include a section specifically relating to Sustainability considerations for that procurement exercise, which also ensures there is adequate consideration of the Council's Climate Change Duty.

In both the Environmental Sustainability section, which encourages consideration of "protecting communities against the threat of climate change", "freedom from a high risk of flooding", "minimising environmental damage" and "energy efficiency"; and in the question that specifically relates to Climate Change - "Consider how this procurement can contribute to the Council's Climate Change Duties and to the achievement of the targets within the Climate Change (Scotland) Act 2009, the User Intelligence Group for the project has the opportunity to address issues relevant to the Council's climate change duties.

Having this embedded within templates used throughout the majority of the Council's procurement activities helps staff members be aware of the climate change duties and, therefore, encourages compliance. These templates are also subject to regular updates to ensure they remain compliant with all statutory requirements, and to reflect the increasing awareness of climate change within the Council overall.

Various regulated tenders were carried out in 2022/23 that the Climate Change Board considered to be examples of best practice contracts including climate change considerations:

Description/Commitment	Examples/confirmation of compliance
<b>Mitigation - reducing greenhouse gas emissions:</b>	
Contract for the delivery of the Area Based Scheme for Energy Efficiency	This contract supports home owners throughout Argyll and Bute with the installation of energy efficiency measures such as insulation to their homes.
School and Local Transport Services - Islay	In advance of going to tender, the transport team within the Council reviewed the routes to ensure that they are delivered in the most efficient way i.e. looking for opportunities to combine routes.
Active Travel Design Consultancy contract	This contract supports local residents to cycle rather than using cars.
<b>Adaptation - helping the Council area to adapt to the impacts of Climate Change:</b>	
Hire of Winter Gritters	This contract will help support the Council to adapt to increasing extreme weather conditions over the winter period.

### 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 2022/25 Stakeholder Consultation Report on the Council's website at:

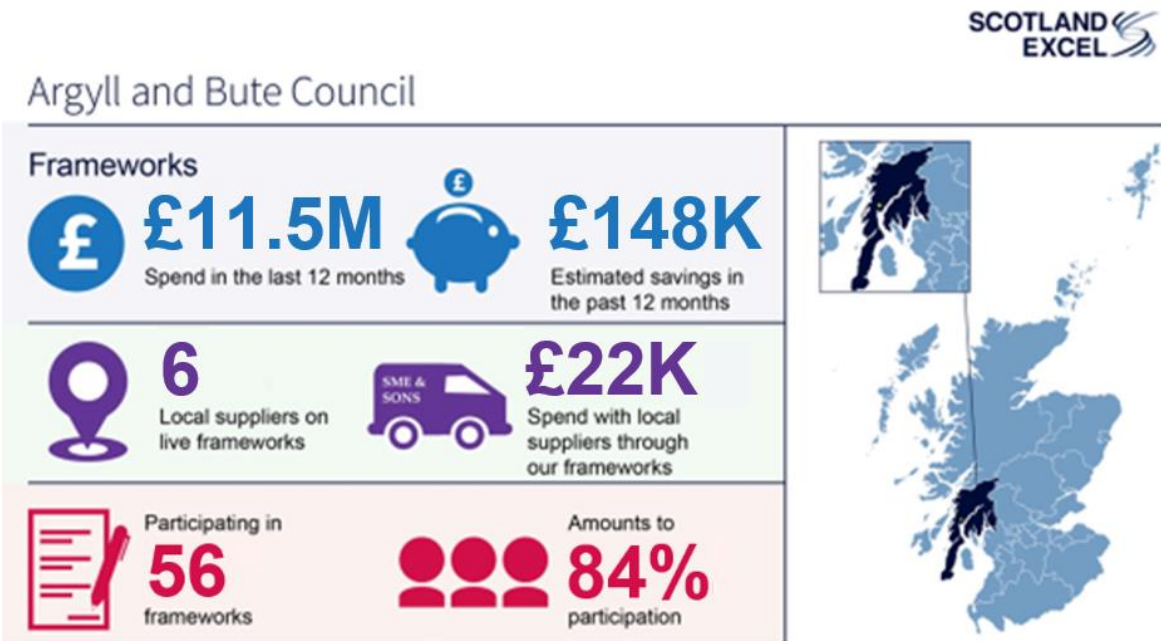
[Plans and Policy | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://argyll-bute.gov.uk/plans-and-policy)

This document outlines the outcomes of the consultation undertaken in November 2021, 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 it currently accesses. Of the 67 current frameworks available to use from Scotland Excel, the Council adopts and uses 56 (84% participation) due to them being best value for the Council to utilise 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, Call-Offs and Direct Awards from External Frameworks:

Framework Owner	Frame-work Title	Contract	Supplier	Estimated Value
Crown Commercial Services		MFDs, Print and Digital Workflow Software Services	Canon (UK) Ltd	£600,000
Crown Commercial Services	Further Comp	Backup/SQL Server Hardware	Insight Direct (UK) Ltd	£392,000
Crown Commercial Services	RM6068	Microsoft SQL Server Licenses	Insight Direct (UK) Ltd	£202,969
Crown Commercial Services		Vehicle Telematics	UK Telematics	£192,239
Crown Commercial Services		Peugeot Boxer Vans	Parks Motor Group	£52,765
Crown Commercial Services	Estate Manage. Services - Lot 6	Specialist Non-Domestic Rating Advisor	Gerald Eve LLP	£50,000
ESPO		Supply of Bulk LPG to Campbeltown Grammar School, Oban High School, Lochgilphead Joint Campus & Clachan Primary School	Flogas Britain Ltd	£580,000
ESPO		Parking Meters: 33 New Units	IPS (UK) Ltd	£242,855
ESPO		Treasury and Leasing Consultancy	Link Treasury Services Ltd	£63,153
ESPO		Mid Argyll Gym Equipment	Technogym UK Ltd	£56,458
NHS		Liberty Create RPA Solution	Netcall Technology Ltd	£117,875
NHS		Netcall SolutionCare Services and Support Renewal	Netcall Technology Ltd	£55,858



## Regulated Mini-Competitions, Call-Offs and Direct Awards from External Frameworks / contd:

Framework Owner	Framework Title	Contract	Supplier	Estimated Value
Scotland Excel	SXL Heavy Municipal Vehicles	7.5T Gross Crew Cab - Supply & Delivery	MOTUS Commercials	£789,827
Scotland Excel	SXL Heavy Municipal Vehicles	Two 26 Tonne RVCs - Supply & Delivery	Dennis Eagle Ltd	£367,616
Scotland Excel	SXL ETC	Transport & Traffic Management and Environmental - 4 LBMF Bridges	RPS Consulting Services Ltd	£255,505
Scotland Excel	SXL ETC	Rural Growth Deal Business Case Support (Phase 2)	Stantec UK Ltd	£215,793
Scotland Excel		Co-mingled Recyclate Treatment & Disposal Services Mini Competition 2022-2023	Enva	£192,268
Scotland Excel		Wave & Sedimentation Modelling & Hydrological Studies - 4 LBMF Bridges	RPS Consulting Services Ltd	£173,325
Scotland Excel	Lot 2	Cashless Catering – Mini Comp	Cash Registers Buccleugh	£161,219
Scotland Excel	SXL Heavy Municipal Vehicles	Ex Demonstration Vehicle RCV - Supply & Delivery	Geesinknorba	£160,550
Scotland Excel	SXL Heavy Municipal Vehicles	Food Waste Vehicle - Supply & Delivery	Farid Hillend Engineering Ltd	£104,994
Scotland Excel	SXL ETC	Claonaig Bridge Strengthening Consultancy Services	Fairhurst	£92,523
Scotland Excel	SXL ETC	Lochgoilhead Bridge Designs	Waterman Infrastructure & Environment Ltd	£90,418

## Regulated Mini-Competitions, Call-Offs and Direct Awards from External Frameworks / contd:

Framework Owner	Framework Title	Contract	Supplier	Estimated Value
Scotland Excel		Promethean Boards Wall Mounted 33 x 75" - Lochgilphead High (LJC)	SSUK	£84,565
Scotland Excel		Equipment for Island Digital Hubs	SSUK	£82,360
Scotland Excel	SXL Recycle and Refuse Containers	Litterbins for Argyll and Bute Council	Broxap Ltd	£81,440
Scotland Excel		JCB Telehandler for Mull - Supply & Delivery	Scot JCB Ltd	£77,500
Scotland Excel	0820	Provision of M&E Eng. Related Operational Support for Marine Ops	Royal Haskoning DHV	£70,000
Scotland Excel	Lot 1	Online School Payments – Mini Comp SXL Online School Payments	Cash Registers Buccleugh	£65,045
SWAN		Cisco Replacement Kit (Hardware with 3 Yrs Maintenance & Partner Support)	Capita Business Services Ltd	£82,088
SWAN		GWITC Data Centre Core Switch Replacements	Capita Business Services Ltd	£55,783

### 7.6 PROCUREMENT COMPLAINTS RECEIVED IN 2022/23

The Procurement, Commercial and Contract Management Team did not receive any formal challenges in 2022/23.

## Section 8 – Annual Procurement Report Ownership & Contact Details

- 8.1** The Argyll and Bute Council Procurement, Commercial and Contract Management Team are part of Legal and Regulatory Support.
- 8.2** The Procurement, Commercial 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, Commercial and Contract Management Manager  
[Procurement@argyll-bute.gov.uk](mailto:Procurement@argyll-bute.gov.uk)

## Section 9 – Sources of Other Information

### National Policies:

- [Workforce Matters \(SPPN 1/2015\)](#)
- [Scottish Sustainable Procurement Duty](#)
- [Suppliers Procurement Guidance](#)
- [EU Exit and Procurement Journey Changes](#)
- [Procurement and Commercial Improvement Programme \(PCIP\) – Overview](#)
- [Public Contracts Scotland](#)
- [Public Contracts Scotland Tender](#)
- [Equality Act 2010](#)
- [Equality Act 2010 \(Specific Duties\) \(Scotland\) Regulations 2012](#)
- [Scottish Procurement Information Hub](#)

### Local Policies:

- [Procurement Strategy 2022/25 and Sustainable Procurement Policy 2022/25](#)
- [Community Benefits Clauses in Procurement Guide](#)
- [Health and Safety Policy](#)
- [Council Constitution](#)
- [Equality and Fairness](#)

## Section 10 – Glossary

Term	Description
<b>Category</b>	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.
<b>CIPS</b>	The Chartered Institute of Purchasing and Supply (CIPS) is the leading body representing the field of purchasing and supply chain management.
<b>Collaboration</b>	When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).
<b>Commodity Sourcing Strategy</b>	Please see the Procurement Journey for guidance on commodity strategies.
<b>Contract Management</b>	The process of monitoring the performance of a supplier to contract.
<b>Demand Management</b>	<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>
<b>Framework Agreement</b>	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.
<b>ITT</b>	Invitation to Tender - is a formal, structured procedure for generating competing offers from different potential suppliers or contractors looking to obtain an award of business activity in works, supplies or service contracts.
<b>JNCA</b>	Justification for Non-Competitive Action.
<b>Light Touch Regime</b>	The Light Touch Regime (LTR) outlines specific rules for certain service contracts that are generally of lower interest to cross-border competition.

Term	Description
<b>Open Procedure</b>	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.
<b>PCCMT</b>	Procurement, Commercial and Contract Management Team
<b>PECOS</b>	Professional Electronic Commerce Online System – cloud based purchase to pay system used by Argyll and Bute Council.
<b>Prior Information Notice (PIN)</b>	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.
<b>Procurement and Commercial Improvement Programme (PCIP)</b>	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.
<b>Procurement Exercise</b>	Full end to end procurement exercise documentation from strategy development to contract and supplier management.
<b>Procurement Function</b>	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.
<b>Procurement Journey</b>	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.
<b>Procurement Strategy</b>	Strategy for procurement within an organisation (can be called policy).
<b>Public Contracts Scotland</b>	The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.
<b>Restricted Procedure</b>	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).

Term	Description
<b>Small Medium Enterprise (SME)</b>	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 £36m and/or an annual balance sheet total not exceeding £18m. <a href="https://www.gov.uk/guidance/companies-house-accounts-guidance">Companies House accounts guidance - GOV.UK (www.gov.uk)</a>
<b>Stakeholder</b>	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.
<b>Strategic Management Team</b>	The direct report for the Head of Procurement (whether this be a stand-alone Director or one who sits on a SMT).
<b>Strategy</b>	May also be referred to as "Business Case" or "Project Strategy".
<b>Supplier</b>	An entity who supplies goods or services; often used synonymously with "vendor".
<b>Supply Chain</b>	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.
<b>Supply Chain Management</b>	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.
<b>Supported Business</b>	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.
<b>Third Sector Organisation</b>	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.
<b>Value for Money</b>	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.
<b>Whole Life Costing</b>	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 2022/23

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

[Appendix 3:](#) Case Study Examples – Compliance with Procurement Strategy

[Appendix 4:](#) Achieved Community Benefits 2022/23

[Appendix 5:](#) Annual Procurement Report Annex



## REGULATED PROCUREMENTS COMPLETED 2022/23

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Campbeltown Flood Protection Scheme Works	27/05/22	Dawson-Wam Ltd	£12,693,797	Above Regulated - Works	27/05/22	02/02/24	2	Restricted
Capital Building Works Projects Dynamic Purchasing System	09/09/22	A Alexander & Son Electrical Ltd	£4,600,000	Regulated - Works	16/12/22	16/12/27	0	Single stage procedure
		A Tech Heating Ltd						
		Alger Electrics and Alarms Ltd						
		Alternative Heat Ltd						
		Bell Decorating Group Ltd						
		BRB Electrical Ltd						
		C&M Environmental Ltd						
		Clark Contracts						
		Consilium Contracting Services Ltd						
		DCF Joiners & Building Services Ltd						
		DM Fabrication Ltd						
		Fleming Buildings Ltd						
		Go-Wright Ltd						
		GWL-Electrical Ltd						
		John Brown (Strone) Ltd						
		JRF Chimney Specialists & Heating Distributors Ltd						
		KW Building and Joinery Ltd						

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Capital Building Works Projects Dynamic Purchasing System	09/09/22	MacLeod Construction Ltd	£4,600,000	Regulated - Works	16/12/22	16/12/27	0	Single stage procedure
		Maxi Construction Ltd						
		McKinven & Colville Ltd						
		McNee Building Services Ltd						
		MP Group UK Ltd						
		Oban Electrical Services Ltd						
		Ogilvie Construction Ltd						
		Pointer Ltd						
		Procast Building Contractors Ltd						
		Procast Energy Services Ltd						
		Protech Heating Ltd						
		R-Mac Roofing & Building Ltd						
		S & C Crawford Building Contractors Ltd						
		SM Electrical Services (Scotland) Ltd						
		SS Testing Ltd						
		Summit Solutions (Scotland) Ltd						
		TSL Contractors Ltd						
		W H Kirkwood Ltd						

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
General Maintenance Term Contract - North Argyll	26/07/22	Oban Electrical Services Ltd	£3,000,000	Regulated - Works	05/10/22	04/10/26	12	Single stage procedure
HR & Payroll Solution	21/12/22	MHR International UK Ltd	£933,414	Above Regulated - Supplies	01/01/23	01/03/28	60	Open
School Counselling Services (ITT)	20/12/22	Therapeutic Counselling Services (TCS) Ltd	£900,000	Above Regulated - Services	02/01/23	01/01/26	24	Open
7.5T Gross Crew Cab - Supply & Delivery (SXL Heavy Municipal Vehicles FW DA)	19/08/22	MOTUS Commercials	£789,827	Above Regulated - Supplies	19/08/22	28/04/23	0	QQ/FW/DA
Winter Gritter Hire 2023/24	31/03/23	ECON Engineering Ltd	£614,683	Above Regulated - Supplies	15/10/23	30/04/24	0	JNCA
MFDs, Print and Digital Workflow Software Services	11/01/23	Canon (UK) Ltd	£600,000	Above Regulated - Supplies	01/11/22	31/10/25	0	DA/FW
Supply of Bulk LPG to Campbeltown Grammar School, Oban High School, Lochgilphead Joint Campus & Clachan Primary School	29/03/23	Flogas Britain Ltd	£580,000	Above Regulated - Supplies	29/03/23	28/03/26	0	DA/FW
Backup/SQL Server Hardware (CCS FW Further Comp)	30/11/22	Insight Direct (UK) Ltd	£392,000	Above Regulated - Supplies	01/12/22	28/02/28	0	QQ/FW
Two 26 Tonne RVCs - Supply & Delivery (SXL HV DA)	21/10/22	Dennis Eagle Ltd	£367,616	Above Regulated - Supplies	21/10/22	18/05/23	0	QQ/FW/DA
Route Optimisation Solution	16/02/23	Webaspx Ltd	£348,905	Above Regulated - Services	17/02/23	16/02/28	60	Open
Transport & Traffic Management and Environmental - 4 LBMF Bridges (SXL ETC DA- re-issue)	05/05/22	RPS Consulting Services Ltd	£255,505	Above Regulated - Services	05/05/22	17/04/23	6	QQ/FW/DA
Parking Meters: 33 New Units	27/02/23	IPS (UK) Ltd	£242,855	Above Regulated - Supplies	28/02/23	31/03/28	0	DA/FW
Care & Repair Service with Housing Support	01/04/22	Argyll & Bute Care & Repair	£236,490	Above Regulated - Services	01/04/22	31/03/24	0	JNCA - LTR

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Housing Improvement and Adaptation Service	01/04/22	Argyll & Bute Care & Repair	£230,610	Above Regulated - Services	01/04/22	31/03/24	0	JNCA - LTR
Rural Growth Deal Business Case Support (Phase 2) (SXL ETC D/A)	28/09/22	Stantec UK Ltd	£215,793	Above Regulated - Services	28/09/22	30/06/23	0	QQ/FW/DA
Microsoft SQL Server Licenses (CCS RM6068)	14/03/23	Insight Direct (UK) Ltd	£202,969	Regulated - Supplies	01/04/23	31/03/26	0	QQ/FW
Professional Services to Produce a Developed Design and Technical Design for Helensburgh to HMNB Clyde HQATR	23/09/22	Civic Engineers (Caledonia) Ltd	£199,748	Regulated - Services	23/09/22	31/03/23	0	Single stage procedure
Co-mingled Recyclate Treatment & Disposal Services Mini Competition 2022-2023 (SXL)	01/04/22	Enva	£192,268	Regulated - Services	01/04/22	31/05/22	13	QQ/FW
Vehicle Telematics	23/09/22	UK Telematics	£192,239	Regulated - Supplies	26/09/22	25/09/25	0	DA/FW
Refuse Collection Vehicle	23/09/22	Farid Hillend Engineering Ltd	£174,000	Regulated - Supplies	05/10/22	12/10/22	0	JNCA
Wave & Sedimentation Modelling & Hydrological Studies - 4 LBMF Bridges (SXL Direct Award)	28/04/22	RPS Consulting Services Ltd	£173,325	Regulated - Services	28/04/22	17/04/23	6	QQ/FW/DA
Cashless Catering – Mini Comp SXL FW (Lot 2)	12/05/22	Cash Registers Buccleugh	£161,219	Regulated - Services	12/05/22	11/05/26	0	QQ/FW
Ex Demonstration Vehicle RCV - Supply & Delivery (SXL HV DA)	27/03/23	Geesinknorba	£160,550	Regulated - Supplies	27/03/23	28/03/23	0	QQ/FW/DA
Liberty Create RPA Solution	11/10/22	Netcall Technology Ltd	£117,875	Regulated - Supplies	11/10/22	10/10/24	0	DA/FW
Professional Services to Produce a Developed Design & Technical Design for Lochgilphead ...	27/06/22	Civic Engineers (Caledonia) Ltd	£116,305	Regulated - Services	27/06/22	14/04/23	0	Single stage procedure

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Bathymetric Surveys Term Contract - 2022-2024	11/05/22	Aspect Land & Hydrographic Surveys Ltd	£113,750	Regulated - Services	11/05/22	31/12/24	0	Single stage procedure
Food Waste Vehicle - Supply & Delivery (SXL Heavy and Municipal Vehicles)	08/08/22	Farid Hillend Engineering Ltd	£104,994	Regulated - Supplies	08/08/22	01/06/23	0	QQ/FW
Oracle RightNow Enterprise Contact Center	11/10/22	Oracle Corporation UK Ltd	£97,191	Regulated - Supplies	21/10/22	20/10/24	0	JNCA
Amazon Framework 917	22/11/22	Amazon	£96,500	Regulated - Supplies	22/11/22	30/03/23	0	JNCA
IFRS-16 Management Software Solution	17/01/23	Link Treasury Services Ltd	£95,000	Regulated - Supplies	17/01/23	16/01/28	24	Single stage procedure
Claonaig Bridge Strengthening Consultancy Services (SXL ETC FW)	28/02/23	Fairhurst	£92,523	Regulated - Services	28/02/23	30/04/26	0	QQ/FW
Lochgailhead Bridge Designs (SXL ETC DA)	07/02/23	Waterman Infrastructure & Environment Ltd	£90,418	Regulated - Services	07/02/23	21/10/25	0	QQ/FW/DA
Supply and Delivery of Milk	29/09/22	D J Campbell & Son	£90,000	Regulated - Supplies	07/11/22	06/11/24	12	Single stage procedure
Route Options Appraisal & Concept Design for an Active Travel Route between Lochgilphead Front Green and the Crinan Canal	26/07/22	Stantec UK Ltd	£89,750	Regulated - Services	26/07/22	31/03/23	0	Single stage procedure
Promethean Boards Wall Mounted 33 x 75" - Lochgilphead High (LJC)	01/02/23	SSUK	£84,565	Regulated - Supplies	01/02/23	31/03/23	0	DA/FW
Equipment for Island Digital Hubs	18/03/23	SSUK	£82,360	Regulated - Supplies	18/03/23	30/05/23	0	DA/FW
Cisco Replacement Kit (Hardware with 3 Yrs Maintenance & Partner Support)	01/02/23	Capita Business Services Ltd	£82,088	Regulated - Supplies	01/02/23	31/03/24	0	DA/FW

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Litterbins for Argyll and Bute Council (Mini Comp under SXL Recycle and Refuse Containers)	02/11/22	Broxap Ltd	£81,440	Regulated - Supplies	02/11/22	30/12/22	0	QQ/FW
JCB Telehandler for Mull - Supply & Delivery (SXL) DA	16/11/22	Scot JCB Ltd	£77,500	Regulated - Supplies	16/11/22	21/04/23	0	QQ/FW/DA
Provision of M&E Eng. Related Operational Support for Marine Ops - SXL (0820)	24/06/22	Royal Haskoning DHV	£70,000	Regulated - Services	24/06/22	30/11/24	0	QQ/FW
Managed Security Operations Centre and Managed Detection & Response Service	29/03/23	Quorum Cyber Security Ltd	£66,406	Regulated - Services	29/03/23	31/05/24	0	Quick Quote
Online School Payments – Mini Comp SXL Online School Payments FW (Lot 1)	12/05/22	Cash Registers Buccleugh	£65,045	Regulated - Services	12/05/22	11/05/26	0	QQ/FW
Trustwave MailMarshal Renewal	17/03/23	Communicate Technology Ltd	£64,990	Regulated - Supplies	25/03/23	24/03/26	0	JNCA
Treasury and Leasing Consultancy	17/11/22	Link Treasury Services Ltd	£63,153	Regulated - Services	07/09/22	06/09/25	0	DA/FW
Tensar AX5-GN - Supply and Delivery	02/08/22	Foster Contracting (North) Ltd	£63,006	Regulated - Supplies	02/08/22	02/09/22	0	Single stage procedure
TOPdesk Subscription Engaged Package	31/08/22	TOPdesk UK Ltd	£60,390	Regulated - Supplies	01/09/22	31/08/25	0	JNCA
Professional Services to Produce a Concept Design for the Dunoon to Hunters Quay	16/08/22	Stantec UK Ltd	£58,276	Regulated - Services	16/08/22	14/04/23	0	Single stage procedure
Mid Argyll Gym Equipment	08/02/23	Technogym UK Ltd	£56,458	Regulated - Supplies	08/02/23	28/03/23	0	DA/FW
Belnahua 2022 Dry Docking Services	01/04/22	Crinan Boatyard	£56,014	Regulated - Services	19/04/22	29/04/22	0	Single stage procedure

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Netcall SolutionCare Services and Support Renewal	09/03/23	Netcall Technology Ltd	£55,858	Regulated - Services	01/04/23	31/03/25	0	DA/FW
GWITC Data Centre Core Switch Replacements	08/07/22	Capita Business Services Ltd	£55,783	Regulated - Supplies	08/07/22	31/03/23	0	DA/FW
WDM Integrated Management System Annual Charges	10/02/23	WDM Ltd	£55,670	Regulated - Supplies	01/03/23	28/02/23	0	DA
Peugeot Boxer Vans	03/11/22	Parks Motor Group	£52,765	Regulated - Supplies	03/11/22	30/04/24	0	DA/FW
TotalMobile Roads Costing System (Rolling Re-let)	31/03/23	Total Mobile Solutions	£51,000	Regulated - Supplies	01/04/23	31/03/26	0	DA
Water Analysis	30/11/22	Socotec UK Ltd	£50,491	Regulated - Services	01/12/22	30/11/25	0	Single stage procedure
Specialist Non-Domestic Rating Advisor: CCS Estate Management Services - Lot 6	10/11/22	Gerald Eve LLP	£50,000	Regulated - Services	14/11/22	14/11/26	0	QQ/FW

## COMPLIANCE WITH SUSTAINABLE PROCUREMENT POLICY

### 1 People

Priority	Compliance in 2022/23
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"> <li>Sustainable Procurement in relation to inclusion within Commodity Sourcing Strategies and Contract Management was included within the Procurement Refresher Training undertaken in 2022/23.</li> </ul>
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"> <li>David Logan, Head of Legal and Regulatory Support was the Council's Sustainable Procurement Champion in 2022/23.</li> </ul>
c) We will publicise our commitment and successes in Sustainable Procurement.	Fully complied: <ul style="list-style-type: none"> <li>Community Benefit achievements are reported internally to senior management.</li> </ul>

### 2 Objectives, Strategy & Communications

Priority	Compliance in 2022/23
a) We will carry out sustainable procurement whilst complying with national procurement regulations that protect and encourage open and transparent public procurement.	Fully complied: <ul style="list-style-type: none"> <li>All processes are in line with the Procurement Manual and Procurement Journey which comply with all regulations.</li> </ul>
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"> <li>The Sustainable Procurement Policy was updated for 2022/23 to meet all requirements.</li> </ul>



## 2 Objectives, Strategy & Communications

Priority	Compliance in 2022/23
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"><li>• A consultation was carried out to inform the Sustainable Procurement Policy.</li></ul>
d) We will communicate this policy and accompanying guidance to all Council staff and elected members.	Fully complied: <ul style="list-style-type: none"><li>• The Sustainable Procurement Policy was cascaded to all Council staff and is available on the Council's intranet and external website.</li></ul>

## 3 Process

Priority	Compliance in 2022/23
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"><li>• Sustainability is included in Commodity Sourcing Strategy templates, and specifications and contract conditions where appropriate.</li></ul>
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 six monthly basis.	Fully complied: <ul style="list-style-type: none"><li>• The Council's standard process for including Community Benefits Clauses within contracts is followed for all appropriate procurements, and six monthly reports are provided to the Council's Procurement Board.</li></ul>
c) In relation to economic considerations, our priorities will be: <ul style="list-style-type: none"><li>• To use mandatory sub-contracting clauses in all proportionate and relevant contracts;</li><li>• 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.</li></ul>	Fully complied: <ul style="list-style-type: none"><li>• A mandatory sub-contracting clause was included in 5 regulated procurements in 2022/23 – 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;</li><li>• The consideration of lotting is included within the Council's Commodity Sourcing Strategy templates.</li></ul>

### 3 Process

Priority	Compliance in 2022/23
<p>d) In relation to social considerations, our priorities will be:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• To ensure that our contract terms require suppliers to support the health, safety, welfare and rights of their employees and supply chain – ensuring that the Council does not support human trafficking or modern slavery;</li> <li>• To promote fair trade options throughout the Council;</li> <li>• To promote the use of Supported Businesses, where their prices and capacity to deliver is comparable to the rest of the market.</li> </ul>	<p>Fully complied:</p> <ul style="list-style-type: none"> <li>• Equalities and Diversity considerations are included in Commodity Sourcing Strategy templates and in Council Terms and Conditions;</li> <li>• Employee and supply chain rights are included within our standard contract clauses;</li> <li>• Fair trade options are available in current contracts;</li> <li>• There were orders placed with three supported businesses in 2022/23.</li> </ul>
<p>e) In relation to environmental considerations, our priorities will be:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• To ensure that our procurements are necessary – where appropriate re-using, repairing or refurbishing existing goods;</li> <li>• To specify fresh, seasonal, nutritious and, where possible, organic food, and to not knowingly purchase genetically modified food or food with genetically modified ingredients;</li> <li>• To specify minimum packaging, reusable packaging and packaging take-back;</li> <li>• To provide procurement support to any strategic decisions taken by the Council in relation to the usage of Single Use Plastic products and their recyclability;</li> <li>• To minimise any negative impacts of our procurements on biodiversity;</li> <li>• To use recycled paper throughout the Council where there are no compatibility issues with existing equipment;</li> <li>• To consider animal welfare when procuring and, wherever possible, to not purchase goods developed using animal testing.</li> </ul>	<p>Fully complied:</p> <ul style="list-style-type: none"> <li>• Climate Change impacts are considered in Commodity Sourcing Strategy templates;</li> <li>• A Make or Buy Section has been included within Commodity Sourcing Strategy templates;</li> <li>• One catering contract was procured in 2022/23;</li> <li>• A labelling and packaging clause has now been included within the Council's standard Terms and Conditions, for use within appropriate contracts;</li> <li>• Consideration of Biodiversity is included within the Council's Commodity Sourcing Strategy templates;</li> <li>• 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.</li> </ul>

## 4 Engaging Stakeholders

Priority	Compliance in 2022/23
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"> <li>A consultation was carried out in relation to the revised Procurement Strategy and Sustainable Procurement Policy.</li> </ul>
b) We will support local and regional small and medium sized enterprises, voluntary and community groups, third sector organisations, 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"> <li>PCCMT carries out webinars and delivers training to support groups/ organisations to have an understanding of how to bid for Council contracts. <a href="https://www.argyll-bute.gov.uk/business-and-licensing/selling-council/procurement-training-presentations">https://www.argyll-bute.gov.uk/business-and-licensing/selling-council/procurement-training-presentations</a></li> </ul>
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"> <li>The consideration of individual procurement consultations is included within Commodity Sourcing Strategy templates.</li> </ul>
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"> <li>Suppliers were contacted as part of the consultation exercise for the Sustainable Procurement Policy.</li> </ul>
e) We will consult with stakeholders, including suppliers, third sector agencies and social enterprises, to ensure views are considered on sustainable outcomes sought.	Fully complied: <ul style="list-style-type: none"> <li>A consultation was carried out in relation to the revised Sustainable Procurement Policy.</li> </ul>

## 5 Monitoring and Reporting

Priority	Compliance in 2022/23
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"> <li>Reviews and improvements to our internal processes are undertaken in line with the Procurement Journey.</li> </ul>
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"> <li>Sustainability is included within standard contract management templates.</li> </ul>
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"> <li>This is included within this Annual Procurement Report.</li> </ul>
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"> <li>Contributed to climate change reporting October 2022;</li> <li>Procurement contributes to the Council's Equality reporting requirements when requested;</li> <li>Internal reporting of Community Benefits achievements is ongoing on a six monthly basis.</li> </ul>
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"> <li>The Council's progress against the revised Flexible Framework and Action Plan for the future is included within this Annual Procurement Report.</li> </ul>

The following case study examples show the criteria has been met at:

### Deliver value for money

Carry out early market engagement to encourage bid participation and increase competition and obtain essential market information to help inform the specification and tender documents; Carry out thorough market research to understand the market; Think innovatively and strategically about Argyll and Bute's needs and the range of options for delivery at contract strategy stage including demand management options; Consider risk, fair work practices and applicable community benefits for all procurements; Carry out appropriate contract management to deliver the works/service for the Council.

#### Example 1: CONTRACT TITLE: Campbeltown Flood Protection Scheme Works

##### Market Sounding Undertaken:

A PIN which included a Request for Information was published on PCS on 17/06/2020. 54 suppliers had noted interest in the PIN by 02/07/2020.

##### Market Sounding Outcomes:

10 responses to the RFI were received

##### Theme 1 – Procurement Route

- Would an Open (ITT covering both Selection and Award stages) or Restricted (separate SPD issued first, with a short list of bidders being invited to tender) Procurement Route be more appealing to your organisation?

**Outcome** - Restricted preferred with 7 against 2 for open.

##### Theme 2 – Pricing Methodology

- The Council is currently considering whether to use a Bill of Materials or an Activity Schedule for this procurement. We would appreciate feedback from potential bidders on which methodology they have seen used by other buying organisations for similar projects, and whether they have a preference (and if so, the reasoning for that preference).

**Outcome** - BoM preferred with 6 against 2 for Activity Schedule, 2 have no preference.

##### Theme 3 – Community Benefits

- If your organisation has been involved in delivering similar projects for other buying organisations, can you please advise on whether you delivered Community Benefits as part of those projects? If so, please provide details on what was achieved.

##### Theme 4 – Sustainable Construction and Local Supply Chains

- Sustainability and the use of local supply chains is something that the Council is concerned with. We would appreciate information from potential bidders demonstrating what strategies have been utilised on previous similar type projects, opportunities realised, and an indication of their outcomes.

### **Example 2: CONTRACT TITLE: Provision of Scotland's West Coast Air Services between Oban and the Islands of Coll, Colonsay and Tiree (2023-2027)**

We engaged the market via a Prior Information Notice on PCS, we then followed up with a Microsoft Forms Questionnaire asking suppliers that noted an interest the following:

1. Are you interested in this opportunity? If not, why not?
2. What do you see as the key risks?
3. Are there other better approaches.

We also undertook a Consultation exercise with the general public, the responses were included as an appendix to the tender meaning bidders could take this into consideration when preparing their timetable proposals.

### **Example 3: CONTRACT TITLE: Business Gateway Argyll & Bute One to Many and One to One Specialist Support Framework Agreement (2023 - 2025-7)**

A RFI was issued on Public Contracts Scotland on to allow market participants the opportunity to contribute to the development of the strategy and structure of the ITT. Respondents were asked to provide comment on:

1. Lot Structure
2. Appointment of Primary Suppliers Only
3. Flexible Budgets
4. Pricing
5. Methodology

There were 44 noted interests and 16 responses to the RFI. The following points were raised for consideration:

1. A minority felt it would be better to split out one to one support from one to many, but most did not. As such it is proposed that one supplier is appointed per subject area, covering both one to one and one to many.
2. Some identified crossover between digital and marketing which is a valid point, as such, clarity and definitions will be provided in the tender.
3. Most felt one supplier per topic was best, although a few (notably the two digital contractors who currently share the Lot) felt that having 2 suppliers to cover was beneficial. As digital is undoubtedly the largest Lot it is proposed 2 contractors for digital are appointed, which would include the DigitalBoost and core activity.
4. Pricing – it is clear that online delivery will bring cost efficiencies although travel and subsistence will require to be covered if a physical visit is ever needed. There was some support towards setting a fixed price and scoring only on quality. However, due to the current suppliers' day rates ranging from £450 to £595, it is proposed that best value will be achieved by retaining some pricing competition. A cap on day rates will be set at £675 excluding travel, with pricing scored at 20%.
5. Some good points were raised about using the framework suppliers within the networking and growth programmes, and the tender will specify a requirement to do this.

#### **Example 4: CONTRACT TITLE: Revenues and Benefits System**

As part of the development process for a procurement strategy for Argyll and Bute Councils Revenues and Benefits System, Argyll and Bute Council is seeking views and information from the market place in connection with the areas set out in this Request for Supplier Information (RFI).

Market information would be welcomed from suppliers for solutions which are either on-premise or cloud/SaaS hosted. However at procurement stage, for on-prem solutions suppliers would be asked to provide their product roadmap indicating duration of future support provisions for the product, and if a date is scheduled for transitioning their solution to cloud/SaaS – on-prem solutions would only be considered if support would be available for the full term of the contract – which is likely to be between 6–10 years.

The Council is seeking information from suppliers in respect of the replacement of its core Revenues and Benefits system, its online Council Tax portal (which incorporates e-billing functionality and online e-forms) and the Landlord portal in Benefits with associated e-forms. In addition, the Council is also looking for a document management and workflow solution for Revenues and Benefits.

#### **Example 5: CONTRACT TITLE: eDocument Management System**

As part of the development process for a procurement strategy for Argyll and Bute Councils future Electronic Document Management and Workflow (EDMWS) solution, Argyll and Bute Council is seeking views and information from the market place in connection with the areas set out in this Request for Supplier Information (RFI).

Market information would be welcomed from suppliers for solutions which are either on-premise or cloud/SaaS hosted. However at procurement stage, on-prem solutions suppliers would be asked to provide their product roadmap indicating duration of future support provisions for the product, and if a date is scheduled for transitioning their solution to cloud/SaaS – on-prem solutions would only be considered if support would be available for the full term of the contract – which is likely to be between 6–10 years.

The Council is seeking information from suppliers in respect of the potential replacement of its Electronic Document and Workflow System (EDMWS). The council's current EDMWS solution supports the following service areas (the first 4 of which are fully integrated with line of business case management systems), for inclusion within the scope of a future solution:

- Revenues and Benefits
- Health and Social Care Partnership
- HR and Payroll
- None Domestic Rates
- Central Mail Handling
- Creditors

Argyll and Bute Council recognises the value of market participants having the opportunity to contribute to the development of the procurement strategy on a non-competitive and non-judgemental basis. It would be appreciated therefore if you could provide your views and comments on the following:



1. Based on your expert knowledge of this field and having read our current anticipated list of requirements above – can the market meet our needs as described?
2. Provide a brief overview of your solution?
3. Provide a summary of any additional functionality/modules available?
4. Should we be considering any alternative/innovative approaches to delivering this system?
5. In your experience what is the approx. implementation timescales of your solution?
6. Also in your experience what is the approx. non-recurring and recurring associated costs?
7. Any other information you would like to bring to our attention?

#### **Example 6: CONTRACT TITLE: Internet Content Filtering**

As part of the development process for a procurement strategy for Argyll and Bute Councils future Internet Content Filtering. Argyll and Bute Council is seeking views and information from the market place in connection with the areas set out in this Request for Supplier Information (RFI).

Information provided in response to this request will be used in the development of our procurement strategy. Nothing in this document shall be taken as constituting or indicating a contract or representation with or by Argyll and Bute Council. All information provided will be used for analysis and research purposes only.

#### **Example 7: CONTRACT TITLE: Capital Building Works Projects DPS**

RFI notice published on 27/01/2021 to engage with the market. A Route 3 CSS was approved for the overall DPS on 22/09/2021 by Ross McLaughlin, Head of Commercial Services. Capital Plan budgets are approved annually. Estimated budget for the next 3 years of building works requirements by the Council's Property Services is around £4.6 million per year, including Education, Shared Accommodation, Social Works (IJB) and Live Argyll.

Both the RFI and the tender notice were advertised on the Council site, Council social media and community council's sites. A webinar was arranged during the RFI period to create a better understanding on how a DPS works and how ABC's envision the Capital Building Works Projects DPS and make sure any questions coming from contractors are addressed. A recorded session is available on the Council site for those contractors that weren't able to participate. Another webinar was arranged during the live period of the tender notice to help contractors learn how to better complete the SPD document used within the tender invitation. [Procurement Training Presentations | Argyll and Bute Council \(argyll-bute.gov.uk\)](#)

The DPS notice included 2 open (single stage) tender notices which addressed to the wider market, one for the initial selection process and one for the ongoing selection process which allows contractors to be added on to the DPS contractors list on an ongoing basis.

#### **Example 8: CONTRACT TITLE: Design Consultancy Services DPS**

RFI stage finalised similarly to the Capital Building Works DPS above. Webinar arranged on 18th July and publicised on the Council site, social media, communicated to Council members and Community Councils to spread the word - [Procurement Training Presentations | Argyll and Bute Council \(argyll-bute.gov.uk\)](#)



**The following case study example shows the criteria has been met at:**

**Be undertaken in compliance with its duty to act in a transparent and proportionate manner**

The Council continues to engage with its' Community Planning Partners, internal and external stakeholders, SME's, third sector, charity and voluntary organisations and local community groups. It shares its work/contract plan with its partner provider and the wider market. The Council continues this engagement, liaison and dialogue at various stages of the procurement process where appropriate. This is fundamental to support transparency as well as community wealth building and inclusive local and regional growth, we continue to work closely with Economic Development and our other local 'anchor' organisations to harness our spending power in terms of buying from local businesses within the supply chain, maximising employment opportunities and reviewing the use of land and property assets to benefit our local economy.

#### **Example 9: CONTRACT TITLE: Capital Building Works Projects DPS**

Capital Plan budgets are approved annually. Estimated budget for the next 3 years of building works requirements by the Council's Property Services is around £4.6 million per year, including Education, Shared Accommodation, Social Works (IJB) and Live Argyll.

External Buying Organisations budgets currently unknown, however, the tender included a joint procurement exercise, including the following authorities which agreed to be considered a participating organisation:

- Actual Reality (Ardentinny Outdoor Centre)
- Edinburgh City Council (Bernice Outdoor Centre at Loch Eck)
- Highlands & Islands Enterprise
- Loch Lomond & the Trossachs National Park
- Scottish Association for Marine Science (SAMS)
- Scottish Canals/Waterways
- Scottish Natural Heritage (SNH/NatureScot)
- West Dunbartonshire Council (Blairvaddich Outdoor Centre).



An up to date contractors list is shared with the participating organisations and all documentation was shared with them at the award stage.

Community Planning Partners, internal and external stakeholders, SME's, third sector and local community groups were included in the conversation before the tender was published. All tender documentation and other records are available publicly via PCS and the Council site.

## Achieved Community Benefits 2022/23




Contract Title	Supplier	Benefit
A886 West of Strachur Slip Works 2021	Taziker Industrial	<ul style="list-style-type: none"> <li>➤ A donation of £500 to local community Group, Inveraray Community Council.</li> <li>➤ A donation of £500 to local community Group, Lochgair Association.</li> <li>➤ A donation of £500 to local community Group, Oban &amp; District Guide Association.</li> </ul>
Advocacy Services for Adults	Lomond and Argyll Advocacy Service	<ul style="list-style-type: none"> <li>➤ Joined with the local High School and carried out some self-advocacy skills training with the Students and Adults 16+.</li> </ul>
Care at Home	Carr Gomm	<ul style="list-style-type: none"> <li>➤ Introduced a 'warm box' initiative, boxes include a blanket, torch, flask, etc, and the intention would be that their Responder Service would take the boxes to the most vulnerable clients in the event of a planned or unplanned power cut. The boxes would also be available at the request of health/social work staff for a client.</li> </ul>
Coated Roadstone Framework	Hillhouse Quarry Co. Ltd	<ul style="list-style-type: none"> <li>➤ Donated £500 to Inveraray Shinty Club for the purchase of balls and sticks.</li> </ul>






Contract Title	Supplier	Benefit
Gartbreck Landfill Site – Cell Construction – Area 2 Cell 1	Priority Construction	<ul style="list-style-type: none"> <li>➤ Cheque for £1,200 was provided to Gortanvogie Care Home by the contractor on 22<sup>nd</sup> August 2022.</li> </ul>
		
General Maintenance Term Contract - East Argyll (Lot 1)	John Brown (Strone) Ltd	<ul style="list-style-type: none"> <li>➤ Recruited a new employee to start an apprenticeship next year.</li> <li>➤ Attended 'Pathways' job fair at the grammar school, providing information on apprenticeships.</li> <li>➤ A donation of £100 towards fuel for local van taking supplies to Ukraine.</li> <li>➤ A donation of 12 new jackets to a local Ukraine support group.</li> <li>➤ A donation of hardwood from old window frames for the Men's Shed.</li> <li>➤ Supplied Herris fence around portakabin at new women's shed next to men's shed.</li> <li>➤ Provided support at the Cowal Gathering from 25th-27th August 2022.</li> </ul>
		

Contract Title	Supplier	Benefit
General Maintenance Term Contract - East Argyll (Lot 2)	DCF Joiners & Builders	<ul style="list-style-type: none"> <li>➤ Supporting Colgrain Primary School with 50% of costs for fitting an external classroom.</li> <li>➤ A donation of £600 to Helensburgh Golf Club.</li> </ul>
General Maintenance Term Contract - North & East Argyll (Lot 3)	Oban Electrical Services Ltd	<ul style="list-style-type: none"> <li>➤ Employment of 5 young local people following work experience through Working Rite Org.</li> <li>➤ Employment of 2 adult trainees by supporting 'the chance to change direction in careers'.</li> <li>➤ Installed lighting in Lismore Village Hall.</li> <li>➤ Donated school books for Rockfield Primary School.</li> <li>➤ A donation of £1,500 to Oban Pipe Band for new pipe bags.</li> <li>➤ Sponsored Oban Camanachd shinty team £1,000.</li> <li>➤ A donation of £200 to local resident, Malcolm Sinclair, to help participate in the Scottish 6 Day Motorbike Trials.</li> </ul>
General Maintenance Term Contract - Tiree & Coll	CKR Island Construction Ltd	<ul style="list-style-type: none"> <li>➤ Recruited a work experience school student, who is now considering an apprenticeship. Graeme McColl giving a careers talk at the local school.</li> <li>➤ Donated supplies to the local food bank.</li> </ul>






Contract Title	Supplier	Benefit
General Maintenance Term Contract - Tiree & Coll	CKR Island Construction Ltd	<ul style="list-style-type: none"> <li>➤ Set up and support at the Tiree Music Festival from 8<sup>th</sup>-10<sup>th</sup> July 2022.</li> </ul>
		
		<ul style="list-style-type: none"> <li>➤ Set up the Tiree Jubilee beacon.</li> </ul>
		
		<ul style="list-style-type: none"> <li>➤ Donation of raffle prizes for the Tiree Music Festival.</li> <li>➤ Recruited 4 staff and looking for a new apprentice.</li> <li>➤ Completed a beach clean.</li> </ul>
		





Contract Title	Supplier	Benefit
General Maintenance Term Contract - Tiree & Coll	CKR Island Construction Ltd	<p>➤ Set up Tiree school Christmas lights.</p> 
General Maintenance Term Contract - West Argyll (Lot 1)	MacLeod Construction Ltd	<p>➤ The Contractor donated 4 timber park benches to Lochgilphead Joint Campus as part of their working partnership which delivers training, apprenticeships and work experience. The benches were built and delivered by MacLeod's employees, including previous students, which allowed them to give something back to the school.</p>  

Contract Title	Supplier	Benefit
General Maintenance Term Contract - West Argyll (Lot 1)	MacLeod Construction Ltd	<ul style="list-style-type: none"> <li>➤ Completing electrical work for Mid Argyll Rotary/Lochgilphead Parish Church Light Up Red Appeal.</li> <li>➤ Construction careers event to promote local roles in construction.</li> <li>➤ Continuing work with Mid Argyll Youth Development Services and Working Right to provide work placements whenever possible.</li> <li>➤ Donated aggregate materials for MAKI pups outdoor spaces.</li> <li>➤ Dunbeg site visit with Oban High School.</li> <li>➤ Flexible learning plan being undertaken with Lochgilphead High School pupil.</li> <li>➤ Flexible learning plans (2) to commence with Oban High School.</li> <li>➤ Promotion of Scottish Careers week 7-11th November 2022.</li> <li>➤ Sponsoring of a Foundation Construction Apprenticeship with Oban High School.</li> <li>➤ Sponsorship of local golf courses.</li> <li>➤ Support for the Mid Argyll Show and Oban Highland Games/Argyllshire Gathering.</li> <li>➤ Support with Mid Argyll Round Table Bonfire preparations.</li> <li>➤ Work placements for Lochgilphead Joint Campus students.</li> </ul>

Contract Title	Supplier	Benefit
General Maintenance Term Contract – West Argyll (Lot 2)	McKinven & Colville	<ul style="list-style-type: none"> <li>➤ Recruited an apprentice electrician.</li> <li>➤ A donation of £1,000 to Kintyre Food bank.</li> </ul>
		
		 
		<ul style="list-style-type: none"> <li>➤ Erected a climbing frame at the Aquilibrium nursery.</li> </ul>
General Maintenance Term Contract – West Argyll (Lot 3)	McEachern Bros	<ul style="list-style-type: none"> <li>➤ Recruited a new apprentice joiner.</li> <li>➤ Levelled out ground area at Keills Primary School for installation of a mud kitchen.</li> <li>➤ Cleaning out Kilmeny Church gutters.</li> <li>➤ Provided support to local community putting up Christmas lights.</li> </ul>



Contract Title	Supplier	Benefit
Helensburgh Waterfront Development	Heron Bros. Ltd	<p>➤ Heron Bros have been working with the Green Action Trust to assist in the installation of the new John Muir Way bench and jet washing and cleaning of the existing John Muir Way Roundel.</p> 
HUB/DBFM Schools Project	FES Support Services Ltd	<p>➤ Installed a defibrillator at Campbeltown Grammar School which was kindly donated by a pupil's parents.</p> 
LED Replacement Installation Lorn Oban Area	Lightways Contractors Ltd	<p>➤ <b>Lightways</b> (Contractors) have pledged a financial donation, by cheque, to Inveraray Shinty Club to help them buy equipment. Inveraray Shinty Club - Funding to help train and develop skills of Inveraray Shinty Club members and to help buy Shinty Sticks, Shinty Balls, Fitness Equipment and Training Sportswear.</p>

Contract Title	Supplier	Benefit
Milk - Supply & Delivery	D J Campbell & Son	<ul style="list-style-type: none"> <li>➤ Employment of a Ukrainian refugee as a delivery driver.</li> <li>➤ Purchase of Christmas gifts for children in the care of Social Work across Argyll &amp; Bute.</li> <li>➤ Weekly donations to the Warm Place in Lochgilphead Medical Centre – yogurts/ milk/ cheese/butter and also vegetables from the Farm Shop.</li> </ul>
Provision of Air Services between Oban and the Islands of Coll, Colonsay and Tiree	Hebridean Air Service Ltd (HASL)	<ul style="list-style-type: none"> <li>➤ Hebridean Air attended the Open Day at Oban Airport on 25<sup>th</sup> June 2022, and made their aircraft available for free 10 minute flights along the bay.</li> <li>➤ Took part in the Santa's Grotto community event at Oban Airport on 28 November 2022. Tom Eddleston, Station Manager at Oban airport wrote to HASL to give thanks to their pilot Yak, who helped with both the preparations and also on the night of the event. The event was a great success and raised the spirits of the airport staff and all those who came along.</li> </ul>



Contract Title	Supplier	Benefit
Provision of School & Public Transport in Helensburgh & Lomond/Jura	<b>Garelochhead Minibuses &amp; Coaches Ltd</b>	<ul style="list-style-type: none"> <li>➤ Provided a free shuttle bus service to Helensburgh Highland Games throughout the day on 4<sup>th</sup> June 2022. This was provided from Helensburgh Town Centre to and from the games at no cost to passengers or event organisers.</li> <li>➤ Providing a relief driver to Firm of John Kennedy on Tiree in the Easter break. The Tiree operator has been unable to recruit a part time driver on the island and through discussions with the Council contact between the operators was facilitated resulting in holiday cover being provided for the Ring and Ride service.</li> </ul>
Provision of School & Public Transport on Islay - 1802J	<b>B Mundell Ltd</b>	<ul style="list-style-type: none"> <li>➤ Matthew Mundell is proactively engaging with Islay High School to engage with pupils and encourage consideration of a career in bus transport or logistics. The organisation currently has two apprentice positions filled.</li> </ul>
Provision of School & Public Transport in Mid Argyll/Kintyre/Oban & Lorn/Mull/Cowal/Bute	<b>West Coast Motors</b>	<ul style="list-style-type: none"> <li>➤ A donation of £5,000 to the Kintyre Triathlon taking place Summer 2023.</li> </ul>
Provision of School Transport on Islay	<b>Islay Minibus &amp; Taxi Hire</b>	<ul style="list-style-type: none"> <li>➤ After a long period of absence, the children's swimming club on Islay has restarted again. Islay Minibus &amp; Taxi Hire provide transport around the island for pupils attending lessons.</li> </ul>

Contract Title	Supplier	Benefit
Provision of School and Public Transport Services on Tiree – 1129	<b>A J MacLean</b>	<ul style="list-style-type: none"> <li>➤ Provided a free courtesy bus for all of the Tiree Music Festival helpers and musicians, this included lifts home after the closing party on the Monday. This event brings many visitors to the island supporting local businesses.</li> </ul>
		
Provision of School and Public Transport Services on Tiree – 1130 & 1163	<b>Firm of John Kennedy</b>	<ul style="list-style-type: none"> <li>➤ Provided free transport for the Pre-5 pupils to take a trip to the shops and the bank before the Easter break.</li> </ul>
Small Works Framework	<b>D A MacDonald Contractor</b>	<ul style="list-style-type: none"> <li>➤ Provided labour, plant and material to upgrade Pier at Inveraray.</li> <li>➤ Provided assistance to Mid Argyll Swimming Pool.</li> <li>➤ Provided assistance at Mid Argyll Show.</li> <li>➤ Sponsor of Inveraray Shinty Club.</li> </ul>
Support Services to Young Carers	<b>Mid Argyll Youth Development Services (MAYDS)</b>	<ul style="list-style-type: none"> <li>➤ MAYDS have developed a programme to support young people in employment. One young person they support works with MacLeod's on their site in Oban and is the first female bricklayer.</li> </ul>
The Provision of Care at Home Services	<b>Careplus Bute</b>	<ul style="list-style-type: none"> <li>➤ Careplus Bute recently carried out adaptations for a client at no cost to the client or the HSCP. This was a gesture of goodwill towards an individual who didn't have the means to decorate or adapt their environment to suit their needs. This was very well received by the client who was delighted with Careplus and their caring nature.</li> </ul>

## ANNUAL PROCUREMENT REPORT ANNEX A

**1. Organisation and report details**

- a) Contracting Authority Name
- b) Period of the annual procurement report
- c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)

Argyll and Bute Council
01/04/2022 to 31/03/2023
Yes

**2. Summary of Regulated Procurements Completed**

- a) Total number of regulated contracts awarded within the report period
- b) Total value of regulated contracts awarded within the report period
- c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period
- i) how many of these unique suppliers are SMEs
- ii) how many of these unique suppliers how many are Third sector bodies

58
£30,965,376
78
57
0

**3. Review of Regulated Procurements Compliance**

- a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy
- b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy

58
0

**4. Community Benefit Requirements Summary****Use of Community Benefit Requirements in Procurement:**

- a) Total number of regulated contracts awarded with a value of £4 million or greater.
- b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements
- c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements

2
2
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 *(Each contracting authority sets its own priority groups)*
- e) Number of Apprenticeships Filled by Priority Groups
- f) Number of Work Placements for Priority Groups
- g) Number of Qualifications Achieved Through Training by Priority Groups
- h) Total Value of contracts sub-contracted to SMEs
- i) Total Value of contracts sub-contracted to Social Enterprises
- j) Total Value of contracts sub-contracted to Supported Businesses
- k) Other community benefit(s) fulfilled

Unknown
Unknown
Unknown
Unknown
Unknown
Unknown
Unknown
Unknown

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

- a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.
- 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.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.

15
3
15

**6. Payment Performance**

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

80,879
96.7
24
0

## 7. Supported Businesses Summary

- a) Total number of regulated contracts awarded to supported businesses during the period
- b) Total spend with supported businesses during the period covered by the report, including:
  - i) spend within the reporting year on regulated contracts
  - ii) spend within the reporting year on non-regulated contracts

0
£0
£51,819

## 8. Spend and Savings Summary

- a) Total procurement spend for the period covered by the annual procurement report.
- b) Total procurement spend with SMEs during the period covered by the annual procurement report.
- c) Total procurement spend with third sector bodies during the period covered by the report.
- d) Percentage of total procurement spend through collaborative contracts.
- e) Total delivered cash savings for the period covered by the annual procurement report
- f) Total non-cash savings value for the period covered by the annual procurement report

£163,144,959
£100,795,271
£25,602,923
34.7%

£64,576
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£1,614,749
------------

## 9. Future Regulated Procurements

- a) Total number of regulated procurements expected to commence in the next two financial years
- b) Total estimated value of regulated procurements expected to commence in the next two financial years

83
£158,866,000