



Annual Procurement Report 2024/25

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Section 1 – Introduction and Purpose

1.1 INTRODUCTION

Argyll and Bute Council (“the Council”), as a public sector contracting authority with an annual regulated procurement spend above or equal to £5million, is required to produce an annual report under the Procurement Reform (Scotland) Act 2014. The Council are publishing this Procurement Annual Report, which has been prepared to meet the requirements under the Act and relates to performance of the Council’s regulated procurement activity, over the period from 1st April 2024 to 31st March 2025 (“the Reporting Period”).

The Scottish Government’s current guidance and template has been used for the preparation of this Annual Procurement Report (“the Report”).

This Report provides an overview of procurement activity during the reporting period and highlights actions undertaken to improve the Council’s procurement and commercial performance and outlines how the Council’s procurement activity is contributing to the delivery of broader aims and objectives for the Council.

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 **£198.5m** for 2024/25. 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 – Annual Review 2024/25.
- 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 1st April 2024 to 31st March 2025, 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:

- Mitigation of the opportunities for procurement challenge.
- Procurement activity will comply with all relevant statutory and regulatory requirements.
- Procurement staff are confident in their understanding of procurement regulations and other relevant regulations.
- Assisting the Council to meet budget savings targets.
- Positive outcomes (ie: changes in buying behaviour, identifying alternative solutions, improved ordering and invoicing solutions).

- To work closer with our client departments to understand their needs, identify opportunities to reduce expenditure, control demand and improve process efficiencies.
- Work more collaboratively with other public sector organisations.
- Increased opportunities for local businesses, co-operatives, Supported Businesses and Third Sector organisations.
- To secure wider social, economic and environmental benefits for the local area and ensure those benefits are realised.
- We will have delivered simplified and more consistent procurement processes for businesses tendering for contracts across Argyll & 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.

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 2024/25 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.

Procurement has been recognised as key in contributing towards the successful delivery of the Council's priorities, as we acknowledge the impact of our procurement activity on our communities, and we actively seek to promote a positive and inclusive approach.

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.

£200.2m Total Spend	£198.5m Estimated Procurement- related Spend	£183.8m Contracted Spend
1,900 Total Suppliers	1,385 SME Suppliers	84,871 Invoices processed
£104,486 Average spend per supplier	£122.3m SME Spend	£72.7m Local Spend

Key:

- **£200.2m Total Spend:** The total amount of spend for the financial year 2024/25.
- **84,871 Invoices processed:** The total number of Invoices processed.
- **£198.5m Estimated Procurement-related Spend:** The estimated total amount of spend on transactions that can potentially be influenced by Procurement.
 - The above figure is based on a total annual spend of £200,244,184, of which £198,523,185 is procurement-related spend (99.1%).
 - £1,099,598 (0.6%) is spend which has been identified as non-influenceable and will be excluded on future spend reports from the Scottish Procurement Information Hub.
 - £621,400 (0.3%) is spend that is unclassified by the Scottish Procurement Information Hub, and below £1k/supplier.
- **£183.8m Contracted Spend:** The total amount of the Estimated Procurement-related Spend that was with Contracted Suppliers.
 - The contracted procurement-related spend is showing as 92.6%. This has increased from 92.1% (2023/24) and 90.9% (2022/23). The Procurement, Commercial and Contract Management Team (PCCMT) will continue to review

and analyse quarterly spend to identify any non-contracted spend which could be put on contract.

- **£1,900 Total Suppliers:** The total number of unique suppliers for the Estimated Procurement-related Spend.
- **£104,486 Average Spend per Supplier:** The average Procurement-related Spend per unique supplier.
- **£1,385 SME Suppliers:** The total number of known unique SME Suppliers with Procurement-related Spend.
- **£122.3m SME Spend:** The SME procurement-related spend has increased from the previous two years, (£104.6m in 2023/24 and £100.8m in 2022/23).
- **£72.7m Local Spend:**
 - The local procurement-related spend has increased from the previous two years. (£65.7m in 2023/24 and £60.8m 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 2024/25 is given in the table below:

Item	Open Procedure (Single Stage)	Quick Quote	Framework – In-House/ Call-off/ Mini Comp	Direct Award via Framework	Light Touch Regime	JNCA	Direct Award	Total
Supplies	2	1	1	12	0	2	0	18
Services	10	1	10	5	4	3	3	36
Works	1	0	1	1	0	0	0	3
Total	13	2	12	18	4	5	3	57

2.3 These are summarised as follows:

- **£56.04m** - Total estimated value of completed regulated procurements
- **£0.04m** – total estimated revenue procurement benefits to be delivered from the contracts placed (identified at Contract Award
- **2.2** – Average number of bids received (for Open/restricted)
- **70.0%** - % of contracts awarded to SMEs during the reporting period
- **20** – Average processing time for a procurement exercise (from procurement start date to date of award) in weeks
- **29** – Number of collaborative contacts let I cooperation with other organisations

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

Section 3 – Review of Regulated Procurements Compliance

3.1 REVIEW OF COMPLIANCE WITH PROCUREMENT STRATEGY

The 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

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

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
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>(Ongoing - fully complied). 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>

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
B	PINs will be published on PCS for all appropriate regulated procurements in 2022/25.	(Ongoing - fully complied). Of the 57 regulated procurements carried out in 2024/25, 12 (21.1%) had a PIN published. Of the remainder, 27 (47.3%) were awards via external framework contracts and 18 (31.6%) 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 17 regulated procurements carried out in 2024/25, which had a CSS, 10 (58.8%) included consideration of lotting the contract requirements. The remaining 7 (41.2%) 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 2024/25.

2 Payment of a living wage - to persons involved in producing, providing or constructing the subject matter of regulated procurements

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
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 17 regulated procurements carried out in 2024/25, which had a CSS, 13 (76.5%) included consideration of Fair Work Practices. Of the 57 regulated procurement exercises carried out in 2024/25, Fair Work Practices questions were included within 20 (35.1%).
B	Payment of the Living Wage will be monitored by contract management activity in relevant regulated contracts.	Ongoing

3 The use of community benefit requirements

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
A	Community Benefits Clauses will be included in regulated procurements as outlined in the Sustainable Procurement Policy 2022/25.	(Ongoing - fully complied). Of the 28 regulated procurements carried out in 2024/25, not within an external framework, 14 (50.0%) included Community Benefits Clauses (CBC). Of the remaining 14 procurements, 6 (21.4%) were below the internal £100k threshold for the mandatory inclusion of a CBC within supplies and services contracts; and 8 (28.6%) 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.	(Ongoing) see Section 4 below.

4 Promoting compliance with health and safety at work, including how a supplier/sub-contractor demonstrates compliance.

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
A	Health and Safety considerations will be included at all stages of regulated procurement processes in 2022/25.	(Ongoing - fully complied). Health and Safety considerations were included within 13 (76.5%) of the 17 regulated procurements that had CSSs in 2024/25. 4 (23.5%) were not considered appropriate based on the nature of the contracts.
B	All regulated works procurements in 2022/25 will include reference to the current CDM regulations.	(Ongoing - fully complied). There were 3 regulated works procurements in 2024/25, all of which included current CDM regulations.

5 Complying with the Council's Sustainable Procurement Policy ([Appendix 2](#)) in relation to the procurement of fairly and ethically traded goods and services.

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
A	The procurement of fairly and ethically traded goods and services will be considered within the CSS of all regulated procurements in 2022/25.	(Ongoing - fully complied). Of the 18 regulated supplies procurements carried out during 2024/25, 3 (16.7%) had a CSS. 5 (27.8%) included consideration of the use of specific social or environmental labels within the specification.

6 Food procurement

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
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>(Ongoing - fully complied). There were 2 regulated Catering Contracts tendered in 2024/25.</p> <p>Both met all of the considerations and procurement requirements detailed in this section</p>

7 Comply with the sustainable procurement duty.

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
A	Staff involved in the procurement process understand and positively contribute to achieving sustainable outcomes.	(Ongoing - fully complied). 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.
A	The Council is reassured that suppliers adhere to the principles of a Fair Work First Practice organisation.	(Ongoing - fully complied). Of the 17 regulated procurements in 2024/25, which had CSSs, 13 (76.5%) considered Sustainability issues. The remaining 4 (23.5%) were not considered to be appropriate. As the approach to Climate Change develops nationally, the Council's Procurement, Commercial and Contract Management Team 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.
B	Inclusion of a mandatory sub-contracting clause in regulated procurements where relevant and proportionate.	(Ongoing - fully complied). A mandatory sub-contracting clause was included in 7 regulated procurements in 2024/25 – 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.
C	Promote sub-contracting opportunities to SMEs through promoting the use of PCS on the Council's website.	(Ongoing - fully complied). All our contract opportunities are detailed in PCS, this is detailed on the Council's website page "Doing business with Argyll and Bute Council"
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.	(Ongoing - fully complied). PCCMT held specific contract training events along with the Supplier Development Programme in 2024/25. PCCMT continue to publicise upcoming SDP events via the Council's social media events and website page . This will continue in 2025/26.
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.	(Ongoing). Council's social media is used to advertise contract opportunities to encourage new suppliers to make themselves known to the Council.

3.1.2 Value for Money

8 Deliver value for money

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
A	<p>The successful delivery of this strategy.</p> <ul style="list-style-type: none"> ○ The application of procurement best practice and undertaking key strategic procurement activities. ○ Early market engagement. ○ By including appropriate lots to promote SME/Third Sector and local supplier participation. ○ Maximising the impact of each pound spent by including Community Benefit Clauses. ○ Evaluating on the most economic and advantageous criteria. ○ Utilisation of output specifications. ○ Challenging the need and demand management. ○ Robust contract management. ○ Application of effective commercial evaluation models. 	<p>(Ongoing - fully complied). PCCMT 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; They carry out thorough market research to understand the market; They 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; they consider risk, fair work practices and applicable community benefits for all procurements; PCCMT carry out appropriate contract management to deliver the works/service for the Council.</p>

9 Contribute to the carrying out of its functions and the achievement of its purposes.

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
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>(Ongoing - fully complied). The Council ensures via PCCMT 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.</p> <p>PCCMT 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

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.

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
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). 97.5% of invoices were paid within 30 days during 2024/25.
B	Prompt payment clauses requiring a 30-day payment term is 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 57 regulated procurements carried out in 2024/25, 26 (45.6%) included a clause regarding the prompt payment of sub-contractors. For the remaining 31 (54.4%) it was not considered appropriate based on the nature of the contracts.

11 Consulting and engaging with those affected by its procurements.

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
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 57 regulated procurements carried out in 2024/25, 5 (8.8%) included a consultation. Consultations were not considered to be appropriate for the 12 (21.1%) mini competitions or the 29 (50.8%) direct awards. For the remaining 11 (19.3%) 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 - Selling to the Council Argyll and Bute Council (argyll-bute.gov.uk)</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 2025/26. 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 2025/26

STRATEGIC OBJECTIVES	AIMS
1. Good Governance Compliance	<ul style="list-style-type: none">❖ 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.
2. Value for Money to Support Council's Financial Challenges	<ul style="list-style-type: none">❖ Increase opportunities for commercial savings.❖ Reduce the value of non-contract spend.
3. Empowering Local Suppliers, Supporting Community Wealth Building and Local Economic Growth	<ul style="list-style-type: none">❖ To secure wider social, economic and environmental benefits for the local area and ensure those benefits are realised.❖ Increased opportunities for local suppliers to help grow the local economy.❖ Increased engagement and collaboration with suppliers and SDP.❖ 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.❖ 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.

STRATEGIC OBJECTIVES	AIMS
4. Provide Effective and Efficient Procurement for our Stakeholders	<ul style="list-style-type: none"> ❖ Continue to deliver best value contracts. ❖ More streamlined and leaner processes.
5. Procurement to be a Strategic Partner for all our Council Services	<ul style="list-style-type: none"> ❖ Procurement continues to be a key strand in the delivery of council strategies and policies. ❖ Build capacity and skills within the council to improve procurement, commissioning and contract management activity and support procurement people of tomorrow. ❖ Cross-service collaboration.

Section 4 – Community Benefits Summary

4.1 COMMUNITY BENEFITS ACHIEVED

The Procurement, Commercial and Contract Management Team (PCCMT) 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 **89** Community Benefits achieved through Contract Management, Contract Awards and the Request List during the period from 1st April 2024 to 31st March 2025.

In addition, PCCMT will be reviewing its recently awarded contracts with our service departments to determine what Community Benefits were actually achieved that were listed at contract award stage. This will be carried out on a category-by-category basis and be included in future reporting.

Section 5 – Supported Businesses Summary

- 5.1** The following steps were taken to facilitate the involvement of supported businesses in regulated procurements during 2024/25.
- 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 five supported business suppliers in 2024/25:
- Hey Girls: **£46,804**
 - Social Print and Copy CIC: **£15,139**
 - Royal British Legion Industries Ltd / T/A Scotland's Bravest Manufacturing Company: **£7,219**
 - Cefndy Healthcare: **£174**
 - Lady Haig's Poppy Factory: **£54**
- 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 2024/25 was identified using the Business Association for Supported Employment website, accessing the Supported Business Directory, and accessing Scottish Procurement's Supported Businesses on/not on a DPS.
- 5.3** No regulated or unregulated contracts were awarded to supported businesses in 2024/25.
- 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 2024/25.

Section 6 – Future Regulated Procurements

The Council expects to commence **75** regulated procurements over the next two financial years; however, these are subject to change. Details of these contract requirements are shown in the tables below.

The Council also expects to commence **97** 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 (DPS) 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 2025/26 (63)

Building Works and Services

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
John Logie Baird - Structural Improvement Works to the Roof (00241) - Consultancy Services	New	TBC	TBC	TBC	250,000
RGD Crown Estates Projects Placeholder	New	2025/26	2025/26	2025/26	800,000
Rural Growth Deal - Tobermory Housing - Isle of Mull - Design & Build	New	2025/26	Dec-25	Jan-26	2,000,000

Construction Consultancy

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Bridge Assessment Package (00021-02)	New	TBC	TBC	TBC	65,000
Craignure Pier - Detailed Design	New	TBC	TBC	TBC	150,000
Craignure Pier - OBC-FBC Stage Consultancy Services	New	TBC	TBC	TBC	4,000,000-5,000,000
Design Team Support Framework	New	TBC	TBC	TBC	>50,000

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Dunoon Public Realm Works - Design Services (CRP funding)	New	Late 2025/26	Late 2025/26	Late 2025/26	50,000-75,000
Easdale Island and Ellenabeich Pier - Project TBC	New	Summer 2025	TBC	TBC	900,000
Empty Properties Design Team Consultancy Framework	New	TBC	TBC	TBC	480,000
Roads Depot - Kilmory - Clerk of Works Services	New	TBC	TBC	TBC	50,000
Roads Depot - Kilmory - Cost Management Services	New	TBC	TBC	TBC	50,000
Roads Depot - Kilmory - Multi-disciplinary Design Services	New	TBC	TBC	TBC	200,000
Rural Growth Deal - Tobermory Housing - Project Management & Clerk of Works Services	New	Late 2025	Jan-26	Feb-26	60,000

Education

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Early Learning and Childcare Services - 1140 Hours	Re-let	30/06/25	30/06/25	15/08/25	TBC

Environment

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Septic Tank Emptying	New	TBC	TBC	TBC	100,000

Health and Social Care Services

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Addiction Recovery Services	Re-let	16/08/25	22/11/25	01/04/26	TBC
Advocacy for Children on the Child Protection Register	Re-let	01/09/25	15/12/25	01/04/26	TBC
Advocacy for Looked After Children	Re-let	01/09/25	15/12/25	01/04/26	TBC
Advocacy Services for Adults	Re-let	01/09/25	15/12/25	01/04/26	TBC
Care and Repair Services with Housing Support	Re-let	TBC	TBC	01/04/26	245,445

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Day Care Service for Older People (Oasis, Garelochhead)	Re-let	01/09/25	15/12/25	01/04/26	149,911
Dementia Link Workers	Re-Let	01/09/25	15/12/25	01/04/26	TBC
Helensburgh and Lomond Outreach Service for people with Dementia and their carers	Re-let	01/09/25	15/12/25	01/04/26	TBC
Housing Improvement Services	Re-let	03/09/25	17/12/25	02/04/26	TBC
Provision of Respite Services	Re-let	TBC	TBC	01/04/26	TBC
Respite Service for Adults with a range of support needs	Re-Let	01/09/25	15/12/25	01/04/26	TBC
Responder Services to Adults at Home	Re-Let	TBC	TBC	TBC	TBC
Services to Children with Disabilities - Bute	Re-Let	01/09/25	15/12/25	01/04/26	TBC
Support Services to Unpaid Carers	Re-Let	01/09/25	15/12/25	01/04/26	TBC
SWOOS, Appropriate Adult and Brokerage	Re-Let	01/09/25	15/12/25	01/04/26	TBC

ICT

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
School Parental Engagement e-Tool	Re-let	Q1	Q2	01/09/25	50,000
Roads Costing System	Re-let	Q2	Q3	01/04/26	TBC

Infrastructure Works and Services

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Craignure Pier & Ferry Terminal Works (Design & Build)	New	TBC	TBC	TBC	60,000,000
Kilninver Bridge Works	New	2025/26	2025/26	2025/26	2,000,000
Maintenance of Traffic Lights, Electrical Signs & Similar FW	New	TBC	TBC	TBC	180,000
Rothsay Harbour - Roundhead Works - Final Rehabilitation Works	New	Autumn 2025	TBC	TBC	2,000,000
Waste PPP - Post BMW Ban - Remedial Works (Capping-off/Closure)	New	TBC	TBC	TBC	6,000,000

Transport

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Provision of School and Local Transport Services in Mid Argyll	Re-let	Q1	Q2	15/07/25	4,000,000
Provision of School and Local Transport Services in Oban	Re-let	Q2	Q2	13/10/25	5,000,000
Provision of School and Local Transport in Cowal and Bute	Re-let	Q4	Q4	14/04/26	8,000,000
Provision of School and Local Transport Services on Tiree - 1129M	Re-let	Q1	Q2	01/08/25	320,000
Provision of School and Local Transport Services on Tiree - 1130M	Re-let	Q1	Q2	01/08/25	470,000
Provision of Local Transport between Oban and Fort William (Winter Service Only) - Route 1348H	Re-let	Q2	Q2	TBC	325,000
Provision of School Transport Services on Colonsay 1401M	Re-let	Q1	Q2	09/08/25	110,000
Provision of School and Local Transport Services in Lorn - 1303M	Re-let	Q2	Q2	12/10/25	385,000
Provision of School and Local Transport Services in Lorn - 1304M	Re-let	Q2	Q2	12/10/25	680,000
Provision of School and Local Transport Services in Lorn - 1307M	Re-let	Q2	Q2	12/10/25	795,000
Provision of School and Local Transport Services in Lorn - 1308P	Re-let	Q2	Q2	12/10/25	1,200,000
Provision of School and Local Transport Services in Lorn - 1310R	Re-let	Q2	Q2	12/10/25	610,000
Provision of School and Local Transport Services in Lorn - 1311N	Re-let	Q2	Q2	12/10/25	1,100,000
Provision of School and Local Transport Services in Lorn - 1325S	Re-let	Q2	Q2	12/10/25	465,000
Provision of School and Local Transport Services in Lorn - 1326S	Re-let	Q2	Q2	12/10/25	250,000
Provision of School and Local Transport Services in Lorn - 1430L	Re-let	Q2	Q2	12/10/25	480,000
Provision of School Transport Services in Lorn 1314E	Re-let	Q2	Q2	12/10/25	120,000
Provision of School Transport Services in Lorn 1320M	Re-let	Q2	Q2	12/10/25	195,000
Provision of School Transport Services in Lorn 1340E	Re-let	Q2	Q2	12/10/25	100,000
Provision of School Transport Services in Lorn 1349H	Re-let	Q2	Q2	12/10/25	95,000
Supply of Fuel at Oban airport	Re-let	Q1	Q2	01/10/25	On demand service

Welfare Services

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Housing Management and Housing Support Service	Re-let	01/09/25	15/12/25	01/04/26	TBC
Refuge and Housing Support	Re-let	01/09/25	15/12/25	01/04/26	TBC
Serviced Accommodation Helensburgh and Dunoon	Re-let	01/09/25	15/12/25	01/04/26	TBC
Tenancy Support Services	Re-let	01/05/25	01/08/25	01/12/26	TBC

Regulated Procurements Expected to Commence in 2026/27 (12)

Construction consultancy

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Kilmory Castle - Rewire - Design Services (all phases)	New	On Hold	On Hold	On Hold	175,000

Elections

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Council Election Night Flights	Re-let	Q1	Q1	01/09/2026	120,000

Environment

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Waste Haulage - Green Waste Haulage (Blackhill to Bathgate) 2027	Re-let	TBC	TBC	01/02/2027	63,000

Health and Social Care Services

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Advocacy Services for Adults with Drug and Alcohol Use Problems	Re-Let	TBC	TBC	TBC	TBC
Care at Home Services	Re-Let	TBC	TBC	TBC	TBC
Supported Living Services	Re-Let	TBC	TBC	TBC	TBC

Infrastructure Works and Services

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
A85 Oban Halfway House Roundabout - Construction (00011-13) (Lorn Arc)	New	2027	TBC	TBC	3,000,000
Cuan Ferry Slip - Construction of New Slips	New	TBC	TBC	TBC	3,000,000
Fionnphort - New Aligning Structure Construction Works	New	Autumn 2026/27	TBC	TBC	25,500,000
Fionnphort Breakwater & Berthing Facility	New	2026/27	2026/27	2026/27	30,000,000
Tayinloan & Gigha - Breakwaters & Overnight Berth Works (00040-39)	New	2026/27	2026/27	2026/27	20,000,000

Transport

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
Provision of School Transport on Islay	Re-let	Q1	Q1	10/08/2026	850,000

Section 7 – Other Content for Consideration

7.1 PROCUREMENT PERFORMANCE 2024/25

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 tables below show performance against some of the key measures:

Procurement spend with contracted suppliers (%) – see 7.1.3

Year	Target	Actual
2023/24	90%	92.1%
2024/25	90%	92.6%
2025/26	90%	N/A

Contracts awarded to local suppliers (%) – See 7.1.4

Year	Target	Actual
2023/24	20%	17.8%
2024/25	20%	18.7%
2025/26	20%	N/A

Contracts awarded to SMEs (%) – See 7.1.4

Year	Target	Actual
2023/24	76%	82.9%
2024/25	76%	89.2%
2025/26	76%	N/A

Local suppliers bidding for business with the Council (% of bids received) – See 7.1.5

Year	Target	Actual
2023/24	20%	15.2%
2024/25	20%	13.5%
2025/26	20%	N/A

Due to the nature of the contracts awarded in 2024/25, meant that our local supply base was unable to bid for them. However, please note Item 7.1.5 below, where the type of contracts that local suppliers are bidding for and which contracts are subsequently awarded to them is monitored, and **69.8%** of local suppliers were successful in winning bids.

Tenders won by a local supplier where a local supplier has placed a bid (%) – See 7.1.5

Year	Actual
2023/24	59.5%
2024/25	69.8%
2025/26	N/A

Invoices paid within 30 days (%) – See 7.1.8

Year	Target	Actual
2023/24	95.5%	97.7%
2024/25	95.5%	97.5%
2025/26	95.5%	N/A

7.1.3 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.

The % of contracted procurement-related spend (**92.6%**) has increased from the previous year (92.1%). The PCCMT will continue to review and analyse quarterly spend to identify any non-contracted spend which could be put on contract.

7.1.4 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 is 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 2024/25, **89.2%** of SMEs were successful in winning a bid. The sub-contracting opportunities for local contractors were captured to highlight the economic impact within the Council area. As at March 2025, **80** local sub-

contractors were used within 15 contracts, 10 of which were also awarded to local main contractors.

Further detail is provided in the table below.

Contract Title	Supplier	Local Sub-Contractor
Easdale Primary School - Internal & Toilet Upgrade	Oban Electrical Services Ltd	1
General Maintenance Term Contract – East Argyll	Lot 1 - John Brown (Strone) Ltd Lot 2 - DCF Joiners & Building Servs Lot 3 - Oban Electrical Services	Lot 1 - 27 Lot 2 - 6 Lot 3 - 1
General Maintenance Term Contract – North Argyll	Oban Electrical Services Ltd	7
General Maintenance Term Contract – Tiree & Coll	CKR Island Construction Ltd	3
General Maintenance Term Contract – West Argyll	Lot 1 - MacLeod Construction Ltd Lot 2 - McKinven & Colville Ltd Lot 3 - McEachern Bros Construction	Lot 1 - 2 Lot 2 - 6 Lot 3 - 1
Iona Breakwater and Berthing Facility	Foyle and Marine Dredging Ltd	1
Islay High School Roofing Upgrade & Internal Refurbishment	MacLeod Construction Ltd	3
Keills Primary School - Girls Toilet Upgrade (00616)	MacLeod Construction Ltd	2
Port Charlotte Primary School - Electrical Upgrade	Oban Electrical Services Ltd	1
Remaining Emergency Works at A816-110 Culfail Hotel Bridge Emergency Works	Geo-Structural Ltd	8
Rothsay Pier Settlement - Phase 2 Works (Existing Retaining Wall - Toe Construction)	Shearwater Marine Services Ltd	1
Rural Growth Deal - Housing - Rockfield Road, Tobermory, Isle of Mull - Site Infrastructure - Consultancy Design Support	Stantec UK Ltd	1
Tarbert Heritage Regeneration Scheme - Development Phase Services	Studio SJM Architects ZM Architecture	1
Tigh An Rudha HFE - Combined Internal Upgrade Works (00606)	CKR Island Construction Ltd	4
Tigh Dearg Road Works	Geo-Rope Ltd	4
Total:		80

7.1.5 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)

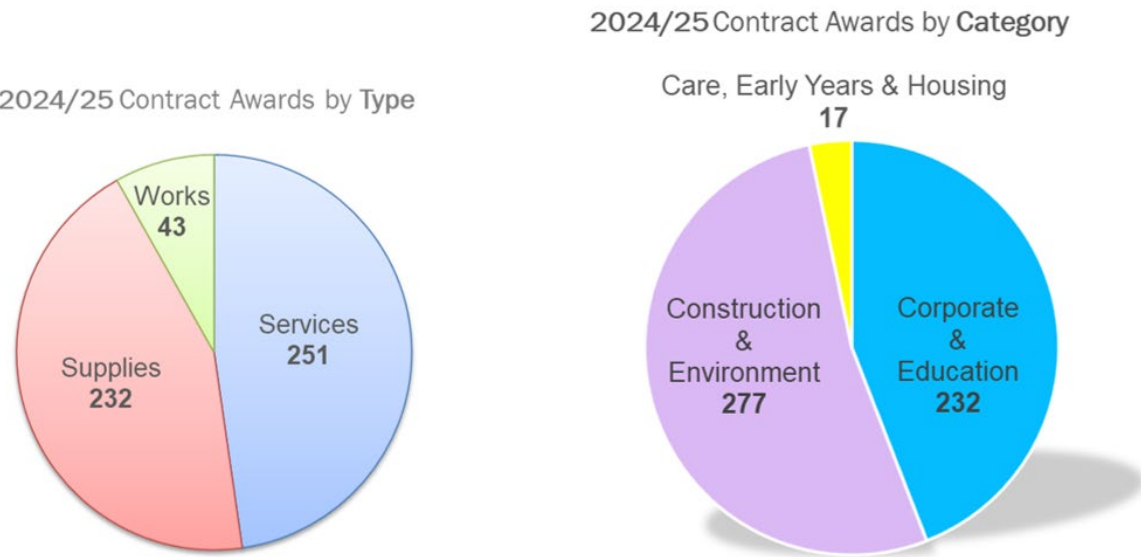
The Council monitor the type of contracts that local suppliers are bidding for, and which contracts are subsequently awarded to them. The team continues to provide accessible training and access to tender opportunities to local suppliers by frequently updating our website with helpful advice - [Selling to the Council | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://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. **69.8%** of local suppliers were successful in winning a bid in 2024/25.

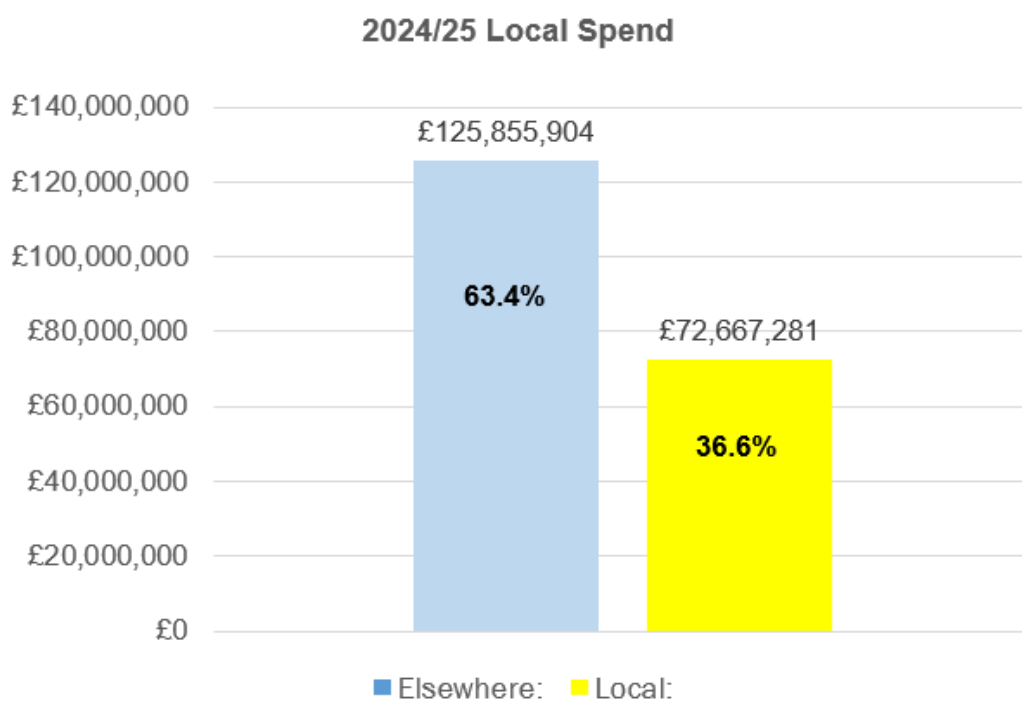
Process	Total No. Tenders	No. Tenders receiving local bids	No. Tenders won by local bidder	Success Rate % won of those bid for
Open/Restricted	28	11	9	81.8%
Quick Quote	155	42	28	66.7%
2024/25	183	53	37	69.8%

7.1.6 During 2024/25, the PCCMT were involved in placing 526 contract awards.

The charts below show the breakdown by contract award type, and by category.



7.1.7 The PCCMT focus on simplified and streamlined procurement processes. 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 2024/25 total spend with our local suppliers was **£72.7m**.



Previous local spend

Financial Year	Total Procurement Spend	Total Local Procurement Spend	%s
2023/24	£181,467,996	£65,716,826	35.8%
2022/23	£163,144,959	£60,856,127	37.3%

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 2024/25 with **97.5%** 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?

The Council's Procurement Strategy is reviewed and updated on an annual basis. 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 & 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 therefore supports the Council's carbon emission reductions (climate change mitigation) and climate change adaptation; as well as contributing to acting sustainably in relation to procurement.

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.

As the approach to Climate Change develops nationally, the Council's Procurement, Commercial and Contract Management Team 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.

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

In 2024/25 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.

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:

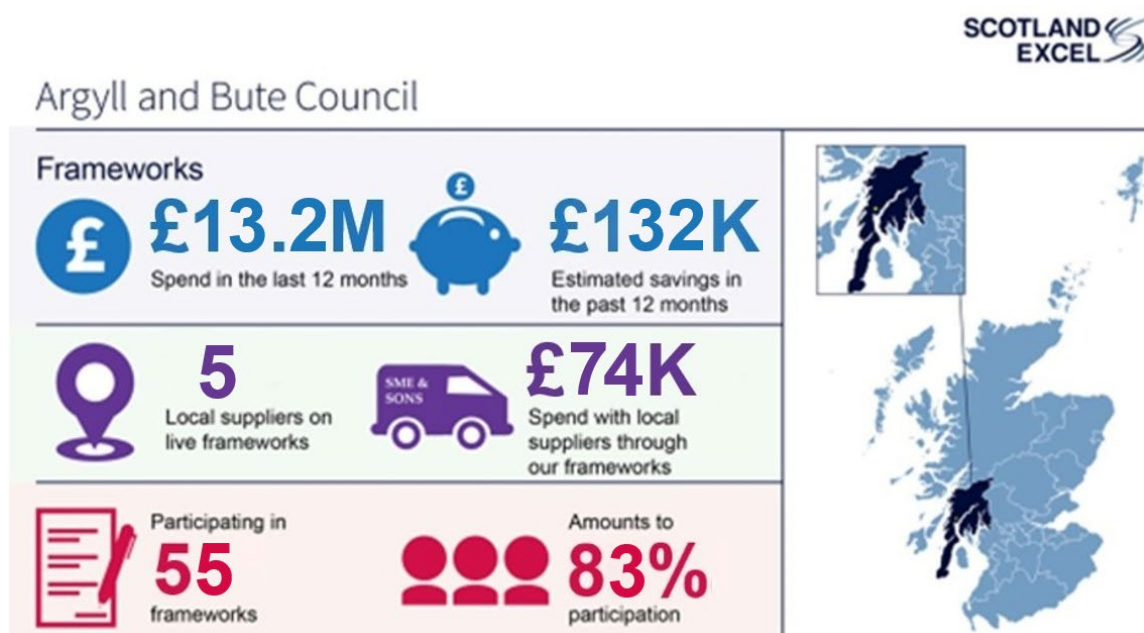
[Plans and Policy | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://argyll-bute.gov.uk/Plans-and-Policy)

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 66 current frameworks available to use from Scotland Excel, the Council adopts and uses **55** (83% 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-Comps, Call-Offs & Direct Awards from External Frameworks:
(29)

Framework Owner	Frame-work Title	Contract	Supplier	Estimated Value (£)
Crown Commercial Services	RM6088 Lot 2 DA	John Logie Baird RAAC	Heron Bros. Ltd	3,885,225
Crown Commercial Services	RM6259	Revs and Bens	Civica UK Ltd	390,624
Crown Commercial Services	RM6194	Civica eDMS	Civica UK Ltd	327,300
Crown Commercial Services	RM6259	Library Management System (Live Argyll)	Civica (UK) Ltd	167,500
Crown Commercial Services	RM6259	ESRI Enterprise License Renewal	ESRI (UK) Ltd	91,873
Eastern Shires Purchasing Organisation	ESPO 115-21	Tarbert Play Park (Mini-Comp) Re-tender - Design, Supply & Build	Wicksteed Leisure Ltd	89,360
G-Cloud	G-Cloud - RFQ	External Website Cloud Hosting	Big Blue Door Ltd	60,700
Halton Housing	Fleet Procurement Lot 2 DA	6 x Ford Transit Custom 300 L Van Leader	Lookers	162,730
Halton Housing	Fleet Procurement Lot 2	3 x pre-reg Kangoo ML19 dCi Start Vans	Park's Motor Group	66,867
Halton Housing	Fleet Procurement Lot 1 DA	3 x Renault Clio Hybrid	Park's Motor Group	55,689
NHS	Total Tech Solutions NOE0552	Kilmory and Helensburgh Datacentre Upgrades	Insight Direct (UK) Ltd	699,488
NHS	SWAN2	SWAN (Scottish Wide Area Network) 2 Broadband Services	BT Plc	377,808
Scotland Excel	SXL - EEC FW	2024 Scheme Development Mini Comp	BCA insulation Ltd	4,500,000
Scotland Excel	SXL - Waste DPS	Refuse Collection Vehicles Residual Waste Treatment 2024-2026	Enva Scotland Ltd	2,415,410
Scotland Excel	SXL - Waste DPS	Civic Amenities Residual/Bulky Waste and WUDS/POPs Treatment 2024-2026	Hamilton Waste and Recycling Ltd J & M Murdoch & Son Ltd WRC Recycling	2,040,000

Framework Owner	Frame-work Title	Contract	Supplier	Estimated Value (£)
Scotland Excel	SXL ETC Lot 3 FW	Landscape Consultancy in relation to ongoing S36 Wind Farm Applications	Jacobs UK Ltd	234,275
Scotland Excel	SXL - ETC Lot 8 FW	Oban SDF (Mini Comp)	Ironside Farrar	219,203
Scotland Excel	SXL HV DA FW	Ex Demo Vehicle - Supply & Delivery (SXL HV DA)	Dennis Eagle Ltd	190,500
Scotland Excel	SXL - ETC Lot 8 FW	Helensburgh SDF (Mini Comp)	Stantec UK Ltd	186,298
Scotland Excel	SXL - ETC FW	Rothesay Harbour - Phase 3 - Consultancy (Roundhead Design)	AECOM	171,663
Scotland Excel	SXL - ETC FW DA	Rothesay Harbour - Phase 2 - Consultancy (Construction Stage)	AECOM	121,018
Scotland Excel	SXL - Light & Heavy Plant FW DA	3 x JCB Gravemaster Mini-Excavators - Supply & Delivery	Scot JCB Ltd	84,795
Scotland Excel	SXL - FW DA	Three JCB Gravemaster Mini-Excavators - Supply & Delivery	Scot JCB Ltd	84,795
Scotland Excel	SXL - ETC FW DA	00079-03 Blackhill Transfer Station Design	Fairhurst	83,973
Scotland Excel	SXL - 0521 FW DA	Milk - Supply & Distribution, Helensburgh and Lomond	Muller UK & Ireland Group t/a Muller Milk	75,500
Scotland Excel	SXL - ETC FW	Flood Risk Management & Hydrological Advice	Jeremy Benn Associates Ltd	75,000
Scottish Procurement	SP - SP-23-07 FW DA	Utilities - Water & Waste Water Billing Services	Business Stream	2,300,000
Scottish Procurement	SP - SVAR FW DA	Cryoserver	Computacenter (UK) Ltd	99,951
Yorkshire Purchasing Organisation	YPO-Crematoria Solutions III 1032 FW DA	Cardross Crematorium Maintenance 2025 - 2027	Facultatieve Technologies Ltd	77,665

7.6 PROCUREMENT COMPLAINTS RECEIVED IN 2024/25

The Procurement, Commercial and Contract Management Team did not receive any formal challenges in 2024/25.

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

Section 9 – Sources of Other Information

National Policies:

- [Equality Act 2010](#)
- [Equality Act 2010 \(Specific Duties\) \(Scotland\) Regulations 2012](#)
- [Organisation for Economic Co-Operation and Development](#)
- [Procurement and Commercial Improvement Programme \(PCIP\) – Overview](#)
- [Procurement Journey](#)
- [Procurement Reform Update \(SPPN 1/2016\)](#)
- [Public Contracts Scotland](#)
- [Public Contracts Scotland Tender](#)
- [Scottish Model of Procurement](#)
- [Scottish Procurement Information Hub](#)
- [Scottish Sustainable Procurement Duty](#)
- [Workforce Matters \(SPPN 1/2015\)](#)

Local Policies:

- [Community Benefits Clauses in Procurement Guide](#)
- [Corporate Plan 2023-2027](#)
- [Outcomes Improvement Plan 2024-2034](#)
- [Decarbonisation Plan 2022-2025](#)
- [Council Constitution](#)
- [Equality and Fairness](#)
- [Health and Safety Policy](#)
- [Procurement Strategy 2022/25 and Sustainable Procurement Policy 2022/25](#)

Section 10 – Glossary

Term	Description
Category	A collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.
CDM Regulations	Construction (Design and Management) Regulations 2015. Designed to cover health, safety and welfare in the construction industry, and apply to all construction projects to manage potential risks from beginning to end.
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).
Commodity Sourcing Strategy	Please see the Procurement Journey for guidance on commodity strategies.
Contract Management	The process of monitoring the performance of a supplier to contract.
Demand Management	To take costs out of an organisation by addressing the drivers for spend, aligning spend to business need and eliminating unnecessary consumption. 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.
DPS	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.
Framework Agreement	An agreement or other arrangement between one or more contracting authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.
ITT	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.

Term	Description
JNCA	Justification for Non-Competitive Action.
Light Touch Regime	The Light Touch Regime (LTR) outlines specific rules for certain service contracts that are generally of lower interest to cross-border competition.
Open Procedure	A one-stage procedure whereby all suppliers are invited to tender for the contract or framework agreement. The organisation cannot limit the number of bids it receives.
PCCMT	Procurement, Commercial and Contract Management Team
Prior Information Notice (PIN)	Public bodies can make their intention of planned procurements known by publishing a Prior Information Notice (PIN) on Public Contracts Scotland. Public bodies which are not part of central government are allowed to use a PIN as a call for competition replacing the need for an additional contract notice.
Procurement Exercise	Full end to end procurement exercise documentation from strategy development to contract and supplier management.
Procurement Function	The business management function that ensures identification, sourcing, access and management of the external resources that an organisation needs or may need to fulfil its strategic objectives.
Procurement Journey	Revised public procurement toolkit with guidance and templates on the procurement process or Construction manual when appropriate. The Procurement Journey will be enhanced on an ongoing basis with feedback from users and any other identified good practice guidance and tools where appropriate to ensure a standardised approach to the supply base.
Procurement Strategy	Strategy for procurement within an organisation (can be called policy).
Public Contracts Scotland	The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.
Restricted Procedure	A two-stage procedure whereby suppliers are required to complete a Pre-Qualification Questionnaire (PQQ) and must satisfy certain selection criteria (the first stage). This process enables the organisation to limit the number of suppliers which are invited to tender (the second stage).
Small Medium Enterprise (SME)	The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons, and which have an annual turnover not exceeding

Term	Description
	£36m and/or an annual balance sheet total not exceeding £18m. Companies House accounts guidance - GOV.UK (www.gov.uk)
Stakeholder	Any person or group who has a vested interest in the success of the procurement activity, i.e. either provides services to it, or receives services from it.
Strategic Management Team	The direct report for the Head of Procurement (whether this be a stand-alone Director or one who sits on a SMT).
Strategy	May also be referred to as "Business Case" or "Project Strategy".
Supplier	An entity who supplies goods or services; often used synonymously with "vendor".
Supply Chain	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.
Supply Chain Management	The coordinated set of techniques to plan and execute all steps used to acquire raw materials from suppliers, transform them into finished goods, and deliver both goods and services to customers. It includes chain-wide information sharing, planning, resources and performance measurements.
Supported Business	Either the organisation's main aim should be the social and professional integration of disabled or disadvantaged persons, or the contract should be performed within a sheltered employment programme.
Third Sector Organisation	Third sector organisations is a term used to describe a range of organisations that are neither public sector nor private sector. It includes voluntary organisations, community organisations and registered charities.
Value for Money	An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.
Whole Life Costing	The costs of acquiring goods or services (including consultancy, design and construction costs, and equipment), the costs of operating it and the costs of maintaining it over its whole life through to its disposal – that is, the total ownership costs. These costs include internal resources and overheads.

Section 11 – Appendices

- [Appendix 1:](#) Regulated Procurements Completed 2024/25
- [Appendix 2:](#) Compliance with Sustainable Procurement Policy
- [Appendix 3:](#) Case Study Examples – Compliance with Procurement Strategy
- [Appendix 4:](#) Achieved Community Benefits 2024/25
- [Appendix 5:](#) Annual Procurement Report Annex A

Appendix 1

REGULATED PROCUREMENTS COMPLETED 2024/25

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Iona Breakwater, Slipways and Public Toilet Block	01/11/24	Foyle and Marine Dredging Ltd	14,785,026	Regulated - Works	01/11/24	31/05/26	0	Open
Provision of School & Local Transport - Kintyre	27/09/24	West Coast Motors	6,074,870	Regulated - Services	01/10/24	30/12/29	24	Open
2024 Scheme Development Mini Comp (SXL EEC FW)	20/09/24	BCA insulation Ltd	4,500,000	Regulated - Works	20/09/24	30/06/25	0	QQ/FW
Provision of School Transport in Helensburgh & Lomond Area	08/04/24	Garelochhead Minibuses & Coaches Ltd	3,990,132	Regulated - Services	01/04/24	31/03/29	24	Open
John Logie Baird RAAC (RM6088 CCS FW Lot 2 DA)	25/06/24	Heron Bros. Ltd	3,885,225	Regulated - Works	25/06/24	30/06/25	0	QQ/FW/DA
Provision of School & Public Transport on Islay (1802K)	10/04/24	B Mundell Ltd	3,678,000	Regulated - Services	01/04/24	31/03/29	24	Open
Provision of School & Local Transport on Mull (1108M,1109M & 1190M)	12/08/24	West Coast Motors	2,831,405	Regulated - Services	14/08/24	13/11/29	24	Open
Refuse Collection Vehicles Residual Waste Treatment 2024-2026 (SXL Waste DPS)	29/07/24	Enva Scotland Ltd	2,415,410	Regulated - Services	01/08/24	31/12/25	12	QQ/FW
Utilities - Water & Waste Water Billing Services (SP-23-07) (SP FW)	01/04/24	Business Stream	2,300,000	Regulated - Services	01/04/24	31/03/28	12	Non-PCS FW DA
Civic Amenities Residual/Bulky Waste and WUDS/POPs Treatment 2024-2026 (SXL Waste DPS)	22/05/24	Hamilton Waste and Recycling Ltd J & M Murdoch & Son Ltd WRC Recycling	2,040,000	Regulated - Services	01/07/24	31/12/25	12	QQ/FW
Kilmory and Helensburgh Datacentre Upgrades	30/01/25	Insight Direct (UK) Ltd	699,488	Regulated - Services	30/01/25	30/01/28	0	Non-PCS FW DA

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Oban Airport Business Park Project – Consultancy Services	09/10/24	Hub North Scotland	643,483	Regulated - Services	16/08/24	31/03/26	0	Non-PCS DA
Fresh Fruit, Vegetables, Potatoes, Prepared Products, and Milk - Supply & Distribution	01/10/24	Jessmay's J M Breckenridge Failte Food Service Ltd Mills Milk (Scotland) Ltd	549,300	Regulated - Supplies	01/10/24	30/09/27	12	Open
Linkspans Maintenance Services 2025-2028	22/11/24	RL Engineering (Industrial & Marine) Ltd	540,000	Regulated - Services	01/01/25	31/12/27	12	Open
Provision of Waste Haulage Services - Islay	05/06/24	Woodrow Transport Ltd	450,000	Regulated - Services	05/06/24	04/06/27	24	Open
Hire of Relief Vessels for Jura	20/12/24	O'Malley Marine Plant	426,000	Regulated - Services	20/12/24	19/01/28	24	Open
Revs and Bens	30/04/24	Civica UK Ltd	390,624	Regulated - Supplies	30/04/24	31/08/27	0	Non-PCS FW DA
Helensburgh, Cardross and Dumbarton Cyclepath Developed and Technical Design Completion	19/02/25	Connected Transport Planning Ltd	380,295	Regulated - Services	19/02/25	18/04/25	8	Single Stage
SWAN (Scottish Wide Area Network) 2 Broadband Services	25/09/24	BT Plc	377,808	Regulated - Supplies	25/09/24	24/09/27	0	Non-PCS FW DA
Refuse Collection Vehicles Residual Waste Treatment - Interim Cover 2024	26/03/24	J & M Murdoch & Son Ltd	333,159	Regulated - Services	01/04/24	31/07/24	0	JNCA
Civica eDMS	16/08/24	Civica UK Ltd	327,300	Regulated - Supplies	19/08/24	22/09/27	0	Non-PCS FW DA
Landscape Consultancy in relation to ongoing S36 Wind Farm Applications (SXL ETC LOT 3)	14/03/25	Jacobs UK Ltd	234,275	Regulated - Services	14/03/25	13/03/26	0	QQ/FW
Oban SDF (SXL ETC Lot 8 Mini Comp)	20/12/24	Ironside Farrar	219,203	Regulated - Services	20/12/24	30/03/26	0	QQ/FW

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Civic Amenities Residual Waste Treatment - Interim Cover 2024	27/03/24	J & M Murdoch & Son Ltd	204,111	Regulated - Services	01/04/24	30/06/24	0	JNCA
Asphalt Recycling Equipment	23/08/24	Mceachern Bros Construction	198,000	Regulated - Supplies	05/08/24	14/09/24	0	JNCA
Ex Demo Vehicle - Supply & Delivery (SXL HV DA)	14/03/25	Dennis Eagle Ltd	190,500	Regulated - Supplies	14/03/25	04/04/25	0	QQ/FW/DA
Housing Improvement Services	03/06/24	Argyll and Bute Care & Repair	189,236	Regulated - Services	01/07/24	31/03/25	0	JNCA - LTR
Helensburgh SDF (SXL ETC Lot 8 Mini Comp)	20/12/24	Stantec UK Ltd	186,298	Regulated - Services	20/12/24	30/09/26	0	QQ/FW
Care and Repair Services with Housing Support	03/06/24	Argyll and Bute Care & Repair	184,084	Regulated - Services	01/07/24	31/03/25	0	JNCA - LTR
Mull Education Campus - Project Manager (OBC Stage)	09/09/24	Hub North Scotland	179,280	Regulated - Services	01/06/24	28/02/26	0	Non-PCS DA
Rothesay Harbour - Phase 3 - Consultancy (Roundhead Design) (SXL ETC)	05/12/24	AECOM	171,663	Regulated - Services	05/12/24	05/01/27	0	QQ/FW
HGV White Lining Vehicle	07/05/24	Somerford Equipment Ltd	171,020	Regulated - Supplies	07/05/24	06/02/25	2	Single Stage
Traffic Management Services Framework 2024-2025	28/08/24	Apex Traffic Management Ltd Central Traffic Management Class One Traffic Management Glenmavis Traffic Management Highland Traffic Management In-Lane Traffic Management Markon Limited Signsafe Traffic Ltd Total Traffic Safety & Manage.	170,000	Regulated - Services	28/08/24	28/08/25	0	Single Stage - FW

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Library Management System (Live Argyll)	19/12/24	Civica (UK) Ltd	167,500	Regulated - Supplies	29/12/24	28/12/29	0	Non-PCS FW DA
6 x Ford Transit Custom 300 L Van Leader (Ford - Halton Housing Fleet Procurement Lot 2 DA)	24/06/24	Lookers	162,730	Regulated - Supplies	24/06/24	31/07/24	0	QQ/FW/DA
RightNow	30/04/24	Oracle Corporation UK Ltd	139,773	Regulated - Supplies	21/10/24	20/10/25	0	JNCA
Bathymetric Surveys Term Contract 2025-2027	06/11/24	Aspect Land & Hydrographic Surveys Ltd	121,195	Regulated - Services	01/01/25	01/01/28	0	Single Stage
Rothsay Harbour – Phase 2 – Consultancy (Construction Stage) (SXL ETC FW DA)	29/04/24	AECOM	121,018	Regulated - Services	29/04/24	31/12/25	0	QQ/FW/DA
Cryoserver	29/04/24	Computacenter (UK) Ltd	99,951	Regulated - Supplies	01/05/24	30/04/27	0	Non-PCS FW DA
ESRI Enterprise License Renewal	16/04/25	ESRI (UK) Ltd	91,873	Regulated - Supplies	16/04/25	15/04/28	0	Non-PCS FW DA
Mull Education Campus Project - Site Selection Consultancy Support	09/09/24	Hub North Scotland	90,595	Regulated - Services	01/09/24	31/12/24	0	Non-PCS DA
Tarbert Play Park (ESP0115-21 Mini-Comp) Re-tender - Design, Supply & Build	25/06/24	Wicksteed Leisure Ltd	89,360	Regulated - Services	25/06/24	28/01/25	0	QQ/FW
3 x JCB Gravemaster Mini-Excavators - Supply & Delivery (SXL Light and Heavy Plant DA)	03/04/24	Scot JCB Ltd	84,795	Regulated - Supplies	03/04/24	30/04/24	0	QQ/FW/DA
Three JCB Gravemaster Mini-Excavators - Supply & Delivery (SXL DA)	28/10/24	Scot JCB Ltd	84,795	Regulated - Supplies	28/10/24	29/11/24	0	QQ/FW/DA
00079-03 Blackhill Transfer Station Design (SXL ETC Framework DA)	22/03/24	Fairhurst	83,973	Regulated - Services	22/03/24	24/12/25	0	QQ/FW/DA
Cardross Crematorium Maintenance 2025 - 2027 (YPO Crematoria Solutions III 1032 DA)	19/12/24	Facultatieve Technologies Ltd	77,665	Regulated - Services	01/01/25	31/12/27	0	QQ/FW/DA

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Milk - Supply & Distribution, Helensburgh and Lomond (SXL 0521 DA)	01/10/24	Muller UK & Ireland Group t/a Muller Milk	75,500	Regulated - Supplies	01/10/24	28/02/26	3	QQ/FW/DA
Flood Risk Management & Hydrological Advice (SXL ETC)	10/01/25	Jeremy Benn Associates Ltd	75,000	Regulated - Services	10/01/25	09/01/27	0	QQ/FW
Lochgilphead Front Green to Crinan Canal Places for Everyone Stages 3 & 4 Active Travel	08/10/24	Cameron + Ross Ltd	71,495	Regulated - Services	08/10/24	23/05/25	0	Single Stage
Advocacy Service - Drug and Alcohol	13/08/24	Lomond and Argyll Advocacy Service	70,840	Regulated - Services	23/09/24	22/09/25	0	JNCA - LTR
3 x pre-reg Kangoo ML19 dCi Start vans (Renault - Halton Housing Fleet Procurement FW Lot 2)	15/05/24	Park's Motor Group	66,867	Regulated - Supplies	15/05/24	29/05/24	0	QQ/FW
Individual Placement - Residential Care for Children and Young People	03/09/24	Love @ Care Ltd	64,800	Regulated - Services	03/09/24	26/11/24	0	JNCA - LTR
External Website Cloud Hosting (RFQ G-Cloud FW)	20/06/24	Big Blue Door Ltd	60,700	Regulated - Services	24/06/24	23/06/27	0	QQ/FW
Money, Welfare and Related Advice and Support Services to Unpaid Carers	12/12/24	Argyll & Bute Citizens Advice Bureau	59,306	Regulated - Services	01/02/25	31/01/27	0	QQ
3 x Renault Clio Hybrid (Renault - Halton Housing Fleet Procurement Lot 1 DA)	15/05/24	Park's Motor Group	55,689	Regulated - Supplies	15/05/24	30/05/24	0	QQ/FW/DA
Winter Gritter Driver Cover 2024-25 (Helensburgh)	13/11/24	Doherty and Lafferty	54,000	Regulated - Services	01/11/24	17/04/25	0	JNCA
Shipping Containers (Helensburgh) - Supply & Delivery	16/01/25	RFB Containers	51,124	Regulated - Supplies	16/01/25	31/03/25	0	QQ

Appendix 2

COMPLIANCE WITH SUSTAINABLE PROCUREMENT POLICY

1 People

Priority	Compliance in 2024/25
a) We will use organisational development opportunities, and e-learning to share knowledge and ensure annual refresher training on the latest sustainable procurement principles for key procurement staff, to meet any knowledge gaps.	Fully complied: <ul style="list-style-type: none">Sustainable Procurement in relation to inclusion within Commodity Sourcing Strategies and Contract Management was included within the Procurement Refresher Training undertaken in 2024/25.
b) We will establish clear leadership to drive the embedding and continuous improvement of sustainable procurement within the Council, through having a Sustainable Procurement Champion within the Council.	Fully complied: <ul style="list-style-type: none">David Logan, Head of Legal and Regulatory Support was the Council's Sustainable Procurement Champion in 2024/25.
c) We will publicise our commitment and successes in Sustainable Procurement.	Fully complied: <ul style="list-style-type: none">Community Benefit achievements are reported internally to senior management and published on website.

2 Objectives, Strategy & Communications

Priority	Compliance in 2024/25
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">All processes are in line with the Procurement Manual and Procurement Journey which comply with all regulations.
b) We will ensure our Sustainable Procurement Policy continues to meet all external requirements, as well as complementing the Council's internal Strategies.	Fully complied: <ul style="list-style-type: none">The Sustainable Procurement Policy was updated for 2024/25 to meet all requirements.

2 Objectives, Strategy & Communications/contd

Priority	Compliance in 2024/25
c) We will ensure relevant communications strategies are developed and actioned as required, in relation to Sustainable Procurement outcomes.	Fully complied: <ul style="list-style-type: none"> A consultation was carried out to inform the Procurement Strategy and Sustainable Procurement Policy.
d) We will communicate this policy and accompanying guidance to all Council staff and elected members.	Fully complied: <ul style="list-style-type: none"> The Sustainable Procurement Policy was cascaded to all Council staff and is available on the Council's intranet and external website.

3 Process

Priority	Compliance in 2024/25
a) We will consider sustainability issues in relation to the economic, social and environmental wellbeing of our area throughout the procurement process, including within strategy documents and contract conditions and specifications	Fully complied: <ul style="list-style-type: none"> Sustainability is included in Commodity Sourcing Strategy templates, and specifications and contract conditions where appropriate.
b) We will use Community Benefits Clauses, where appropriate, in line with the Council's Community Benefits Clauses in Procurement Guide, reporting on achievements to the Council's Procurement Board on a quarterly basis.	Fully complied: <ul style="list-style-type: none"> The Council's standard process for including Community Benefits Clauses within contracts is followed for all appropriate procurements, and six-monthly reports are provided to the Council's Procurement Board.
c) In relation to economic considerations, our priorities will be: <ul style="list-style-type: none"> To use mandatory sub-contracting clauses in all proportionate and relevant contracts. To lot contracts where appropriate to encourage small and medium size organisations to bid, and to ensure that tender documents are proportional to the requirement to remove unnecessary obstacles. 	Fully complied: <ul style="list-style-type: none"> A mandatory sub-contracting clause was included in 7 regulated procurements in 2024/25 – this was not considered relevant or appropriate to the remaining regulated procurements due to the nature of the requirements and/or the potential supply markets. The consideration of lotting is included within the Council's Commodity Sourcing Strategy templates.
d) In relation to social considerations, our priorities will be:	Fully complied: <ul style="list-style-type: none"> Equalities and Diversity considerations are included in Commodity Sourcing Strategy templates and in Council Terms and Conditions.

<ul style="list-style-type: none"> • To ensure there is no intentional discrimination against specific groups of people when undertaking procurements - Equalities and Diversity considerations will be embedded throughout the procurement process. • To ensure that our contract terms require suppliers to support the health, safety, welfare and rights of their employees and supply chain – ensuring that the Council does not support human trafficking or modern slavery. • To promote fair trade options throughout the Council. <p>To promote the use of Supported Businesses, where their prices and capacity to deliver is comparable to the rest of the market.</p>	<ul style="list-style-type: none"> • Employee and supply chain rights are included within our standard contract clauses. • Fair trade options are available in current contracts. <p>Spend with 5 supported business suppliers took place in 2024/25.</p>
<p>e) In relation to environmental considerations, our priorities will be:</p> <ul style="list-style-type: none"> • To ensure that our procurements minimise our contribution to climate change and support goods, services and works that are well-adapted to the consequences of a changing climate. • To ensure that our procurements are necessary – where appropriate re-using, repairing or refurbishing existing goods. • To specify fresh, seasonal, nutritious and, where possible, organic food, and to not knowingly purchase genetically modified food or food with genetically modified ingredients; to support the development of national and local policies in relation to food. • To specify minimum packaging, reusable packaging and packaging take-back. • 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. • To minimise any negative impacts of our procurements on biodiversity. • To use recycled paper throughout the Council where there are no compatibility issues with existing equipment. • To consider animal welfare when procuring and, wherever possible, to not purchase goods developed using animal testing. 	<p>Fully complied:</p> <ul style="list-style-type: none"> • Climate Change impacts are considered in Commodity Sourcing Strategy templates. • A Make or Buy Section has been included within Commodity Sourcing Strategy templates. • Two catering contracts was procured in 2024/25. • A labelling and packaging clause has now been included within the Council's standard Terms and Conditions, for use within appropriate contracts. • Consideration of Biodiversity is included within the Council's Commodity Sourcing Strategy templates. • The Council has been moving towards reducing the overall use of paper, part of which has involved providing paperless reports to all committees and to management team meetings, as well as removing desktop printers in favour of MDFs (multi-function device). Unfortunately, these machines are the ones with compatibility issues with recycled paper.

4 **Engaging Stakeholders**

Priority	Compliance in 2024/25
a) We will engage with our suppliers and stakeholders to remove barriers to participation in procurement and maximise impact of sustainable opportunities.	<p>Fully complied:</p> <ul style="list-style-type: none"> A consultation was carried out in relation to the revised Procurement Strategy and Sustainable Procurement Policy.
b) We will support local and regional small and medium sized enterprises, voluntary and community groups, 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.	<p>Fully complied:</p> <ul style="list-style-type: none"> PCCMT carries out webinars and delivers training to support groups/ organisations to have an understanding of how to bid for Council contracts. <p>https://www.argyll-bute.gov.uk/business-and-licensing/selling-council/procurement-training-presentations</p>
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.	<p>Fully complied:</p> <ul style="list-style-type: none"> The consideration of individual procurement consultations is included within Commodity Sourcing Strategy templates.
d) We will work with suppliers to educate them on sustainable procurement and our policy, to encourage them to use more sustainable goods, processes and working practices in their own business operations and encourage them to engage in sustainable procurement activities within their own supply chain.	<p>Fully complied:</p> <ul style="list-style-type: none"> Suppliers were contacted as part of the consultation exercise for the Sustainable Procurement Policy.
e) We will consult with stakeholders, including suppliers, third sector agencies and social enterprises, to ensure views are considered on sustainable outcomes sought.	<p>Fully complied:</p> <ul style="list-style-type: none"> A consultation was carried out in relation to the revised Sustainable Procurement Policy.

5 Monitoring and Reporting

Priority	Compliance in 2024/25
a) The Council's ongoing programme of reviewing and improving our procurement processes will seek to ensure they remain transparent and open to the whole of the supplier community.	Fully complied: <ul style="list-style-type: none"> Reviews and improvements to our internal processes are undertaken in line with the Procurement Journey.
b) We will ensure suppliers comply with their commitments to the sustainability criteria within our specifications and their tender submissions by building in proportionate, effective monitoring and management into contract arrangements.	Fully complied: <ul style="list-style-type: none"> Sustainability is included within standard contract management templates.
c) We will measure and report on our progress in embedding and continuously improving sustainable procurement and its contribution to delivering sustainable development annually.	Fully complied: <ul style="list-style-type: none"> This is included within this Annual Procurement Report.
d) We will continue to ensure that reporting requirements relating to Sustainable Procurement are met, including Climate Change Reporting requirements, Equality reporting requirements, and internal reporting of Community Benefits achieved.	Fully complied: <ul style="list-style-type: none"> Contributed to climate change reporting in September 2024. Procurement contributes to the Council's Equality reporting requirements when requested. Internal reporting of Community Benefits achievements is ongoing on a six-monthly basis.
e) We will continue to self-assess the Council's progress against each theme of the Flexible Framework annually, and report on our progress.	Fully complied: <ul style="list-style-type: none"> The Council's progress against the revised Flexible Framework and Action Plan for the future is included within this Annual Procurement Report.

Appendix 3

Case Study Examples – Compliance with Procurement Strategy

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

- Be undertaken in compliance with its duty to act in a transparent and proportionate manner.
- The use of community benefit requirements
- Promoting compliance with health and safety at work, including how a supplier/sub-contractor demonstrates compliance.
- Comply with the sustainable procurement duty.
- Deliver value for money
- Contribute to the carrying out of its functions and the achievement of its purposes.

Case Study 1

The Council led the development of a design for Active Travel (walking and cycling) route within the Council area. To achieve this, we required to tender for competent consultants who can deliver the designs required, including significant community engagement, placemaking, behaviour change and associated supporting documents in line with the requirements set by the external funding sources.

In 2024/25, one such Regulated tender was carried out:

- Lochgilphead Front Green to Crinan Canal Places for Everyone Stages 3 & 4 Active Travel

An Evaluated Community Benefit Clause was included in this tender, with the following outcomes being committed to by the successful tenderer, therefore, achieving additional benefits for local communities, in addition to the wider benefits of the development of these active travel routes:

Community Benefit Outcomes	Quantity Committed to by Successful Tenderer
Work Experience Placement	1
Education Support Initiative	1

Case Study 2

In 2024/25, 2 such Regulated tenders were carried out:

- Iona Breakwater, Slipways and Public Toilet Block which covered necessary works on Iona slipway to ensure protection to the exposed landing slip and the continuation of the ferry service for the community living on the island. The existing public toilet block shall also be demolished and replaced within the same footprint; including septic tank, all pipes and connections.
- HGV White Lining Vehicle required to enable our Roads Operations team to deliver roads works in-house instead of renting out lining vehicles for every project that would provide cost savings long term.

A Non-Evaluated Community Benefit Clause was included in both of these tenders, with the successful tenderer for Iona Breakwater committing to providing the following number of Community Benefits points – none delivered so far but the contract is ongoing.

Iona Breakwater, Slipways and Public Toilet Block:

Community Benefit Outcomes	Community Benefits Points	Quantity Committed to by Successful Tenderer
Modern Apprenticeships	20	20
Graduate Internship	20	5
Job (Unemployed)	20	20
Trainee Position	10	10
Work Experience Placement	5	5
Education Support Initiative	5	5
S/NVQ Training	5	5
Community Enhancement	5	
Supply Chain Development Activity	5	

Appendix 4

Achieved Community Benefits 2024/25

The Procurement, Commercial and Contract Management Team (PCCMT) 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.

PCCMT are working with the Aspiring Places Team to merge the Community Benefit wish list page on the website with the Aspiring Places page, to ensure that contractors and communities have a single and clear route to requesting funding and community benefits for their specific projects.

It is anticipated that the community benefit wish list will be located on the Aspiring Places page and community groups will be able to apply to request their wish be uploaded to the page for contractors to action as a community benefit. Contractors will be given the link to the page at contract award.

We have been working closely with our suppliers to deliver additional social, economic and environmental value to our society and the table below shows the **89** Community Benefits achieved through Contract Management, Contract Awards and the Request List during the period from 1st April 2024 to 31st March 2025.

Ward	Method	Number
Cowal	Evaluated/Contract Management	2
Dunoon	Evaluated/Contract Management (10) Contract Management (1)	11
Helensburgh Central	Evaluated/Contract Management	6
Helensburgh & Lomond South	Evaluated/Contract Management	11
Isle of Bute	Evaluated/Contract Management	2
Kintyre and The Islands	Evaluated/Contract Management	3
Lomond North	Evaluated/Contract Management	6
Mid Argyll	Evaluated/Contract Management (4) Request List (1)	5
Oban North and Lorn	Evaluated/Contract Management	3
Oban South and The Isles	Evaluated/Contract Management (21) Contract Management (1) Request List (1)	23
South Kintyre	Evaluated/Contract Management (9) Contract Management (7) Request List (1)	17
Total:		89

The following table provides further details.

Council Ward: Cowal (2)

Contract Title	Supplier	Benefit
General Maintenance Term Contract - East Argyll (Lot 1)	John Brown Strone Ltd	<ol style="list-style-type: none"> 1. Sponsors of Blairmore Golf Club. 2. Attended Career's Fayre for young workforce at Dunoon Grammar.

Council Ward: Dunoon (11)

Contract Title	Supplier	Benefit
Dunoon CARS Framework	ZM Architecture	<ol style="list-style-type: none"> 3. Provided support to the owners of the fire site in Argyll Street, Dunoon, by preparing and submitting a planning application for permanent hoarding round the site to improve the amenity value. (Quotations for this work from local architects were £3,000 + VAT).
General Maintenance Term Contract - East Argyll (Lot 1)	John Brown Strone Ltd	<ol style="list-style-type: none"> 4. Donated glass panels to the men's shed in Dunoon, which are being recycled to make greenhouses. 5. Donation of a joiner for the Dunoon Burgh Hall Auction. 6. Sponsors of Cowal Highland Gathering. 7. Sponsors of the Stay Fresh Festival. 8. Donated materials to the Dunoon Men's Shed. 9. Donated £200 to the Cowal Baton Twirlers. 10. Painting at St. Muns Primary School. 11. Donated office chairs to the Men's Shed, Dunoon
General Maintenance Term Contract - East Argyll (Lot 1)	John Brown Strone Ltd	<ol style="list-style-type: none"> 12. Assisting the Community Development Trust by donating a tele-handler/operative to deliver gardening materials to Struan Lodge.

Contract Title	Supplier	Benefit
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13. Donated a tele-handler/operative at the Cowal Argyll Rally.

Council Ward: Helensburgh Central (6)

Contract Title	Supplier	Benefit
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| Care at Home | Joan's Carers | 14. Donated £500 to Children's Hospices across Scotland (CHAS) – Robin House |
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| Care at Home | Premier Health Care | 15. Used a local catering business to provide a Christmas dinner to every client (including some family members if they lived with them i.e. a spouse). |
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| General Maintenance Contract - East Argyll (Lot 2) | DCF Joiners and Builders | <p>16. Charity donation of £1,000.</p> <p>17. Donation of £1,000 to Helensburgh Festive Lighting (Oct 2024).</p> <p>18. Donation of £1,000 to Helensburgh and Lomond Foodbank.</p> <p>19. Donation of £1,000 to Helensburgh Festive Lighting (Dec 2024).</p> |
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Council Ward: Helensburgh and Lomond South (11)

Contract Title			Supplier	Benefit
General Contract - East Argyll (Lot 2)	Maintenance	Term	DCF Joiners and Builders	20. Rectification work at Colgrain Primary School after vandalism. 21. Sponsorship of £600 to Helensburgh Golf Club. 22. Sponsorship of £280 to Dumbuck Bowling Club. 23. Donation of £180 to individuals for Young Persons Sports.

John Logie Baird PS - RAAC			Heron Bros	24. Hiring of two locals for labouring at gateman job. 25. Joiner in attendance for building pallet furniture for school. 26. Materials provided and labourer in attendance to help build school bug hotel. 27. 5 Labourers in attendance to move all furniture from early years to tower area. 28. 2 Labourers in attendance to help with water day. 29. Removal of shed in early years and materials disposed of. 30. Tidied up tower from break in and installed new doors where damaged.
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Council Ward: Isle of Bute (2)

Contract Title			Supplier	Benefit
NPDO Committee Liaison			Mitie	31. Provided an occupation slider for Rothesay Joint Campus pre-5 toilet.

Rothesay Pier Settlement Works			Shearwater Services	Marine	32. Visited Rothesay Joint Campus with contract consultant AECOM and explained the project to both primary and secondary classes. The team provided a Lego model of the sea wall to demonstrate what had happened to the wall and how it was being repaired. They also brought along diving gear and explained the type of work that the divers carried out.
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Council Ward: Kintyre and The Islands (3)

Contract Title			Supplier	Benefit
General Contract - West Argyll (Lot 1)	Maintenance	Term	MacLeod Construction Ltd	33. 1 Work experience placement in Islay – (1 week). 34. 1 Working Right/MAYDS work placement on Islay (12 weeks). 35. Sponsored the woodwork prize for Islay High School's end of term awards (donated tool bag and tools).

Council Ward: Lomond North (6)


Contract Title			Supplier	Benefit
General Contract - East Argyll (Lot 2)	Maintenance	Term	DCF Joiners and Builders	36. Donation to Rhu Amateur's football club of new Tracksuits and Pitch Maintenance (£5,000). 37. Donation of £1,000 to assist with scaffolding at Rosslyn Place, Helensburgh. 38. Completing works on Rhu Hall heating, to the value of approximately £1000.
General Contract - East Argyll (Lot 2)	Maintenance	Term	DCF Joiners and Builders	39. Provided Rhu Amateur's football team with over 35 football strips, value £750. 40. Completed slate/lead repairs and gutter cleaning on Rhu Church to the value of £350. 41. Donation to Rhu & Shandon Community for Barriers for the Public with Light Switch on.

Contract Title	Supplier	Benefit
Care at Home Services to Older People	Argyll Homecare	42. Through the Care at Home Tender exercise, Argyll Homecare picked an organisation from the Community Benefit Scheme 'Wish List' – a £1,000 donation has been made to Forget Me Not Dementia Choir.
General Maintenance Term Contract - West Argyll (Lot 1)	MacLeod Construction Ltd	43. 2 work experience placements in Lochgilphead (1 week). 44. Donated wood and tyres to MAKI pups outdoor nursery. 45. Putting up of remembrance Sunday red lights at church and war memorial. 46. Putting up and taking down of Lochgilphead town centre Christmas lights.

Council Ward: Oban North and Lorn (3)

Contract Title			Supplier	Benefit
General Contract – East Argyll (Lot 2)	Maintenance	Term	DCF Joiners and Builders	47. Supplied Taynuilt Primary School with 6 Heras Fencing Panels and Couplings - value £150.00.
General Contract – North Argyll and Argyll (Lot 3)	Maintenance	Term East	Oban Electrical Services Ltd	48. Building new goals for schools and taking old ones away, schools include: Taynuilt, Park School, Lochnell and Dunbeg. 49. Renew fencing and dig a channel for a beech hedge at Dalmally Primary School.

Council Ward: Oban South and The Isles (23)

Contract Title			Supplier	Benefit
DBFM Schools x 2			FES	50. Christmas Lights at Oban High School - FES supported with putting up and taking down of.
Debt Collection Services			Walker Love	51. Donating £250 to ALI Energy for affordable warmth advice services.
General Contract - West Argyll (Lot 1)	Maintenance	Term	MacLeod Construction Ltd	52. Supported Tíree Music Festival by lending Heras fencing.
General Contract – North Argyll and Argyll (Lot 3)	Maintenance	Term East	Oban Electrical Services Ltd	53. Installed a defibrillator at Mossfield Stadium, Oban, purchased by local teams.
				
General Contract – North Argyll and Argyll (Lot 3)	Maintenance	Term East	Oban Electrical Services Ltd	54. Support to Dove centre local hospice, providing labour for move into new

Contract Title			Supplier	Benefit
				premises and sharing contacts for material suppliers.
				55. New local trainee electrician through Working Right Training Scheme, potential move to apprentice after 12 weeks.
				56. Donated £1,500 to Oban Pipe Band.
				57. Provided the Dove centre with wiring and electrical installation support.
				58. Donated and installed new lights for Light of Life group.
				59. Donated a new solar panel and inverter to Oban High School Eco Committee to allow them to undertake a new rain water harvesting project.
				
				60. Sponsoring employee to compete in Scottish rally events.
				61. Connected solar panel and inverter recently donated to Oban High School to provide users to analyse data.
General Contract – Tiree & Coll	Maintenance	Term	CKR Island Construction td	62. Support at Tiree Music Festival.
				63. Solar food project donation of £200 raised at Tiree agricultural show from selling dog treats.
				64. Annual sponsorship of Oban ladies rugby player Drew Buckley.
				65. Supplied wood for the community bonfire and fireworks night in Tiree.

Contract Title	Supplier	Benefit
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66. Supported Tíree Museum move location on the island.



General Contract – Tíree & Coll	Maintenance	Term	CKR Island Construction Ltd	<p>67. Providing work experience to two 4th year school students.</p> <p>68. Putting up and taking down of Tíree High School Christmas Lights.</p>
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Contract Title	Supplier	Benefit
		 <p>69. Support at Boxing Day Tiree tractor run.</p>  <p>70. Donated joiner time to community gym within the community hall.</p> 
Rural Growth Deal - Business Case Support Phases 1&2	Stantec	71. Various supply chain and poverty initiatives.
Rural Growth Deal - Housing on Isle of Mull - Site Infrastructure Construction Works contract	TSL Contractors	72. Donating £500 to Mull Community Sports Minibus.

Contract Title	Supplier	Benefit
		

Council Ward: South Kintyre (17)

Contract Title	Supplier	Benefit
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Campbeltown Flood Protection Dawson Wam Scheme

73. Supplied a junior goal post for Kinloch Park, which will be installed by Argyll & Bute Council amenities team.



Campbeltown Old Quay Wall A Dawson Wam Replacement Works

74. Donation to Campbeltown Christmas Lights Group.
75. Site Visit to Campbeltown Grammar School - Nov 2024.
76. Site Visit to Campbeltown Grammar School - Feb 2025.

Coated, Uncoated & Recycled Roadstone and Ready Mixed Concrete - Supply & Delivery Hillhouse Quarry Group Ltd

77. Sponsorship of AmAm Competition at Machrihanish Golf Club - £1,270 during the term of the contract.
78. Sponsorship of Hole 9 at Machrihanish Golf Club for 3 years - £360.

Contract Title			Supplier	Benefit
DBFM Committee Liaison			FES	79. Installed automatic door finger guards at Campbeltown Grammar School.
General Maintenance Term Contract - West Argyll (Lot 2)			McKinven & Colville	<p>80. Donated 35 Hi Vis jackets and torches to Campbeltown Brownies for their walking activities.</p>  <p>81. Employed 2 labourers (school leaver and new person to the area).</p> <p>82. Sponsored golf competition at Machrihanish Golf Club.</p> <p>83. Installed signage at the Aqualibrium leisure centre.</p> <p>84. Removal of old furniture from Castlehill Primary School.</p>
General Maintenance Term Contract - West Argyll (Lot 2)			McKinven & Colville	<p>85. Putting up and taking down of Campbeltown Christmas lights.</p> <p>86. Completing foundation work for the Kintyre Garden at the old park square in Campbeltown.</p> <p>87. Goals at Campbeltown Grammar School – FES have replaced wheels on the portable goals.</p> <p>88. Completed a stone sign for Machrihanish Golf Club.</p> <p>89. Annual sponsorship to local Kintyre Way Group.</p>

Appendix 5

ANNUAL PROCUREMENT REPORT ANNEX A

Organisation and report details

a) Contracting Authority Name	Argyll and Bute Council
b) Period of the annual procurement report	01/04/2024 to 31/03/2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes

Summary of Regulated Procurements Completed

a) Total number of regulated contracts awarded within the report period	57
b) Total value of regulated contracts awarded within the report period	£56,035,739
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	59
a. how many of these unique suppliers are SMEs	42
b. how many of these unique suppliers how many are Third sector bodies	3

Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	57
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	Nil

Community Benefit Requirements Summary

a) Total number of regulated contracts awarded with a value of £4 million or greater	3
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements	2
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	14

Key Contract Information on Community Benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

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

Fair Work and the Real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	20
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.	23
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	14

Payment Performance

a) Number of valid invoices received during the reporting period	84,781
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	97.5
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	25
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	Nil

Supported Business Summary

a) Total number of regulated contracts awarded to supported businesses during the period	Nil
b) Total spend with supported businesses during the period covered by the report, including:	
a. spend within the reporting year on regulated contracts	Nil
b. spend within the reporting year on non-regulated contracts	£69,389

Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£198,523,185
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£122,250,178
c) Total procurement spend with third sector bodies during the period covered by the report.	£26,398,920
d) Percentage of total procurement spend through collaborative contracts.	34.1%
e) Total delivered cash savings for the period covered by the annual procurement report	£109,772
f) Total non-cash savings value for the period covered by the annual procurement report	£1,636,270

Future Regulated Procurements

a) Total number of regulated procurements expected to commence in the next two financial years	75
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£187,750,856