



Inverclyde Council Annual Procurement Report

1 April 2023 - 31st March 2024

Inverclyde
council



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1 Introduction

As required under section 15 of the Procurement Reform (Scotland) Act 2014 (“the Act”), a contracting authority must publish a Procurement Strategy by December 2016 and subsequently produce an Annual Procurement Report, required by section 18 of the Act. The Annual Procurement report monitors the authority’s regulated procurement activities against delivery of its procurement strategy and should be published as soon as is reasonably practicable after the end of their financial year.

Inverclyde Council is pleased to publish our seventh Annual Procurement Report. The content of this Report covers all regulated procurements completed during the period 1st April 2023 to 31st March 2024 and details how those procurements supported the objectives included within the council’s Procurement Strategy.

Key benefits in the delivery of the Procurement Strategy are:

- Updating process and procedures to comply with the requirements of the new procurement rules and regulations.
- Increasing time spent on strategic aspects of procurement activities.
- Supporting the council’s overall savings targets.
- Embedding the council’s community benefits approach into all relevant and proportionate contracts delivering a greater volume and increased variety of outcomes across a wider range of commodities.

- Transitioning to the Scottish Government Procurement Journey which standardised and aligned our processes and procedures and reduced risk and duplication.
- Ensuring Small and Medium-sized Enterprises (SMEs) are provided targeted opportunities as standard within our Quick Quote process (Goods and Services under £50,000, Works under £250,000).
- Fulfilment of our procurement work plans, including the delivery of tenders supporting special projects (e.g. The Glasgow City Region City Deal)

The Council participated in the Procurement and Commercial Improvement Programme (PCIP) pulse check assessment on 21st November 2023 as one of the pilot Councils. The feedback from this assessment was positive overall whilst identifying some areas for improvement and has been reported to the Chief Executive.



2 Summary of Regulated Procurement

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

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

In total the Council awarded 109 regulated contracts during the reporting period with a total award value of £113,748,224. The following table provides further detail of the type of awards:

Type	Number of Contracts	Value of Contracts	Unique Suppliers	Unique SME Suppliers
Total Council regulated contracts awarded	46	£83,199,459	51	41
Total Non-Council regulated contracts awarded	63	£30,548,765	58	26
Total regulated contracts awarded	109	£113,748,224	105	67

Appendix 1 Table 1 shows a full list of each individual procurement completed. Information on live contracts can also be found on Inverclyde Council’s Contract Register on Public Contracts Scotland.

During the reporting period, the Council also utilised a number of legacy non council frameworks on a call off basis, meaning a large volume of low value orders were raised accumulating to more than £50,000. The 2023/24 spend is shown for each framework in Appendix 1 Table 2.

The Council also utilised the COSLA National Care Home Contract to make awards above regulated procurement with a total value of £18,456,000.

Contract values are based on the total value of the contract for all years that the contract could be in place and therefore includes possible extensions.

During the same period there were instances where alternative methods of procurement were used in line with the regulations and the Council Standing Orders Relating to Contracts (e.g. where there is only one potential supplier).



3 Review of Regulated Procurement Compliance

Section 17 of the Procurement Reform (Scotland) Act 2014 requires that regulated procurements be carried out in accordance with the organisation’s procurement strategy, so far as reasonably practical. Section 18(2) states that an annual procurement report must include, at 18(2) (b), “a review of whether those procurements complied with the authority’s procurement strategy” and, at 18(2) (c), “to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply”.

The Council’s Procurement Strategy sets out how regulated procurement would be undertaken in compliance with the Act. This Strategy also set out objectives for improving the process and procedures relating to regulated procurements.

From the Strategy objectives we identified the following key compliance categories:

- Best Value
- Fairness and transparency (General Duties)
- Economic and social sustainability (community benefits)
- Environmental sustainability
- Fair work practices (including Living Wage)
- Purchase to pay efficiencies

Further information on the requirements of the Act can be seen in Appendix 2.

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

Regulated procurement spend refers to any spend with suppliers above £50,000 for goods and services or £2,000,000 for works.

Based on an analysis of the financial year 2023/24 spend data, of the £87,829,338 regulated procurement spend, £84,121,951 (95.78%) was compliant with regulated procurements:

Spend Type	Total Regulated Spend	Compliant Regulated Spend	Non-Compliant Regulated Spend	Percentage Compliance
Goods	£11,773,782	£11,415,385	£358,397	96.96%
Services	£73,795,678	£70,446,689	£3,348,990	95.46%
Works	£2,259,878	£2,259,878	£0	100%
Total	£87,829,338	£84,121,951	£3,707,387	95.78%



Where there has been non-compliance with procedures, this may be due to previous partnership arrangements which now require a Direct Award or within Light Touch Regime arrangements, or the combined value of spend across various services may be more than the Financial Regulation limits.

Throughout the reporting period, our regulated procurements were monitored on an ongoing basis. This monitoring process consisted of reviewing the key supporting documents that underpin our legislative and procedural framework including sourcing strategies, project plans, procedural documentation, scoring calculators and approval reports. The monitoring process was supplemented by post project reviews, which are undertaken after a contract is awarded as well as at the end of the contract. In addition the best value aspect of our contracts is monitored regularly as part of a robust contract management process. These combined processes ensured that all regulated procurements were undertaken in compliance with the legal and procedural framework and, as a result, in compliance with the Strategy. The reviews have also allowed us to identify the following potential improvement areas:

- There are further opportunities to secure economic, environmental and social sustainability outcomes from Non-Council frameworks.
- Existing contract and frameworks can continue to be targeted in order to increase purchase to pay efficiencies.
- Continue to work with client teams on advance provision of work plans which will allow increased opportunity to deliver best value from our regulated procurements.

The Council is committed to ensuring that all suppliers who are awarded business are paid within 30 days. Prompt payment clauses requiring a 30 day payment term are embedded within 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.



4 Community Benefit Summary

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

Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities “must consider whether to impose community benefit requirements as part of the procurement” when the estimated contract value is greater than or equal to £4,000,000.

The council’s own policy and manual stipulates that community benefits must be considered for inclusion in all works contracts with an estimated value greater than £1,000,000 and give consideration to include in all goods and services contracts above £50,000.

Robust processes have been developed to ensure that community benefits are considered for inclusion in all relevant contracts in line with the requirements of both the Procurement Reform (Scotland) Act 2014 and the Council’s own community benefits policy.

When initiating procurement activity, client departments are required to consider and highlight potential community benefits considerations for inclusion where relevant. Procurement staff then engage with key stakeholders and undertake market research and benchmarking activity to further explore potential opportunities and identify appropriate requirements for inclusion in the contract.

Key community benefits outcomes secured include:

Total number of Council regulated procurements awarded in 2023/24:	46
Total number of Council regulated procurements awarded which included community benefits in 2023/24:	46
Community Benefits secured for delivery in Financial Year 2023/24	138
Community Benefits delivered in Financial Year 2023/24	49

Appendix 3 provides full details of all outcomes secured for delivery during the reporting period.



5 Fair Work and the Real Living Wage

As an update to the requirements within the 2023/24 Procurement Annual report, the Council is now also required to provide the following summary:

a) The number of Council regulated contracts awarded during the period that have included a scored Fair Work criterion.	46
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a Council regulated contract awarded during the period.	51
c) Number of unique suppliers who are accredited Living wage employers and were awarded a Council regulated contract during the period	18



6 Payment Performance

The table below provides a summary on payment performance:

a) Number of valid invoices for the period	29,984
b) Percentage of invoices paid on time for the period	96.08%
c) Number of Council regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains	46
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts	0

A summary of spend by supplier using a purchase card is provided in Appendix 5. Although this is not a requirement of the act this information serves as an extra level of transparency. All of these transactions involve legitimate expenses and have been fully scrutinised before being approved.



7 Supported Businesses Summary

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

The council’s Contract Standing Orders dictates that consideration be given to inclusion of supported businesses in all regulated procurements.

During the reporting period there were no regulated procurements awarded to supported businesses. The reason for this is that the goods, services or works associated with these procurements are not provided by existing supported businesses.

The council does have existing agreements in place with Lady Haigs with a spend of £250.00 and Hey Girls via the Scotland Excel Framework with a spend of £71,032.15. Both organisations are registered Supported Businesses and the Council will continue to explore opportunities for other organisations to become a supported business.



8 Spend and Savings Summary

A further new requirement of this year's report is that the following summary of spend and savings is provided:

a) Total procurement spend for the period covered by the annual procurement report.	£106,936,644
b) Total procurement spend for the period on SMEs during the period covered by the annual procurement report.	£59,429,046
c) Total procurement spend with third sector bodies during the period covered by the report.	£21,633,283
d) Percentage of total procurement spend through collaborative contracts	45.83%
e) Total targeted cash savings for the period covered by the annual procurement report	£0
f) Total delivered cash savings for the period covered by the annual procurement report	£168k
g) Total non-cash savings for the period covered by the annual procurement report	£0



9 Future Regulated Procurements Summary

Section 18(2)(f) of the Procurement Reform (Scotland) Act 2014 states it is mandatory that an annual procurement report must include “a summary of the regulated procurements the authority expects to commence in the next two financial years.” Future regulated procurements have been identified via the following means:

- Current contracts on the council tender work plan that will expire and need to be extended or re-let over the next two years.
- New procurements identified via future tender work plans provided by Council service teams and analysis of council spend.
- New procurements identified via anticipated work plans for special projects (e.g. The Glasgow City Region City Deal).

a) Total number of regulated procurements expected to commence in the next two financial years	53
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£64,487,260

A full list of anticipated procurements in the next two years can be seen in Appendix 4.



Appendix 1 - full list of regulated procurements

Table 1 - Awards of New Council Frameworks and Contracts

Date of Award	Supplier	Subject Matter (Commodity)	Title	Contract Start Date	Contract End Date With extensions	Estimated Contract Value	
1	03/04/2023	Includem	Social Care	Provision of an Independent Children's Intensive Support Service	20/04/2023	21/04/2025	£80,000
2	24/04/2023	Before and After School Kilmacolm	Social Care	Provision of Out of School Care	24/04/2023	31/03/2024	£114,000
3	16/06/2023	Partners That Care	Social Care	Provision of a Care at Home Service in Inverclyde (Self-Directed Support Option 3)	12/06/2023	31/03/2024	£104,178
4	16/06/2023	Cottage Care Services Scotland Limited	Social Care	Provision of a Care at Home Service in Inverclyde (Self-Directed Support Option 3)	12/06/2023	31/03/2024	£224,452
5	06/07/2023	Green Action Trust	Social Care	Delivery Partner for Project Development and Management of the Nature Restoration Fund	06/07/2023	05/07/2026	£79,360
6	10/07/2023	Inverclyde Carers Centre	Social Care	Provision of a Carers Advice and Support Service	01/05/2023	30/04/2024	£293,988
7	07/08/2023	Street League	Social Care	Provision of Employability - School Leaver Training Programme	04/09/2023	31/03/2026	£199,980
8	08/08/2023	Inverclyde Community Development Trust	Social Care	Provision of a Supportive Communities Befriending Service to Support New Scots	01/04/2023	31/03/2024	£51,058
9	15/08/2023	Business Development Advisors Ltd	Economic Development	Business Gateway Services in Inverclyde	16/09/2023	15/09/2025	£265,714
10	21/08/2023	hub West Scotland / Turner & Townsend	Property	Local Heat & Energy Efficiency (LHEES) Consultant	01/08/2023	31/03/2024	£91,344
11	14/09/2023	Barnardo's	Social Care	Provision of an Integrated Children's Service	01/11/2022	31/10/2024	£240,900
12	25/09/2023	Travelers Insurance Co Ltd	Finance	Provision of an Insurance & Claims Handling Process Lot 1	01/10/2023	30/09/2028	£741,680
13	25/09/2023	Aon UK ts Maven Public Sector	Finance	Provision of an Insurance & Claims Handling Process Lot 2	01/10/2023	30/09/2028	£1,674,725



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Date of Award		Supplier	Subject Matter (Commodity)	Title	Contract Start Date	Contract End Date With extensions	Estimated Contract Value
14	25/09/2023	Aon UK ts Maven Public Sector	Finance	Provision of an Insurance & Claims Handling Process Lot 3	01/10/2023	30/09/2028	£705,600
15	25/09/2023	Risk Management Partners Ltd	Finance	Provision of an Insurance & Claims Handling Process Lot 4	01/10/2023	30/09/2028	£79,950
16	25/09/2023	Risk Management Partners Ltd	Finance	Provision of an Insurance & Claims Handling Process Lot 5	01/10/2023	30/09/2028	£328,550
17	25/09/2023	Nordic Forskaring & Riskhantering AB ta Gallagher	Finance	Provision of an Insurance & Claims Handling Process Lot 5	01/10/2023	30/09/2028	£70,855
18	29/09/2023	Kompan Scotland Ltd	Regeneration	Supply & Installation of Outdoor Play Areas	01/10/2023	29/02/2024	£255,593
19	19/10/23	Ironside Farrar Ltd	Regeneration	Inverclyde Town Centre Action Plan	01/11/2023	31/03/2024	£97,500
20	14/11/2023	Scottish Association for Mental Health	Social Care	Provision of a Gateway Recovery Service	01/10/2023	30/09/2025	£572,000
21	20/11/2023	Balfour Beatty	Construction	West Blackhall Street Regeneration (Phase 1)	20/11/2023	13/09/2024	£3,443,929
22	21/11/2023	Inverweld Limited	Property	Maintenance and Minor Works for Fencing, Balustrades and Blacksmiths Lot 1 - Property Services	01/12/2023	30/11/2025	£250,000
23	21/11/2023	City Gate Construction (Scotland) Limited	Property	Maintenance and Minor Works for Fencing, Balustrades and Blacksmiths Lot 2 - Environmental Services and Roads	01/12/2023	30/11/2025	£110,000
24	21/11/2023	Lux Fabrication	Property	Maintenance and Minor Works for Fencing, Balustrades and Blacksmiths Lot 3 - HSCP	01/12/2023	30/11/2025	£40,000
25	30/11/2023	The Good Shephard Centre	Social Care	Provision of Residential Care and Educational Services including Short Breaks	10/11/2023	09/11/2025	£378,000
26.	14/12/2023	Viridor Energy Limited	Environmental	Collection, Haulage, Treatment and Disposal of Residual Waste	01/01/2024	31/12/2038	£54,000,000
27.	19/12/23	J&M Murdoch & Son Ltd	Environmental	Treatment & Disposal of Street Sweepings & Gully Waste	01/01/2024	31/12/2028	£255,800



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Date of Award		Supplier	Subject Matter (Commodity)	Title	Contract Start Date	Contract End Date With extensions	Estimated Contract Value
28.	23/12/2023	Skyguard Ltd t/a Peoplesafe	Social Care	Provision of a Lone Worker Monitoring System	01/01/2024	31/12/2027	£80,000
29.	12/01/2024	Karma Healthcare	Social Care	Provision of a Care at Home Service in Inverclyde (Self Directed Support Option 3)	18/12/2023	31/03/2024	£500,000
30.	16/01/2024	ParentPay Limited	Information Technology	Cashless Catering & Nutritional Analysis System Upgrade including Support & Maintenance	16/01/2024	31/03/2029	£111,235
31.	29/01/2024	Bridgewater Housing Association Limited	Safer Inclusive	Provision of a Care and Repair and Small Repair Service	01/04/2024	31/03/2029	£556,800
32.	30/01/2024	Barnardo's	Social Care	Independent Advocacy Service for Children and Young People	01/04/2024	31/03/2028	£170,000
33.	20/02/2024	365 Care Limited Care 1 Professional Services Ltd Care Staff Ltd Caring Grace Limited Cottage Care Services Evergreen Home Support Firstcare Solutions Karma Healthcare Oncall Care Services Partners That Care Plum Tree Care Scotia Homecare Solutions Support and Social Care Net Unfading Care	Social Care	Provision of a Care at Home Service for Adults and Older People (Flexible Framework)	01/04/2024	31/03/2029	£10,550,000
34.	20/02/2024	Marchmont Care Home Limited	Social Care	Provision of Interim Beds Service	01/02/2024	31/01/2025	£184,808
35.	29/02/2024	Unity Enterprise	Social Care	Provision of a Carers Advice, Information and Support Service	01/05/2024	30/04/2029	£1,474,975
36.	01/03/2024	OLM	ICT	Provision of Annual Support & Maintenance for SWIFT and Provision of a SAP Business Objects Licence	01/05/2024	30/04/2025	£103,734



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Date of Award		Supplier	Subject Matter (Commodity)	Title	Contract Start Date	Contract End Date With extensions	Estimated Contract Value
37.	07/03/2024	Children 1st	Social Care	Provision of an Early Intervention and Family Support Service	01/02/2024	31/01/2025	£195,712
38.	11/03/2024	DM Integrated Limited	Property	PPM and Minor Repair of Fire, Intruder and Disabled Refuge Systems	01/04/2024	31/03/2028	£712,000
39.	14/03/2024	CloudVPlus Holdings LTD	Safer Inclusive	Public Space CCTV Service within Inverclyde	14/02/2024	13/02/2026	£298,772
40.	26/03/2024	Inverclyde Community Development Trust	Employability	Provision of Employability Services in Inverclyde - Lot 1 Vocational Training & Personal Development	01/04/2024	31/03/2026	£1,287,868
41.	26/03/2024	Stepwell Consultancy Ltd	Employability	Provision of Employability Services in Inverclyde - Lot 2 Addressing Health Barriers to Employment	01/04/2024	31/03/2026	£259,576
42.	26/03/2024	Enable Scotland (Leading th Way)	Employability	Provision of Employability Services in Inverclyde - Lot 3 Supported Employment & Employer Engagement	01/04/2024	31/03/2026	£483,996
43.	26/03/2024	Inverclyde Community Development Trust	Employability	Provision of Employability Services in Inverclyde - Lot 4 Financial Advice & Support	01/04/2024	31/03/2026	£780,000
44.	26/03/2024	Financial Fitness Resource Team	Employability	Provision of Employability Services in Inverclyde - Lot 5 Environmental Employment Programme	01/04/2024	31/03/2026	£120,496
45.	27/03/2024	Inverclyde Advice & Employment Rights	Employability	Provision of Employability Services in Inverclyde - Employment Advice, Advocacy and Guidance	01/04/2024	31/03/2026	£152,000
46.	30/02/2024	Inverclyde Community Care Forum T/A Your Voice	Social Care	Provision of a Community Connector Service	01/04/2024	31/03/2027	£428,331
TOTAL							£83,199,459



Table 2 - Orders with Non-Council Framework Suppliers amounting to more than £50,000 spend in 2023/24

	Framework Name	Framework Owner	Supplier	2023/24 Spend
1.	Care & Support	Scotland Excel	Enable Scotland (leading The Way)	£609,729.50
2.	Care & Support	Scotland Excel	Inverclyde Association For Mental Health	£202,907.79
3.	Care & Support	Scotland Excel	Key Housing Association Limited	£1,968,770.35
4.	Care & Support	Scotland Excel	Quarriers	£1,730,280.90
5.	Care & Support	Scotland Excel	Salvation Army Trustee Company (the) T/a The Salvation Army	£172,634.43
6.	Care & Support	Scotland Excel	Scottish Association For Mental Health	£128,912.29
7.	Care & Support	Scotland Excel	The Richmond Fellowship Scotland Limited	£3,587,721.89
8.	Care & Support	Scotland Excel	Turning Point Scotland Services Limited	£2,834,617.16
9.	Childrens Residential	Scotland Excel	Aspris Scotland Limited	£425,700.00
10.	Childrens Residential	Scotland Excel	Care Visions Group Limited	£236,722.00
11.	Childrens Residential	Scotland Excel	Crossreach (the Operating Name For The Church Of Scotland Social Care Council)	£846,756.08
12.	Childrens Residential	Scotland Excel	Inspire Scotland Ltd	£434,441.16
13.	Childrens Residential	Scotland Excel	Kibble Education & Care Centre	£1,179,400.00
14.	Childrens Residential	Scotland Excel	Spark Of Genius (training) Limited	£201,883.94
15.	Roadstone	Scotland Excel	Spark Of Genius (training) Limited	£972,672.91
16.	Groceries & Provisions	Scotland Excel	Brake Bros Ltd	£683,405.85
17.	Frozen Foods	Scotland Excel	Brake Bros Ltd	£629,056.01
18.	Engineering Consultancy	Scotland Excel	Atkinsréalis Uk Limited	£380,897.00
19.	Engineering Consultancy	Scotland Excel	Jeremy Benn Associates Ltd (t/a JBA Consulting)	£57,239.00
20.	Engineering Consultancy	Scotland Excel	Sweco UK Ltd	£122,540.00
21.	Secure Care	Scotland Excel	Good Shepherd Centre	£295,803.54
22.	Secure Care	Scotland Excel	Kibble Education & Care Centre	£113,311.01
23.	Secure Care	Scotland Excel	St Mary's Kenmure	£112,343.67
24.	Fostering	Scotland Excel	Barnardo's	£143,506.06



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	Framework Name	Framework Owner	Supplier	2023/24 Spend
25.	Fostering	Scotland Excel	Foster Care Associates Scotland Limited	£72,454.14
26.	Fostering	Scotland Excel	Fosterplus (Fostercare) Ltd	£149,978.46
27.	Vehicle Purchase RM6244	Scotland Excel	Renault Trucks UK Ltd	£70,143.13
28.	Vehicle Purchase RM6244	Scotland Excel	Renault UK Limited	£235,068.30
29.	Vehicle Purchase RM6244	Scotland Excel	Toyota (g.b.) Plc	£108,800.80
30.	Demolition	Scotland Excel	Burnfield Builders & Demolishers Ltd	£361,736.34
31.	Fresh Meat, Cooked Meats and Fresh Fish	Scotland Excel	Brake Bros Ltd	£75,987.04
32.	Fresh Meat, Cooked Meats and Fresh Fish	Scotland Excel	McLays Ltd	£150,059.47
33.	Janitorial Products	Scotland Excel	Unico Ltd	£193,859.39
34.	Audio Visual	Scotland Excel	Avmi Kinly Ltd	£173,112.00
35.	Recyclable & Residual Waste	Scotland Excel	Regen Waste Ltd	£221,485.14
36.	Vehicle And Plant Hire	Scotland Excel	Arnold Clark Finance Ltd (car & Van Rental)	£59,284.92
37.	Social Care Agency Workers	Scotland Excel	Reed Specialist Recruitment Limited T/a Reed Community Care	£158,007.03
38.	Education Materials	Scotland Excel	Yorkshire Purchasing Organisation	£70,996.61
39.	Building & Timber	Scotland Excel	D McNairs Builders Merchants Ltd	£119,057.24
40.	Salt	Scotland Excel	The Irish Salt Mining & Exploration Company (T/A Salt Sales Company)	£142,202.16
41.	Domestic Furniture and Furnishings	Scotland Excel	The Furnishing Service Ltd	£141,071.67
42.	Security Services and Cash Collection	Scotland Excel	Mitie Security Ltd	£77,851.60
43.	Security Services and Cash Collection	Scotland Excel	Securigroup Limited	£53,508.78
44.	Milk	Scotland Excel	Müller Uk & Ireland Group Llp T/a Müller Milk & Ingredients	£124,089.14
45.	Electrical Materials	Scotland Excel	Edmundson Electrical Ltd	£83,214.18
46.	Organic Waste	Scotland Excel	Enva Organics Recycling Limited	£80,539.88
47.	Washroom Solutions And Sanitary Products	Scotland Excel	Hey Girls Cic	£71,036.15
48.	Tyres	Scotland Excel	McConechy's tyre service Ltd	£75,551.87



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Framework Name		Framework Owner	Supplier	2023/24 Spend
49.	Tyres	Scotland Excel	£370,859 Michelin Tyre Public Limited Company	£11,998.04
50.	Outdoor Play	Scotland Excel	Allsports Construction & Maintenance Ltd	£84,980.14
51.	ICT Software Value Added Reseller	Procurement Scotland	Computacentre UK Ltd	£256,127
52.	Fuels & Associated Services (RM6177)	Crown Commercial Services	Highland Fuels Ltd	£1,059,167
53.	G Cloud	Crown Commercial Services	Access UK Ltd	£327,204
54.	Print & Associated Services (2023) - Lot 1 (Litho / Digital / Web)	Procurement Scotland	Mackay & Inglis Limited	£50,606
55.	General Office Supplies	Procurement Scotland	Lyreco UK Limited	£148,232
56.	Mobile Voice & Data Services	Procurement Scotland	Vodafone	£66,227
57.	Web Based & Proprietary Client Devices 2019	Procurement Scotland	XMA Ltd	£81,737
58.	Desktop client devices framework 2020	Procurement Scotland	Hewlett Packard UK Ltd	£138,400
59.	Mobile Client Devices	Procurement Scotland	Hewlett Packard UK Ltd	£326,694
60.	Utilities - Electricity 2019	Procurement Scotland	EDF Energy Ltd	£4,154,672
61.	Utilities - Natural Gas	Procurement Scotland	Total Gas & Power Ltd	£2,196,466
62.	Utilities - Water and Waste Water Services (2020)	Procurement Scotland	Business Stream	£370,859
63.	Utilities - Liquid Fuel - Scotland Central (2023)	Procurement Scotland	Scottish Fuels	£135,048
TOTAL				£30,548,765



Appendix 2 - requirements of the act

Procurement Reform (Scotland) Act 2014 asp 12 Part 2 General duties
Section 8

8 General Duties

- (1) A contracting authority must, in carrying out a regulated procurement –
 - (a) treat relevant economic operators equally and without discrimination,
 - (b) act in a transparent and proportionate manner.
- (2) A contracting authority must also comply with the sustainable procurement duty.
- (3) However, a contracting authority must not do anything in pursuance of subsection (2) that would conflict with its duty under subsection (1).
- (4) A relevant economic operator is an economic operator who is a national of, or is established in –
 - (a) A member State, or
 - (b) Iceland, Liechtenstein or Norway.
- (5) Subsection (1) does not apply in relation to an EU-regulated procurement

9 Sustainable Procurement Duty

- (1) For the purposes of this Act, the sustainable procurement duty is the duty of a contracting authority –
 - (a) before carrying out a regulated procurement, to consider how in conducting the procurement process it can –
 - (i) improve the economic, social, and wellbeing of the authority’s area,
 - (ii) facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and
 - (iii) promote innovation, and
 - (b) in carrying out the procurement, to act with a view to securing such improvements identified as a result of paragraph (a)(i).
- (2) The contracting authority must consider under subsection (1) only matters that are relevant to what is proposed to be procured and, in doing so, consider the extent to which it is proportionate in all the circumstances to take those matters into account.
- (3) In this section –
 - “small and medium enterprises” means businesses with not more than 250 employees
 - “third sector bodies” means organisations (other than bodies established under an enactment) that exist wholly or mainly to provide benefits for society or the environment.
- (4) In this section, references to the wellbeing of the authority’s area include reducing inequality in the area. Procurement Reform (Scotland) Act 2014 asp 12 Part 2 Procurement strategy and annual report Section 15.



15 Procurement Strategy

- (1) A contracting authority which expects to have significant procurement expenditure in the next financial year must, before the start of that year –
 - (a) prepare a procurement strategy setting out how the authority intends to carry out regulated procurements, or
 - (b) review its procurement strategy for the current financial year and make such revisions to it as the authority considers appropriate.
- (2) Subsection (3) applies where a contracting authority –
 - (a) has not, in relation to a financial year, prepared or reviewed a strategy under subsection (1), and
 - (b) becomes aware of the likelihood of having significant procurement expenditure during that year.
- (3) The contracting authority must, as soon as practicable after it becomes aware of the likelihood of having significant procurement expenditure –
 - (a) prepare a procurement strategy setting out how the authority intends to carry out regulated procurements, or
 - (b) review its most recent procurement strategy and make such revisions to it as the authority considers appropriate.
- (4) An authority has significant procurement expenditure in a year if the sum of the estimated values of the contracts to which its regulated procurements in that year relate is equal to or greater than £5,000,000.
- (5) The procurement strategy must, in particular –
 - (a) set out how the authority intends to ensure that its regulated procurements will
 - (i) Contribute to the carrying out of its functions and the achievement of its purposes
 - (ii) deliver value for money, and
 - (iii) be carried out in compliance with its duties under section 8,
 - (b) include a statement of the authority's general policy on
 - (i) the use of community benefit requirements,
 - (ii) consulting and engaging with those affected by its procurements,
 - (iii) the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements,
 - (iv) promoting compliance by contractors and sub- contractors with the Health and Safety at Work etc. Act 1974 (c.37) and any provision made under that Act, and
 - (v) the procurement of fairly and ethically traded goods and services,
 - (c) include a statement of the authority's general policy on how it intends its approach to regulated procurements involving the provision of food to –
 - (i) improve the health, wellbeing and education of communities in the authority's area, and
 - (ii) promote the highest standards of animal welfare,



- (d) set out how the authority intends to ensure that, so far as reasonably practicable, the following payments are made no later than 30 days after the invoice (or similar claim) relating to the payment is presented –
- (i) payments due by the authority to a contractor,
 - (ii) payments due by a contractor to a sub-contractor,
 - (iii) payments due by a sub-contractor to a sub-contractor,
- (e) address such other matters as the Scottish Ministers may by order specify.
- (6) The Scottish Ministers may by order modify subsection (4) so as to substitute for the figure specified there for the time being such other figure as they consider appropriate.
- (7) In subsection (5)(b)(iii), a “living wage” means remuneration which is sufficient to ensure an acceptable standard of living.



Appendix 3 - community benefit outcomes

Theme	Outcome	Number Secured via Council Regulated Contracts	Numbered Delivered via Council Regulated Contracts	Additional CB Outcomes Delivered via National Frameworks
Employability	Job for unemployed individual	2	0	6
Employability	Modern Apprenticeships (SV2)	3	3	1
Employability	Graduate (SV3)	2	0	3
Skills & Training	Work Experience Placement for an individual 16+ years of age (SV4)	30	10	0
Skills & Training	Work Experience Placement for an individual aged 14 to 16 years of age (SV5)	8	6	0
Skills & Training	Qualifications S/NVQ (SV6)	8	8	0
Skills & Training	Industry Awareness Events (SV7) • Schools • Further Education	8	2	0
Skills & Training	Industry Skills Transfer to Schools (SV8)	7	0	0
Supply Chain Development	Business advice/support to an SME /Social Enterprise/ Voluntary organisation (SV9)	31	1	0
Supply Chain Development	Event to Support Supply Chain Opportunities (SV10)	5	0	0
Community Engagement	Financial Support for a Community Project (SV11)	6	2	4
Community Engagement	Non Financial Support for a Community Project (SV12)	28	3	0
TOTAL		138	35	14



Appendix 4 - future regulated procurements (From April 2023 to March 2025)

Subject Matter (Commodity)	Title of Contract	Estimated Contract Start Date	Estimated Total Contract Value	Type
1. Corporate	Cash Collection	01/09/2025	£53,000	Ongoing
2. Corporate	Multi Functional Devices	01/11/2025	£1,100,000	Ongoing
3. Economic Development	Business Gateway Services Framework	16/09/2025	£264,000	Ongoing
4. Education	After School Affordable Child Care	01/04/2025	£1,200,000	Ongoing
5. Education	Family Support Workers	01/07/2025	£200,000	Ongoing
6. Finance	Sheriff Officer Debt Recovery Service	01/04/2026	£100,000	Ongoing
7. Finance	Treasury Consultancy Services	01/09/2025	£96,000	Ongoing
8. Finance	Printing, Binding, Enveloping & Mailing	01/09/2025	£500,000	Ongoing
9. Finance	Property Valuation Service	01/11/2025	£130,000	Ongoing
10. Finance/ICT	Replacement Finance Management System	01/09/2026	£2,000,000	Ongoing
11. ICT	Network & Telecommunication Services	12/04/2024	£4,015,000	Ongoing
12. ICT	MS365 Renewal	01/09/2024	£1,009,000	One Off
13. Health & Social Care	Financial Advice & Information Service	01/04/2025	£121,260	Ongoing
14. Health & Social Care	Adult Advocacy	01/04/2025	£432,000	Ongoing
15. Health & Social Care	Recovery Community Service	01/04/2025	£750,000	Ongoing
16. Health & Social Care	Supported Living Service	01/02/2024	£6,800,000	Ongoing
17. Health & Social Care	Support Recovery to Address Social Isolation	01/10/2025	£289,060	Ongoing
18. Health & Social Care	Therapeutic Rehabilitation Horticulture	01/11/2023	£100,000	Ongoing
19. Health & Social Care	Support for Early Onset Dementia	01/01/2024	£56,624	Ongoing
20. Health & Social Care	Women's Aid	01/11/2023	£525,656	Ongoing
21. Health & Social Care	In Work	01/03/2024	£197,560	Ongoing
22. Health & Social Care	Childrens Residential with Education	10/11/2025	£1,417,988	Ongoing



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Subject Matter (Commodity)	Title of Contract	Estimated Contract Start Date	Estimated Total Contract Value	Type
23. Health & Social Care	Children's Early Help Service	01/02/2025	£195,712	Ongoing
24. Health & Social Care	Daycare	01/07/2024	£1,600,000	Ongoing
25. Health & Social Care	The Provision of an Integrated Children's Service	01/11/2024	£230,000	Ongoing
26. Health & Social Care	School Aged Counselling Service	01/07/2024	£1,000,000	Ongoing
27. Health & Social Care	Inverclyde Learning Disability Community Hub	01/11/2024	£7,000,000	One Off
28. Health & Social Care	Delayed Discharge - Interim Beds	01/02/2025	£92,400	Ongoing
29. Health & Social Care	Children's Mental Health ASN Service	01/04/2024	£86,000	Ongoing
30. Health & Social Care	Early Intervention and Prevention Service for Families	01/04/2024	£99,000	Ongoing
31. Health & Social Care	Intensive Residential Support	01/07/2024	£441,000	Ongoing
32. Property	MTC Drain Cleaning Repairs	06/02/2025	£240,000	Ongoing
33. Property	Blacksmiths	01/12/2025	£516,000	Ongoing
34. Property	Handheld Fire Fighting Equipment Maintenance	01/04/2025	£60,000	Ongoing
35. Property	Sprinkler Installations Maintenance	01/07/2025	£90,000	Ongoing
36. Property	Photovoltaic (PV) Maintenance	01/11/2025	£50,000	Ongoing
37. Property	Smoke vent and actuator PPM / maintenance	01/09/2025	£50,000	Ongoing
38. Regeneration	Levelling Up – Consultancy Support	01/10/2023	£300,000	One Off
39. Regeneration	Levelling Up – Design & Build	01/06/2024	£16,000,000	One Off
40. Regeneration	External Virtual Accountant	01/11/2025	£50,000	Ongoing
41. Roads	West Blackhall Street Regeneration Phase 2	01/06/2024	£1,700,000	One Off
42. Roads	Inverkip junction improvements	01/05/2024	£3,500,000	One Off
43. Roads	Decriminalised Parking	15/10/2024	£80,000	Ongoing
44. Roads	Supply & Delivery of Coated/Uncoated Roadstone	01/02/2025	£2,000,000	Ongoing
45. Safer Inclusive	Clune Park RSL	TBC	TBC	One Off



Inverclyde Council Annual Procurement
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Subject Matter (Commodity)		Title of Contract	Estimated Contract Start Date	Estimated Total Contract Value	Type
46.	Safer Inclusive	Delivery Partner to deliver the Energy Efficiency Scotland Programme's Area Based Scheme (ABS) (HEEPS)	30/06/2024	£2,800,000	Ongoing
47.	Waste	Inert Waste & Rubble	01/10/2024	£75,000	Ongoing
48.	Waste	Dry Mixed Recycling	18/10/2024	£2,500,000	Ongoing
49.	Waste	Glass Recycling	05/07/2024	£150,000	Ongoing
50.	Waste	Mixed Rigid Plastics	01/07/2024	£65,000	Ongoing
51.	Waste	Sale of Scrap Metal	01/09/2025	£220,000	Ongoing
52.	Waste	Food Waste Processing	01/07/2025	£140,000	Ongoing
53.	Workforce Development	Employability	01/04/2026	£1,800,000	Ongoing
	TOTAL			£64,487,260	



Appendix 5 - purchase card spend equating to more than £50,000

Supplier		Spend
1	McConechys	£136,732.58
2	Amazon	£129,883.53
3	Electric Center	£124,719.99
4	Tesco	£88,104.69
5	Aspex Scotland Ltd	£66,448.60
6	Enterprise	£64,015.93
Total		£609,905.32



Appendix 6 - glossary

Best Value

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.

Community Benefits

Community benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social, economic and or environmental benefits.

Commodity

A group of goods or services that have shared characteristics

Contract

An agreement concluded between the Council and the supplier that is legally binding, containing terms of the agreement, any schedules and appendices, the Tender Specification and any other specifications, drawings, official purchase order(s) and other documents which are relevant to the Contract.

COSLA

The Convention of Scottish Local Authorities, is the representative voice of Scottish local government, lobbying on behalf of member Councils. COSLA works directly with the Scottish Government and Parliament to influence public policy and practice, and to ensure that local government has the necessary resources to implement policy on behalf of its communities

Fair Work Practices

Employment practices that support wellbeing e.g. training and development, equality of opportunity.

Framework

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.

Procurement Strategy

A document required as part of Scottish Procurement Regulations that sets out how the Council intends to carry out its regulated procurements i.e. procurements with an estimated value equal to or greater than £50k (excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

Public Contracts Scotland

The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.

Public Contracts Scotland Tender

The national advertising portal used to tender all Scottish Government goods, services or works contract opportunities.



Real Living Wage

A wage rate per hour that is based on the cost of living and is currently voluntarily paid by UK organisations. The current rate per hour for Financial Year 2023/24 is minimum £12.00 across the UK and £13.15 in London, for ages 18 and older. Organisations can gain accreditation of this with the Living Wage Foundation

Regulated Procurement

Contracts above the EU contract threshold values where the relevant EU regulations apply (above £50,000 for goods and services contracts and above £2,000,000 for works contracts).

Regulated Spend

Spend above the EU contract threshold values where the relevant EU regulations apply (above £50,000 for goods and services contracts and above £2,000,000 for works contracts).

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.

Supplier

An entity who supplies goods or services; often used synonymously with “vendor”.

Supported Business

An organisation whose main aim is the social and professional integration of disabled or disadvantaged persons.

Small and Medium Enterprises (SME's)

Enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro.

Third Sector

The part of an economy or society comprising non-governmental and non-profit-making organisations or associations.

Sustainable Procurement

A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

Tender Work Plan

List of upcoming procurement activity including re-tenders, extensions, and new activity.



Appendix 7- key statistics

Key Statistics in relation to Regulated spend and procurement's (above £50,000 for goods and services or £2,000,000 for works).

Contracts	Suppliers	Community benefits
46 council contracts awarded	158 suppliers used	138 community benefits delivered
129 contracted suppliers		2 workplace visits and careers events
£83.19m of council contracts awarded	112 suppliers used based in Scotland	8 qualifications achieved
63 collaborative frameworks used	£63.34m spend with suppliers in Scotland	5 community engagement and funding
46 council contracts awarded with commitments to Fair Work First	34 suppliers used based in Inverclyde	16 work experience placements
46 council contracts awarded that contain community benefits	£20.21m spend with suppliers based in Inverclyde	51 supplier awarded council contracts that as a minimum pay the real living wage



Inverclyde
council