

Annual Procurement Report

1 APRIL 2019 – 31 MARCH 2020



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CPU Team

As required under section 15 of the Procurement Reform (Scotland) Act 2014 ("the Act"), a contracting authority must publish a Procurement strategy. Section 18 of the Act also requires a contracting authority to publish an Annual Procurement Report. 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.

Glasgow City Council (the Council) is pleased to publish its third Annual Procurement Report (Report). The content of the Report covers all regulated procurements completed during the period 1st April 2019 to 31st March 2020 and details how those procurements supported the objectives included within the Council's Corporate Procurement and Commercial Improvement Strategy 2018 to 2022 (Strategy).

The Strategy is closely aligned with the **Council's Strategic Plan 2017 to 2022**. In particular, the objectives of the Strategy support the Council's Strategic Plan's objectives of a 'Thriving Economy' and a 'Sustainable and Low Carbon City'.

The 6 key strategic procurement objectives are as follows:

1. Legal Compliance and Governance
2. Savings and Positive Outcomes
3. Leaner and More Efficient and Effective Procurement Function
4. Deliver Sustainable Procurement across the Council
5. Innovation
6. Promote Procurement Awareness

Alongside monitoring regulated procurements, delivery of the Procurement Strategy, is reviewed via a robust Strategy Performance Action Plan (Action Plan), with regular updates provided to: The Contracts and Property Committee; the Corporate Procurement Advisory Board; and the Corporate Procurement Asset Board.

The delivery of the Strategy will also provide the following key benefits:

- Continuing to improve access to public sector contracts, particularly for: Small and Medium-sized Enterprises (SMEs); Supported Businesses; Social Enterprises; Co-operatives; and Third Sector;
- Continually focussing in improving the Council's sustainable procurement performance which contributes to its focus on reducing inequality and the Council's climate change declaration;
- Encouraging more innovative use of community benefit requirements and ensuring community benefit outcomes have been achieved;
- Making sure we continue to adopt a partnership approach between internal and external partners;
- Promoting the benefits of early procurement engagement and innovation; and
- Building capacity and skills within the Council to improve commissioning and procurement activity.

As part of the Council's drive to improve continually, it participated in the national Procurement and Commercial Improvement Programme (PCIP) in late 2018 and achieved a placing in the top performance banding. This equates to a 3% improvement from its previous PCIP assessment.

The format of this year's Report followed guidance from the Scottish Government's overview of procurement activity across the public sector and subsequent guidance received via SPPN 7/2020.

The Council is satisfied that this Report covers all areas that should be included within a public sector's Annual Procurement Report. In the future the Council will continue to monitor the Scottish Government's guidance on Annual Procurement Reports and best practice and will update its Annual Procurement Reports accordingly.

Annual Procurement Report Owner



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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.

The Council completed 76 regulated, non-social care related, procurements during the reporting period with a total award value of £787,045,871.

The following table shows the split of the key types of awards:

Type	Volume	Value
Awards of new Council Frameworks and Contracts	37	£632,931,812
Awards from existing Council Frameworks	5	£20,194,692
Awards from non-Council Frameworks	34	£133,919,367

Appendix 1 sets out a full list of the 76 procurements completed.

These procurements include projects supporting: the Burrell Renaissance Project; the Construction and Trades Framework; the Public Realm Framework; the new M8 Pedestrian Bridge which formed part of Glasgow City Region City Deal Initiative; and the Council's Business as Usual (BAU) requirements.

In addition, the Council made awards from existing Council social care Frameworks with a combined value of £8,189,759. The Council also utilised the COSLA National Care Home Framework Agreement to make awards above regulated procurement with a total value of £76,774,543.

During the reporting period there were instances where alternative methods of procurement were used in line with the regulations and the **Council Standing Orders Relating to Contracts** 2017 (e.g. where there is only one potential supplier).

Sighthill Pedestrian Bridge



Public sector procurement has been identified as having a pivotal role and being a key enabler in contributing to national climate change targets. Public bodies are required to report annually on how their procurement policies and activities have: contributed to carbon emissions reduction targets; contributed to climate change adaptation; and acted sustainably.

The Council is continuing to develop and implement a number of policies, route-maps and strategies which will further support and influence the emerging climate change emergency such as: its Plastic Reduction Policy; the Council's Fleet Strategy; Circular Economy Route-map; and the Climate Emergency Policy.

A number of regulated procurements have been awarded to support the implementation of the Council's Fleet Strategy and the requirement for various fuel-efficient vehicles such as: the purchase of Full Electric Refuse dual conversion vehicle; conversion of an existing RCV to hydrogen fuel; conversion of 19 existing gritters to dual fuel; 100 electric vans and 200 electric cars.

The utilisation of these vehicles will contribute to: the national carbon emissions reduction target; the Council's Strategic Plan 2017-2022; and the Procurement Strategy's Sustainable procurement objective. It will also help to support compliance with the Council's new Low Emissions zone within Glasgow City Centre.

Out-with our Fleet requirements, several other projects have helped support the Council's sustainable agenda and will enhance the climate emergency plan which is in the process of being implemented.

Please see the projects detailed below:

- Disposal of Gully Waste
- Drumchapel Surface Water Management Plan
- Rodney Street Community Garden
- Electric Vehicle Charging infrastructure
- Street Lighting and LED Lantern and Column
- Energy Advice and Related Services
- Organic Waste - Garden

Appendix 1 provides further details of the above projects and shows all regulated procurements undertaken in FY19/20.

The Council utilises the measures available in the Public Contracts (Scotland) Regulations 2015 (PC(S) R 2015) and the Procurement (Scotland) Regulations 2016 (P(S) R 2016) to ensure contractors comply with environmental, social, and labour laws when performing public contracts. These measures also allow the Council to request companies to replace its sub-contractors where they have breached any obligations in the fields of environmental, social or labour law.

The Council has adopted the European Single Procurement Document Scotland (ESPDs), an electronic self-declaration document to be submitted by suppliers interested in tendering for contracts, and embedded the Scottish Government's sustainable procurement tools (Tools) and guidance within its Strategic procurement process to help compliance with policy and legislation, including how to take an ethical approach in delivery of all relevant procurement activity.

The adoption of the ESPD and Tools help the Council to ensure tier 1 suppliers/contractors and their supply chain is compliant with the Human Trafficking and Exploitation Act 2015 and Modern Slavery Act 2015.

In line with the efficiency and effectiveness aim of the Council's Corporate Procurement and Commercial Improvement Strategy 2018 – 2022, the CPU considers collaborative Frameworks, and opportunities, if identified as the most appropriate route to market and proven to deliver best value for the Council.

The Council has agreed to utilise 60 of the 71 available Scotland Excel Frameworks, which is a participation level of 85%. Other collaborative opportunities are reviewed on a project by project basis and by working strategically and collectively with other organisations, sharing work plans to identify areas of collaboration.

This ongoing activity has resulted in the CPU utilising Frameworks implemented by the following procurement organisations:

External Framework	Volume
Advanced Procurement for Universities and Colleges (APUC) Framework	1
Crown Commercial	12
Eastern Shires Purchasing Organisation (ESPO)	5
Local Government Pension Scheme (LGPS) Framework	4
Procurement for Housing	1
Scottish Procurement	12
South Lanarkshire Council	2
Treasury Management	1
Yorkshire Purchasing Organisation.	1

A number of collaborative Framework Agreements were awarded which brought together the joint purchasing powers of various local authorities such as North Lanarkshire Council and Renfrewshire Council.

'Savings and Positive Outcomes' is a key strand of the Corporate Procurement and Commercial Improvement Strategy 2018-2022. The categories of procurement savings and the process for calculation, approval, recording and reporting has been formalised and agreed by Corporate Finance and Council senior managers. These categories and processes are also consistent with the 'Procurement Benefits Reporting Guidance issued by the Scottish Government.

The savings achieved from procurement activity in FY 19/20 can be broken down as follows:



In order to further support the delivery of savings the CPU Commercial Team was formed in 2019. During the period covered by this report, the Commercial Team undertook significant and comprehensive spend and demand management analysis, completed the first two stages of its action plan and made significant progress on the next two stages. As part of stage one the team identified 10 commodities that would be targeted: Post; Courier & Distribution; Recruitment & HR; Vehicles; Refuse and Waste; Road Materials; Food & Water; Catering; Cleaning and Janitorial; Security and Safety; and Teaching Supplies.

The Commercial and Strategic Teams has identified and delivered significant savings across these commodities. In addition, the Commercial Team has developed and implemented a range of new processes and supporting documents to ensure a consistent and more commercially focussed approach is achievable within the Strategic Procurement and the Demand Management Process.

Key Deliverables:

- Identified £2.2m of potential savings across targeted commodities
- Secured £0.9m of potential savings to date (contributing to the full £15.5m figure listed above) with a further £0.8m in progress
- Revised CPU commercial processes and associated documentation
- Established relationships with finance contracts in key service areas
- Improved marketing information and contract management information for CPU
- Established the commercial team as a key support function within the CPU for developing strategies and determining commercial impact of Business as Usual (BAU) activity

Going into the next year the Commercial Team will continue to focus on stages three and four of the action plan. The team will also play a pivotal role in understanding and mitigating additional costs resulting from the Covid-19 pandemic.

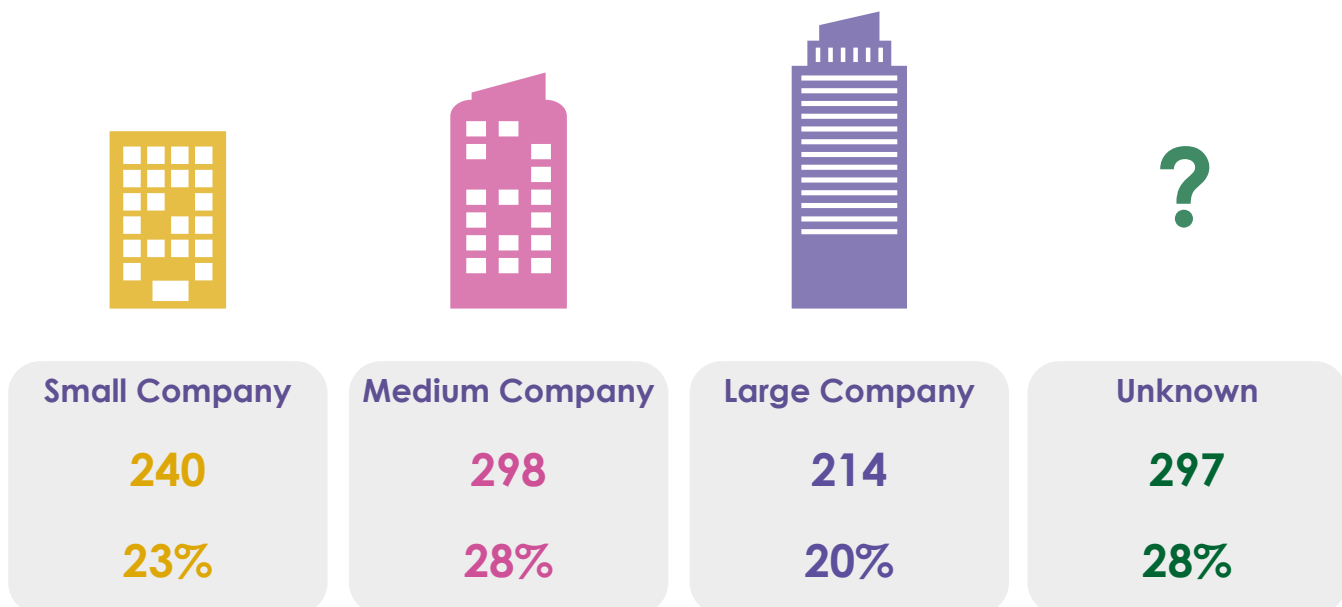
The CPU continues to support the Supplier Development Programme by participating in a number of supplier training events. These events covered topics such as: Introduction to Tendering; Using PCS and PCS-T; Improving your bid score; and Understanding Community Benefits and Sustainability.

The Council's Social Enterprise Board has been established to develop and deliver a strategy to help support and encourage opportunities for social enterprises to bid for and win procurement opportunities. The CPU engages with Partnership for Procurement (P4P) and shares its work-plan to identify opportunities for Social Enterprises.

A number of early supplier engagement days have taken place to support and encourage suppliers to bid for complex Council Frameworks such as the Construction and Trades and Public Realm Framework. The high volume of supplier response to these Framework evidence the benefit of early market engagement.

The Council currently has a commercial spend profile with 1049 contracted suppliers. The table below provide further details, including the size of the organisation. 28% of suppliers are classed as unknown as we do not hold that data internally and it is not available on the Scottish Procurement Knowledge Hub.

Count by Supplier Size



Section 17 of the Procurement Reform (Scotland) Act 2014 (Act) requires that regulated procurements are carried out in accordance with the organisation's 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 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 Strategy 2018-2022, published in June 2018, sets out how regulated procurement would be undertaken in compliance with the Act.

The Strategy has 28 actions, of which 7 actions were targeted to be delivered before 31st March 2020. These actions supported 5 of the 6 key Strategic Procurement objectives: Legal Compliance and Governance; Savings and Positive Outcomes; Deliver Sustainable Procurement across the Council; Innovation; and Promote Procurement Awareness.

The Table below provides further details on the 7 actions delivered.

Actions Delivered in Financial Year 2019 - 2020		
Action Reference	Actions	Target Date
1.01	Mandatory training for Council officers involved in the procurement process (project leads, specification writers) including highlighting the social benefits that procurement must consider (e.g. Equality and Fair Work Practices).	Apr-19
2.04	Ensure that suppliers provide regular management information on our usage of their contracts and incorporate this information into the contract management process.	May-19
4.02	Further optimise the community benefits process by working more closely with relevant internal stakeholders (community planning, employability team) and placing a greater emphasis on ensuring outcomes are delivered and benefits for Glasgow citizens are realised.	Jun-19
4.05	Review Council mandatory evaluation requirements (insurance, health and safety) to ensure they are compatible with the SME agenda.	Jul-19
5.03	Encourage all service areas to identify procurement opportunities where innovative products and services could deliver benefits to the Council.	May-19
6.02	Make available training and awareness sessions for Council staff involved in procurement on the Council's internal procurement processes and procedures.	Aug-19
6.03	Provide training and awareness sessions on council contracts for services who have purchasing compliance teams including highlighting the social benefits that procurement must consider (e.g. Equality and Fair Work Practices).	Apr-19

All 7 actions have been successfully delivered and reported to the relevant Council Procurement Governance Boards. The remaining 21 actions will be delivered in line with the agreed target dates as detailed within the Action Plan. 3 actions have been extended to a later date due to the delay in the delivery of Brexit and impact of the Covid-19 Pandemic.

The table below provides details on the 3 actions and dates that have been extended.

Action Reference	Actions	Target Date	Revised Target Date
1.04	Review procurement processes before Brexit and ensure appropriate procedures are in place for a smooth transition.	Apr-19	Apr-21
4.01	Training and awareness sessions for internal clients on sustainable procurement with an emphasis on the application of circular economy, whole life costing, life cycle impact mapping and the early involvement of SME's, Social Enterprises, Co-operatives, Supported Businesses and Third Sector organisations.	Dec-20	Jun-21
4.03	Streamline and standardise Social Work and Corporate Procurement Unit processes and documentation relating to sustainability where appropriate.	Dec-20	Jun-21

The table below details the sub actions against the main actions that are currently outstanding, in progress or complete as part of the strategy implementation action plan.

Row Labels	Not Started	In Progress	Complete
1. Legal Compliance and Governance	4	7	13
2. Savings and Positive Outcomes	4	7	17
3. Leaner, More Efficient and Effective Procurement Function	8	4	6
4. Deliver Sustainable Procurement Across the Council	19	9	20
5. Innovation	3	2	5
6. Promote Procurement Awareness	0	2	8
Grand Total	38	31	69

The full Corporate Procurement and Commercial Improvement Strategy Action Plan is set out in [Appendix 5](#).

The Strategy continues to build upon the achievements and benefits delivered by the Council's previous Corporate Procurement Strategies which have been established since 2012, including objectives for improving the process and procedures relating to regulated procurements.

The benefits and achievements include:

- Updated processes and procedures to comply with the requirements of the new procurement rules and regulations;
- Increased time spent on strategic aspects of procurement activities;
- Supported the Council's overall savings targets including the successful delivery of the procurement savings target of £20m over a 2yrs period;
- Embedded the Council's community benefits policy into all relevant and proportionate contracts delivering a greater volume and increased variety of outcomes across a wider range of commodities;
- Created and implemented a Sustainable Procurement Register to capture sustainable outcomes delivered by Council contracts. This includes benefits for both Glasgow citizens (modern apprenticeships, work experience) and Glasgow businesses (supplier capacity building, opportunities for sub-contractors).
- Established a Sustainability Steering Group and a Sustainable action plan, as derived from the Scottish Government's Flexible Framework, to support the improvement of the Council's performance in delivering sustainable procurement;
- Supported the Equalities Act 2010 by updating procurement documentation to ensure equality impact assessments are considered for each procurement exercise and ensuring the Council's selection and tendering processes positively address the protected characteristics and include equality considerations where appropriate;
- Ensured SMEs are provided opportunities as standard within the Council's Quick Quote process (Goods and Services under £50,000, Works under £2m);
- Fulfilment of the Council's procurement work plans, including the delivery of tenders supporting special projects (e.g. The Glasgow City Region City Deal, Burrell Renaissance and Fleet Strategy requirements).

Further information on the requirements of the Act is set out 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 2017**. Procedural requirements are set out in the **Scottish Government Procurement Journey** (for general procurement best practice) and the Council's Corporate Procurement Manual (for Glasgow specific best practice).

In addition, the Council's Procurement Toolkit provides templates and supporting documents which are aligned with these procedures. This is supported by a Strategic Training Methodology which has been based on the Scottish Government Procurement Competency Framework and ensures that all procurement staff are able to deliver regulated procurements which are compliant.

Throughout the reporting period, the Council's regulated procurements were monitored on an ongoing basis. This monitoring process consisted of reviewing the key supporting documents which underpin the Council's legislative and procedural Framework including: sourcing strategies; project plans; procedural documentation; evaluation scoring calculators; and award approval reports.

These 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 the Council to identify the following potential improvement areas and build on previous strategy areas.

The Council will:

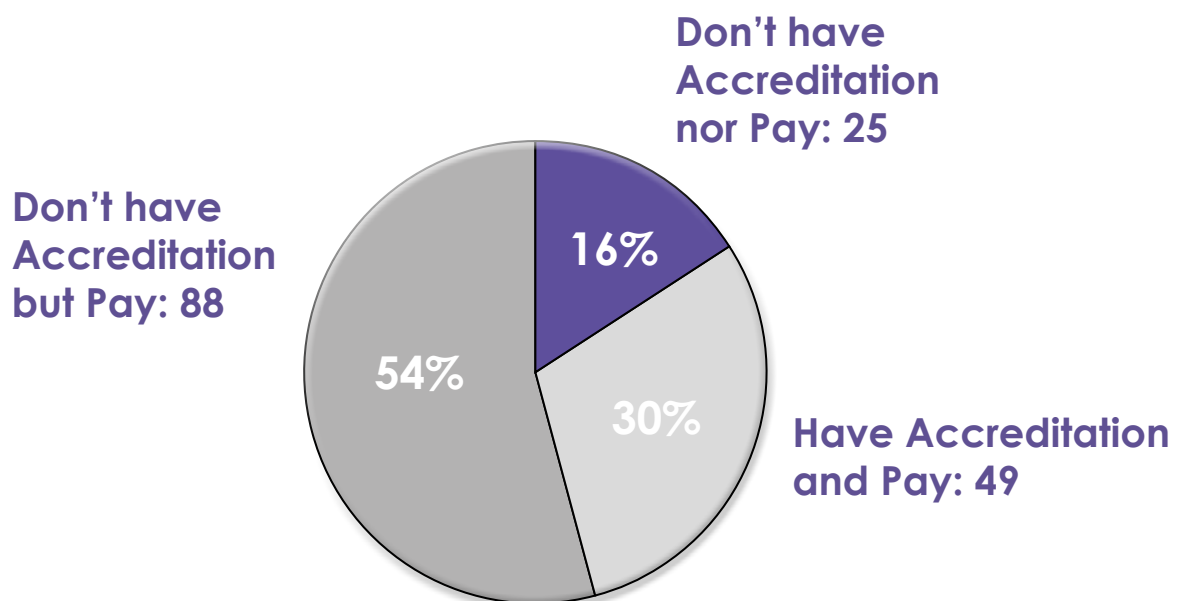
- Continue to work with client teams on advance provision of work plans and strategies which will allow additional opportunities to deliver increased best value from the Council's regulated procurements;
- Promote sustainability, fair work practices and the importance of equality and equal treatment through procurement;
- Deliver and demonstrate real cash savings via demand management;
- Continue to target savings from all aspects of the strategic procurement process (Purchase to Pay, tender, contract management);
- Continue to look for collaborative opportunities within the public sector;
- Ensure suppliers provide regular Management Information on the Council's usage of contracts;
- Promote the innovation partnership model as a mechanism and share relevant examples of new procurement solutions.
- Assess demand management opportunities at strategy development and contract management
- Ensure SME's are provided opportunities as standard within our quick quote process
- Review Fair work criteria and look to broaden the evaluation model and process for recording responses, work with the Scottish Government on Fair Work First
- Fully embed the new Scottish Government sustainable online sustainable tools
- Ensure sustainability opportunities are acknowledged as part of strategy and specification development and incorporated into the evaluation process.
- Engage with new technology as part of the community benefits process

The Council is committed to ensuring that all suppliers which are awarded business are paid within 30 days. Prompt payment clauses requiring a 30-day payment term are embedded within the Council's contractual terms and conditions. Suppliers must also apply the same terms and conditions to its sub-contractors which are delivering and supporting a Council contract. During the reporting period the Council paid 96% of invoices within agreed timescales.

The Council has a strong position and supports the Glasgow Living wage and the Real Living wage. Due to this all regulated and non-regulated contracts have a 5% weighting applied against Fair work Practice criteria.

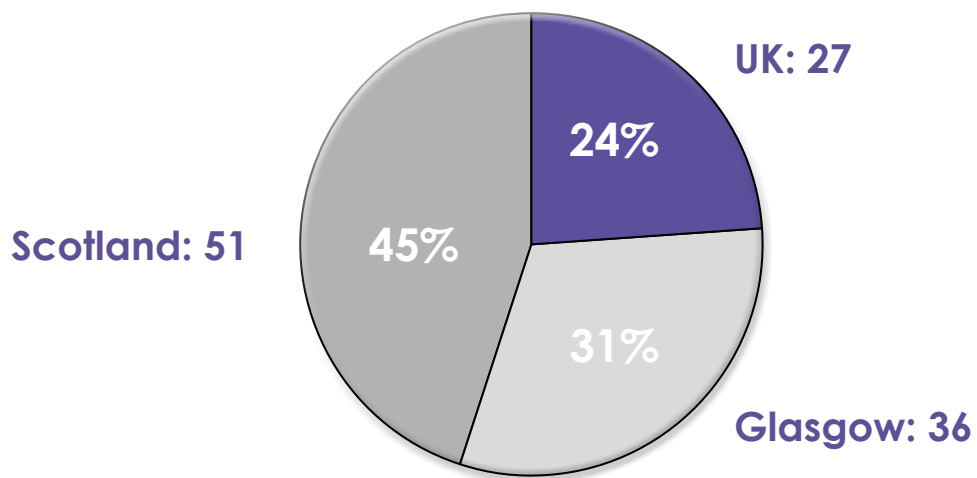
The diagram below details the number of appointed suppliers awarded a contract in FY19/20 that either: pay the real living wage; pay the real living wage/Glasgow Living Wage and are a member of the Scottish Business Pledge; or don't pay the real living wage but are committed to other forms of fair work practice such as non-exploitive use of zero hour contracts, flexible working models or training.

162 Living Wage Suppliers

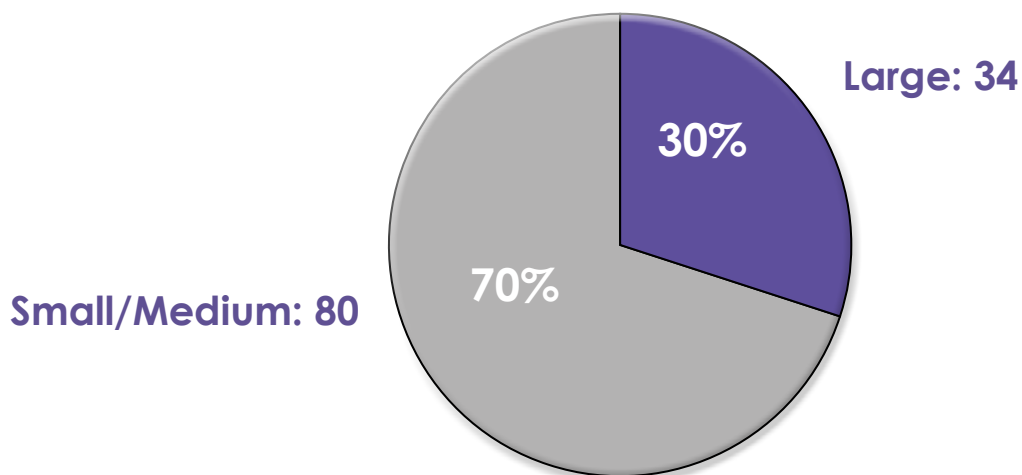


The Council's Procurement Strategy also encourages the utilisation of SME's and local suppliers within its quick quote process and regulated procurements. The diagrams below detail the number of successful suppliers of regulated procurements which have SME status and location information as detailed in Scottish Procurement Information Hub.

114 Unique Suppliers 19/20
Location of Suppliers detailed in the chart



114 Unique Supplier 19/20
SME Status detailed in the chart



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 (CB) 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.

Community benefits are a key objective of the Council's Strategy for 2018 to 2022 and the Council's own CB policy which stipulates that community benefits must be considered for inclusion in all:



**Goods and Services Contracts with
an estimated value greater than**

£50,000

**Works Contracts with an estimated
value greater than**

£500,000

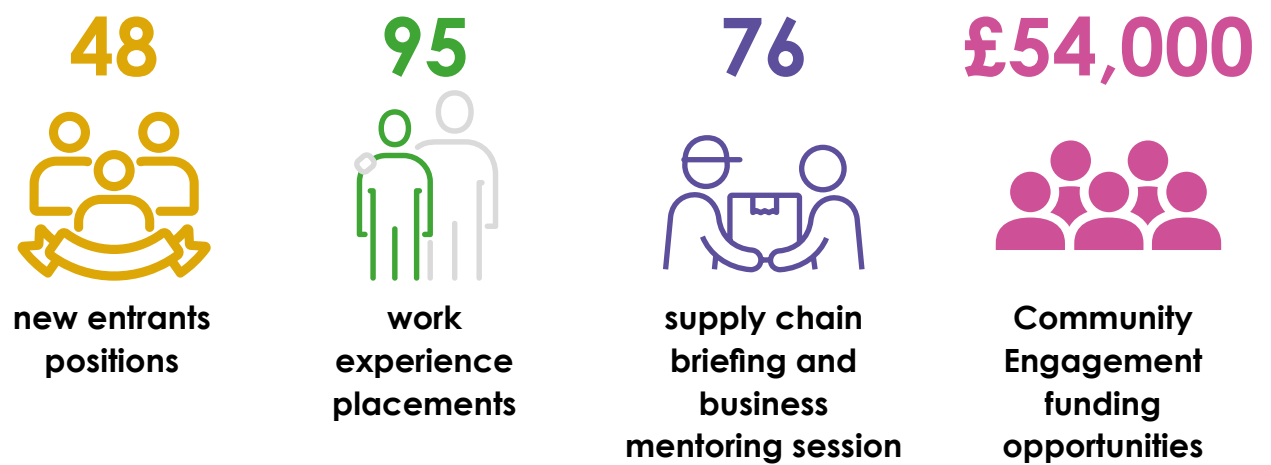
Robust processes have been developed to ensure that community benefits are considered for inclusion in all relevant contracts in line with the requirements of both the Procurement Reform (Scotland) Act 2014 and the Council's own CB policy.

When initiating procurement activity, client departments are required to consider and highlight potential community benefits for inclusion where relevant. Procurement staff then engage with key stakeholders (including Community Planning, Economic Development, Education and Jobs and Business Glasgow) and undertake market research and benchmarking activity to further explore potential opportunities and identify appropriate requirements for inclusion in the contract, or which will form part of the CB evaluation criteria and menu.

Delivery of agreed outcomes is monitored and reported internally on a quarterly basis using monitoring updates provided by suppliers. The entire process is overseen by a Community Benefits Steering Group comprised of key stakeholders from across the Council who are responsible for ensuring delivery of the policy, progressing further developments and identifying and resolving any issues.

A new online monitoring system, Cenefits, has been implemented to support the monitoring and delivering of Community Benefit outcomes. Cenefits is a web and mobile application which makes it easy for Council staff and public sector buyers to manage, measure and realise benefits in their contracts. The system allows suppliers to upload its evidence for approval/rejection of the Council's Strategic Leads. The Community Benefit Officers, with support from the relevant category managers and procurement officers, manage and monitor the suppliers' Community Benefit obligations.

Key community benefits outcomes secured in FY19/20 include:



Please see two sample case studies of CB outcomes that have been delivered during financial year 19/20.

Reidvale Adventure Playground Association Community Group



The playground lighting system was kindly made possible by Lightways Contractors Ltd. The Director of Lightways and the Operations Manager visited the playground to look at the outdoor lighting needs which were desperately required to allow the community group to operate its outdoor playground 50 weeks per year both day and evening. The Playground provides a service to children and young people aged 0-16yrs, including children and young people with physical and sensory disabilities.

Lightways immediately recognised the value of the service within the community and the much-needed service it offers to children and young people who engage in wide ranging activities such as sport (Football, Tennis, Sport Obstacle courses, Zorb football sessions, Basketball, Active Play, Adventure Play, Creative Arts, In-ground Trampolines, Bikes, Trikes and Go Karts). The community group has been delivering quality outdoor and indoor play opportunities since 1991.

The community group confirmed its gratitude and impact of this generous donation, see below:

“ We were absolutely delighted when the Director informed the Project Manager of our Charity that Lightways would supply and install column lighting completely free of cost as a gift in kind towards the capital project at our playground. This is an incredible donation to our Charity. The benefit of having outdoor lighting columns has made a huge impact on our ability to offer regular outdoor sport, play and creative art activities for attending children and young people, visiting additional support and learning need school classes, mainstream primary classes, local nursery groups, visiting disability groups, our staff team, volunteer staff and parents, carers and families”.

“On behalf of the Board of Directors of Reidvale Adventure Play Association Ltd (R.A.P.A.) we would like to thank Lightways for offering our Charity the gift in kind lighting system whilst offering their extra mile approach throughout the process and their incredible support given to our Charity work with children and young people. We are truly grateful and fully appreciate your kindness. ”

Community Benefits Outcome - Action for Children - Work Experience / Employment Report from Kier Regional Building



Employee 1 and Employee 2 were part of the Action for Children programme where the organisations help 16-24 year olds gain qualifications within the construction industry.

- CSCS – Labourer Test and Card
- SQA Level 4 Health and Safety in a Construction Environment

Both employees successfully completed a 2-week work placement with FES at the Burrell Renaissance and were given full time employment.

Employee 1 is 19 years of age and from the East End of Glasgow. He had been unemployed for a year - he was an electrical apprentice but unfortunately had to be let go by his previous employer. He was unable to find another company to continue his apprenticeship and therefore applied and managed to successfully gain a place in the Action for Children Programme.

Employee 2 is 18 years of age and is living in the South side of Glasgow. He was unemployed for 3 months, doing different job roles from mechanic, call centre and wasn't entirely sure what he wanted to do. Completing the Action for Children programme gave him an insight into construction.

Both of the young adults are now working through their apprenticeship having secured full time roles. Both Individuals have commented that they are grateful for this opportunity with Action for Children and are thrilled to be working alongside FES, on this prestigious project that they can add to their CV in the future.

Employee 1 “ Best course I signed up to and a great company to be working for, everyone is great ”

Employee 2 “ Brilliant opportunity and now I know I want to continue in the construction industry ”

Appendix 3 sets out the full details of all Community Benefit outcomes secured and delivered during the reporting period of the Report.

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 corporate procurement manual instructs that consideration must be given to the inclusion of supported businesses in all regulated procurements. In addition, the Council's procurement toolkit includes the register of supported businesses supplied by the Scottish Government and an expanded list of potential supported businesses provided by the Ready for Business organisation.

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 Royal Strathclyde Blindcraft Industries (RSBi) for the provision of furniture and for the collection and disposal of confidential waste. The annual value of these contracts is £7,384,885 per annum.

Section 18(2)(f) of the Procurement Reform (Scotland) Act 2014 states that 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's register that will expire and need to be extended or re-tendered over the next two years.
- New procurements identified via future work plans provided by Council service areas/teams.
- New procurements identified via anticipated work plans for special projects (e.g. European Football Championship 2020 (2021), The Glasgow City Region City Deal and COP 26).

A full list of anticipated procurements in the next two years is set out in **Appendix 4**. However, this list is subject to change.

Appendix 1

Awards of New Council Frameworks and Contracts: 37 in total 632,931,812.

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
01/06/2019	Advance Construction Scotland, George Leslie Limited, I & H Brown Ltd, idverde Ltd, Mackenzie Construction Ltd, MacLay Civil Engineering Ltd, Noel Reagan & Sons, RJ McLeod (Contractors) Ltd, Tarmac Limited, John Graham Construction Ltd, McLaughlin & Harvey, Morgan Sindall, Farrans (Construction) Ltd.	Construction & Trades	City Deal Public Realm Framework	01/07/2019	01/07/2023	£150,000,000	GCC Framework, Above OJEU Restricted

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
01/08/2019	Aberdeen Marine Services Ltd, Advance Construction (Scotland) Ltd, Amalgamated Construction Ltd, Ashtead Plant Hire Co Ltd, Barhale Construction plc, Beaver Bridges Ltd, Caley Construction Ltd, Castle Group Scotland Ltd, CBC (Glasgow) Ltd,	Construction & Trades	Construction & Trades Framework	22/08/2019	22/08/2022	£430,000,000	GCC Framework, Above OJEU Restricted

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
	<p>Central Traffic Management Ltd, Class One Traffic Management, Coltart Contracts Ltd, Concrete Repairs Ltd, Contraflow Ltd, Covanburn Contracts Limited, Farrans (Construction) Limited, Finco Contracts Ltd, George Leslie Limited, Go-Wright Ltd, Hillhouse Quarry Group Ltd, I & H Brown Ltd,</p>						

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
	<p>J H Civil Engineering Ltd, John Graham Construction Ltd, John McGeady Ltd, Kiely Bros Ltd, King Contractors (Perth) Ltd, Landcare Solutions (Scotland) Ltd, Landscapes and Contracts, Lightways (Contractors) Ltd, Lochwynd Ltd, Luddon Construction Ltd, Mac Asphalt Ltd, Mackenzie Construction Ltd,</p>						

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
	<p>MaLay Civil Engineering Ltd, Mainline Road Marking Ltd, Markon Limited, Morrison Construction, Newlay Civil Engineering, Noel Regan & Sons, P1 Solutions Ltd, Rainton Construction Limited, RJ McLeod (Contractors) Ltd, Signsafe Traffic Ltd, Story Contracting, Tarmac Limited, Taziker Industrial, Tivoli Group Ltd, VHE Construction, WGM Engineering Ltd, WH Malcolm, WJ North Ltd</p>						

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
01/10/2019	Lot 2 - Mc Millan Engineering Ltd. Lot 3 - Bay Media Ltd	Other Commodity	Dressing The City	16/10/2019	16/10/2023	£900,195	GCC Framework, Under OJEU, Open
01/11/2019	Leach Colour Ltd	Marketing & Promotion	Burrell - Graphic Production	20/11/2019	20/12/2020	£221,669	GCC Contract, Above OJEU, Restricted
01/11/2019	Lot 1 - The ISO Organisation Ltd, Lot 2- Aivaf Ltd	IT	Manual Interactives - retender	20/11/2019	20/03/2021	£490,959	GCC Contract, Above OJEU, Open
05/04/2019	Fosters Funeral Directors	Professional Services	Provision of Funeral Service Arrangements for Public Health Funerals	15/04/2019	15/04/2023	£140,000	GCC Contract, Above OJEU, Restricted

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
05/06/2019	Bemrose Booth Paragon Ltd	Parking	Manufacturer and Supply of Parking Tickets, Printer Rolls, Parking Permits and Vouchers	03/06/2019	02/06/2023	£320,092	GCC Framework, Above OJEU, Open
06/12/2019	Lot 1: DJ Wilrich Ltd Lot 2: Balicom International Ltd. Lot 3: Balicom International Ltd. Lot 4 : GV Multi Media Ltd	IT	Burrell - AV Hardware	17/12/2019	17/12/2020	£1,164,552	GCC Contract, Above OJEU, Open
08/01/2020	BAM Nuttall Ltd	Construction & Trades	M8 Pedestrian Bridge (Sighthill)	31/01/2020	31/08/2021	£18,468,806	GCC Contract, Above OJEU, Restricted
12/03/2020	Scott & Co Scotland LLP	Financial	Debt Management Partner (19/20)	01/04/2020	01/04/2024	£5,014,320	GCC Framework, Above OJEU, Open
13/06/2019	Newsmith Stainless Ltd (Oliver Douglas)	Plant Equipment	Purchase, Install and Maintenance of Industrial Washer (Daily Aid Equipment)	17/06/2019	17/06/3034	£83,841	GCC Contract, Under OJEU, Open

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
17/12/2019	Harper McLeod, Martin Aitkin, Lanarkshire Enterprise Services, Wylie & Bissett, First Port, Elevator, Intend Business Development, Lanarkshire Enterprise Service, NS Design Ltd, Russell McLeod, Matrix Management Consultancy, Connect Three Solutions, Business Success Partnership, Blue Parmigan, Strategem, Martin Aitken, Filament PD, Graven Images, Spreng Thomson, Filament FD Ltd, Targeting Innovation Limited, Glasgow Chamber of Commerce, Alegrant Ltd, The Challenges Group, CEIS, Strathclyde Business School	Professional Services	Business Growth Development Framework (DRS Business Voucher Programme)	01/01/2020	31/12/2022	£1,900,000	GCC Framework, Under OJEU, Open

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
25/06/2019	Levenseat Limited	Refuse & Waste	Bulky Waste	01/07/2019	01/07/2024	£10,672,500	GCC Contract, Above OJEU, Open
28/01/2020	Austin-Smith: Lord LLP	Professional Services	Phase 3 District Regeneration Frameworks (DRF)	01/02/2020	01/02/2023	£429,500	GCC Contract, Above OJEU, Open
31/03/2020	Arcola Energy Ltd	Vehicles	RCV Conversion to Hydrogen Fuel Cell Power	01/04/2020	01/04/2023	£648,808	DPS
06/01/2020	John McGeady Ltd, Id Verde Ltd, Mac Asfalt Ltd, Inex Works Ltd	Plant Equipment	Winter Maintenance Assistance (Retender)	20/01/2020	22/06/2023	£297,500	GCC Framework, Above OJEU, Open

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
21/02/2020	Lot 1: General Mounts, Orbis Conservation Ltd. Lot 2: Acrylic Mounts, Orbis Conservation Ltd. Lot 3: Textiles and Costumes, Orbis Conservation Ltd. Lot 4: Structural Mounts- Orbis Conservation Ltd. Lot 5	Professional Services	Burrell - Object Mounts	24/02/2020	01/12/2020	£150,000	GCC Framework, Under OJEU, Open
31/03/2020	Riverside Truck Rental Ltd	Vehicles	Purchase of Electric RCV	01/04/2020	01/01/2021	£491,000	DPS
27/02/2020	SAMH	Mental Health Supported Living	(St Peter's Supported Living)	TBC	2027	£1,259,100	Open Tender, Above Ojeu
23/07/2019	Stepping Stones for Families	Family Support	Family Support	31 March 2019	1 April 2020	£130,000	Direct Award
30/07/2019	Aberlour (South)	Family Support	Family Support	18 September 2019	31 March 2020	£69,500	Direct Award

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
26/03/2019	Aberlour (North West)	Family Support	Family Support	1 April 2019	31 March 2020	£98,146	Direct Award
28/01/2020	Home Start (South)	Family Support	Family Support	19 August 2019	17 August 2020	£120,000	Direct Award
08/07/2019	Geezabreak	Family Support	Family Support	4/11/ 2019	30 June 2020	£55,000	Direct Award
12/07/2019	TASK	Family Support	Family Support	1 July 2019	30 June 2020	£120,000	Direct Award
30/08/2019	Children 1st	Family Support	Family Support	1 October 2019	30 June 2020	£50,000	Direct Award
17/07/2019	Drumchapel 3D	Family Support	Family Support	1st August 2019	31 July 2020	£55,534	Direct Award
08/07/2019	Scottish Refugee Council	Family Support	Family Support	1st July 2019	30 June 2022	£150,000	Direct Award
10/10/2019	Barnardos	Intensive Family Support	Intensive Family Support	1/12/ 2019	30 November 2020	£215,532	Direct Award
10/10/2019	Action for Children	Intensive Family Support	Intensive Family Support	1/12/ 2019	30 November 2020	£199,986	Direct Award
10/10/2019	Includem	Intensive Family Support	Intensive Family Support	1/12/ 2019	30 November 2020	£199,445	Direct Award

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
10/10/2019	Glasgow Women's Aid	Shelter	Shelter	1 October 2019	30 September 2021	£576,674	Direct Award
04/08/2020	CELCIS	Support to Transformational Change (Children and Families)	Support to Transformational Change (Children and Families)	1 August 2019	31 March 2021	£100,000	Direct Award
24/10/2019	Glasgow Homeless Network	Support to Transformational Change (Homelessness)	Support to Transformational Change (Homelessness)	1 November 2019	31 October 2022	£450,000	Direct Award
	Barnardo's	Outreach Support	Outreach Support	1 April 2019	31 October 2022	£192,993	Direct Award
08/08/2019	Turning Point Scotland	Residential Recovery Stabilisation Service	Residential Recovery Stabilisation Service	31 August 2019	31st October 2022 (option for further 2 years)	£4,999,985	Open Tender, Above Ojeu
08/08/2019	Crossreach	Residential Recovery Abstinence Service	Residential Recovery Abstinence Service	31 August 2019	31st October 2022 (option for further 2 years)	£2,496,175	Open Tender, Above Ojeu

Awards of Existing Council Frameworks/ Contracts: 5 in total: £20,194,692

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
10/02/2020	RJ McLeod (Contractors) Ltd	Construction & Trades	Drumchapel Surface Water Management Plan Works	07/02/2020	07/08/2020	£5,957,750	GCC Framework, Mini-Comp,
13/03/2020	Worldpay Limited	Financial	Merchant Acquirer and Payment Gateway Services	03/04/2020	03/04/2022	£960,000	GCC Framework, Direct Award,
14/06/2019	Maclay Civil Engineering Ltd	Construction & Trades	CNG Public Realm - North Canal Bank Street	12/08/2019	11/04/2020	£2,089,275	GCC Framework, Mini-Comp,
28/06/2019	RJ McLeod (Contractors) Ltd	Construction & Trades	South East Glasgow MGSDP Construction Works	01/07/2019	01/07/2020	£8,407,447	GCC Framework, Mini Comp
31/08/2019	R J McLeod (Contractors Ltd)		Garrowhill / Baillieston Works SWMP- Construction Phase (MGSDP)	30/08/2019	30/08/2020	£2,780,220	GCC Framework, Mini-Comp,

Awards from non-Council Frameworks: 34 in total: £133,919,367.

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
01/04/2019	People Asset Management Limited	Professional Services	Occupational Health	01/04/2019	31/03/2023	£3,284,844	ESPO, Mini-Comp, MC Above OJEU
01/07/2019	Fairways (GM) Limited	Plant Equipment	Supply and Delivery of Tractor - Compact Central Articulating and Oscillating Tractor	30/09/2019	30/04/2020	£60,808	SXL Framework Mini-Comp, MC Under OJEU
01/07/2019	Levenseat Limited	Refuse & Waste	Organic Waste - Garden	01/07/2019	01/07/2019	£347,346	SXL Framework, Mini-Comp, MC Above OJEU
01/10/2019	CMS Cameron McKenna Nabarro Olswang LLP	Legal Consultancy	Legal Services for SPF Property Portfolio	01/10/2019	30/09/2023	£3,200,000	CCS Framework Mini-Comp, MC Above OJEU

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
01/10/2019	Scottish Fuels, RIX Petroleum	Utilities & Fuel	Supply of Liquid Fuels - Heating, Marine and Automotive fuels	28/10/2019	28/04/2023	£28,800,000	SXL Framework, Direct Award, DA Under OJEU
01/10/2019	Eden Springs	Food & Water	Supply and Maintenance of Water Coolers	01/10/2019	01/10/2022	£174,000	SXL Framework, Direct Award, DA Under OJEU
01/10/2019	AVM Impact, DRC, Insight, Learning Space, EIS, SSUK	Teaching Supplies (Core)	Photo & AV	20/11/2019	20/11/2022	£1,050,000	SXL Framework, Direct Award, DA Above OJEU
01/10/2019	Car Hire (Day of Swansea) Ltd. (T/A Days Fleet)	Vehicles	Contract Hire of 20 Electric Vehicles (Vauxhall Corsa)	01/03/2020	01/02/2023	£197,434	Treasury Management Framework, Mini-Comp, Mc Above OJEU
01/11/2019	Chubb Fire & Security Limited FES Ltd Spie Scotshield Limited IC Fire & Security Ltd	Security & Safety	Provision of Alarm Maintenance, Repair and Installation Services	01/12/2019	31/03/2021	£4,583,921	SXL Framework, Direct Award, DA Above OJEU

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
01/11/2019	Lot 1 - Fast-Aid Products / Lot 2 - Crest Medical T/A WCI	Medical	Supply and Delivery of First Aid Equipment	13/11/2019	13/11/2019	£228,000	SXL Framework, Call-off
01/11/2019	Social Enterprise Direct	Utilities & Fuel	Energy Advice and Related Services	04/11/2019	04/11/2022	£207,000	SXL Framework, Direct Award, DA Above OJEU
01/11/2019	WM Thompson & Son	Refuse & Waste	Disposal of Gully Waste	11/11/2019	11/11/2023	£135,020	SXL DPS, DPS ITT
06/04/2019	ASA Recruitment, Blue Arrow Ltd, Brightwork Ltd, Genesis Personnel Ltd, Harvey Nash Scotland, Lorien Resourcing Ltd, Pertemps Recruitment, Venesky-Brown	Recruitment & HR	Temp & Interim Labour (exc Social Care)	13/04/2019	13/04/2022	£12,000,000	Scottish Procurement Framework, Direct Award
09/05/2019	Campbell and Kennedy Ltd	Utilities & Fuel	Innovative Electrical Energy Storage Solution	30/05/2019	30/11/2019	£495,000	SXL Framework, Mini-Comp MC Under OJEU

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
12/08/2019	Arco Ltd	Clothing & PPE	Clothing & PPE- Lot 1 Safety, Workwear, Weatherwear	01/09/2019	31/08/2023	£3,260,000	SXL Framework, Mini-Comp, MC Above OJEU
14/06/2019	SWARCO UK Ltd	Vehicles	Electric Vehicle Charging Infrastructure (2019-2021)	01/07/2019	01/02/2022	£415,848	ESPO Framework, Mini-Comp, MC Above OJEU
14/07/2019	Link Treasury Services Ltd	Financial	Treasury Management	01/08/2019	31/03/2024	£163,167	ESPO Framework, Mini-Comp, MC
15/07/2019	Hamilton Bros (Engineering) Ltd	Plant Equipment	Supply and Delivery of Ground Maintenance Equipment - Lot 4 (Self-Propelled Mowers)	01/08/2019	01/04/2020	£219,300	SXL Framework, Mini-Comp, MC
17/06/2019	Scottish Water Horizons	Refuse & Waste	Organic Waste - Food	01/07/2019	01/07/2023	£228,764	SXL Framework, Mini-Comp, MC Above OJEU

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
19/06/2019	Aecom UK Ltd	Construction Consultancy	MGSDP South East Glasgow PM & Supervisor	19/06/2019	19/10/2020	£298,772	SXL Framework, Mini-Comp, MC Above OJEU
19/12/2019	Fuchs Lubricants (UK)	Utilities & Fuel	Supply of Lubricating Oils, Greases and Antifreeze	13/01/2020	13/01/2024	£160,000	ESPO Framework, Direct Award, DA Under OJEU
24/01/2020	Scottish Water	Utilities & Fuel	Supply of Water and Waste Water Services	01/03/2020	01/03/2024	£24,000,000	Scottish Procurement Framework, Direct Award, DA Above OJEU
24/03/2020	Total Gas & Power Ltd	Utilities & Fuel	Supply of Natural Gas	01/04/2020	01/04/2025	£35,000,000	Scottish Procurement Framework, Direct Award, DA Above OJEU
24/12/2019	IcareLtd	Catering	Daily Delivery of Hot Meals to Customers at Home/ Nominated Premises	01/01/2020	01/01/2024	£2,036,736	SXL Framework, Direct Award, DA Above OJEU

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
25/09/2019	REC Ltd	Construction Consultancy	Fullerton Ave / East Springburn / High Knightswood Site Investigation	13/09/2019	13/12/2019	£92,215	SXL Framework, Mini-Comp, MC Under OJEU
28/02/2020	Lowmac Alloys Ltd	Refuse & Waste	MRF Offtakes	13/03/2020	13/03/2024	£5,092,500	SXL DPS,DPS ITT,
28/06/2019	Hamilton Bros Engineering Ltd	Plant Equipment	Supply and Delivery of Ground Maintenance Equipment - Lot 6 (Ride on Equipment)	01/08/2019	01/01/2021	£84,405	SXL Framework, Mini-Comp, MC Under OJEU
31/08/2019	Stax Trade Centres Plc	Clothing & PPE	Lot 2- Catering and Food Industry	01/09/2019	31/08/2023	£310,800	SXL Framework, Mini-Comp, MC Above OJEU
09/11/2019	Muller UK & Ireland Group trading as Muller Milk & Ingredients	Food & Water	Supply & Delivery of Pasteurised Milk	01/01/2020	01/07/2022	£1,816,540	SXL Framework, Mini-Comp, MC Above OJEU

Date Awarded	Name of Suppliers	Subject Matter (Commodity)	Title of Contract	Contract Start Date	Contract End Date Inclusive of Extensions	Total Contract Value (Estimate)	Procurement Route
03/02/2020	Brake Bros Ltd	Food & Water	Supply & Delivery of Crisps, Conf & Water	14/02/2020	14/01/2021	£64,855	SXL Framework, Direct Award, DA Under OJEU
12/02/2020	Peter Brett Associates	Construction Consultancy	Principal Inspections 2019/20	17/02/2020	20/04/2021	£153,600	SXL Framework, Mini-Comp, MC Under OJEU
23/03/2020	Macklin Motors Nissan	Vehicles	Purchase of Qty of 3-2 Seater Electric Vans & 70-5 Seater Electric Vans	31/05/2020	31/03/2021	£2,303,197	CCS Direct award
23/03/2020	Daimler Fleet UK Ltd	Vehicles	Contract Hire of 180 electric cars (Nissan Leaf)	20/03/2020	20/03/2023	£1,378,198	Scottish Procurement Framework, Mini-Comp, MC Above OJEU

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 figures 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	Secured for Delivery
Targeted Recruitment and Employment	New Entrant Job – No Relevant Experience	28 posts
	New Entrant Job - Graduate	10 posts
	New Entrant - Apprenticeship	10 posts
Targeted Skills and Training	Work Experience Placement - 16+ Years of Age	42 placements
	Work Experience Placement - 14-16 Years of Age	33 placements
	Work Experience Placement - Graduate / Student	20 placements
	Careers Event, Industry Awareness Days or Workshops for school pupils or college students	57 events
	Site Visit	13 visits
	Workplace Visits for school pupils or college students	28 visits
	School Mentoring or Enterprise Programme	9 events
	MCR Pathways Tasters	19 events
	MCR Pathways 1-2-1 Mentoring Programme	23 events
	Vocational Training	S/NVQ Certification (or equivalent)
Vocational Certification		4 qualifications
Supply Chain Development	Supply Chain Briefing with SMEs Including Micro-Businesses	18 events
	Business Mentoring for a Small Medium Enterprise (SME)	18 hours
	Business Mentoring for a Social Enterprise, Third Sector Organisation or Supported Business	40 hours
Community Engagement	Financial Support for a Community Project	£54,000
	Non-Financial Support for a Community Project	390 hours
	Events/Initiatives	78 events

***Completed Apprenticeship - An employee or Modern Apprentice transferred from another project/business area or recruited to continue/complete an on-going apprenticeship to promote sustainable employment from a previous Community Benefit related project)**

Please note that the future regulated procurement work-plan could be subject to change, including the contract start dates.

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Advertising	Media Planning and Buying	01/02/2021	Scottish Procurement Framework, Mini-Comp, MC Above OJEU	TBC
Aids	Community Equipment (EquipU)	20/02/2021	DPS, DPS ITT	£9,600,000
Aids	Repair & Maintenance of Community Equipment (EquipU)	01/12/2020	DPS, DPS Overall Award	£10,776,948
Aids	Supply and Maintenance of Stair Lifts and Track Hoists and associated services (EquipU)	26/02/2021	GCC Framework, Above OJEU, Open	£13,500,000
Books, Publications & Newspapers	Library Books and Textbooks	09/03/2022	To be allocated	TBC
Building Materials	Supply and Delivery of Paint	07/01/2021	To be allocated	TBC
Catering	Catering Outlets in Glw Parks - Phase 1	30/06/2021	Extension	TBC
Catering	Daily Delivery of Hot Meals to Customers at Home/ Nominated Premises	02/01/2022	Extension	£374,000
Catering	Disposable Products - Catering disposables	19/02/2021	SXL Framework, Mini-Comp, MC Above OJEU	TBC

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Catering	Supply & Delivery of Community Meals for Medical Diet Requirements	27/03/2022	Extension	TBC
Cleaning & Janitorial	Cleaning Products, Chemicals, Hygiene Paper Products	01/02/2021	SXL Framework, Mini-Comp, Above OJEU	£3,570,853
Cleaning & Janitorial	Washroom Services	30/09/2021	Extension	TBC
Coach Hire	School Coach Hire	01/08/2021	GCC Contract	£2,400,000
Coach Hire	UEFA EURO 2021 - Bus Coach-hire	14/03/2021	DPS,DPS ITT	£501,000
Construction & Trades	Bells Bridge operation and Maintenance	05/04/2021	GCC Contract, Under OJEU, Open	TBC
Construction & Trades	Byres Road - Public Realm	31/08/2021	City Deal, Mini-Comp	£6,000,000
Construction & Trades	City Deal Public Realm Framework	01/07/2022	Extension	TBC
Construction & Trades	CNG Cowlairs Site Remediation	02/03/2021	GCC Contract, Under OJEU, Open	£3,000,000
Construction & Trades	EIPR Public Realm - Argyle Street (M8 - Hope Steet)	30/09/2021	GCC Framework, Mini-Comp	£5,700,000
Construction & Trades	EIPR Public Realm - Holland Street - Pitt Street	30/11/2021	City Deal, Mini-Comp	£2,400,000
Construction & Trades	EIPR Public Realm - Underline (St Georges Cross - Cambridge St)	30/09/2021	GCC Framework, Mini-Comp	£3,800,000
Construction & Trades	EIPPR Public Realm - North Hanover Street - Kyle Street	24/12/2021	City Deal, Mini-Comp	£5,800,000

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Construction & Trades	EIPPR Public Realm - Sauchiehall St Precinct	29/10/2021	City Deal, Mini-Comp	£3,400,000
Construction & Trades	Energy Efficiency Framework	01/05/2021	SXL Framework, Direct Award, Above OJEU	£5,599,992
Construction & Trades	Expressway Bridge: Construction	02/10/2022	GCC Framework, Mini-Comp	£3,000,000
Construction & Trades	Govan - Partick Bridge	30/06/2021	GCC Contract, Above OJEU Restricted	£15,000,000
Construction & Trades	QEUH - Access Improvements: Construction	01/06/2022	GCC Framework, Mini-Comp	£4,500,000
Construction & Trades	Quay Wall Development (Windmillcroft) - Construction	02/10/2021	GCC Contract, Above OJEU	£15,000,000
Construction Consultancy	Block S - Design consultancy (Glasgow Avenues plus design)	05/04/2021	GCC Contract, Above OJEU, Restricted	£2,000,000
Construction Consultancy	Byres Road Phase 2 - University Avenue and Campus Development - Design Team	01/01/2022	City Deal, Mini-Comp	£500,000
Construction Consultancy	EIPPR Block C Consultancy	15/02/2021	GCC Contract, Above OJEU, Open	£2,000,000
Construction Consultancy	SXL 1819 0 Engineering & Technical Consultancy Services Framework Agreement	17/03/2021	To be allocated	TBC

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Domestic Appliances	Domestic Furniture and Furnishings	01/02/2021	SXL Framework, Direct Award, DA Above OJEU	£260,000
Electrical	Electrical Materials (retender)	03/10/2021	To be allocated	TBC
Events	Christmas Market	09/08/2021	Extension	TBC
Events	Christmas Style Mile Carnival	01/02/2021	GCC Contract, Above OJEU, Open	£200,000
Events	Events Framework	21/05/2021	Extension	TBC
Events	Supply of Fencing and Accessories	30/11/2021	To be allocated	TBC
Financial	Merchant Acquirer and Payment Gateway Services	03/04/2021	Extension	£480,000
Financial	SPF Investment Consultancy Services (Projects and Opportunities)	01/07/2021	Other Framework, Mini-Comp, MC Under OJEU	£320,000
Financial	SPF Investment Consultancy Services (Strategy and Structure)	01/07/2021	Other Framework Mini-Comp, MC Above OJEU	£480,000
Financial	SPF Member Data Services	31/03/2021	Other Framework, Mini-Comp, MC Above OJEU	£180,000
Financial	SPF Responsible Investment Engagement Services	01/01/2021	GCC Contract, Above OJEU, Open	£600,000
Financial	Treasury Management	31/03/2022	Extension	£58,400

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Food & Water	Bread, Rolls and Bakery Products	01/03/2021	GCC Framework, Above OJEU, Open	£1,250,000
Food & Water	Fresh Fruit and Vegetables	01/04/2021	Extension	TBC
Food & Water	Frozen Foods	01/07/2021	To be allocated	TBC
Food & Water	Meats- Fresh, prepared and Cooked	30/09/2021	Extension	TBC
Food & Water	Retail Coffee Systems & Hot Beverage Supplies	15/01/2021	GCC Framework, Above OJEU, Open	£797,349
Food & Water	Specialist Foods	01/07/2021	GCC Framework, Above OJEU, Open	£248,078
Food & Water	Supply & Delivery of Pasteurised Milk	01/07/2021	Extension	TBC
Food & Water	Supply and Distribution of Crisps, Confectionery, Soft Drinks & Water (mini comp)	20/01/2021	SXL Framework, Mini-Comp, MC Above OJEU	£218,600
Food & Water	Supply and Distribution of Dairy & Chilled Products (mini comp)	20/01/2021	SXL Framework, Mini-Comp, MC Above OJEU	£702,661
Food & Water	Supply and Distribution of Dried Goods and Ambient Products (mini comp)	20/01/2021	SXL Framework, Mini-Comp, MC Above OJEU	£1,004,104
Food & Water	Supply and Maintenance of Water Coolers	02/10/2021	Extension	TBC

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
IT	Microsoft Licence Re-Seller	07/12/2021	To be allocated	TBC
Legal Consultancy	Provision of Professional Legal Services	03/04/2021	GCC Framework, Above OJEU, Open	£200,000
Linens & Fabrics	Linens & Fabrics	07/09/2021	GCC Contract, Above OJEU, Open	TBC
Linens & Fabrics	Rental of Table Cloths/Linen	08/09/2021	GCC Framework, Above OJEU, Open	TBC
Livestock, Animals & Plants	Horticulture & Plants Framework	04/03/2021	GCC Framework, Above OJEU, Open	£1,600,000
Other Commodity	Cremator Maintenance - Linn & Daldowie Crematoriums	06/06/2021	Other Framework, Mini-Comp, MC Above OJEU	£1,250,000
Other Commodity	Dressing The City	16/10/2021	Extension	£240,000
Parking	Manufacturer and Supply of Parking Tickets, Printer Rolls, Parking Permits and Vouchers	03/06/2022	Extension	£76,500
Pest Control	Pest Control (Products, Services including Birds of Prey)	01/10/2021	SXL Framework, Direct Award, DA Above OJEU	TBC
Plant Equipment	Purchase of Diesel and Electric Pumps	01/09/2021	GCC Contract, Above OJEU, Open	TBC

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Playground Equipment & Surfaces	Supply and Delivery of Safety Surfaces	13/01/2022	Extension	£75,000
Post, Courier & Distribution	Postal Goods and Services	01/05/2021	Other Framework, Direct Award, DA Above OJEU	£4,500,000
Professional Services	CHR Employee Assistance Programme Tender	01/08/2021	Extension	£165,000
Professional Services	Counselling in Education Establishments	01/02/2021	GCC Framework, Above OJEU, Open	£8,000,000
Professional Services	Election Management Solutions	01/01/2021	Other Framework, Mini-Comp, Above OJEU	£450,000
Professional Services	Occupational Health	15/04/2021	Extension	TBC
Professional Services	Provision of Funeral Service Arrangements for Public Health Funerals	30/04/2022	Extension	£58,000
Professional Services	Provision of Research Services	15/02/2021	GCC Framework, Above OJEU, Open	£1,400,000
Professional Services	The Provision of Employability Pipeline and Youth Employment Initiative Framework	01/04/2021	GCC Framework, Above OJEU, Open	£6,000,000

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Recruitment & HR	Temp & Interim Labour (exc Social Care)	13/04/2022	To be allocated	TBC
Recruitment & HR	Temporary and Interim Labour - Social Care	30/07/2022	To be allocated	TBC
Refuse & Waste	Bulky Waste	30/06/2022	Extension	£1,800,000
Refuse & Waste	Organic Waste - Comingled	30/04/2022	Extension	£949,000
Refuse & Waste	Organic Waste - Garden	01/07/2021	Extension	£62,000
Road Materials, Other Stone & Aggregates	Salt for Winter Maintenance	27/06/2022	To be allocated	TBC
Road Materials, Other Stone & Aggregates	Supply of Bitumen Products	01/03/2021	To be allocated	TBC
Scientific & Technical	The Supply & Delivery of Laboratory Equipment, Supplies & Consumables	14/03/2021	To be allocated	TBC
Scientific & Technical	The Supply and Delivery of Inductively Coupled Plasma Mass Spectrometry (ICPMS) and an Automated pH and Conductivity System (MAINTENANCE ONLY)	08/04/2021	GCC Contract, Under OJEU, Open	TBC

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Security & Safety	Cash Collections	01/02/2021	SXL Framework, Mini-Comp, MC Above OJEU	£2,532,528
Security & Safety	Provision of Alarm Maintenance, Repair and Installation Services	01/04/2021	SXL Framework, Call-off	TBC
Signs	Supply & Delivery of Signs	01/12/2021	Extension	£215,000
Stationery & Computer Consumables	National Contract - Computer Consumables	01/05/2021	Scottish Procurement Framework, Mini-Comp, MC Above OJEU	£900,000
Stationery & Computer Consumables	National Contract - Paper / Office Supplies	01/05/2021	Scottish Procurement Framework, Mini-Comp, MC Above OJEU	£3,000,000
Street Road Lighting	Supply and Delivery of Street Lighting	31/07/2021	Extension	£1,500,000
Testing Instruments	Air Quality Monitoring Maintenance	30/01/2021	GCC Framework, Above OJEU, Open	£405,000
Testing Instruments	Fixed and Mobile Weighbridge Services (inclusive of testing, callibration, repairs, supply & installation of weighbridges & welding repairs,	15/02/2021	GCC Framework, Above OJEU, Open	£1,400,000

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Tools & Equipment	Supply & Delivery of Power Tools	17/02/2021	Extension	£65,000
Traffic Control	(TEMSID) Traffic Equipment Maintenance, Supply, Installation, Design	01/02/2021	GCC Contract, Above OJEU, Open	£12,000,000
Training	Driver Training to include but not be limited to: CPC Driver Training	30/06/2022	Extension	£1,800,000
Driver Assessments	Organic Waste - Comingled	30/04/2022	Extension	£949,000
Category C & D Training	31/01/2021	GCC Contract, Above OJEU, Open	£260,000	£62,000
Travel	Travel Management Service	17/03/2022	To be allocated	TBC
Utilities & Fuel	Energy Advice and Related Services	05/11/2021	Extension	TBC
Utilities & Fuel	Fuel infrastructure for Hydrogen (Gartcraig Depot)	01/03/2021	To be allocated	TBC
Utilities & Fuel	Fuel Management System and Fleet Fuel System Maintenance	16/12/2020	GCC Contract, Under OJEU, Open	£152,400
Utilities & Fuel	Supply of Electricity	01/04/2021	Extension	TBC
Utilities & Fuel	Supply of Liquid Fuels - Heating, Marine and Automotive fuels	28/04/2022	To be allocated	£9,600,000
Utilities & Fuel	Supply of Natural Gas	01/04/2022	Extension	£6,500,000

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Vehicles	Conversion of 19 existing RVC's to Hydrogen (NEW 1.7.2020)	31/03/2021	DPS,DPS ITT	TBC
Vehicles	DPS Mini Comp - RCV Fleet Repairs, Maintenance & Spare Parts (Overall Agreement)	01/04/2022	DPS,DPS ITT	£5,700,000
Vehicles	Electric Vehicle Charging Points	01/04/2021	SXL Framework	TBC
Vehicles	Hire of Vehicle and Plant with and without operators	11/12/2021	To be allocated	TBC
Vehicles	Maintenance of Garage & Taxi Equipment	08/02/2021	GCC Contract, Under OJEU, Open	£54,000
Vehicles	Supply, Supply and Fit Tyres Mini Competition	23/04/2022	To be allocated	TBC
Vehicles	The Vehicle Maintenance and Repair Lot 1 – Engine Inspection and Refurbishment Lot 2 – Tachograph Services and Repairs Lot 3 – Transmission Repair and Maintenance Lot 4 – Vehicle Diagnostics Lot 5 – Class 4,5 and 7 Vehicle MOT's	01/02/2021	GCC Framework, Above OJEU,	TBC

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Vehicles	Vehicle and Plant Recovery Services (2021-2022) (ext)	04/12/2021	Extension	£133,000
Vehicles	Vehicle Spare Parts for Legacy Fleet: Lot 1 Vehicle spare parts, Lot 2 Auto Electrical Parts Lot 3 Hydraulic Hoses Lot 4 Sweeper Brushes Lot 5 Replacement Glass Lot 6 Consumables Lot 7 Specialist Vehicles (RETENDER)	01/04/2021	SXL Framework	TBC
Vehicles	Vehicle Washing & Valeting	01/02/2021	GCC Contract, Above OJEU, Open	£140,000
Special Projects	Procurement requirements for COP26	TBC	TBC	TBC
Social Work	Specialist Residential Support Service for people with LD	01/11/2021	GCC Contract, Open	£24,300,000
Social Work	Addiction Move On	01/04/2021	GCC Contract, Open	£1,900,000
Social Work	Intensive Family Support	01/06/2021	GCC Contract, Open	£18,000,000
Social Work	Intermediate Care Homes	01/08/2021	GCC Contract, Open	£10,000,000
Social Work	Social Care Agency Staff	TBC 2021	GCC Contract, Open	£9,600,000

Commodity	Title of Contract	Estimated Contract Start Date	Procurement Route	Estimated Contract Value
Social Work	Mental Health Community Service	TBC	TBC	TBC
Social Work	Fostering Framework	01/04/2021	TBC	£50,000,000
Social Work	Advocacy Services	TBC	TBC	£2,700,000
Social Work	Employability	Late 2020	TBC	£1,600,000

Appendix 5

Objectives, Aim and Outcomes	Performance Indicator	Action Reference	Actions	Target Date	Rag Status /Mitigating Action	Owner
1. Legal Compliance and Governance						
<p>AIM > 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.</p> <p>> To adapt to any changes to procurement rules following Brexit.</p> <p>OUTCOME > Mitigation of the opportunities for procurement challenge.</p> <p>> Procurement activity will comply with all relevant statutory and regulatory requirements.</p> <p>> Procurement staff are confident in their understanding of procurement regulations and other relevant regulations.</p>	No successful legal challenges	1.01	Mandatory training for council officers involved in the procurement process (project leads, specification writers) including highlighting the social benefits that procurement must consider (e.g. Equality and Fair Work Practices).	Apr-19	Complete	Service Areas
		1.02	Ongoing training for procurement staff on changes to legislation and regulations.	Mar-19	Complete	Legal, Development Team, SW
		1.03	Adapt our internal procedures, processes and documentation, where required, to reflect the requirements of the General Data Protection Regulation and new Data Protection Act.	Jun-18	Complete	Legal, CPU, SW
		1.04	Review procurement processes before Brexit and ensure appropriate procedures are in place for a smooth transition.	Apr-20 Extended to Apr 21	Open (Green)	Legal, CPU, SW
		1.05	Adapt our internal procedures, processes and documentation, where required, to reflect any new requirements of Brexit.	Apr-21	Open (Green)	Legal, CPU, SW

Objectives, Aim and Outcomes	Performance Indicator	Action Reference	Actions	Target Date	Rag Status /Mitigating Action	Owner
2. Savings and Positive Outcomes						
<p>AIM > To support the council in achieving budget savings targets.</p> <p>OUTCOME > Assisting the council to meet budget savings targets.</p> <p>> Positive outcomes (for example changes in buying behaviour, identifying alternative solutions, improved ordering and invoicing solutions).</p> <p>> To work closer with our clients to understand their needs identify opportunities to reduce expenditure, control demand and improve process efficiencies.</p> <p>> Work more collaboratively with other public sector organisations.</p>	<p>Savings for budget holders</p> <p>Reduced expenditure</p> <p>Reduction in Manual invoice volume</p>	2.01	Continue to target savings from all aspects of the strategic procurement process (tender, contract management, P2P).	Apr-22	Open (Green)	CPU, SW, Financial Services (CBS)
		2.02	Further embed and improve demand management within the contract management process.	Apr-20	Complete	CPU, SW, Service Areas
		2.03	Continue to prioritise more procurement time for the development of sourcing strategies to ensure that demand is fully understood (including future requirements) and that market analysis and supplier engagement is undertaken to establish the capabilities of the supply chain.	Apr-22	Open (Green)	CPU Senior Management Team, SW
		2.04	Ensure that suppliers provide regular management information on our usage of their contracts and incorporate this information into the contract management process.	May-19	Complete	CPU Strategic Teams, SW
		2.05	Continue to look for opportunities to collaborate in procurement with our public sector partners and benchmark to ensure that collaborations provide best value.	Apr-20	Complete	CPU Strategic Teams, SW

Objectives, Aim and Outcomes	Performance Indicator	Action Reference	Actions	Target Date	Rag Status /Mitigating Action	Owner
3. Leaner, More Efficient and Effective Procurement Function						
<p>AIM</p> <ul style="list-style-type: none"> > To make best use of our procurement resources. > To have a more efficient and effective procurement processes. > To make the procurement process more consistent for all internal and external stakeholders. <p>OUTCOME</p> <ul style="list-style-type: none"> > More time to focus on the strategic element of the procurement process (developing sourcing strategy, benchmarking and market analysis). > Identified ICT improvements. > Procurement process and documentation is easier for suppliers to follow. > A cohesive approach to procurement across the council family. 	<p>Increase percentage of strategic procurement activity</p>	3.01	Review our procurement processes utilising the lean methodology (using external benchmarking and internal stakeholder engagement where possible) to improve efficiency, remove duplication and make best use of the available tools.	Apr-22	Open (Green)	Development Team, SW
		3.02	Identify procurement Information and Communication Technology (ICT) development requirements and work with the new ICT provider to identify opportunities to implement them.	Apr-20	Complete	Development Team, SW
		3.03	Streamline and standardise Corporate Procurement Unit and other council family procurement team processes and documentation where appropriate.	Apr-22	Open (Green)	Development Team, Legal, CPU Strategic Teams and other council family

Objectives, Aim and Outcomes	Performance Indicator	Action Reference	Actions	Target Date	Rag Status /Mitigating Action	Owner
4.Deliver Sustainable Procurement Across the Council						
AIM > 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. > To be compliant with the Procurement Reform (Scotland) Act 2014 and general and other duties contained therein, including the Sustainable Procurement Duty.	Percentage of quotes including SMEs Percentage of spend with SMEs Percentage of spend with local suppliers	4.01	Training and awareness sessions for internal clients on sustainable procurement with an emphasis on the application of circular economy, whole life costing, life cycle impact mapping and the early involvement of SME's, Social Enterprises, Co-operatives, Supported Businesses and Third Sector organisations.	June 21 moved from Oct 20 Original Date October 2109	We have just received the new sustainable tools from the Scottish Government The implementation of the tools will be impacted by COVID-19.	CPU, SW, Financial Services (CBS)
	Improvement in performance level of sustainable procurement as identified via the FFSAT	4.02	Further optimise the community benefits process by working more closely with relevant internal stakeholders (community planning, employability team) and placing a greater emphasis on ensuring outcomes are delivered and benefits for Glasgow citizens are realised.	Jun-19	Complete	Development Team, Community Benefits Steering Group

Objectives, Aim and Outcomes	Performance Indicator	Action Reference	Actions	Target Date	Rag Status /Mitigating Action	Owner
4.Deliver Sustainable Procurement Across the Council						
<p>OUTCOME</p> <p>> Increased opportunities for local SME's, Social Enterprises, Co-operatives, Supported Businesses and Third Sector organisations.</p> <p>> To secure wider social, economic and environmental benefits for the local area and ensure those benefits are realised.</p> <p>> Compliance with the Sustainable Procurement Duty.</p> <p>> Secured and realised sustainable benefits.</p> <p>> Staff involved in the procurement process understand and positively contribute to achieving sustainable outcomes.</p> <p>> The council is reassured that suppliers adhere to the principles of a Fair Work Practice organisation.</p>	<p>Percentage of quotes including SMEs</p> <p>Percentage of spend with SMEs</p> <p>Percentage of spend with local suppliers</p>	4.03	Streamline and standardise Social Work and Corporate Procurement Unit processes and documentation relating to sustainability where appropriate.	<p>Jun 21 Moved from Oct 20</p> <p>Original Date Oct-19</p>	<p>Open (Amber)</p> <p>Head of Commissioning to work with CPU and agree priority areas, incorporated in an action plan.</p>	SW
	Improvement in performance level of sustainable procurement as identified via the FFSAT	4.04	Increase the council's sustainable performance by utilising the sustainable steering group and continuing to deliver the sustainable procurement action plan as derived from the Scottish Government's flexible Framework.	Apr-20	<p>Open (Amber)</p> <p>Head of Commissioning to develop a SWS Action Plan to improve SWS Sustainable performance and the overall sustainable performance of the Council</p>	Sustainable Steering Group, Service areas

Objectives, Aim and Outcomes	Performance Indicator	Action Reference	Actions	Target Date	Rag Status /Mitigating Action	Owner
4.Deliver Sustainable Procurement Across the Council						
		4.05	Review council mandatory evaluation requirements (insurance, health and safety) to ensure they are compatible with the SME agenda.	Jul-19	Complete	CPU, Legal, Financial Services
		4.06	Review Fair Work criteria looking at the potential to broaden the scope and also develop the assessment process to include more external accreditations.	Feb-19	Complete	CPU Senior Management Team, Legal, SW
		4.07	Review our internal processes and documentation to identify potential improvements in how local SME's, Social Enterprises, Co-operatives, Supported Businesses and Third Sector organisations can gain opportunities to win council contracts.	Feb-21	Open (Green)	Development Team, SW
		4.08	Advocate the use of the council's Supported Business (RSBI) within the Scottish public sector.	Apr-22	Open (Green)	CPU Senior Management Team, SW

Objectives, Aim and Outcomes	Performance Indicator	Action Reference	Actions	Target Date	Rag Status /Mitigating Action	Owner
5. Innovation						
<p>AIM</p> <ul style="list-style-type: none"> > Opportunities for innovative procurement practice will be considered for all procurement activity where appropriate >To encourage innovation in products and services by adopting the aspects of the new procurement regulations that provide greater flexibility and scope to provide best value from procurement activity. <p>OUTCOME</p> <ul style="list-style-type: none"> > Requirements are met within budget constraints whilst also providing best value and wider benefits for the local areas. > Procurement delivers improved services and products. > To encourage innovation by adopting the aspects of the new procurement regulations that provide greater flexibility and scope to provide best value from procurement activity. 	<p>Number of innovative partnership procedures</p>	5.01	Continue to work with our clients to ensure that procurement is involved and that innovation is considered at the earliest possible stage in the development of the requirement.	Apr-22	Open (Green)	Service Areas, CPU Senior Management Team, SW
		5.02	Promote the innovation partnership model as a mechanism and share relevant examples of new procurement solutions	Apr-22	Open (Green)	CPU Strategic Teams, Development Team, SW
		5.03	Encourage all service areas to identify procurement opportunities where innovative products and services could deliver benefits to the council.	May-19	Complete	CPU, SW, Service Areas

Objectives, Aim and Outcomes	Performance Indicator	Action Reference	Actions	Target Date	Rag Status /Mitigating Action	Owner
6. Promote Procurement Awareness						
<p>AIM</p> <ul style="list-style-type: none"> > A better understanding and knowledge of procurement, including risk, throughout the council. > Procurement is integrated as a strategic partner who can assist in transforming how the council operates. > To encourage early procurement engagement and increase opportunities for partnership working. > To afford more opportunity to invest in strategic procurement activity (market analysis, benchmarking). > Advanced work plans provided by clients include all requirements for the year which will enable more efficient and effective allocation of workload and utilisation of resource within procurement. <p>OUTCOME</p> <ul style="list-style-type: none"> > Requirements are met within budget constraints. > Contracts provide best value and wider benefits for Glasgow and its citizens. 	<p>developing strategies</p> <p>Appropriate allocation of procurement activity within the procurement resource</p>	6.02	Make available training and awareness sessions for council staff involved in procurement on the council's internal procurement processes and procedures.	Aug-19	Complete	Development Team, CPU Strategic Teams, Legal
		6.03	Provide training and awareness sessions on council contracts for services who have purchasing compliance teams including highlighting the social benefits that procurement must consider (e.g. Equality and Fair Work Practices).	Apr-19	Complete	CPU Strategic Teams, Development Team, SW
		6.04	Establish a process to communicate procurement benefits and success stories (savings, sustainability outcomes including community benefits).	Dec-18	Complete	CPU

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.

Commercial

Area of spend that can be influenced by the procurement function.

Commodity

Taxonomy (classification) for the entire Council, to give the Council the ability to accurately describe the primary business activities of its suppliers. The commodity approach presently used by the Council was defined back in 2006 and was reviewed and refined as part of the 2016 to 2018 Strategy.

Commodity ownership, definitions and scope will continue to be developed as part of the Council's Corporate Procurement and Commercial Improvement Strategy 2018 to 2022.

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.

Community Benefits Clauses

Community benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of social, economic and environmental conditions into the delivery of Council contracts.

Flexible Framework Self-Assessment Tool (FFSAT)

This tool will help organisations assess where their current level of performance lies and the actions required for improving their performance. The Scottish Government recommends that organisations carry out initial and periodic self-assessments against the FFSAT. This enables measurement against various aspects of sustainable procurement.

Public Contracts Scotland

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

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).

Small and Medium-sized Enterprises (SMEs)

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

Stakeholder

Any person or group who has a vested interest in the success of the procurement activity, i.e. either provides services to it, or receives services from it.

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.

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.


Third Sector

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

Work Plan

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

Suppliers



31% of suppliers are Glasgow based

76% are based in Scotland

70% of suppliers award during 19/20 are SME's

30% of awarded suppliers have signed up to the Scottish Business Pledge in 19/20

Contracts



76 contracts awarded

£787m value of contracts awarded

51% contracted suppliers are SME's

1048 contract suppliers

84% of award suppliers pay the Real living wage in 19/20

Glasgow **living wage**


£3m of cash savings



£12m of cost avoidance savings

82 external Frameworks utilised during 19/20

Community Benefits



48 new entrants

846 outcomes secured

390 hours of non-financial support for community engagement

£54,000 of financial support for community engagement

