



The Scottish Parliament
Pàrlamaid na h-Alba

Annual Procurement Report 2021-22

8 December 2022

Reference: SPCB (2022) Paper 77

Executive summary

1. The SPCB is invited to approve the Annual Procurement Report 2021-22 prior to its publication. The report records progress and achievements in the delivery of the SPCB [Procurement Strategy](#).
2. The Annual Procurement Report for this period is presented slightly later than normal due to the reassignment of significant resources to address changes in business priorities. There is no specific date by which annual reports must be published, so there are no regulatory implications arising from this rescheduling.

Issues and options

3. The Procurement Reform (Scotland) Act 2014 provides that the Procurement Report must as a minimum:
 - Provide a summary of Regulated¹ procurements completed in the reporting period
 - Review compliance of these Regulated procurements with the Corporate Procurement Strategy's commitments and any further actions required
 - Summarise community benefits achieved
 - Summarise opportunities provided to supported businesses
 - Provide a summary of Regulated procurements expected to commence in the next two financial years

¹ A public contract is Regulated if its estimated value is of £50k or over for goods and services; or £2 Million or over for works.

4. All mandatory areas have been covered in the report. In addition, the report provides transparency on how the SPCB derives value for money from the procurement of its goods, services and works; treats its suppliers fairly; and delivers environmental, social and economic benefits in its contracts.

5. The report demonstrates we have fully complied with the Procurement Reform (Scotland) Act 2014 and sets out where improvements have been made and where scope for further development exists.

6. Notable achievements include:

- Continued focus on increasing the sustainability of goods and services and promoting circular economy in our contracts
- Contribution to a scope 3 emission inventory and assessment of our goods and services
- Adopting Fair Work First in our tender evaluations to drive fair working practices in SPCB contracts
- 46% of our contracts went to Small and Medium Enterprises
- Continued progress towards professional qualification of purchasers, procurement knowledge development and focus on staff wellbeing

7. Community benefits have been delivered through a range of initiatives that include targeted training and employment opportunity, educational support, and community actions.

Governance

8. The Procurement Report has been prepared in accordance with guidance published under the Procurement Reform (Scotland) Act 2014 and must be published as soon as reasonably practicable following the end of the reporting year.

Resource implications

9. None in relation to publication of the report. Identified improvements will be prioritised and delivered as part of our continuous improvement programme.

Publication Scheme

10. This paper should not be published until the Procurement Report has been published.

Decision

11. The Corporate Body is invited to approve the Procurement Report.

Procurement Services
November 2022