

Scottish Parliamentary Corporate Body

# Corporate Procurement Strategy

(1<sup>st</sup> April 2020 to 31 March 2024)

Buidheann Chorporra Pàrlamaid na h-Alba

# Ro-innleachd Solair Chorporra

(1 Giblean 2020 gu 31 Màrt 2024)



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# 1. Foreword

We are pleased to endorse this Corporate Procurement Strategy building on the Parliament's previous achievements and driving our procurement activity over the next four years.

While much has already been done to embed sustainability in our contracts, a key element of the strategy will focus on the challenges of responding to climate change. We want our purchasing power as an organisation to contribute to tackling the climate emergency.

Monitoring our supply chain remains a priority, and we will continue working with our contractors to maintain our ethical standards, to increase transparency and to promote fair work practices. A new approach to contract management will help us to improve our performance whilst acting sustainably.

While working on these priorities we will continue to uphold the principles of fairness, transparency, equal treatment and proportionality which, along with value for money and legislative compliance, underpin good public procurement.

We are committed to delivering this Procurement Strategy and recognise that investing in the capacity, knowledge and skills of our people is essential to meeting the challenges of the future.



A handwritten signature in dark ink that reads "David McGill".

**David McGill**  
Chief Executive



A handwritten signature in dark ink that reads "Ken Macintosh".

**Ken Macintosh**  
Presiding Officer

# 1. Facal-toisich

Tha sinn toilichte ar n-aonta a thoirt dhan Ro-innleachd Solarachaidh Chorporra seo a' tha a' togail air na choilean a' Phàrlamaid roimhe agus a' stiùireadh ar gnìomhachd solarachaidh thar nan ceithir bliadhna a tha romhainn.

Ged a chaidh mòran a dhèanamh mu thràth gus seasmhachd a stèidheachadh anns na cùmhnanntan againn, bidh prìomh eileamaid den ro-innleachd seo ag amas air na dùbhlain a tha an lùib atharrachadh cliomaid. Tha sinn airson 's gun cuir an cumhachd ceannachd againn mar bhuidhinn aghaidh air èiginn na gnàth-thìde.

Tha cumail sùil air an t-sèine solair againn na phrìomhachas, agus cumaidh sinn oirnn ag obair le ar cunnradairan gus ar n-inbhean beusail a chumail suas, gus follaiseachd a mheudachadh agus gus cleachdaidhean obrach cothromach a bhrosnachadh. Cuidichidh an dòigh ùr againn air cùmhnanntan a riaghladh le bhith a' toirt piseach air an dèanadas againn agus sinn ag obair gu seasmhach.

Le bhith ag obair air na prìomhachasan sin cumaidh sinn ri prionnsabalan cothromachd, follaiseachd, làimhseachadh co-ionann agus co-rèireachd a tha, còmhla ri luach an airgid agus gèilleadh reachdail, mar bhunait air deagh sholarachadh poblach.

Tha e na rùn dhuinn an Ro-innleachd Solarachaidh seo a lìbhrigeadh agus tha sinn mothachail gu bheil tasgadh ann an comas, eòlas agus sgilean nan daoine againn deatamach gus am bi sinn comasach air dèiligeadh ri dùbhlain an ama ri teachd.



*David McGill*

**David McGill**  
Àrd-oifigear



*Ken Macintosh*

**Ken Macintosh**  
Oifigear Riaghlaidh

## 2. Organisational Context

### Suidheachadh na Buidhne

The Scottish Parliament was established in 1999 to represent the people of Scotland, pass laws and hold the Scottish Government to account. The Scottish Parliamentary Corporate Body (SPCB) supports the work of the Parliament and its Members and is responsible for ensuring that the Parliament is provided with the property, staff and services it requires.

The vision of the Scottish Parliament is ambitious and far reaching - making a positive difference to the lives of the people of Scotland. The vision lies at the heart of our business and guides us towards making the Parliament the best it can be.

The Strategic Plan is the plan for the Parliament as a whole and sets out how we aim to deliver the vision.

The Delivery Plan contains the key activities that translate the ambitions of the Strategic Plan into reality. It reflects the ongoing work to run the Parliament as well as initiatives for improvement.

Office Plans are produced by each office in the Parliament to help staff in those offices to fulfil their responsibilities and achieve their goals. They contain activities which contribute to the strategic aims and priorities, and business as usual activities for each office.

The previous procurement strategy was aligned to the Parliament's Strategic and Delivery Plans. The current Procurement Strategy will continue to contribute to the organisation strategic aims and priorities and will evolve as these change from time to time.





## 3. Our Organisational Values

### Luachan na Buidhne

The Strategic and Delivery Plans set out what we do. We also take pride in *how* we go about our work. Our core organisational values of **Stewardship**, **Inclusiveness**, **Excellence** and **Respect** affect every aspect of how we deal with colleagues, stakeholders and suppliers.

These values, along with our strategic and delivery plans will drive our focus over the next four years.



## 4. Our Strategic Focus 2020-2024

These are our key strategic procurement aims for the period of this Corporate Procurement Strategy.

### 1. Withstand scrutiny

Compliance, governance and accountability are the key factors that underpin the integrity of our procurement activity

### 2. Efficient procurement

We partner with our colleagues to deliver sustainable contracts that provide value for money, long term performance and continuous improvement

### 3. Act on climate emergency

We work collaboratively to embed sustainable development thinking in our procurement, taking account of the impact of today's decisions on people and the environment, both now and in the future

### 4. Team development

Our people are our greatest asset, so we will continue to value their input and support their development, upholding our organisational values and appreciating each other's uniqueness

### 5. Improve contract resilience

Risks relating to areas such as business continuity, data protection, cyber security and fraud evolve over time. We will continue to develop our approach to building resilience within our contracts

### 6. Develop contract management

Collaborative working between procurement and business areas is critical to ensure the "right" contracts are awarded and contract delivery proactively managed

### 7. Increase access to our contracts

We will continue to look for ways to maximise access and encourage participation in our contracts for SMEs, Supported Businesses and Third Sector

### 8. Increase community benefits

Public procurement has the opportunity to promote social value, so we aim to increase our focus on delivering and monitoring community benefits through our contracts

## 4. Am Fòcas Ro-innleachdail againn 2020-2024

Is iad seo na prìomh amasan solair againn airson àm na Ro-innleachd Corporra seo.

### 1. Ion-sgrùdadh

Is iad gèilleadh, riaghladh agus cunntachalachd na prìomh nithean a tha nam bunaitean airson ionracas na gnìomhachd solarachaidh againn

### 2. Solar èifeachdach

Bidh sinn ag obair còmhla ris na co-obrachichean againn gus cùmhnantan seasmhach a libhrigeadh a bheir seachad luach an airgid, coileanadh fad-ùine agus leasachadh leantainneach

### 3. Gnìomhach air a' ghnàth-thìde

Bidh sinn a' co-obrachadh gus smaoineachadh a thaobh leasachadh seasmhach a leabachadh san t-solar againn, a' toirt aire do bhuidheachd chòmhlaidhean an latha an-diugh air daoine agus air an àrainneachd, an-dràsta agus san àm ri teachd

### 4. Leasachadh sgioba

Is iad na daoine againn an stòras as cudromaiche a th' againn, is mar sin cumaidh sinn oirnn a' cur luach air an in-chur aca agus a' toirt taic dhan leasachadh aca, a' cumail ri luachan na buidhne agus a' cur luach air cho sònraichte sa tha a h-uile duine.

### 5. Cùmhnantan seasmhach

Bidh cunnartan co-cheangailte ri raointean leithid leantainneachd gnìomhachais, dìon dàta, tèarainteachd shaidhbear is foill ag atharrachadh thar ùine. Cumaidh sinn oirnn a' leasachadh na dòigh-obrach againn gus seasmhachd a thogail taobh a-staigh cùmhnantan

### 6. Leasaich stiùireadh chùmhnantan

Tha co-obrachadh eadar solar agus raointean gnìomhachais deatamach gus dèanamh cinnteach gu bheil na cùmhnantan "ceart" air am buileachadh agus gu bheil libhrigeadh chùmhnantan air a riaghladh gu for-ghnìomhach

### 7. Cothrom nas fheàrr air cùmhnantan

Cumaidh sinn oirnn a' coimhead airson dòighean gus ruigsinneachd a mheudachadh agus com-pàirteachadh anns na cùmhnantan againn airson SMEn, Gnìomhachasan le Taic agus an Treas Roinn a bhrosnachadh

### 8. Buannachdan dhan choimhearsnachd

Is urrainn solar poblach luach sòisealta adhartachadh, is mar sin, tha sinn ag amas air ar fòcas a mheudachadh air libhrigeadh is cumail sùil air buannachdan coimhearsnachd tro na cùmhnantan againn



## 1. Ensure all procurement activities withstand scrutiny

**Excellence**  
Sàr-mhathas

Our objective:

**Continue to ensure legal compliance, robust governance and accountability in the procurement function**

To this end we will:

- Update our policies, documentation and processes to take account of upcoming legislation.
- Provide regular training and updates to procurement team.
- Equip and support stakeholders in the practical application of procurement policies.
- Further develop our guidance and templates in line with the Procurement Journey.
- Maintain effective control mechanisms including delivery of the annual audit programme.
- Report on procurement activity and publish an annual Procurement Report.
- Implement improvement actions resulting from audits, project reviews and external assessments.

## 2. To be an efficient procurement function that actively supports business areas in the delivery of their services

**Stewardship**  
Stiùbhartachd

**Inclusiveness**  
In-ghabhalachd

**Excellence**  
Sàr-mhathas

Our objective:

**Optimise the use of our procurement resources.**

**Deliver financial savings and benefits in our procurements.**

**Deliver sustainable contracts that meet the needs of the organisation.**

To this end we will:

- Actively manage workload prioritisation and resource allocation.
- Encourage early consultation by business partners to ensure business cases explore all options and demonstrate clear benefits before proceeding to purchase.
- Work with stakeholders to undertake effective market research and supplier engagement.
- Lead the procurement process, supporting stakeholders in the development of specifications and ensuring sustainability considerations are embedded at every stage.
- Ensure the optimum weighting for tender evaluations seeking to achieve the best balance of quality, cost and sustainability.

**Stewardship**  
Stiùbhartachd

**Inclusiveness**  
In-ghabhalachd

**Excellence**  
Sàr-mhathas

**Respect**  
Spèis

### 3. Contribute to the Parliament's response to the climate emergency and wider sustainable development challenges



Our objective:

**Apply sustainable development (SD) thinking in the procurement of Parliament's contracts.**

**Promote innovation and encourage different ways of working**

To this end we will:

- Embed SD thinking in the procurement decision making process to integrate budgetary and sustainability.
- Use sustainability assessment tools to promote collaborative decision making.
- Integrate climate change adaptation and mitigation in the procurement cycle and risk management.
- Increase knowledge, skills and capability within the procurement team and across the stakeholders.
- Seek internal and external expertise.
- Collaborate with business areas to carry out market research, widening the scope to include commercial, operational and sustainability considerations.
- Actively engage with suppliers and seek their input to help us procure and deliver sustainable solutions throughout the contract lifecycle.
- Use recognised standards in our specifications where available and relevant.
- Provide further training to our procurement staff in the application of whole life costing in tender evaluations.
- Upskill our procurement staff in the use of the competitive dialogue and innovative partnership procurement procedures.

#### 4. Develop a skilled, diverse and inclusive procurement team that embeds our organisation's values in all that we do

**Inclusiveness**  
In-ghabhalachd

**Excellence**  
Sàr-mhathas

**Respect**  
Spèis

Our objective:  
**Embed our organisation's values in all our work.**

**Invest in supporting and developing our people to meet the challenges of procurement and contract management in a changing environment.**

To this end we will:

- Continue to hold team workshops to identify ways to embed the organisational values in our team ethos and throughout our procurement activities
- Use the Procurement Competency Framework tool and one-to-one discussions to identify skills needs in the procurement team
- Invest time in personal development and supporting colleagues through coaching and mentoring
- Seek specialist knowledge transfer
- Provide an opportunity for the Procurement apprentice and procurement administrator to obtain the Scottish Vocational Qualification Level 3 in Procurement
- Support purchasing staff to gain professional qualifications in procurement

#### 5. Improve contract and supply chain resilience in respect of Business Continuity, Data Protection, Cyber Security, Fraud and Serious Organised Crime

**Stewardship**  
Stiùbhartachd

**Excellence**  
Sàr-mhathas

**Respect**  
Spèis

Our objective:  
**Better understand the risks and strengthen prevention and mitigation measures in our contracts.**

To this end we will:

- Further improve our understanding and management of supply chain risks
- Review existing processes
- Collaborate with internal and external stakeholders to identify opportunities for improvement
- Adopt Scottish Procurement's cyber security tool
- Further develop training and guidance to upskill purchasers and contract managers
- Implement improvements in contracts and monitor compliance

**Stewardship**  
Stiùbhartachd

**Inclusiveness**  
In-ghabhalachd

**Excellence**  
Sàr-mhathas

**Respect**  
Spèis

## 6. Work with our contractors to optimise performance, identify further opportunities for sustainability improvements, promote fair working practices and increase supply chain transparency

**Stewardship**  
Stiùbhartachd

**Excellence**  
Sàr-mhathas

Our objective:

**Roll out a new holistic contract management model**

To this end we will:

- Work with stakeholders to develop and implement a multi-tier approach to contract management based on risk and proportionality
- Provide training and support to purchasers and contract managers to implement the improved model
- Review our contractor assessment questionnaire with a view to promoting ethics in our supply chains
- Identify opportunities for sustainability improvements in our contracts and monitor progress
- Communicate our organisational values to contractors and how they drive our expectations for contract delivery, ethical supply chains and sustainable development
- Adopt Fair Work First guidance in our tender process and engage with our contractors to promote fair working practices and payment of the Real Living Wage

## 7. Ensure SPCB procurement opportunities are accessible to Small and Medium Enterprises, the Third Sector and Supported Businesses

**Inclusiveness**  
In-ghabhalachd

**Excellence**  
Sàr-mhathas

**Respect**  
Spèis

Our objective:

**Maximise SME, Third Sector and Supported Business participation in SPCB procurements**

To this end we will:

- Analyse current levels of participation and examine internal processes to identify barriers
- Liaise with the Supplier Development Programme to advertise opportunities and support Meet the Buyer events
- Use advertising methods best suited to reach SMEs and the Third Sector
- Reserve contracts to Supported Businesses where possible
- Work with contractors to encourage SME participation within our supply chain

**Stewardship**  
Stiùbhartachd

**Inclusiveness**  
In-ghabhalachd

**Excellence**  
Sàr-mhathas

**Respect**  
Spèis

## 8. Increase Community Benefits delivered through our contracts

**Stewardship**  
Stiùbhartachd

**Inclusiveness**  
In-ghabhalachd

**Respect**  
Spèis

Our objective:

**Community benefits included in all procurements over £500,000 unless in exceptional circumstances, and considered for all regulated procurements**

To this end we will:

- Update our policy to introduce community benefits in a wider range of contracts.
- Work with our stakeholders to identify the most appropriate focus for community benefits.
- Engage with the market and peer organisations to improve our understanding of community benefits and how they can be effectively tendered and delivered.
- Support purchasers and contract managers to effectively incorporate community benefits in contracts and monitor delivery.



**Stewardship**  
Stiùbhartachd

**Inclusiveness**  
In-ghabhalachd

**Excellence**  
Sàr-mhathas

**Respect**  
Spèis



## 5. Our Response to the Mandatory Requirements of the Procurement Reform (Scotland) Act 2014

### Mar a Chumas sinn ris na riatanasan Reachdail ann an Achd Ath-leasachadh an t-Solair (Alba) 2014

This section sets out our approach to the mandatory commitments of the Procurement Reform (Scotland) Act 2014.

SPCB Procurement Policy is set out in full in the [Scottish Parliament website](#).

#### Community Benefits



The SPCB is committed to ensuring that environmental, social and economic issues are taken into account when planning, procuring and managing service delivery. This includes delivering added value through environmental improvements, supporting SME, third sector and supported businesses participation and considering social aspects in our procurement. Where relevant and appropriate, contractual community benefits will be required for procurements over £500,000 and considered for all regulated procurements, and will also form part of our contract management process.

To this end we will:

- Engage with other public sector bodies in the development and use of Community Benefits
- Provide appropriate training and support to staff involved in our procurement activities
- Engage with organisations that represent SMEs, the third sector and supported businesses
- Ensure that individual procurement strategies for all regulated procurements fully consider the appropriateness of including community benefits in the contract
- Introduce in our Contractor Performance Management a process for monitoring the implementation, and benefits gained, from the community benefits in our contracts



## Sustainable Procurement Duty



It is SPCB policy that all purchasing is undertaken in a responsible manner and delivers benefits not only for the organisation but for society, the economy and the environment. This includes:

- Delivering economic, social and environmental improvements in our area
- Facilitating the involvement of SMEs, third sector and supported businesses in our procurements
- Promoting innovation

We have a responsible approach to our procurement and seek to minimise adverse environmental impact and where relevant and proportionate to deliver positive social and economic benefits in our contracts.

We achieve this by:

- Undertaking a sustainability impact assessment and sustainability test at the outset of our Regulated procurements to assist market research and inform decisions on sustainability requirements for each contract
- Using market engagement to establish what the market could support (e.g. circular economy solutions; innovation)
- Considering in what way supported businesses, SMEs and the third sector could be involved in the procurement
- Involving subject matter experts (environmental, health & safety and equalities managers) whenever their expertise can assist the development of specifications, questions to tenderers and tender evaluations
- Considering the application of our policies on Fair Work Practices, Health & Safety, Community Benefits and Fairly & Ethically Traded Goods and Services
- Giving appropriate weight to sustainability criteria in tender evaluations
- Working with contractors to agree sustainability action plans in relevant contracts to promote continuous improvement

We recognise that there is a potential tension between the use of large framework agreements and the commitment to improve access to SMEs. This is addressed when drafting the commodity/service strategy.

Additional information: [SPCB Environmental Policy](#)

## Fairly and Ethically Traded Goods and Services

**Stewardship**  
Stiùbhartachd

**Respect**  
Spèis

The SPCB recognises that it has a role to play in promoting fair and ethical trading principles in the procurement of its goods and services. It is SPCB policy to support in its procurement the principles of the Ethical Trading Initiative base code and ILO 8 core conventions.

To this end, we will:

- Have conditions of contract that require contractors and sub-contractors to comply with all applicable obligations in the fields of social and labour law established by national law, EU law or by internationally recognised core labour standards
- Utilise the sustainability test tool for each contract over a value of £50k to identify potential concerns over working conditions or labour standards within the supply chain
- Eliminate tenderers from the competition if they breached their obligations in the fields of social or labour law and didn't take appropriate self-cleansing measures
- Where concerns have been identified over labour standards in the contractor's supply chain, contractors will be required to take corrective action
- Include fairly traded options where the market can support these

## Food and animal welfare

**Stewardship**  
Stiùbhartachd

**Excellence**  
Sàr-mhathas

**Respect**  
Spèis

It is SPCB policy to provide well balanced, nutritional food throughout its catering operation taking account of animal welfare, environmental impacts and promoting healthy eating through accreditation to the Healthy Living scheme.

Our commitment is supported by our [Catering Standards](#) that underpin our sustainable approach to the delivery of our catering services

**Stewardship**  
Stiùbhartachd

**Inclusiveness**  
In-ghabhalachd

**Excellence**  
Sàr-mhathas

**Respect**  
Spèis

## Fair Work Practices (including the Real Living Wage )



The SPCB is a Living Wage employer and has adopted inclusive work practices. It is SPCB policy that its contractors take a positive approach to fair work practices as part of a fair and equitable employment and reward package.

To this end we will:

- Have conditions of contract that require contractors and sub-contractors to comply with all applicable obligations in the fields of social and labour law
- Require that all contractors' staff working exclusively and directly at the Scottish Parliament are guaranteed a Real Living Wage
- Promote the SPCB inclusive work practices in our contract documentation and evaluate the bidders' approach to fair work practices where the quality of goods or service being delivered or works performed is directly affected by the quality of the workforce engaged in the delivery of the contract (whether contractor staff or sub-contractors)
- Utilise sustainability tools to establish a proportionate approach to ensure fair work practices and other socio-economic factors are addressed in the overall delivery of the contract

In addition, we propose to adopt Fair Work First guidance in our tender process and engage with our contractors to promote fair working practices and payment of the Real Living Wage.

Additional information:

[SPCB Inclusive Working Practices Policy](#)

[Dignity at Work Policy](#)

[Sexual Harassment Policy](#)

## Consulting and engaging with those affected by our procurements



Research was undertaken and the views of key internal stakeholders obtained to establish the priorities that drive the delivery of this Corporate Procurement Strategy. The Strategy has the full commitment of senior management.

We collaborate with other public sector organisations to share knowledge and best practice. Our web page is kept up to date with forthcoming procurement opportunities and we liaise with the Supplier Development Programme to advertise our contracts and support Meet the Buyer events.

## Fulfilling our function



The Strategic Plan for the Scottish Parliament is supported by the Scottish Parliamentary Delivery Plan that sets out how the Parliament will achieve its priorities for change.

The Procurement Office Plan contributes to the successful delivery of the Scottish Parliamentary Delivery Plan.

The Parliament's core values of stewardship, inclusiveness, excellence and respect are central to the way our procurement is delivered and the Treaty on the Functioning of the European Union (Treaty of Rome) principles of equal treatment, non-discrimination, transparency and proportionality are embedded in the way we approach our procurement.

To this end we will:

- Seek feedback periodically from senior management, office heads and the procurement team to help shape forthcoming procurement priorities to ensure these are aligned to the needs of the organisation and contribute to the delivery of wider organisational objectives
- Review and update our office plan annually

Additional information:

[Scottish Parliament Strategic Plan and Delivery Plan](#)

## Equal and Non-discriminatory Treatment, Transparent and Proportionate Approach



The fundamental principles of transparency, equal treatment, non-discrimination, proportionality and mutual recognition apply to all our procurements.

We achieve this by:

- Having a procurement policy that reflects good public procurement practices and is followed by everyone involved in the procurement process
- Having robust and transparent procurement processes and procedures that fully comply with procurement legislation in Scotland
- Utilising an e-Procurement system that provides transparency and governance to our procurements
- Advertising our contract opportunities of a value above £50k on the [Public Contracts Scotland](#) portal, as a minimum
- Providing tenderers with details of our tender criteria and stipulating evaluation guidance for Regulated procurements
- Providing tenderers with details of the procurement process that will be followed
- Using plain English in our tender documentation and in other communication with suppliers
- Keeping contract requirements and terms proportionate to the size and value of the contract and not including requirements that are extraneous to the delivery of the contract
- Having evaluation teams lead by a purchaser
- Ensuring we have appropriate justification for the scoring awarded to tenders
- Conducting a review of the tender evaluation if one or more tenders are within 3% of the highest scoring tender

Useful [information to suppliers](#) is published on our website. This includes:

- Information Regarding Economic/Financial Standing
- Contracts Register
- Contract opportunities

## Delivering Value for Money



It is SPCB policy that contracts are awarded on the basis of value for money which is defined as the optimum combination of whole life cost and quality (or fitness for purpose) to meet the customer's requirement. Whole life cost takes into account all aspects of cost over the life of the contract and may include capital, maintenance, management, operating and end-of-life disposal costs.

To ensure tenders representing the best long term value for money are selected, many factors are taken into account to determine the quality and price weightings applied to the tender evaluation.

We deliver added value in our procurements by:

- Evaluating tenders on the best ratio of quality and price
- Utilising whole life costing to evaluate tender pricing
- Utilising collaborative frameworks where possible
- Undertaking effective market research to inform our procurements' strategies
- Utilising outcome based specifications
- Embedding sustainability considerations in our decision making
- Implementing robust business continuity plans in critical contracts
- Ensuring effective engagement between our purchasers and internal stakeholders, utilising our technical, commercial and legal expertise
- Measuring contractors' performance against agreed Key Performance Indicators and service levels

## Payments to contractors, sub-contractors and sub-sub-contractors



The SPCB pays all sums properly due within 30 days of receipt of a valid invoice and it is SPCB policy under our prompt payment commitment to pay 95% of valid invoices, which are not in dispute, within 10 days of receipt of the invoice. In turn, the SPCB places a similar requirement on its contractors.

To this end:

- Our conditions of contract require payment is made to sub-contractors (and sub-sub contractors) within 30 days of receiving a valid invoice
- Contract Managers will seek confirmation of compliance
- Contractors will be required to take appropriate and reasonable action to address non-compliances



## Health and Safety



Health and safety at work is a priority for the SPCB and an integral part of our culture and values. The SPCB has established a management system aimed at ensuring that building users and others who may be affected by our activities are not exposed to risks to their health and safety.

It is SPCB policy that its contractors and sub-contractors adopt appropriate and reasonable steps to ensure they conduct their business in such a way that their employees and others who may be affected by the delivery of SPCB contracts are not exposed to health & safety risks. In particular, the SPCB require its contractors and sub-contractors to comply with relevant statutory duties, including the Health & Safety at Work etc. Act 1974 and subordinate legislation and require them to put appropriate measures in place to ensure compliance.

To this end we will:

- Have provisions in our contracts that require contractors as well as sub-contractors to comply with Health & Safety legislation
- Where health & safety is likely to be relevant to the contract, identify at project initiation sources of health & safety risks and where appropriate seek advice from our Health & Safety Advisor to address identified risks through the procurement process
- Monitor health & safety performance, adopting methods suitable to the type of contract (e.g. Key Performance Indicator; agenda item at operational meetings; review of periodic reports from the contractor; contractors' audit)
- Investigate reported adverse events (accident, near miss, and hazards reports) and agree improvement plan to avoid reoccurrence
- Require contractors to abide by all applicable SPCB health & safety arrangements including induction training, contractor safety management system and site safety rules, keeping records and monitoring activities

## 6. Strategy Ownership and Contact Details

Cò ris a tha an Ro-innleachd an Urra is  
Fiosrachadh Conaltraidh

Name: Veronique Malcolm

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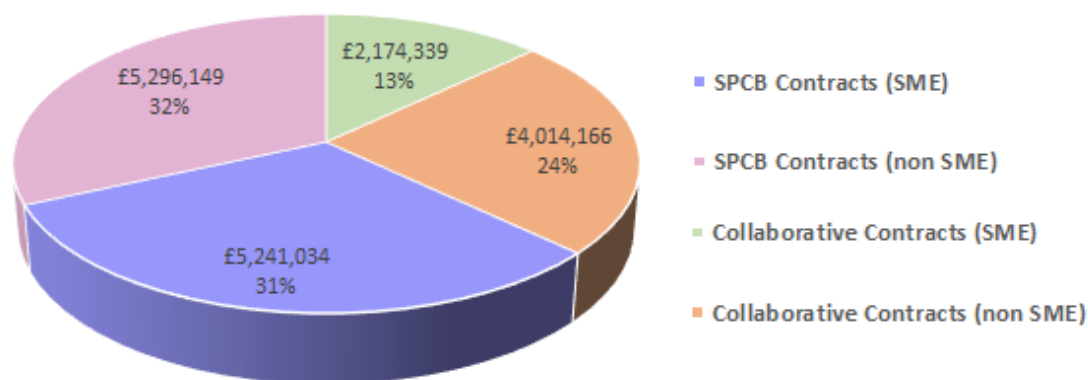
## Annex A

### Contract & Spend Information Fiosrachadh Cùmhnant is Cosg

Over the last 2 financial years, our average expenditure<sup>1</sup> on goods and services was around £16,500,000 with over 96% of this going through contracts and framework agreements.

In financial year 2018-2019 our expenditure with SMEs made up 44 % of total Regulated contract spend.

SME Spend Through Regulated Contracts (Direct/Collaborative)



In the same period, contract spend with 3<sup>rd</sup> sector organisations totalled £77,218 :

Supported Business £18,258

Social Enterprise £43,908

Non-profit £15,052

Our [contracts register](#) is published on the Scottish Parliament website, and lists all contracts over £5000 in value. Any new contracts are added on a monthly basis and the current expenditure against each contract is updated twice a year.

<sup>1</sup> These totals do not include rent, rates, police costs or expenditure made directly by Members of the Scottish Parliament

## Annex B

### Glossary

### Clàr-mìneachaidh

Term	Definition
Business area	Individual departments within the Scottish Parliamentary Service with distinct operational responsibilities
CIPS	Chartered Institute of Procurement & Supply
Circular Economy	An alternative to a traditional linear economy (make, use, dispose) in which resources are kept in use for as long as possible, maximum value from them is obtained whilst in use, then products and materials are recovered and regenerated at the end of each service life
Community Benefits	One element in a range of social or environmental considerations that, where relevant, can be included in public contracts or frameworks, in a way additional to the main requirements of the contract or framework
Contract Manager	The individual who has operational responsibility for a contract
Critical contract	A contract which delivers services or goods that directly support the essential activities of the Parliament or that support the business continuity plans for the Parliament
e-procurement	On line procurement platform that manages the exchange of electronic communication and information between purchasers and suppliers during the tender process and can streamline various other aspects of the procurement process
Framework agreement	An agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular terms with regards to price and, where appropriate, the quantity envisaged
Procurement Services	The office that provides a full procurement service to business areas, delivering contracts, managing the procurement aspect of existing contracts and providing advice and guidance on procurement related topics
Regulated procurement	Public contracts as defined as <a href="#">section 3</a> of the Procurement Reform (Scotland) Act 2014

Scottish Parliamentary Corporate Body	The SPCB supports the work of the Parliament and its Members and is responsible for ensuring that the Parliament is provided with the property, staff and services it requires
Scottish Parliamentary Service	The group of staff employed by the Scottish Parliamentary Corporate Body who are dedicated to supporting the work of the Parliament and its Members
Small and Medium Enterprises (SMEs)	Organisations that employ 250 or less personnel
Subject matter experts	Individuals in the Scottish Parliamentary Service who have responsibility for specific matters such as environmental issues, Health & Safety and Equalities
Supported Business	A business or supported employment programme whose main aim is the social and professional integration of disabled or disadvantaged persons and where at least 30% of the employees are disabled or disadvantaged persons
Sustainable Procurement Duty	The duty under <a href="#">section 9</a> of the Procurement Reform (Scotland) Act 2014 that places sustainable and socially responsible purchasing at the heart of the procurement process
SVQ	Scottish Vocational Qualifications are work based qualifications. They work as a guarantee that someone can do their job well and to the national standards for their sector
Third Sector	Not-for-profit sector that comprises a diverse range of organisations including community groups, voluntary organisations, charities, social enterprises, co-operatives and individual volunteers
Value for Money	The optimum combination of whole life cost and quality (or fitness for purpose) to meet the business requirement
Whole life cost	A means of taking into account all aspects of cost over the life of the contract and may include capital, maintenance, management, operating and end-of-life disposal costs