

# Annual Procurement Report 2022-23

26 October 2023

Reference: SPCB (2023) Paper 65

## Executive summary

1. The SPCB is invited to approve the Annual Procurement Report 2022-23 prior to its publication. The report records progress and achievements in the delivery of the SPCB [Procurement Strategy](#).

## Issues and options

2. The Procurement Reform (Scotland) Act 2014 provides that the Procurement Report must as a minimum:

- Provide a summary of Regulated<sup>1</sup> 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

3. 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.

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<sup>1</sup> 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.

Progress against our key procurement aims can be found at section 5.1 of the report.

4. 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.

5. Notable achievements include:

- Continued focus on increasing the sustainability of goods and services and promoting circular economy in our contracts, as illustrated by our case studies on page 21 and 22 of the report
- Further development of knowledge and capability of purchasers to support sustainable development outcomes and improved decision making
- 61% of our contracts awarded to Small and Medium Enterprises
- Engagement with our contractors to appreciate impacts of emerging disruptive events and potential risk to contract performance and delivery
- Survey of our contractors to gain a better understanding of our supply chain, including fair work practices, environmental matters, and ethics in the supply chain

6. Community benefits have been delivered through a range of initiatives that include training and development opportunities and community actions.

## **Governance**

7. 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.

8. The report has been shared with the Chief Executive and Deputy Chief Executive.

## **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 SPCB is invited to approve the Procurement Report.

**Procurement Services**  
October 2023