

Annual Procurement Report 2023-24

28 November 2024

Reference: SPCB (2024) Paper 74

Executive summary

1. The SPCB is invited to approve the Annual Procurement Report 2023-24 prior to its publication. The report records progress and achievements in the delivery of the final year of the [SPCB Procurement Strategy 2020-24](#).

Issues and options

2. 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

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.

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.

5. Notable achievements include:

- 71% of our contracts awarded to Small and Medium Enterprises
- Support of several organisational strategic change objectives detailed on page 10 of the report
- Working with other public sector organisations to promote sustainability in procurement, benchmark our own procedures and support them to improve their practices as detailed on page 14
- Continued focus on increasing the sustainability of goods and services and promoting circular economy in our contracts, as illustrated by our examples on page 15 of the report
- Improved community benefit practices and activity as detailed on page 20 of the report.

Governance

6. 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.

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

Resource implications

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

Publication Scheme

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 This paper should not be published until the Procurement Report has been published.

Decision

10. The SPCB is invited to approve the Procurement Report.

Procurement Services

November 2024