

To: Finance, Resources and Customer Services Policy Board

On: 10 November 2021

Report by: *The Chief Executive*

Heading: Annual Procurement Report 2020/21

1. Summary

1.1 Section 18 of the Procurement Reform (Scotland) Act 2014, requires that any contracting authority which is required to prepare or revise a procurement strategy in relation to a financial year must prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of that financial year.

1.2 As a minimum this report must include:

- a summary of the regulated procurements that have been completed during the year covered by the report;
- a summary of community benefits fulfilled during the year covered by the report;
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report; and
- a summary of the regulated procurements the authority expects to commence in the next two financial years.

2 The Annual Report attached in Appendix 1, provides an update on key indicators set in the Corporate Procurement Strategy for the period

April 2020-2023 and identifies areas for potential improvement aligned to that Strategy.

2. **Recommendations**

2.1 The Finance, Resources and Customer Services Policy Board are asked to:

2.1.1 Note the content of the Annual Report for the Financial Year 2020 – 2021.

3. **Background**

3.1 Section 18 of the Procurement Reform (Scotland) Act 2014 requires that all public sector contracting authorities with a spend of more than £5million per annum publish an Annual Report relating to Regulated procurement activity. The content of the Annual Report is analysed by Scottish Government Procurement and the information included in the Scottish Ministers Annual Report on Procurement Activity in Scotland.

3.2 The Annual Report provides an opportunity to provide an update on procurement activity undertaken over the last financial year, and to give an indication of future contracting opportunities.

3.3 A Regulated Procurement is any procurement for:

- Goods, Supplies and Services (excluding services covered under Schedule 3 Social and Other Specific Services of the Public Contracts (Scotland) Regulations 2015) with a total value of £50,000 up to £189,329.99;
- Services defined under Schedule 3 Social and Other Specific Services of the Public Contracts (Scotland) Regulations 2015 with a total contract value of £50,000 up to £663,539.99;
- Works contracts with a total value of £2million up to £4,733,251.99.

3.4 A procurement at or above the Threshold set by the Government Procurement Agreement is any procurement for:

- Goods, Supplies and Services (excluding services covered under Schedule 3 Social and Other Specific Services of the Public Contracts (Scotland) Regulations 2015) with a total value of £189,330 and above;

- Services defined under Schedule 3 Social and Other Specific Services of the Public Contracts (Scotland) Regulations 2015 with a total contract value of £663,540 and above; and
 - Works contracts with a total value of £4,733,252 and above.
- 3.5 The information provided in the Annual Report is gathered by Scottish Government and included in the national “Annual Report on Procurement Activity in Scotland.”
- 3.6 The Annual Report provides an opportunity to recognise the contribution that procurement can make to the economy and communities in Renfrewshire and to celebrate the success of the procurement team.
- 3.7 Appendix 1 contains the Annual Report for the Financial year 2020 – 2021.
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Implications of the Report

1. **Financial** - *None.*
2. **HR & Organisational Development** - *None.*
3. **Community/Council Planning –**

All of the activities carried out by the Corporate Procurement Unit contribute to Renfrewshire Council’s Plan for 2017 - 2022 “Thriving People, Connected Communities”. The 5 Strategic Outcomes set out in the plan are at the heart of our procurement activities and CPU work with client services to ensure that Council funds are spent in a way that can deliver the most benefit to Renfrewshire’s communities.
4. **Legal** - *None*
5. **Property/Assets** - *None*
6. **Information Technology** - *None.*
7. **Equality & Human Rights** -
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human

rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.

8. **Health & Safety** – *None*.
9. **Procurement** – the attached Annual Report identifies how the Council is meeting the requirements of the Procurement Reform (Scotland) Act 2014.
10. **Risk** - *None*
11. **Privacy Impact** - *None*.
12. **Cosla Policy Position** – *None*.
13. **Climate Risk** - *None*

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APPENDIX 1 – ANNUAL PROCUREMENT REPORT 2019/2020

(Attached)