

annual procurement report

2023-24

Sustainable procurement - making a real difference





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Introduction

This annual procurement report has been prepared to meet the requirements of the Procurement Reform (Scotland) Act 2014, and throughout we will demonstrate how our performance and achievements during the period meet both the strategic direction set by the organisation and all relevant procurement legislation.

In March 2023 a new Corporate Procurement Strategy was approved to cover the forthcoming financial year. This contrasts with the previous Commercial and Commissioned Services Strategy which, aligning with the previous Council Corporate Plan, ran from 2018-2023. This decision to publish a refreshed procurement strategy annually was adopted to align with the new format Council Plan which, whilst long term in scope, is now refreshed and approved by Council on an annual basis.

This annual procurement report covers the period 1st April 2023 to 31st March 2024 and details progress against the Corporate Procurement Strategy 2023-24.

It should be noted that although the Corporate Procurement Strategy 2023-24 predated the publication of the Public Procurement Strategy for Scotland, its key aims and objectives do not conflict with, and broadly support, the latter.

To support understanding of the terminology used across this document a glossary is provided of commonly used terms at the end. This aims to provide brief user-friendly definitions of words, acronyms and phrases used in relation to public sector procurement.

Strategic Themes and Objectives

The Council Plan introduced 2 new areas of Focus and 6 Outcomes:

	Focus	Outcomes
1.	Improving the wellbeing of citizens within the Scottish Borders and making our region a more sustainable and better place to live, work in and to visit.	<ol style="list-style-type: none"> 1. Clean Green Future 2. Fulfilling Our Potential 3. Strong Inclusive Economy, Transport and Infrastructure 4. Empowered, Vibrant Communities 5. Good Health and Wellbeing
2.	Developing a Council that is as effective and efficient as it can be.	<ol style="list-style-type: none"> 6. Working Together Improving Lives

It is understood that achieving the first 5 outcomes can only be done by developing a Council that is effective and efficient as it can be.

The strategic themes and objectives of the previous strategy broadly supported these outcomes and were retained, continuing to underpin procurement activity during 2023-24.

Theme	Objective
Support our local market and the economy	to grow the Councils local supply base to increase the proportion of Council spend within the area
Deliver sustainable, flexible and innovative procurement	to capture opportunities while balancing priorities
Identify effective and efficient procurement policy improvements	to maximise the benefit from the investment in technology through the new ERP system
Deliver added value through savings and benefits	to make a positive and measurable impact through procurement opportunities
Develop commercial awareness across the organisation	to benefit from a commercial approach to key supplier an partner relationships

Corporate Procurement Service – Key Activities and Highlights 2023/24

Procurement Restructure

During 2023-24 the procurement function continued to evolve and develop its organisational structure.

The previous 12 months had already seen several significant changes. Most notably these included the departure several long serving and senior members of the procurement team; the relocation of the social care contracts team to a new directorate - Strategic Commissioning & Partnerships; and the consequent renaming of the service.

Further structural changes followed in October 2023 with the appointment of a Chief Officer for Finance and Procurement, to whom the procurement team now reports, and the relocation of the payment services team to a new treasury team within finance.

An additional change was the creation of a Contracts Officer position within the team. This post is responsible for the all the contract management activities with the service, including the delivery of community benefits, administration of the contract management platform, and disseminating good practice in relation to contract management throughout the Council. This post replaces the Sustainability Officer after the previous post holder left the Council.

It is not expected that there will be any further structural changes. The Corporate Procurement Service remains responsible for all regulated, competitive procurements (including social care and health services where competition is deemed the most appropriate route to market) and is now structured into 2 distinct sub teams:

Sourcing	regulated and non-regulated procurements
Compliance	purchase order and purchase card management, document control, contract management

Meet the Buyer South 2022

On 3 October 2023 the procurement team co-hosted the second Meet the Buyer South event at the Buccleuch Centre in Langholm with partners including the Supplier Development Programme (SDP), South of Scotland Enterprise (SOSE) and Dumfries and Galloway Council. Other exhibitors included Scottish Government, Scotland Excel, Hub South East Scotland Ltd, Balfour Beatty, Morrison Construction and BAM Construction.

The event included a Q&A session with Nikki Archer, Scottish Government Deputy Director, Head of Procurement & Commercial Policy & Strategy and a D&G Roads Contractor Engagement Session.



There were 167 attendees on the day of which 98 were from unique Scottish SME businesses, including 36 based in Dumfries and Galloway, and 6 based in the Scottish Borders. Post event feedback highlighted that 90% of respondents said the event has encouraged them to bid for more public sector contracts.

Go Awards

The procurement team has been named as a joint finalist with Supplier Development Programme at this year's GO Awards, which recognise outstanding achievement in Scottish public sector procurement.

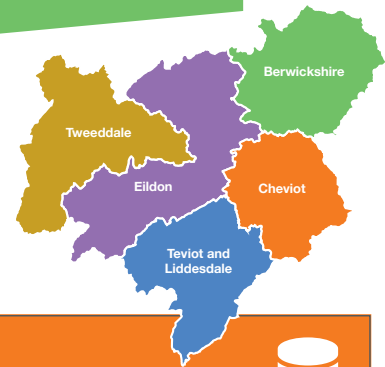
Procurement and SDP were shortlisted for their joint work in supporting local businesses to be successfully awarded onto the next generation Repairs and Maintenance (Trades) Framework, in October 2023. This local collaborative framework is used by Scottish Borders Council, Scottish Borders Housing Association, Borders College and others and includes some 129 mainly local suppliers in trades such as plastering, joinery, plumbing, electricians, etc.

For this work, CPS/SDP have made it to the final in two categories:

- Collaborative Procurement Initiative Award
- Best Procurement Delivery Award

The Go Awards finals are due to take place at the end of October 2024.

SCOTTISH BORDERS PROFILE



Key procurement Statistics 2023/24



COUNCIL SPEND
£245,268,542

REGULATED CONTRACTS LET
108

VALUE OF REGULATED CONTRACTS
£69,314,405

MICRO/SMALL/MEDIUM SIZE
ENTERPRISES
£115,739,932

ACTIVE SUPPLIERS
2,832

PURCHASE ORDER TRANSACTIONS
38,440

LOCAL SPEND
£81,807,441

LOCAL SUPPLIERS
579

LOCAL SPEND AS A PROPORTION OF TOTAL
33%

SECTION 1

Summary of Regulated Procurements Completed

This section provides a record of the regulated procurement processes (any procurement with a value equal to or more than £50,000 for goods and services or £2M for works contracts) completed during the period 1 April 2023 – 31 March 2024. Regulated procurement activity is governed by the rules set out within the Procurement Reform (Scotland) Act 2014 and Public Contracts (Scotland) Regulations 2015.

Total Regulated Procurement Expenditure for period

Number of Contracts	Category A (National)	Category B (Sectoral)	Category C (Local)	Total Value
108	£13,903,284	£21,982,093	£33,429,028	£69,314,405

Full details relating to each contract is provided in **Appendix 1**. An example dataset is shown below.

Reference	Supplier Name	Subject Matter	Start Date	End Date	Value/Spend
SP-17-004	EDF Energy Ltd	Electricity 2019	01/04/2023	31/03/2023	£5,665,578

SECTION 2

Review of Regulated Procurement Compliance

Overall Assessment

With the exception of a couple of minor non-compliances (see below), our regulated procurement activities were carried out in line with the regulations and the aims and objectives of the Corporate Procurement Strategy 2023-24 underpinned by robust corporate governance provided by the Council's Procurement and Contract Standing Orders and the Financial Regulations.

Regulated procurement activities are delivered by a centralised team which ensures that the procurement regulations are correctly applied and that Council and wider public sector policy priorities are appropriately considered.

Each regulated procurement is reviewed to assess if and how it might contribute to the achievement of the Council's wider policy objectives. This review is carried out in partnership with the relevant Council service through the development of a procurement strategy for that project. The detail contained in this document is used to develop and determine the most appropriate procurement route while considering sustainability and added value opportunities.

To meet the objectives of our strategy we actively utilise a variety of best practice tools, mechanisms and approaches. These are supported by operational process and procedures in line with corporate policy. A selection of these methods is noted below.

National Procurement Tools

The Council makes use as appropriate of a number of national procurement tools, including:

- Procurement Journey
- Public Contracts Scotland (PCS)
- Public Contracts Scotland-Tender (PCS-T)
- Sustainable Procurement Tools

The use of these tools facilitates best practice and consistency across all our activity by bringing together each of the steps involved in procurement.

Sustainable Procurement Duty

Sustainable Procurement Duty obligations are embedded in the Sustainable Procurement Charter (see **Appendix 2**) which lays out the Council's principles, standards and expectations for suppliers who would like to work with us.

In addition, sustainability obligations are considered at the procurement strategy phase for every regulated procurement, including whether the inclusion of community benefit clauses is reasonable and proportionate.

Fair Work

Fair work practices are embedded in the Sustainable Procurement Charter and the Scottish Government's Fair Work First criteria are considered for each project at the procurement strategy stage and applied as appropriate. Scottish Borders Council is itself an accredited Living Wage employer. The accreditation recognises the Council's commitment to paying all directly employed and regular third-party contracted staff the real Living Wage.

Collaborative Procurement

Collaborative frameworks are the default first choice for regulated procurements and are utilised wherever possible. This includes, in particular, the frameworks provided by Scottish Procurement and Scotland Excel (see table below). Other collaborative opportunities utilised includes frameworks provided by (or via) Crown Commercial Services (CCS), Eastern Shires Purchasing Organisation (ESPO), Yorkshire Purchasing Organisation (YPO) and North East Procurement Organisation (NEPO).

Regional and local collaboration is undertaken with a number of public sector organisations including City of Edinburgh Council, East Lothian Council, Dumfries and Galloway Council and Scottish Border Housing Association.

2023-2024	Q1	Q2	Q3	Q4
Frameworks Available	67	63	64	63
Frameworks Noted as Yes for Participation	57	52	53	46
Noted Participation Percentage	85%	83%	83%	73%
Frameworks with Spend	43	42	41	42
Overall Utilisation	64%	67%	64%	67%

A notable example of collaboration during the year included the Council's first participation in an aggregation exercise held under the auspices of the Digital Office, Scotland Excel and Crown Commercial Services to procure Microsoft Enterprise Licenses.

Procurement & Commercial Improvement Programme

The Council participated in the latest round of the Procurement & Commercial Improvement Programme (PCIP) "Pulse Check" assessment which was carried out by Scotland Excel in December 2023. This is the first such exercise undertaken since 2018 and it provides an assessment of how the Council compares to other participating local authorities against a range of indicators and identifies areas for improvement.

Noted areas of good practice include the inclusion of procurement in the membership of key, strategic oversight boards and comprehensive and centralised record keeping in relation to continuous professional development. Areas for improvement included improved contract management across services. See **Appendix 4** for the full report.

Contact Register

Our annually updated contract register is available [here](#)

Non-Compliances

Routine monitoring of procurement activity identified the following non-compliances:

Non-Compliance	Root Cause	Corrective Action
Award of 2x SAN Transport contracts which exceeded regulated thresholds	Human error. Contracts had been tendered and received no bids. Short term, emergency contracts were issued by the service but duration was not amended so these contracts exceeded regulated threshold.	Contracts terminated and re-let. Service reminded of the regulations.
Publication of several contract award notices beyond the 30 day deadline contrary to the regulations.	Human error. Several PCS-only award notices missed.	Notices published. Review of processes underway to prevent recurrence.

SECTION 3

Community Benefit Summary

The Council has a well-established 'Adding Value to Communities through Procurement Policy'. This can be found on page 13 of the Corporate Procurement Strategy. Community benefit clauses (CBCs) are considered for every contract with an estimated value exceeding £50,000 with a clear process in place to ensure proportionate and appropriate application, particularly for regulated procurement activity.

Our CBCs include minimum requirements which are developed with consideration of the type, value and duration of the contract. Bidders must meet or, as appropriate, go further than the minimum requirements and explain how they intend to deliver the benefits they commit to. The quality and ambition of the proposed delivery plan is evaluated with the score making up a suitably weighted element of the final outcome.

During this reporting year, the Council has also developed streamlined process for the Community Benefits Wishlist, where groups are able to submit support requests which are shared with Council suppliers to help them to choose who and what to support to fulfil their community benefit obligations. See **Appendix 4**.

In this reporting period 28 contracts awarded included community benefit requirements covering a range of goods, services and works, including; legal services, consultancy, facilities management, heavy vehicles, and construction. See **Appendix 2 & 3** below.

The community benefits delivered during the period, both directly and via Hub South East projects on behalf of the Council, are summarised below:

Type of Community Benefit	Community Benefits Delivered		
	Direct	Hub South East	Total
Apprenticeships	13	26	39
Work Experience	25	8	33
New Jobs	18	34	52
School Activities	22	20	42
College Activities	3	-	3
Financial Donations (number)	105	2	107
Financial Donations (value)	£29,994	£6,543	£36,537
Surplus Material Donations (number)	45	-	45
Surplus Material Donations (est. value)	£16,100	-	£16,100
Community Events Supported	58	-	58

See also **Appendix 4** below.

SECTION 4

Supported Business Summary

The development of every procurement strategy considers the involvement of a supported business or social enterprise as a delivery option and, as appropriate, we utilise the Scottish Government Supported Business DPS or our local providers to consider innovative ways of ensuring supported business and social enterprises have the opportunity to work with us.

The Council also works closely with Scottish Borders Social Enterprise Chamber (SBSEC) to encourage supported business and other third sector organisations to access Council contract opportunities. This active role allows us to keep members updated with contract and community benefit opportunities.

The Council will continue to look for opportunities for supported businesses, investigating all procurement avenues to identify appropriate providers and matching them with our contract opportunities. Community benefit clauses also provide an opportunity to direct our third party contractors/ suppliers to consider supported businesses in their supply chain.

During this reporting period the Council has engaged with the following supported businesses through both contract and grant award mechanisms:

Borders Green Team	£81,691.52
Lady Haig Poppy Factory	£1073.50

SECTION 5

Future Regulated Procurements Summary

The Procurement Reform (Scotland) Act 2014 states that it is mandatory to include in this report “a summary of the regulated procurements the authority expects to commence in the next two financial years.”

2024/25

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
Repairs and Maintenance for Aids to Daily Living Equipment	New	£275,000	01/10/2024
Wood Recycling	New	£144,000	01/10/2024
Mobile Voice and Data Services	Renewal	£371,000	01/10/2024
Eyemouth Coastal Sediment Model	New	£120,000	01/10/2024
Jedburgh Flood Study	New	£100,000	01/10/2024
Bonchester Bridge Flood Study	New	£70,000	01/10/2024
Burnmouth Coastal Study	New	£50,000	01/10/2024
Winter Maintenance Assistance Framework Agreement	Renewal	£1,700,000	19/10/2024
Bridge Inspections 2024/25	Renewal	£80,000	23/09/2024
Asset Management and Tracking Software Solution	Renewal	£216,000	05/11/2024
Domestic Furniture and White Goods	Renewal	£4,000,000	01/02/2025
Bitumen Products	Renewal	£2,000,000	28/02/2025
Vehicle Parts	Renewal	£1,000,000	31/03/2025
Loose Furnishings Gala Academy, Peebles HS	New	£1,700,000	31/03/2025

2025/2026

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
Non-Core Subsidised Bus Routes	Renewal	£2,000,000	01/04/2025
Natural Gas	Renewal	£5,500,000	01/04/2025
Microsoft SQL Server and Cloud Entrolment (SCE) Enterprise Licence	Renewal	£200,000	01/04/2025
Fuel Cards	Renewal	£250,000	01/04/2025
Berwickshire DRT	Renewal	£136,000	01/04/2025
Glass Recycling	New	£255,000	01/04/2025
Garden Waste Collection	Renewal	£400,000	01/05/2025
Groceries and Provisions	Renewal	£2,200,000	01/05/2025
Cashless Catering Solution	Renewal	£68,000	01/05/2025
Managing Agent for EES:ABS	Renewal	£180,000	18/05/2025
In-Cab Software	New	£315,000	01/06/2025*
Supply & Fit of Tyres	Renewal	£250,000	01/07/2025
Postal Services	Renewal	£1,250,000	01/07/2025
Education Materials	Renewal	£1,000,000	01/08/2025
Education and Office Furniture	Renewal	£300,000	01/09/2025
Decant Peebles and Gala High Schools	New	£100,000	01/09/2025
Bridge Inspections 2025/26	Renewal	£80,000	22/09/2025
Leachate Waste Removal and Treatment	New	£100,000	01/10/2025*
Subcontractor Framework	Renewal	£20,000,000	04/10/2025
Treasury Management Consultancy and Leasing Advisory Services	Renewal	£60,000	22/10/2025
Core Banking Service	Renewal	£150,000	01/01/2026
Literacy Application	Renewal	£120,000	01/03/2026
Telephone Calls and Line Rental	Renewal	£450,000	21/03/2026

*Indicative timeframe only

SECTION 6

Other Content for Consideration

Payment Performance

As noted above, Payment Services are no longer part of the Corporate Procurement Service, having now relocated to the new treasury team within finance. Prompt payment nonetheless remains key to supporting SMEs and local business and the Council has maintained and improved the previous levels of performance in relation to invoice processing with 95.26 percent of invoices paid within 30 days compared to 93.5 percent the previous year.

This level of payment performance compares positively against the Local Government Benchmarking Framework all Scotland average figure of 90.6% and family group average of 90.9% during the period 2022/23 (the latest available data for comparison).

Environment and Climate Change

Adopted in 2021, the Scottish Borders Climate Change Route Map (CCRM) provides the framework by which the Council and region will pursue a path to net zero emissions of all greenhouse gases by 2045, while also putting in place measures to mitigate those changes which can no longer be pre-empted as result of changes to our climate. It is based around 5 themes:

- Resilience
- Transport Use
- Nature Based Solutions
- Energy
- Waste Management

The Corporate Procurement Strategy supports delivery on these themes and, as required by Scottish Government policy guidance, the Council will prioritise and take account of climate and circular economy in its procurement activity and will report ongoing progress against these commitments in our annual procurement reports.

Notable examples for this reporting period include:

Supply of Fresh Fruit, Vegetables, Bakery Products, Eggs and Milk

This contract was re-tendered and awarded to George Anderson and Sons in September 2023. The supplier provided a comprehensive Environment and Climate Change Action Plan as part of their tender and is committed to sourcing produce locally where possible to reduce food miles. Some 65 percent of its produce is sourced within 100 miles of the supplier's depot just outside the Scottish Borders and includes local producers such as Greenvale Potatoes in Duns, Sweet Red Balls near Denholm, and Drysdale Growers in Cockburnspath. Distribution miles are also reduced with the suppliers depot only 34 miles from Council HQ whereas previously it was distributed from Glasgow.

Supply of Fresh Meat

Following a successful pilot project with a number of schools in the Borders, the Council with the Supplier Development Programme supported Shaws Fine Meats, a local supplier based in Lauder, to be accepted onto the Scotland Excel Framework for the supply of fresh meat, and switched to sourcing all fresh meat from this supplier, calling off directly from the framework. Besides improved quality, there is substantial reduction in distribution miles and the meat is sourced entirely in Scotland whereas the previous supplier sourced from across the UK. All the lamb and most of the beef is produced in the Scottish Borders, with 41 local farms having been used to supply meat in the last 6 months.

Glossary/Procurement Terminology

Collaboration	Working with other partners to undertake joint or shared procurement activities with the intention of obtaining better value through the economies of scale and reduced procurement costs
Commissioning	This is the process used to assess the needs of people in the area, then to design and specify the appropriate services to deliver those needs in a cost effective and value for money way
Community Benefits	These are contract requirements that deliver wider benefits in addition to the core purpose of the contract. These will create added value and will be social, economic or environmental benefits
Contract Management	This is the management of contracts with suppliers or partner. It includes the tasks and activities to ensure the contract is delivered as per the terms. Activity can include the mobilisation of the contract, delivery throughout the term of the contract to expiry and decommissioning. It will also include supplier relationship and performance management
Goods	Items that we buy include things such as catering provisions, office stationery and supplies, or the materials needed to build roads
PCIP	The Scottish Government led Procurement and Commercial Improvement Programme and its associated assessment programme
Procurement	This is process of acquiring goods, services and works
Purchasing	The transactional stages of placing orders for goods, services or works, using P2P systems to receipt goods, services or works received and then to pay for them
Regulations	Public Contracts (Scotland) Regulations 2015 Procurement (Scotland) Regulations 2016 The Procurement Reform (Scotland) Act 2014
Services	Services we buy might include care services, professional services to design works projects or repair and maintenance services
Small and Medium Enterprises (SME's)	Firms that employ less than 9 employees are classified as micro businesses, firms that employ less than 50 are classed as small and those employing less than 250 medium
Sustainable Procurement	A process where organisations meet their needs for goods, services and works in a way that achieves value for money on a whole life costs basis and generates benefits, not only for the organisation but for society, the economy and the environment
Third Sector	The group name for a range of organisations such as community groups, charities, voluntary organisations, social enterprises or community interest companies. They may be everything in-between small and local or large multinational companies or charities
Value for Money	Value for money is the optimum combination of whole life costs quality and sustainability to meet our requirements
Works	Construction works that we buy, including the construction and/or refurbishment of new and existing buildings, roads, bridges, parks or other open spaces

Appendix 1 – Regulated Procurement

Category A Scottish Government Framework Agreements - Contract Awards/Spend

Recorded cumulative regulated expenditure against Category A national frameworks during the reporting period:

Scot. Gov. Ref.	Supplier Name	Subject Matter	Start Date	End Date	Spend
SP-17-004	EDF Energy Ltd	Electricity 2019	01/04/2023	31/03/2024	£5,665,578
SP-14-009	Lyreco UK Ltd	General Stationery and Office Paper (2016)	01/04/2023	31/03/2024	£102,675
SP-19-009 & SP-22-12	Scottish Fuels	Liquid Fuel	01/04/2023	31/03/2024	£264,160
SP-19-009 & SP-22-12	Highland Fuels	Liquid Fuel	01/04/2023	31/03/2024	£1,647,074
SP-17-031	Total Gas & Power Ltd.	Natural Gas	01/04/2023	31/03/2024	£1,408,638
SP-19-035	Royal Mail	Physical, Hybrid, Scheduled/Regular Bulk (Print and Post) and Digital Mail Services	01/04/2023	31/03/2024	£192,473
SP-19-025	TMP (UK) Ltd	Recruitment Advertising & Public Information Notices(2020)	01/04/2023	31/03/2024	£87,386
SP-18-040	Business Stream	Water and Waste Water Services (2020)	01/04/2023	31/03/2024	£854,238
SP-19-013	XMA Limited	Web Based & Proprietary Client Devices 2019	01/04/2023	31/03/2024	£3,681,062
				TOTAL	£13,903,284

Category B Scotland Excel Framework Agreements

Recorded cumulative expenditure exceeding regulated thresholds against Scotland Excel Category B Frameworks during the reporting period:

SXL Framework Reference	Supplier Name	Subject Matter	Start Date	End Date	Spend
0121	Cooks Van Hire Limited	Vehicle And Plant Hire	01/04/2023	31/03/2024	£342,066
0121	Riverside Truck Rental Limited	Vehicle And Plant Hire	01/04/2023	31/03/2024	£95,274
0122	Rentokil Initial	Washroom Solutions and Sanitary Products Services	01/04/2023	31/03/2024	£123,356
0219	Good Shepherd Centre	Secure Care	01/04/2023	31/03/2024	£640,866
0318	Jewson Limited	Buildings & Timber	01/04/2023	31/03/2024	£53,938
0318	Travis Perkins Trading Company Ltd	Buildings & Timber	01/04/2023	31/03/2024	£442,415
0320	Colas Ltd	Bitumen Products	01/04/2023	31/03/2024	£104,343
0320	Nynas UK	Bitumen Products	01/04/2023	31/03/2024	£349,048
0322	Brake Bros Ltd	Fresh Meat, Cooked Meats & Fresh Fish	01/04/2023	31/03/2024	£103,443
0322	Shaws Fine Meats	Fresh Meat, Cooked Meats & Fresh Fish	01/04/2023	31/03/2024	£205,794
0620	Langstane Press Limited	Education And Office Furniture	01/04/2023	31/03/2024	£63,900
0720	A M Phillip Trucktech Limited	Vehicle Parts	01/04/2023	31/03/2024	£68,539
0720	Dingbro Ltd.	Vehicle Parts	01/04/2023	31/03/2024	£157,086
0720	DAF Trucks Ltd.	Vehicle Parts	01/04/2023	31/03/2024	£96,504
0721	Cromwell Polythene Limited	Recycle And Refuse Containers	01/04/2023	31/03/2024	£62,452
0722	Henderson Environmental Services	Asbestos	01/04/2023	31/03/2024	£100,960
0919	Edmundson Electrical Ltd	Electrical Materials	01/04/2023	31/03/2024	£72,109
1020	Aberlour Child Care Trust	Fostering and Continuing Care Services	01/04/2023	31/03/2024	£80,414
1020	Action For Children	Fostering and Continuing Care Services	01/04/2023	31/03/2024	£180,364
1020	Barnardo's	Fostering and Continuing Care Services	01/04/2023	31/03/2024	£127,321
1020	Fostercare Connect Ltd.	Fostering and Continuing Care Services	01/04/2023	31/03/2024	£132,663
1020	The National Fostering Agency (Scotland) Ltd.	Fostering and Continuing Care Services	01/04/2023	31/03/2024	£114,773

SXL Framework Reference	Supplier Name	Subject Matter	Start Date	End Date	Spend
1120	Brake Bros Ltd	Frozen Foods	01/04/2023	31/03/2024	£912,482
1121	Aberlour Childcare Trust	Children's Residential Care and Education	01/04/2023	31/03/2024	£938,530
1121	Aspris Scotland Ltd	Children's Residential Care and Education	01/04/2023	31/03/2024	£121,856
1121	Camphill Rudolf Stenier Schools Ltd	Children's Residential Care and Education	01/04/2023	31/03/2024	£282,227
1121	Care Visions Group Ltd	Children's Residential Care and Education	01/04/2023	31/03/2024	£448,866
1121	Clearview Care Ltd	Children's Residential Care and Education	01/04/2023	31/03/2024	£114,550
1121	Harmeny Education Trust Ltd	Children's Residential Care and Education	01/04/2023	31/03/2024	£1,549,744
1121	Hillside School (aberdour) Ltd	Children's Residential Care and Education	01/04/2023	31/03/2024	£951,972
1121	Inspire Scotland Ltd	Children's Residential Care and Education	01/04/2023	31/03/2024	£846,514
1121	Kibble Education & Care Centre	Children's Residential Care and Education	01/04/2023	31/03/2024	£1,806,903
1121	Moore House School Ltd	Children's Residential Care and Education	01/04/2023	31/03/2024	£86,654
1121	Phoenix Abbey Ltd	Children's Residential Care and Education	01/04/2023	31/03/2024	£658,001
1121	Royal Blind Asylum & School Edinburgh t/a Sight Scotland	Children's Residential Care and Education	01/04/2023	31/03/2024	£200,674
1121	Seamab	Children's Residential Care and Education	01/04/2023	31/03/2024	£234,686
1121	Spark of Genius	Children's Residential Care and Education	01/04/2023	31/03/2024	£562,448
1219	Brake Bros Ltd	Groceries & Provisions	01/04/2023	31/03/2024	£814,529
1220	Findel Education Limited T/a Hope Education	Education Materials	01/04/2023	31/03/2024	£65,770
1220	Yorkshire Purchasing Organisation	Education Materials	01/04/2023	31/03/2024	£264,973
1222	Unico Ltd	Janitorial Products	01/04/2023	31/03/2024	£681,752
1521	ICL UK (Sales) Limited	Salt	01/04/2023	31/03/2024	£746,233

SXL Framework Reference	Supplier Name	Subject Matter	Start Date	End Date	Spend
1721	The Social Care Community Partnership Limited (TSCCP)	Social Care Agency Workers	01/04/2023	31/03/2024	£283,392
1918	Cygnet (oe) Limited	Care Homes For Adults LD Inc Autism	01/04/2023	31/03/2024	£269,238
2018	Apetito Limited	Community Meals	01/04/2023	31/03/2024	£101,934
2019	CF Services Ltd	Domestic Furniture and Furnishings	01/04/2023	31/03/2024	£234,755
2019	The Furnishing Service Ltd	Domestic Furniture and Furnishings	01/04/2023	31/03/2024	£601,368
				TOTAL	£17,497,679

Call-offs exceeding regulated thresholds against Scotland Excel Category B Frameworks during the reporting period:

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
1001048	Access UK Limited	Case Management System	15/05/2023	01/07/2023	30/06/2026	2x 12 months	£1,616,285
1001125	Changeworks	Management Agent EES:ABS	18/05/2023	18/05/2023	17/05/2024		£181,870
1001161	Treka Bus	5x Mobility Minibuses	24/07/2023	24/07/2023	03/05/2024		£367,311
1001171	Bucher Municipal	1 x DAF 18T Sweeper Body	28/08/2023	28/08/2023	01/12/2023		£126,146
1001162	Energen Biogas	Food Waste Treatment	31/08/2023	01/09/2023	28/08/2027		£80,000
1001192	One51 ES Plastics UK Ltd T/A MGB Plastics	2 Wheeled Bins	01/09/2023	01/09/2023	25/03/2024		£70,000
1001170	Sweco UK Ltd.	General Bridge Inspections 2023/24	02/10/2023	02/10/2023	01/03/2024		£92,959
1001231	Scarab Sweepers Limited	4x Compact Road Sweepers	10/01/2024	10/01/2024	30/06/2024		£338,549
1001222	Walker Love	Debt Recovery and Sheriff Officer Services	02/02/2024	01/04/2024	31/03/2027	1x 12 months	£90,000
1001034	Personnel Hygiene Services	Washroom Solutions and Sanitary Products	12/02/2024	01/04/2024	31/03/2026	1x 12 months	£243,552
1001258	Dennis Eagle Ltd	Purchase of 6 x 26T Refuse Vehicles	22/02/2024	22/02/2024	15/08/2024		£1,277,742
						TOTAL	£4,484,414
SXL COMBINED TOTAL							£21,982,093

Category C Contract and Framework Awards

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
SBC/CPS/1614	Various	Scottish Borders Community Planning Partnership Sustainable Transport DPS	08/04/2019	08/04/2019	07/04/2029		£6,990,817
SBC/CPS/1633	Various	Hire of Small Plant & Temporary Accommodation Framework	26/08/2019	26/08/2019	24/08/2023		£84,549*
1001089	Various	Hire of Small Plant & Temporary Accommodation Framework	02/08/2023	25/08/2023	24/08/2025	2 x 12 months	£271,680*
1000893	Various	Road Materials Aggregates (dry) and Ready Mix Cement Framework	11/07/2022	11/07/2022	10/07/2025	1 x 12 months	£2,730,338*
SBC/CPS/1826	Various	Winter Maintenance Additional Services Framework	20/10/2020	20/10/2020	19/10/2024		£97,709*
SBC/CPS/2055	Various	Winter Maintenance Pathways Framework	28/09/2021	01/11/2021	19/10/2024		£121,472*
SBC/CPS/1164	Various	Subcontracting Services Framework	06/09/2021	04/10/2021	03/10/2024	1 x 12 months	£3,176,134*
SBC/CPS/1601	Various	Repairs and Maintenance (Trades) Framework	01/10/2019	01/10/2019	20/09/2023		£2,267,928*
1001036	Various	Repairs and Maintenance (Trades) Framework	20/10/2023	20/10/2023	19/10/2025	2 x 12 months	£1,582,726*
1000962	Various	Place-Making Framework	24/02/2023	27/02/2023	26/02/2025	2 x 12 months	£0
1181	Tribal Audit	Interim Senior Internal Auditor Services	01/04/2023	01/04/2023	31/03/2024		£65,800
1001060	Turner & Townsend	Project Management & Data Services - Workforce Mobility	01/04/2023	01/04/2023	30/06/2024	1 x 12 months	£400,000
1001119	Civica UK Ltd.	Income Management Solution	05/05/2023	05/05/2023	31/05/2026	1 x 12 months	£529,747

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
1210	My Home Life	Enhanced Living Experience Development Programme	27/04/2023	01/05/2023	30/06/2024		£64,640
1218	Briton Fabricators	Weensland Bridge	09/05/2023	09/05/2023	28/02/2024		£649,102
1223	CRB Cunningham	Cashless Catering Application	01/05/2023	01/05/2023	30/04/2023		£56,423
1202	Kaligo International Ltd.	Literacy Application	14/04/2023	30/03/2023	28/02/2026		£110,480
1228	Scottish Historic Buildings Trust	Project Support Officer - Hawick CARS	28/04/2023	01/05/2023	31/05/2024		£63,000
1236	Resolution Mediation Ltd.	Specialist Mental Health Support for NOLB clients	26/05/2023	01/06/2023	31/03/2024		£62,092
1243	Collier Quarrying and Recycling Ltd.	Specialist Surface Dressing Chip	06/06/2023	06/06/2023	04/08/2023		£148,225
1001156	Motus Group UK Ltd.	3x Transit Double Cab 3.5t Tippers	14/07/2023	14/07/2023	01/09/2023		£110,395
1001132	Wirtgen Ltd.	Tracked Mini Paver	01/08/2023	01/08/2023	23/08/2023		£90,395
1001155	Guest Truck and Van	2x Library Vehicles	19/07/2023	19/07/2023	01/04/2024		£208,378
1299	J E Douglas & Sons Ltd.	44t DAF Tractor Unit	24/08/2023	24/08/2023	01/09/2024		£113,000
1300	James A Cuthbertson Limited	Jetpatcher	30/08/2023	30/08/2023	31/12/2023		£109,940
1266	James A Cuthbertson Limited	Hotbox System	25/07/2023	25/07/2025	31/12/2023		£60,490
1282	G Marshall Tractors Ltd.	Tractor	27/07/2023	27/07/2023	11/08/2023		£78,000
1298	Melling Commercial Limited TA Westwood Motor Group	2x used 17 seat Minibuses	24/08/2023	24/08/2023	08/09/2023		£102,990
1000999	George Anderson & Sons	Fresh Fruit, Vegetables, Bakery Products, Eggs and Milk	05/09/2023	16/10/2023	15/10/2026	1x 12 Months	£1,427,107

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
1184	Borders Buses	Berwickshire Demand Responsive Transport Pilot Yr2	04/09/2023	03/04/2023	31/03/2024		£320,000
1001224	EVM Direct Ltd.	1x Electric Minibus	08/12/2023	08/12/2023	28/02/2024		£117,200
1001223	21st Century Passenger Systems via Sestrans	Real Time Information Screens	30/11/2023	30/11/2023	19/02/2024		£118,575
1338	Blue Machinery (Scotland) Ltd.	Powerscreen	21/11/2023	21/11/2023	31/01/2024		£153,250
1348	JMA Architects	Architectural Services - Galashiels Academy	09/11/2023	09/11/2023	31/05/2022		£74,007
1344	Drive Devilbiss Healthcare Ltd.	Specialist Beds	15/11/2023	15/11/2023	31/03/2024		£94,500
1001245	GM Coachwork	5x Minibuses	08/02/2024	08/02/2024	01/05/2024		£398,940
1001199	Turner & Townsend	Strategic Partnership for Consultancy	13/03/2024	01/04/2024	31/03/2027	3 x 12 months	£10,000,000
1001190	Clyde & Co (Scotland) LLP	Legal Services	22/03/2024	01/04/2024	29/03/2027	2x 12 months	£100,000
1394	Woods of Berwick Ltd.	SAN Transport Route	25/03/2024	17/10/2023	30/06/2024		£52,245
1395	Luxury Taxi	SAN Transport Route	25/03/2024	17/08/2022	29/06/2024		£53,144
1372	Terberg Matec UK	Supply and install of mechanical bin lifts	21/03/2024	21/03/2024	31/05/2024		£173,610
						TOTAL	£33,429,028

* Cumulative spend for FY 2023-24

Social Care & Health Contracts

The Council uses a number of specialist providers across Adult and Children Social Care & Health Services. These include Residential, Fostering, Educational and other specialist needs. The contracts for these services are put in place with multiple providers (both locally and out of the area) through existing framework agreements or via spot purchase contracts. The use of the EU light touch regime as appropriate ensures compliance with legislation.

After consideration it is believed that the individual nature of these arrangements creates a significant risk of a data breach occurring if they are publicised in more detail. These contracts are excluded from the above list.

Appendix 2 – Sustainable Procurement Charter

Sustainable Procurement Charter

Scottish Borders Council aims to be a responsible purchaser of goods, services and works. We set standards to make sure we undertake our activities in an ethical, responsible and sustainable way. This charter lays out a number of important principles and policy requirements of the Council to which we expect our suppliers to comply.



Achieving our Sustainable Procurement duty

<p>Equalities</p> <p>We view the Scottish Borders as a place where everyone matters, where everyone should have equal opportunities and where everyone should be treated with dignity and respect. As a responsible employer the Council is committed to promoting equal opportunities to all of the Scottish Borders community, employees and suppliers alike. Consideration of equal opportunities is fully integrated into our procurement practices and is fully committed to the values and ethos of the Equality Act 2010.</p>	<p>Disability Confident Scheme</p> <p>The Council is an accredited Disability Confident employer. We are committed to the aims of Disability Confident and would encourage our partners, suppliers and providers to demonstrate their commitment to the scheme and also become accredited Disability Confident employers. As appropriate, contracts or framework agreements may include clear performance indicators relating to the positive benefits of such a scheme.</p>	<p>Facilitating SME's, third sector and supported businesses in the procurement process</p> <p>Our procurement strategy aims to achieve a mixed economy of suppliers to support and develop our local rural market, particularly micro, small and medium sized enterprises, Third Sector organisations and supported businesses. This approach includes simplified and standardised public sector procurement practices, consideration of lotting and a range of hands-on assistance to the local supply chain to help reduce any barriers to involvement in procurement opportunities.</p>	<p>Promoting Innovation</p> <p>Influencing the market towards innovative solutions can focus public spending on sustainable goods, services and works and create an important catalyst for local job creation, sustainable innovation and market development. Our procurement strategy notes the importance of innovation through procurement and we encourage all our suppliers to consider an innovative approach to the way goods and services are delivered.</p>
<p>Fair Work</p> <p>The Council is committed to encouraging the adoption of Fair Work Practices. When relevant, suppliers bidding for public contracts should adopt fair working practices, specifically: appropriate channels for effective voice, investment in workforce development, no inappropriate use of zero hours contracts, action to tackle the gender pay gap and create a more diverse and inclusive workplace, providing fair pay for worker, offer flexible and family friendly working practices for all workers, oppose the use of fire and rehire practices. As an accredited real living wage employer the Council is committed to encouraging the wider adoption of the real living wage. This is an hourly rate set by the living wage foundation. The current rate is £12.00. (October 2023).</p>	<p>Consultation with Stakeholders</p> <p>Service User and, where appropriate, wider community consultation is an integral part of commissioning considerations. The strategic importance and complexity of required outcomes will mainly govern the level of consultation undertaken and the choice of the procurement route followed. The final decision on these matters will always be considered in light of what is likely to provide best value for the local community.</p>	<p>Health & Safety Compliance</p> <p>The Council is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavors to provide safe places and safe systems of work. This principal extends to those employed to do contracted works for and on behalf of the Council. The Council will only employ contractors who are SSIP accredited.</p>	
<p>Fairly & ethically traded goods</p> <p>The Council supports the Fair Trade initiative because it reflects our commitment to sustainable development and offers the prospect that marginalised producers across the world will receive fairer deals for their produce. The Council will promote the use of fair trade products across all its services and raise awareness of fair trade amongst its staff and customers. The Council will (to the extent permitted by EU procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.</p>	<p>Provision of Food</p> <p>The procurement of food considers the wider community focus of improving the health and wellbeing of young people and communities in the Borders. Promoting a sustainable food supply chain by (where possible) the use of Scottish produce through collaborative contracts supports the delivery of healthy choices to support healthy eating. Food security and ethics are of equal importance and the Council follows Scottish Government guidance to ensure consideration of the highest levels of animal welfare.</p>	<p>Prompt payment</p> <p>The effect of late payment on SME's can be significant, impacting cash flow and the ability to trade. As direct support the Council has a prompt payment policy and related performance indicator which aims to make payment of invoices within 30 days of receipt of a valid invoice. To make sure this policy flows through all stages of the supply chain, our terms and conditions of contract obliges our contracted suppliers to make payment of valid invoices within a similar 30 day period.</p>	<p>Information/Data Management/Protection</p> <p>The Council regards information as a valuable corporate asset which must be obtained, processed and protected diligently, lawfully and ethically. The approach to information governance focuses on safeguarding customers, providing business transparency and ensuring legislative compliance. Relationships with 3rd parties who handle data on behalf of the Council, or with whom we share data are carefully managed. Contracts include information governance compliance conditions with these arrangements being documented and monitored. We will expect all suppliers to take the same robust approach to information management as we do, even after their contract has expired.</p>
<p>Environmental Impact and Climate Change</p> <p>The Council is committed to reducing its environmental impact, including carbon emissions, wherever possible. The Climate Change (Scotland) Act 2009 places duties on public bodies to deliver their services in a way which supports this, including both internal activities, such as energy saving within buildings, and its work with partners. The way that the Council procures goods and services can have a huge environmental impact, and by purchasing items which can demonstrate a reduced negative effect on wildlife, natural resources and carbon emissions, we can reduce our carbon footprint and support suppliers to do the same.</p>	<p>Improving the economic, social and environmental wellbeing of the area</p> <p>Adding Value to Communities through Community Benefits or 'social' requirements in public sector procurement is intended to ensure that wider local economic and social issues are considered when delivering construction works, service or supplies contracts. This is achieved through the inclusion of specific clauses within contracts known as community benefit clauses.</p>	<p>Conflict of Interest</p> <p>Council Officers and Members conducting business on behalf of the organisation have a responsibility to do so in a manner that is objective and ethical. As such we require any individual whether employee or supplier to declare such an interest before any procurement activity commences as the best way to handle conflicts of interest is to avoid them entirely.</p>	<p>Modern Slavery Act 2015</p> <p>The Council adopts a zero tolerance approach to modern slavery and human trafficking. We expect all those who work for and with us to adhere to this approach. As appropriate we will address areas of concern in the tendering process through requiring minimum standards and contract management.</p>

Appendix 3 – Contracts awarded with Community Benefit Clauses*

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
SBC/CPS/1614	Various	Awarded Contracts from Transport DPS	Various	01/04/2023	31/03/2024		£6,990,817
1001133	Jeremy Benn Associates Limited (t/a JBA Consulting)	Nature Restoration Bluidy Burn	30/05/2023	05/06/2023	31/07/2023		£26,000
1001093	Finlaysons Contracts Limited	Gordon PS Kitchen Alteration	13/06/2023	13/06/2023	29/09/2023		£240,000
1000629	Architrail Velosolutions UK Ltd	Design and Build Skate Park and Pump Track Jedburgh	15/06/2023	13/11/2023	30/04/2024		£270,000
1000747	R H Irving Construction Ltd.	Newcastleton Early Years Relocation	10/07/2023	01/08/2023	30/11/2023		£336,568
1001089	Various	Hire of Small Plant & Temporary Accommodation Framework	02/08/2023	25/08/2023	24/08/2025	2x 12 months	£3,000,000
1001149	Architrail Velosolutions UK Ltd.	Walkerburn Pump Track and MUGA	07/08/2023	31/03/2024	30/09/2024		£134,363
1001164	BCA Insulation Limited	Internal Wall Insulation 2023/24	09/08/2023	01/09/2023	31/05/2024		£883,580
1001148	Finlaysons Contracts Limited	St Margaret's PS Kitchen Works	31/08/2023	31/08/2023	30/09/2023		£162,000
1000999	George Anderson and Sons	Fruit and Vegetables, Bakery Products, Eggs & Milk	05/09/2023	16/10/2023	15/10/2026	1 x 12 months	£1,278,162
1001166	Everwarm Limited	Heat Pump Installation 2023/24	12/09/2023	12/09/2023	31/05/2024		£354,795
1001165	Union Technical Services Limited	Solar PV Installation 2023/24	20/09/2023	25/09/2023	31/05/2024		£274,100
1001036	Various	Repairs and Maintenance (Trades) Framework	20/10/2023	20/10/2023	19/10/2025	2x 12 months	£30,000,000
1001200	Southern Uplands Partnership	Partnership Services Implementation Pilot	28/11/2023	01/12/2023	30/06/2024		£47,900
1001198	WSP UK Limited	Kalemouth Bridge Phase 2	07/12/2023	22/12/2023	10/05/2024		£35,032
1001199	Turner and Townsend	Strategic Partnership for Consultancy	13/03/2024	01/04/2024	31/03/2027	3 x 12 months	£10,000,000
1001190	Clyde & Co (Scotland) LLP	Legal Services	22/03/2024	01/04/2024	29/03/2027	2x 12 months	£100,000

* Category C and unregulated contracts only. It is assumed that all Category A and B frameworks listed in appendix 2 include community benefits as a matter of course.

Appendix 4 – Supporting Documents



PCIP Report -
Scottish Borders Cou

PCIP Report



SBC Social Impact
Case Study Hub prc

Hub CB Report: Employment



SBC Social Impact
Case Study Hub prc

Hub CB Report: Education



ChangeworksWEW
_SBC_Summary_TDM

Changeworks CB Event Report



Scottish Borders
Council Community

SBC Community Benefits Wishlist

Annual Report Ownership

Approved	Scottish Borders Council Council Management Team 25/09/2024 Executive Committee 08/10/2024
Authorised By	Mrs Suzy Douglas, Director – Finance sdouglas@scotborders.gov.uk
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