

# Inverclyde Council Annual Procurement Report

1 April 2024 - 31st March 2025

Inverclyde council



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# 1 Introduction

As required under section 15 of the Procurement Reform (Scotland) Act 2014 ("the Act"), a contracting authority must publish a Procurement Strategy and subsequently produce an Annual Procurement Report, required by section 18 of the Act. The Annual Procurement report monitors the authority's regulated procurement activities against delivery of its procurement strategy and should be published as soon as is reasonably practicable after the end of their financial year.

Inverclyde Council is pleased to publish our eighth Annual Procurement Report. The content of this Report covers all regulated procurements completed during the period 1st April 2024 to 31st March 2025 and details how those procurements supported the objectives included within the council's Procurement Strategy.

Key benefits in the delivery of the Procurement Strategy are:

- Updating process and procedures to comply with the requirements of the new procurement rules and regulations.
- Increasing time spent on strategic aspects of procurement activities.
- Supporting the council's overall savings targets.
- Embedding the council's community benefits approach into all relevant and proportionate contracts delivering a greater volume and increased variety of outcomes across a wider range of commodities.
- Transitioning to the Scottish Government Procurement Journey which standardised and aligned our processes and procedures and reduced risk and duplication.
- Ensuring Small and Medium-sized Enterprises (SMEs) are provided targeted opportunities as standard within our Quick Quote process (Goods and Services under £50,000, Works under £250,000).
- Fulfilment of our procurement work plans, including the delivery of tenders supporting special projects (e.g. The Glasgow City Region City Deal)

Inverclyde Council participated in the Procurement and Commercial Improvement Programme (PCIP) pulse check assessment on 21st November 2023 as one of the pilot Councils. The feedback from this assessment was positive overall whilst identifying some areas for improvement and has been reported to the Chief Executive. The team are focusing on the areas for improvement and will participate in the next round of PCIP when this is arranged by Scotland Excel.



# 2 Summary of Regulated Procurement

Section 18(2) (a) of the Procurement Reform (Scotland) Act 2014 requires organisations to include: “a summary of the regulated procurements that have been completed during the year covered by the report”

Regulated procurement refers to any procurement above £50,000 for goods and services or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to new contracts and framework agreements but also to mini-competitions and call offs from existing framework agreements.

In total the Council awarded 107 regulated contracts during the reporting period with a total award value of £54,167,723. The following table provides further detail of the type of awards:

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| Type | Number of Contracts | Value of Contracts | Unique Suppliers | Unique SME Suppliers |
|---|---|---|---|---|
| Total Council regulated contracts awarded | 45 | £28,628,433 | 36 | 24 |
| Total Non-Council regulated contracts awarded | 62 | £25,539,290 | 58 | 24 |
| **Total regulated contracts awarded** | **107** | **£54,167,723** | **94** | **48** |

Appendix 1 Table 1 shows a full list of each individual procurement completed. Information on live contracts can also be found on Inverclyde Council’s Contract Register on Public Contracts Scotland.

During the reporting period, the Council also utilised a number of non council frameworks on a call off basis, meaning a large volume of low value orders were raised accumulating to more than £50,000. The 2024/25 spend is shown for each framework in Appendix 1 Table 2.

The Council also utilised the COSLA National Care Home Contract to make awards above regulated procurement with a total value of £18,134,800.

Contract values are based on the total value of the contract for all years that the contract could be in place and therefore includes possible extensions.

During the same period there were instances where alternative methods of procurement were used in line with the regulations and the Council Standing Orders Relating to Contracts (e.g. where there is only one potential supplier).



# 3 Review of Regulated Procurement Compliance

Section 17 of the Procurement Reform (Scotland) Act 2014 requires that regulated procurements be carried out in accordance with the organisation's procurement strategy, so far as reasonably practical. Section 18(2) states that an annual procurement report must include, at 18(2) (b), "a review of whether those procurements complied with the authority's procurement strategy" and, at 18(2) (c), "to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply".

The Council's Procurement Strategy sets out how regulated procurement would be undertaken in compliance with the Act. This Strategy also set out objectives for improving the process and procedures relating to regulated procurements.

From the Strategy objectives we identified the following key compliance categories:

- Best Value
- Fairness and transparency (General Duties)
- Economic and social sustainability (community benefits)
- Environmental sustainability
- Fair work practices (including Living Wage)
- Purchase to pay efficiencies

Further information on the requirements of the Act can be seen in Appendix 2.

All regulated procurement in the Council is undertaken in accordance with a legal and procedural framework which ensures that each procurement is compliant with the Strategy. Legal requirements are set out in the Council Standing Orders Relating to Contracts. Procedural requirements are set out in Scottish Government Procurement Journey (for general procurement best practice) and the Corporate Procurement Manual.

Regulated procurement spend refers to any spend with suppliers above £50,000 for goods and services or £2,000,000 for works.

Based on an analysis of the financial year 2024/25 spend data, of the £86,046,997 regulated procurement spend, £83,426,129 (96.95%) was compliant with regulated procurements:

| Spend Type | Total Regulated Spend | Compliant Regulated Spend | Non-Compliant Regulated Spend | Percentage Compliance |
|---|---|---|---|---|
| Goods | £11,805,320 | £11,662,725 | £142,595 | 98.79% |
| Services | £70,314,053 | £67,835,780 | £2,478,273 | 96.48% |
| Works | £3,927,624 | £3,927,624 | £0 | 100% |
| **Total** | **£86,046,997** | **£83,426,129** | **£2,733,237** | **96.95%** |



Where there has been non-compliance with procedures, this may be due to previous partnership arrangements which now require a Direct Award or within Light Touch Regime arrangements, or the combined value of spend across various services may be more than the Financial Regulation limits.

Throughout the reporting period, our regulated procurements were monitored on an ongoing basis. This monitoring process consisted of reviewing the key supporting documents that underpin our legislative and procedural framework including sourcing strategies, project plans, procedural documentation, scoring calculators and approval reports. The monitoring process was supplemented by post project reviews, which are undertaken after a contract is awarded as well as at the end of the contract. These reviews including the Contract and Supplier Management pilot have also allowed us to identify the following potential improvement areas:

- There are further opportunities to secure economic, environmental and social sustainability outcomes from Non-Council frameworks.
- Existing contract and frameworks can continue to be targeted in order to increase purchase to pay efficiencies.
- Continue to work with client teams on advance provision of work plans which will allow increased opportunity to deliver best value from our regulated procurements.

The Council is committed to ensuring that all suppliers who are awarded business are paid within 30 days. Prompt payment clauses requiring a 30 day payment term are embedded within our contractual terms and conditions. Suppliers are required to apply the same terms and conditions with their sub-contractors who are delivering and supporting the council contract.



# 4 Community Benefit Summary

Section 18(2) (d) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for an annual procurement report to include “a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report”.

Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities “must consider whether to impose community benefit requirements as part of the procurement” when the estimated contract value is greater than or equal to £4,000,000.

The council’s own policy and manual stipulates that community benefits must be considered for inclusion in all works contracts with an estimated value greater than £1,000,000 and give consideration to include in all goods and services contracts above £50,000.

Robust processes have been developed to ensure that community benefits are considered for inclusion in all relevant contracts in line with the requirements of both the Procurement Reform (Scotland) Act 2014 and the Council’s own community benefits policy.

When initiating procurement activity, client departments are required to consider and highlight potential community benefits considerations for inclusion where relevant.  Procurement staff then engage with key stakeholders and undertake market research and benchmarking activity to further explore potential opportunities and identify appropriate requirements for inclusion in the contract.

Key community benefits outcomes secured include:

| | |
|---|---|
| Total number of Council regulated procurements awarded in 2024/25: | 45 |
| Total number of Council regulated  procurements awarded which included  community benefits in 2024/25 | 40 |
| Community Benefits delivered in Financial Year 2024/25 | 48 |

Appendix 3 provides full details of all outcomes delivered during the reporting period.



# 5 Fair Work and the Real Living Wage

As an update to the requirements within the 2024/25 Procurement Annual report, the Council is now also required to provide the following summary:

| | |
|---|---|
| a) The number of Council regulated contracts awarded during the period that have included a scored Fair Work criterion. | 45 |
| b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a Council regulated contract awarded during the period. | 34 |
| c) Number of unique suppliers who are accredited Living wage employers and were awarded a Council regulated contract during the period | 16 |



# 6 Payment Performance

The table below provides a summary on payment performance:

| | |
|---|---|
| a) Number of valid invoices for the period | 39,464 |
| b) Percentage of invoices paid on time for the period | 96.34% |
| c) Number of Council regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains | 45 |
| d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts | 0 |

A summary of spend by supplier using a purchase card is provided in Appendix 5. Although this is not a requirement of the act this information serves as an extra level of transparency. All of these transactions involve legitimate expenses and have been fully scrutinised before being approved.



# 7 Supported Businesses Summary

Section 18(2)(e) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report”.

The council’s Contract Standing Orders dictates that consideration be given to inclusion of supported businesses in all regulated procurements.

During the reporting period there were no regulated procurements awarded to supported businesses. The reason for this is that the goods, services or works associated with these procurements are not provided by existing supported businesses.

The council does have existing agreements in place with following supported businesses:

| Supported Business | Amount |
|---|---|
| Lady Haigs | £250.00 |
| Hey Girls via Scotland Excel Framework | £93,691.29 |
| Scotland`s Bravest Manufacturing Co via Scottish Government Supported Business Framework | £27,474.28 |
| Hansel Alliance via Scottish Government Supported Business Framework | £51,341.43 |

These organisations are registered Supported Businesses and the Council will continue to explore opportunities for other organisations to become a supported business



# 8 Spend and Savings Summary

A further new requirement of this year's report is that the following summary of spend and savings is provided:

| | |
|---|---|
| a) Total procurement spend for the period covered by the annual procurement report. | £105,270,759 |
| b) Total procurement spend for the period on SMEs during the period covered by the annual procurement report. | £54,045,166 |
| c) Total procurement spend with third sector bodies during the period covered by the report. | £17,794,051 |
| d) Percentage of total procurement spend through collaborative contracts | 41.82% |
| e) Total targeted cash savings for the period covered by the annual procurement report | £0 |
| f) Total delivered cash savings for the period covered by the annual procurement report | £0 |
| g) Total non-cash savings for the period covered by the annual procurement report | £0 |



# 9 Future Regulated Procurements Summary

Section 18(2)(f) of the Procurement Reform (Scotland) Act 2014 states it is mandatory that an annual procurement report must include “a summary of the regulated procurements the authority expects to commence in the next two financial years.” Future regulated procurements have been identified via the following means:

- Current contracts on the council tender work plan that will expire and need to be extended or re-let over the next two years.
- New procurements identified via future tender work plans provided by Council service teams and analysis of council spend.
- New procurements identified via anticipated work plans for special projects (e.g. The Glasgow City Region City Deal).

| | |
|---|---|
| a) Total number of regulated procurements expected to commence in the next two financial years | 61 |
| b) Total estimated value of regulated procurements expected to commence in the next two financial years | £26,993,149 |

A full list of anticipated procurements in the next two years can be seen in Appendix 4.



# Appendix 1 - full list of regulated procurements

**Table 1** - Awards of New Council Frameworks and Contracts

| Date of Award | | Supplier | Subject Matter (Commodity) | Title | Contract Start Date | Contract End Date With extensions | Estimated Contract Value |
|---|---|---|---|---|---|---|---|
| 1 | 12/04/2024 | British Telecoms PLC | ICT | SWAN Inverclyde Council | 12/04/2024 | 31/03/2035 | £2,920,000 |
| 2 | 30/04/2024 | Leigh Taylor Ltd | Health & Social Care | Provision of Consultation Services & Training on Signs of Safety and Healing in relation to Child Protection | 01/05/2024 | 30/04/2026 | £71,000 |
| 3 | 10/05/2024 | Action for Children Services Ltd | Education | Provision of School Age Counselling | 01/08/2024 | 31/07/2027 | £284,027 |
| 4 | 29/05/2024 | Quarriers | Health & Social Care | Provision of a Children Residential Short Breaks Respite Service at Quarriers Countryview - Self-Direct Support (Option 2) | 01/06/2024 | 31/05/2027 | £378,000 |
| 5 | 31/05/2024 | Bield Housing & Care | Health & Social Care | Provision of a Technology Enabled Care (TEC) Call Handling Service | 01/05/2024 | 30/04/2026 | £80,000 |
| 6 | 03/06/2024 | Inverclyde Community Care Forum T/A Your Voice | Health & Social Care | Provision of a Recovery Community Service | 01/04/2024 | 31/03/2025 | £248,947 |
| 7 | 11/06/2024 | Civica UK Limited | ICT | Library Management System – Support & Maintenance (Spydus) | 01/06/2024 | 31/05/2029 | £150,610 |
| 8 | 11/06/2024 | Ironside Farrar Ltd | Regeneration | Levelling Up Fund – Master Planning Phase 1 | 01/07/2023 | 30/04/2024 | £197,725 |
| 9 | 12/06/2024 | Tony Patterson Sports-grounds (International) Ltd | Property | 23-03: Inverclyde Academy – Replacement Sports Pitch & Drainage | 01/07/2024 | 21/10/2024 | £542,550 |
| 10 | 18/06/2024 | Alzheimer Scotland - Action on Dementia | Health & Social Care | Provision of a Building Based Day Care Service (Self-Directed Support Options 2, 3 and 4) Area A Inverclyde East and Area B Inverclyde West | 01/07/2024 | 30/06/2028 | £740,342 |
| 11 | 18/06/2024 | Alzheimer Scotland - Action on Dementia | Health & Social Care | Provision of a Support Service for People with Young Onset Dementia | 01/07/2024 | 30/06/2028 | £252,000 |



| Date of Award | | Supplier | Subject Matter (Commodity) | Title | Contract Start Date | Contract End Date With extensions | Estimated Contract Value |
|---|---|---|---|---|---|---|---|
| 12 | 19/06/2024 | Alzheimer Scotland – Action on Dementia | Health & Social Care | Provision of a Specialist Dementia Support Service | 01/07/2024 | 30/06/2028 | £200,000 |
| 13 | 04/07/2024 | Muirshiel Resource Centre | Health & Social Care | Provision of a Building Based Day Care Service (Self-Directed Support Options 2, 3 and 4) Area A Inverclyde East and Area B Inverclyde West | 01/07/2024 | 30/06/2028 | £927,936 |
| 14 | 04/07/2024 | Angel Care Services (Scotland) Limited T/A Crown Care Centre | Health & Social Care | Provision of a Building Based Day Care Service (Self-Directed Support Options 2, 3 and 4) Area A Inverclyde East and Area B Inverclyde West | 01/07/2024 | 30/06/2028 | £512,304 |
| 15 | 16/07/2024 | Totalmobile Ltd | Health & Social Care | Provision of an Electronic Call Monitoring System for Care and Support at Home | 01/04/2025 | 31/03/2030 | £674,000 |
| 16 | 23/07/2024 | Warmworks Scotland LLP | Environmental & Public Protection | Managing Agent for Heat and Energy Efficient ABS Partner in Inverclyde 2024/2025 | 23/07/2024 | 30/06/2025 | £94,572 |
| 17 | 23/07/2024 | CVS Inverclyde | Health & Social Care | Provision of a Partnership Facilitator Service | 01/02/2024 | 31/01/2027 | £150,000 |
| 18 | 14/08/2024 | Before and After School Kilmalcolm (BASK) | Education | Provision of Affordable After School Childcare in Port Glasgow | 18/08/2024 | 28/02/2025 | £56,024 |
| 19 | 15/08/2024 | Regen Waste Limited | Enviromental | Treatment of Co-mingled Mixed Recyclate Collection, Treatment and Disposal of Dry Mixed Recycling | 19/10/2024 | 18/10/2028 | £2,000,000 |
| 20 | 20/08/2024 | Alternative Heat Limited | Property | Operation and Maintenance of Biomass Boiler at Port Glasgow Community Campus | 01/10/2024 | 30/09/2030 | £677,665 |
| 21 | 20/08/2024 | Civica UK Limited | ICT | Income Renewal System | 26/07/2024 | 30/09/2027 | £233,550 |
| 22 | 21/08/2024 | Lowmac Alloys Ltd | Enviromental | Treatment and Disposal of Mixed Rigid Plastics | 02/09/2024 | 01/09/2028 | £74,800 |
| 23 | 27/08/2024 | Landcare Solutions (Scotland) Limited | Enviromental | Play Area Projects 2024/25 (Resurface) | 09/09/2024 | 01/03/2025 | £94,510 |



| Date of Award | | Supplier | Subject Matter (Commodity) | Title | Contract Start Date | Contract End Date With extensions | Estimated Contract Value |
|---|---|---|---|---|---|---|---|
| 24 | 29/08/2024 | Thompson Recycling & Landfill Limited William Thompson (Dumbarton) Limited | Enviromental | Treatment and Disposal of Inert Wastes and Rubble | 01/10/2024 | 30/09/2028 | £72,000 |
| 25 | 02/09/2024 | Home Start Renfrewshire & Inverclyde | Health and Social Care | Provision of a Family Hub Support Service | 01/04/2024 | 31/03/2025 | £99,999 |
| 26 | 06/09/2024 | Wicksteed Leisure Limited | Enviromental | Play Area Projects 2024/25 (Design and Refurbishment) | 09/09/2024 | 01/03/2025 | £126,145 |
| 27 | 20/09/2024 | Imperial Civil Enforcement Solutions Limited | Roads | Decriminalised Parking Enforcement Back Office Support | 16/10/2024 | 15/10/2030 | £141,780 |
| 28. | 26/09/2024 | KONE PLC | Property | PPM and Minor Repair of Lifts | 01/10/2024 | 30/09/2027 | £162,833 |
| 29. | 03/10/2024 | ParentPay Limited | ICT | Provision of Online School Payments | 11/08/2024 | 31/03/2032 | £70,000 |
| 30. | 07/10/2024 | Ultima Business Solutions Ltd | ICT | Microsoft Software Licensing | 07/10/2024 | 0/10/2027 | £1,100,887 |
| 31. | 10/10/2024 | Caskie Limited | Property | Partial Demolition of Clune Park Estate | 10/10/2024 | 10/10/2025 | £391,420 |
| 32. | 31/10/2024 | Barnardo`s | Health and Social Care | Wellbeing Support Worker for Families | 01/04/2024 | 31/03/2025 | £86,000 |
| 33. | 9/12/2024 | Hub West Scotland | Property | Inverclyde Community Hub | 09/12/2024 | 06/04/2026 | £9,487,092 |
| 34. | 11/12/2024 | Hillhouse Quarry Group Limited | Roads | Brougham Street/Patrick Street – Traffic Signals Upgrade | 06/01/2025 | 31/03/2025 | £187,310 |
| 35. | 15/01/2025 | Mind Mosaic Child and Family Therapies | Education | Provision of Play Therapy Service in Education | 18/08/2024 | 30/06/2025 | £61,200 |
| 36. | 20/01/2025 | BASK Childcare Limited | Education | Provision of Afforable After School and School Holiday Childcare<br>Lot 1 – Port Glasgow<br>Lot 2 – South/Southwest Inverclyde | 01/03/2025 | 30/06/2026 | £220,000 |



| Date of Award | | Supplier | Subject Matter (Commodity) | Title | Contract Start Date | Contract End Date With extensions | Estimated Contract Value |
|---|---|---|---|---|---|---|---|
| 37. | 20/01/2025 | Hillhouse Quarry Group Limited | Roads | Supply and Delivery of Roadstone Materials | 01/02/2025 | 31/01/2027 | £683,318 |
| 38. | 21/02/2025 | Voiceability Advocacy c/o Sayer Vincent | Health and Social Care | Provision of an Independent Advocacy Service for Adults | 01/04/2025 | 31/03/2029 | £387,297 |
| 39. | 07/02/2025 | Provision of a Specialist Intensive Recovery Service in Inverclyde | Health and Social Care | Inverclyde Community Care Forum T/A Your Voice | 01/04/2025 | 31/03/2028 | £600,000 |
| 40. | 06/03/2025 | Ironside Farrar Ltd | Regeneration | Local Development Plan | 11/03/2025 | 31/03/2026 | £70,705 |
| 41. | 06/03/2025 | Ironside Farrar Ltd | Regeneration | Levelling Up Fund – Master Planning Phase 2 | 03/06/2024 | 31/08/2027 | £954,427 |
| 42. | 06/03/2025 | Ironside Farrar Ltd | Regeneration | Long Term Plan Development and Support | 11/03/2025 | 31/03/2026 | £68,308 |
| 43. | 10/03/2025 | Ironside Farrar Ltd | Regeneration | Glasgow City Region – Enabling Commercial Spaces - Inverclyde | 11/03/2025 | 31/05/2026 | £395,672 |
| 44. | 11/03/2025 | Democracy Counts Ltd | Legal | Election Management System | 01/03/2025 | 28/02/2029 | £66,541 |
| 45. | 17/032025 | W.H Kirkwood Limited | Property | Waterfront Leisure Complex Replacement Chillers | 14/04/2025 | 13/10/2025 | £1,634,937 |
| | **TOTAL** | | | | | | **£28,628,433** |



**Table 2** - Orders with Non-Council Framework Suppliers amounting to more than £50,000 spend in 2023/24

| | Framework Name | Framework Owner | Supplier | 2023/24 Spend |
|---|---|---|---|---|
| 1. | Arnold Clark Finance Ltd (Car & Van Rental) | Scotland Excel | Vehicle & Plant Hire 0121 | £118,994 |
| 2. | Aspris Scotland Limited | Scotland Excel | Childrens Residential 1121 | £645,130 |
| 3. | Atkinsréalis Uk Limited | Scotland Excel | Engineering Consultancy 0820 | £651,853 |
| 4. | Barnardo`s | Scotland Excel | Fostering and Continuing Care Services 1020 | £124,321 |
| 5. | Burnfield Builders & Demolishers Ltd | Scotland Excel | Demolition 1119 | £206,117 |
| 6. | Business Stream | Procurement Scotland | Water and Waste Water Services (2023) SP-23-07 | £342,175 |
| 7. | Care Visions Group Limited | Scotland Excel | Childrens Residential 1121 | £122,263 |
| 8. | Computacenter | Procurement Scotland | Technology Peripherals and Infrastructure SP-21-012-1 | £50,914 |
| 9. | Computacenter | Procurement Scotland | New Software VAR Framework SP-21-034 | £97,071 |
| 10. | Contenur (uk) Ltd | Scotland Excel | Recycle And Refuse Containers 0721 | £63,358 |
| 11. | Crossreach (the Operating Name For The Church Of Scotland Social Care Council) | Scotland Excel | Childrens Residential 1121 | £214,503 |
| 12. | Dingbro Ltd | Scotland Excel | Vehicle Parts 0720 | £51,691 |
| 13. | EDF Energy Ltd | Procurement Scotland | Electricity 2021 SP-21-052 | £4,434,184 |
| 14. | Edmundson Electrical Ltd | Scotland Excel | Construction Materials | £124,652 |
| 15. | Enable Scotland (leading The Way) | Scotland Excel | Care & Support 1318 | £234,541 |
| 16. | Enable Scotland (leading The Way) | Scotland Excel | Care & Support 2022 | £112,824 |
| 17. | Enva Organics Recycling Limited | Scotland Excel | Organic Waste 0220 | £255,332 |
| 18. | Fast Fixx | Scotland Excel | Repair and Maintenance of Catering Equipment (1921) | £53,154 |
| 19. | Ford Motor Company Limited | Scotland Excel | Vehicle Purchase RM6244 (0202) | £144,064 |
| 20. | Foster Care Associates Scotland Limited | Scotland Excel | Fostering 1020 | £146,589 |
| 21. | Fosterplus (Fostercare) Ltd | Scotland Excel | Fostering 1020 | £93,426 |
| 22. | Good Shepherd Centre | Scotland Excel | Secure Care 0219 | £295,851 |
| 23. | Hewlett Packard UK Ltd | Procurement Scotland | Mobile Client Devices SP-19-020 | £345,323 |
| 24. | Hey Girls CiC | Scotland Excel | Washroom Solutions & Sanitary Products 0122 | £93,691 |



| | Framework Name | Framework Owner | Supplier | 2023/24 Spend |
|---|---|---|---|---|
| 25. | Hillhouse Quarry Group Ltd | Scotland Excel | Roadstone 1621 | £547,147 |
| 26. | IPL Plastics (UK) Ltd | Scotland Excel | Recycle and Refuse Containers 0721 | £51,420 |
| 27. | Inspire Scotland Ltd | Scotland Excel | Childrens Residential 1121 | £366,217 |
| 28. | Inverclyde Association for Mental Health | Scotland Excel | Care & Support Services 1318 | £321,623 |
| 29. | Key Housing Association Limited | Scotland Excel | Care & Support 1318 | £712,641 |
| 30. | Kibble Education & Care Centre | Scotland Excel | Secure Care 0219 | £115,153 |
| 31. | Kibble Education & Care Centre | Scotland Excel | Childrens Residential 1121 | £860,758 |
| 32. | Konica Minolta Ltd | Procurement Scotland | Managed Print Solutions SP-21-046 | £271,359 |
| 33. | Landcare Solutions (Scotland) Ltd | Scotland Excel | Outdoor Play 0420 | £104,406 |
| 34. | Lyreco UK Limited | Procurement Scotland | General Office Supplies SP-22-021 | £135,709 |
| 35. | Mackay & Inglis Limited | Procurement Scotland | Print & Associated Services (2023) - Lot 1 (Litho / Digital / Web) SP-22-006-1 | £61,477 |
| 36. | McConechy`s Tyre Service Ltd | Scotland Excel | Tyres 0221 | £74,938 |
| 37. | McLays Ltd | Scotland Excel | Fresh Meat, Cooked Meats And Fresh Fish 0322 | £169,278 |
| 38. | Mitie Security | Scotland Excel | Security Services & Cash Collection 2322 | £193,690 |
| 39. | Muller UK & Ireland Group LLP t/a Muller Milk & Ingredients | Scotland Excel | Milk 0521 | £132,811 |
| 40. | Quarriers | Scotland Excel | Care & Support 1318 | £1,020,814 |
| 41. | Reed Specialist Recruitment Limited T/a Reed Community Care | Scotland Excel | Social Care Agency Workers 1721 | £275,705 |
| 42. | Salvation Army Trustee Company (the) T/a The Salvation Army | Scotland Excel | Care & Support 1318 | £164,211 |
| 43. | Sanctuary Care Ltd | Scotland Excel | Care Homes for Adults with Learning Disabilities including Autism 1918 | £83,303 |
| 44. | Scot Jcb Limited | Scotland Excel | Grounds and Plant Equipment 1522 | £146,048 |
| 45. | Securigroup Limited | Scotland Excel | Security Services and Cash Collection 2322 | £69,038 |
| 46. | Spark Of Genius (training) Limited | Scotland Excel | Childrens Residential 1121 | £421,679 |



| | Framework Name | Framework Owner | Supplier | 2023/24 Spend |
|---|---|---|---|---|
| 47. | St Philips School Plains | Scotland Excel | Childrens Residential 1121 | £282,277 |
| 48. | Sweco UK Ltd | Scotland Excel | Engineering Consultancy 0820 | £41,664 |
| 49. | Sysco Gb Limited | Scotland Excel | Frozen Foods 1120 | £651,919 |
| 50. | Sysco Gb Limited | Scotland Excel | Groceries & Provisions 1219 | £674,021 |
| 51. | The Adolescent & Children`s Trust | Scotland Excel | Fostering and Continuing Care Services 1020 | £77,529 |
| 52. | The Furnishing Service Ltd | Scotland Excel | Domestic Furniture and Furnishings 2019 | £160,013 |
| 53. | The Irish Salt Mining & Exploration Company (T/A Salt Sales Company) | Scotland Excel | Salt 1521 | £55,272 |
| 54. | The Richmond Fellowship Scotland Limited | Scotland Excel | Care & Support 1318 | £4,477,731 |
| 55. | Total Gas & Power Ltd | Procurement Scotland | Natural Gas SP-17-031 | £1,786,328 |
| 56. | Toyota (g.b.) Plc | Scotland Excel | Vehicle Purchase RM6244 0202 | £154,736 |
| 57. | Turning Point Scotland Services Limited | Scotland Excel | Care & Support 1318 | £1,723,711 |
| 58. | Unico Ltd | Scotland Excel | Janitorial Products 1222 | £215,690 |
| 59. | Vodafone | Procurement Scotland | Mobile Voice & Data Services (2020) SP-019-002 | £83,706 |
| 60. | XMA Ltd | Procurement Scotland | Web Based and Proprietary Device Framework SP-22-020 | £65,762 |
| 61. | Yorkshire Purchasing Organisation | Scotland Excel | Education Materials 1220 | £120,630 |
| | **TOTAL** | | | **£25,892,435** |



# Appendix 2 - requirements of the act

Procurement Reform (Scotland) Act 2014 asp 12 Part 2 General duties Section 8

### 8 General Duties

(1) A contracting authority must, in carrying out a regulated procurement –
(a) treat relevant economic operators equally and without discrimination,
(b) act in a transparent and proportionate manner.

(2) A contracting authority must also comply with the sustainable procurement duty.

(3) However, a contracting authority must not do anything in pursuance of subsection (2) that would conflict with its duty under subsection (1).

(4) A relevant economic operator is an economic operator who is a national of, or is established in –
(a) A member State, or
(b) Iceland, Liechtenstein or Norway.

(5) Subsection (1) does not apply in relation to an EU-regulated procurement

### 9 Sustainable Procurement Duty

(1) For the purposes of this Act, the sustainable procurement duty is the duty of a contracting authority –
(a) before carrying out a regulated procurement, to consider how in conducting the procurement process it can –
(i) improve the economic, social, and wellbeing of the authority's area,
(ii) facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and
(iii) promote innovation, and

(b) in carrying out the procurement, to act with a view to securing such improvements identified as a result of paragraph (a)(i).

(2) The contracting authority must consider under subsection (1) only matters that are relevant to what is proposed to be procured and, in doing so, consider the extent to which it is proportionate in all the circumstances to take those matters into account.

(3) In this section –
- "small and medium enterprises" means businesses with not more than 250 employees
- "third sector bodies" means organisations (other than bodies established under an enactment) that exist wholly or mainly to provide benefits for society or the environment.

(4) In this section, references to the wellbeing of the authority's area include reducing inequality in the area. Procurement Reform (Scotland) Act 2014 asp 12 Part 2 Procurement strategy and annual report Section 15.



## 15 Procurement Strategy

(1) A contracting authority which expects to have significant procurement expenditure in the next financial year must, before the start of that year –
  (a) prepare a procurement strategy setting out how the authority intends to carry out regulated procurements, or

  (b) review its procurement strategy for the current financial year and make such revisions to it as the authority considers appropriate.

(2) Subsection (3) applies where a contracting authority –
  (a) has not, in relation to a financial year, prepared or reviewed a strategy under subsection (1), and

  (b) becomes aware of the likelihood of having significant procurement expenditure during that year.

(3) The contracting authority must, as soon as practicable after it becomes aware of the likelihood of having significant procurement expenditure –
  (a) prepare a procurement strategy setting out how the authority intends to carry out regulated procurements, or

  (b) review its most recent procurement strategy and make such revisions to it as the authority considers appropriate.

(4) An authority has significant procurement expenditure in a year if the sum of the estimated values of the contracts to which its regulated procurements in that year relate is equal to or greater than £5,000,000.

(5) The procurement strategy must, in particular –
  (a) set out how the authority intends to ensure that its regulated procurements will
    (i) Contribute to the carrying out of its functions and the achievement of its purposes
    (ii) deliver value for money, and
    (iii) be carried out in compliance with its duties under section 8,

  (b) include a statement of the authority's general policy on
    (i) the use of community benefit requirements,
    (ii) consulting and engaging with those affected by its procurements,
    (iii) the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements,
    (iv) promoting compliance by contractors and sub- contractors with the Health and Safety at Work etc. Act 1974 (c.37) and any provision made under that Act, and
    (v) the procurement of fairly and ethically traded goods and services,

  (c) include a statement of the authority's general policy on how it intends its approach to regulated procurements involving the provision of food to –
    (i) improve the health, wellbeing and education of communities in the authority's area, and
    (ii) promote the highest standards of animal welfare,



(d) set out how the authority intends to ensure that, so far as reasonably practicable, the following payments are made no later than 30 days after the invoice (or similar claim) relating to the payment is presented –
(i) payments due by the authority to a contractor,
(ii) payments due by a contractor to a sub-contractor,
(iii) payments due by a sub-contractor to a sub-contractor,

(e) address such other matters as the Scottish Ministers may by order specify.

(6) The Scottish Ministers may by order modify subsection (4) so as to substitute for the figure specified there for the time being such other figure as they consider appropriate.

(7) In subsection (5)(b)(iii), a “living wage” means remuneration which is sufficient to ensure an acceptable standard of living.



# Appendix 3 - community benefit outcomes

| Theme | Outcome | Numbered Delivered via Council Regulated Contracts 2024/2025 |
|---|---|---|
| Employability | Job for unemployed individual | 6 |
| Employability | Modern Apprenticeships | 0 |
| Employability | Graduate | 0 |
| Employability | Local Supply Chain Utilised | 8 |
| Skills & Training | Work Experience Placement for an individual 16+ years of age | 6 |
| Skills & Training | Work Experience Placement for an individual aged 14 to 16 years of age | 2 |
| Skills & Training | Qualifications S/NVQ | 5 |
| Skills & Training | Industry Awareness Events<br>• Schools<br>• Further Education | 10 |
| Skills & Training | Industry Skills Transfer to Schools | 1 |
| Supply Chain Development | Business advice/support to an SME /Social Enterprise/ Voluntary organisation (SV9) | 0 |
| Supply Chain Development | Event to promote Supply Chain Opportunities | 0 |
| Community Engagement | Financial Support - Donation of Goods for a Community Project | 5 |
| Community Engagement | Non Financial Support | 5 |
| **TOTAL** | | **48** |

It should be noted that a number of additional Community Benefits have been secured for delivery via national frameworks. Delivery of these are currently being arranged and will be confirmed and reported in future annual procurement reports.



# Appendix 4 - future regulated procurements

## (From April 2025 to March 2027)

| Subject Matter (Commodity) | | Title of Contract | Estimated Contract Start Date | Estimated Total Contract Value | Type |
|---|---|---|---|---|---|
| 1. | Corporate | Provision of Affordable After School and School Holiday Childcare | 01/07/2026 | £72,300 | Ongoing |
| 2. | Economic Development | Business Gateway Service in Inverclyde | 16/09/2025 | £265,750 | Ongoing |
| 3. | Education | Provision of a School Age Counselling Service | 01/08/2027 | £918,000 | Ongoing |
| 4. | Education | Theraputic Intervention | 18/08/2024 | £61,200 | Ongoing |
| 5. | Education | Family Support Workers | 01/07/2025 | £400,000 | Ongoing |
| 6. | Employability | Provision of Employability Services in Inverclyde - Employment Advice, Advocacy and Guidance | 01/04/2026 | £152,000 | Ongoing |
| 7. | Environmental | Organic Waste | 01/07/2026 | £548,000 | Ongoing |
| 8. | Environmental | Heat and Energy Efficient Scotland_ Area Based Scheme (HEES_ABS) – Delivery Partner - Management Agent | 01/07/2027 | £349,190 | Ongoing |
| 9. | Environmental | Treatment of Textiles | 01/04/2026 | £57,200 | Ongoing |
| 10. | Environmental | Heat and Energy Efficient Scotland_ Area Based Scheme (HEES_ABS) – Delivery Partner - Energy Efficiency Works Contractor | 08/01/2027 | £2,325,936 | Ongoing |
| 11. | Environmental | Supply and Delivery of Milling Plant and Related Works Framework | 01/08/2025 | £100,000 | Ongoing |
| 12. | Finance | Income Renewal System | 01/10/2027 | £233,550 | Ongoing |
| 13. | Finance | Provision of Banking Services | 01/04/2026 | £385,000 | Ongoing |
| 14. | Finance | Sheriff Officer | 01/04/2026 | £100,000 | Ongoing |
| 15. | Finance | Cash Collection | 01/09/2025 | £53,000 | Ongoing |
| 16. | Finance | Treasury Consultancy Services | 09/08/2025 | £80,000 | Ongoing |
| 17. | Health & Safety/HR | Provision of an Occupational Health Service | 01/10/2027 | £575,000 | Ongoing |
| 18. | HR | Provision of Shared AVC'S and Lifestyle Savings Managed Schemes. | 01/06/2027 | £125,000 | Ongoing |
| 19. | HSCP | Wellbeing Support Worker for Families | 01/04/2027 | £200,000 | Ongoing |



| Subject Matter (Commodity) | | Title of Contract | Estimated Contract Start Date | Estimated Total Contract Value | Type |
|---|---|---|---|---|---|
| 20. | HSCP | SWIFT System - Support & Maintenance | 01/05/2026 | £103,734 | Ongoing |
| 21. | HSCP | Provision of an Early Intervention and Family Support Service | 01/02/2026 | £266,187 | Ongoing |
| 22. | HSCP | Provision of Financial Advice and Information Service | 01/04/2026 | £90,000 | Ongoing |
| 23. | HSCP | Children's Residential Short Breaks Respite Services at Quarriers Countreview | 01/06/2027 | £378,000 | Ongoing |
| 24. | HSCP | Care Home Service for People with Mental Health Problems | 07/02/2027 | £1,706,864 | Ongoing |
| 25. | HSCP | Partnership Facilitator Service | 01/02/2027 | £150,000 | Ongoing |
| 26. | HSCP | Care and Support at Home Service at St Margaret's Court Greenock | 01/01/2027 | £570,000 | Ongoing |
| 27. | HSCP | Housing Information & Advice | 11/12/2026 | £275,000 | Ongoing |
| 28. | HSCP | New Scots - Befriending Service | 01/04/2027 | £102,116 | Ongoing |
| 29. | HSCP | Independent Advocacy Service for Children and Young People | 01/04/2026 | £170,000 | Ongoing |
| 30. | HSCP | Provision of a Community Connector Service | 01/04/2027 | £285,554 | Ongoing |
| 31. | HSCP | Chidren's Residential with Education | 11/10/2025 | £1,417,998 | Ongoing |
| 32. | HSCP | Provision of an Integrated Children's Service | 01/11/2026 | £515,044 | Ongoing |
| 33. | HSCP | Telecare Handling Service | 01/05/2026 | £156,194 | Ongoing |
| 34. | HSCP | Community Engagement including a Shopmobility and Digital Inclusion Service | 01/04/2026 | £552,160 | Ongoing |
| 35. | HSCP | Provision of a Gateways Recovery Service | 01/10/2025 | £572,000 | Ongoing |
| 36. | HSCP | Provision of a Family Hub Support Service - Port Glasgow | 01/04/2026 | £149,999 | Ongoing |
| 37. | HSCP | Supported Living Services (Toddhill) | 08/01/2026 | £574,208 | Ongoing |
| 38. | HSCP | Provision of a Project Search - Job Coaching Service | 07/01/2027 | £180,000 | Ongoing |
| 39. | HSCP | Therapeutic Rehabilitation/Horticulture | 01/09/2025 | £166,700 | Ongoing |
| 40. | HSCP | MacMillan Improving the Cancer Journey | 01/09/2025 | £106,666 | Ongoing |



| Subject Matter (Commodity) | | Title of Contract | Estimated Contract Start Date | Estimated Total Contract Value | Type |
|---|---|---|---|---|---|
| 41. | HSCP | Inverclyde Fuel Support Fund | 01/10/2025 | £382,200 | Ongoing |
| 42. | HSCP | iPromise Mind of My Own App | 19/09/2025 | £53,000 | Ongoing |
| 43. | HSCP | In-work Training and Supported Employment | 01/04/2026 | £132,472 | Ongoing |
| 44. | HSCP | Women's Aid Housing Support | 01/04/2026 | £131,414 | Ongoing |
| 45. | HSCP | BSL Interpreter Service | 01/10/2027 | £50,000 | Ongoing |
| 46. | HSCP | Children's Residential | 01/12/2025 | £425,000 | Ongoing |
| 47. | HSCP | Catering Hub | 01/06/2026 | £82,000 | Ongoing |
| 48. | HSCP | Gateways Recovery Service | 01/09/2025 | £289,060 | Ongoing |
| 49. | HSCP | Asylum Seeker Coordinator | 01/07/2025 | £21,925 | Ongoing |
| 50. | ICT | EDRMS | 23/12/2026 | £203,130 | Ongoing |
| 51. | ICT | Microsoft Software Licensing | 07/10/2027 | £1,100,887 | Ongoing |
| 52. | ICT | Provision of Mobile Voice and Data Services | 01/10/2027 | £49,588 | Ongoing |
| 53. | Property | PPM of Gas Fired Boiler & Associated Plant | 15/05/2026 | £768,000 | Ongoing |
| 54. | Property | PPM and Minor Repair of Lifts | 01/10/2027 | £162,833 | Ongoing |
| 55. | Property | Property Valuation Service | 14/10/2025 | £120,000 | Ongoing |
| 56. | Property | Measured Term Contract for Blacksmiths | 01/12/2025 | £400,000 | Ongoing |
| 57. | Regen & Planning | Provision of Employability Services in Inverclyde | 01/04/2026 | £3,500,000 | Ongoing |
| 58. | Regen & Planning | Employability - School Leaver Training Programme | 01/04/2026 | £250,000 | Ongoing |
| 59. | Roads | Supply and Delivery of Coated Roadstones | 01/02/2027 | £683,318 | Ongoing |
| 60. | Roads | Road Lighting and Traffic Sign Lighting Maintenance | 11/11/2026 | £2,400,000 | Ongoing |
| 61. | SIC | Public Space CCTV Service within Inverclyde | 04/04/2026 | £298,772 | Ongoing |
| | **TOTAL** | | | **£26,993,149** | |



# Appendix 5 - purchase card spend equating to more than £50,000

| | Supplier | Spend |
|---|---|---|
| 1 | Electric Centre | £123,735.02 |
| 2 | Tesco | £89,208.02 |
| 3 | Amazon | £87,781.21 |
| 4 | McConechys | £74,938.33 |
| 5 | Westbrae | £67,112.00 |
| | **Total** | **£442,774.58** |



# Appendix 6 - glossary

**Best Value**
An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.

**Community Benefits**
Community benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social, economic and or environmental benefits.

**Commodity**
A group of goods or services that have shared characteristics

**Contract**
An agreement concluded between the Council and the supplier that is legally binding, containing terms of the agreement, any schedules and appendices, the Tender Specification and any other specifications, drawings, official purchase order(s) and other documents which are relevant to the Contract.

**COSLA**
The Convention of Scottish Local Authorities, is the representative voice of Scottish local government, lobbying on behalf of member Councils. COSLA works directly with the Scottish Government and Parliament to influence public policy and practice, and to ensure that local government has the necessary resources to implement policy on behalf of its communities

**Fair Work Practices**
Employment practices that support wellbeing e.g. training and development, equality of opportunity.

**Framework**
An agreement or other arrangement between one or more contracting authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.

**Procurement Strategy**
A document required as part of Scottish Procurement Regulations that sets out how the Council intends to carry out its regulated procurements i.e. procurements with an estimated value equal to or greater than £50k (excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

**Public Contracts Scotland**
The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.

**Public Contracts Scotland Tender**
The national advertising portal used to tender all Scottish Government goods, services or works contract opportunities.



### Real Living Wage
A wage rate per hour that is based on the cost of living and is currently voluntarily paid by UK organisations. The current rate per hour for Financial Year 2024/25 is minimum £12.60 across the UK and £13.85 in London, for ages 18 and older. Organisations can grain accreditation of this with the Living Wage Foundation

### Regulated Procurement
Contracts above the EU contract threshold values where the relevant EU regulations apply (above £50,000 for goods and services contracts and above £2,000,000 for works contracts).

### Regulated Spend
Spend above the EU contract threshold values where the relevant EU regulations apply (above £50,000 for goods and services contracts and above £2,000,000 for works contracts).

### Stakeholder
Any person or group who has a vested interest in the success of the procurement activity, i.e. either provides services to it, or receives services from it.

### Supplier
An entity who supplies goods or services; often used synonymously with “vendor”.

### Supported Business
An organisation whose main aim is the social and professional integration of disabled or disadvantaged persons.

### Small and Medium Enterprises (SME’s)
Enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro.

### Third Sector
The part of an economy or society comprising non-governmental and non-profit-making organisations or associations.

### Sustainable Procurement
A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

### Tender Work Plan
List of upcoming procurement activity including re-tenders, extensions, and new activity.



# Appendix 7- key statistics

Key Statistics in relation to Regulated spend and procurement's (above £50,000 for goods and services or £2,000,000 for works).

| Contracts | Suppliers | Community benefits |
|---|---|---|
| **45** council contracts awarded | **153** suppliers used | **10** industry awareness events delivered |
| **141** contracted suppliers | **6** jobs for unemployed | **5** qualifications achieved |
| **£28.6m** of council contracts awarded | **97** suppliers used based in Scotland | **10** community engagement and funding |
| **61** collaborative frameworks used | **£52.69m** spend with suppliers in Scotland | **8** Work Experience Placements Delivered |
| **34** council contracts awarded with commitments to Fair Work First | **30** suppliers used based in Inverclyde | **1** industry transfer to schools |
| **31** council contracts awarded that contain community benefits | **£20.97m** spend with suppliers based in Inverclyde | **34** supplier awarded council contracts that as a minimum pay the real living wage |



Inverclyde council