

South Ayrshire Council

**Report by Head of Finance, ICT and Procurement
to Cabinet
of 31 October 2023**

Subject: Annual Procurement Report 2023

1. Purpose

- 1.1 The purpose of this report is to seek approval for the publication of the Council's Annual Procurement Report 2023 which details the Council's procurement activity between 1 April 2022 and 31 March 2023.

2. Recommendation

2.1 It is recommended that the Cabinet:

- 2.1.1 approves the Annual Procurement Report 2023 attached as Appendix 1; and**
- 2.1.2 request that officers forward this report to the Scottish Government before it is published on the Council's website.**

3. Background

- 3.1 To comply with [Section 18\(1\) of the Procurement Reform \(Scotland\) Act 2014](#) the Council, is obliged to prepare or revise a procurement strategy in relation to its financial year and must also prepare and publish an annual procurement report on its regulated procurement activities as soon as is reasonably practicable after the end of its financial year. A regulated procurement is any procurement for supplies or services with a value over £50,000 and for works contracts with a value of over £2 million.

3.2 The annual procurement report must include:

- 3.2.1 a summary of the regulated procurements that have been completed during the year covered by the report;
- 3.2.2 a review of whether those procurements complied with the contracting authority's procurement strategy;
- 3.2.3 a summary of any community benefit requirements imposed as part of regulated procurements and any steps taken to facilitate the involvement of supported businesses in regulated procurements; and
- 3.2.4 a summary of the regulated procurements the authority expects to commence in the next two financial years.

- 3.3 If approved by the Cabinet and in accordance with the Scottish Government's requirements, the Council's annual procurement report must be sent, by e-mail, to the Scottish Government and then made publicly available, online.

4. Proposals

- 4.1 The Council's Annual Procurement Report 2023 (Appendix 1) summarises the performance and achievements of the Council in delivering its Procurement Strategy and covers the period between 1 April 2022 and 31 March 2023.

- 4.2 The Council's Annual Procurement Report 2023 (Appendix 1) includes Performance Indicators, in Section 9, highlighting improvements in the following areas since publication of the Council's last annual procurement report in 2022:

4.2.1 an increase in the number of South Ayrshire based suppliers used to 645 up from 516 in the previous year;

4.2.2 an increase in the total amount spent with South Ayrshire based suppliers to £70,269,074.42 up from £62,477,377.66 in the previous year;

4.2.3 an increase in % of Council contracts awarded to organisations located within South Ayrshire, 17% up from 15%; and

4.2.4 despite the three positive increases mentioned above, the overall percentage of local spend has dropped from 29% in 2021/22 to 27.29% in 2022/23. This is due to the high volume of spend in 2022/23 related to capital projects which was invoiced via a contractor from a North Lanarkshire address.

- 4.3 It is proposed that Cabinet approves the Annual Procurement Report 2023 and agree that it is sent to the Scottish Government in November 2023 before being published on the Council's website.

5. Legal and Procurement Implications

- 5.1 Legal implications arising from this report are that the Council must prepare an annual procurement report that complies with [Section 18\(1\) of the Procurement Reform \(Scotland\) Act 2014](#).

- 5.2 Procurement Implications arising from this report are that the Council's Procurement Service have prepared the Council's Annual Procurement Report 2023 and are satisfied that the updated annual procurement report meets all of the requirements of Section [18\(1\) of the Procurement Reform \(Scotland\) Act 2014](#).

6. Financial Implications

- 6.1 Not applicable.

7. Human Resources Implications

- 7.1 Not applicable.

8. Risk

8.1 ***Risk Implications of Adopting the Recommendations***

8.1.1 There are no risks associated with adopting the recommendations.

8.2 ***Risk Implications of Rejecting the Recommendations***

8.2.1 Rejecting the recommendation may impact on the reputation of the Council and/ or may give rise to breach of statute, legal challenge or Council liability.

9. **Equalities**

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 2.

10. **Sustainable Development Implications**

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

11. **Options Appraisal**

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. **Link to Council Plan**

12.1 The matters referred to in this report contribute to the previous Council strategic objective of 'Make the Most of the Local Economy' from the 2018 – 2022 Council Plan and to Priority 2 Live, Work Learn and Priority 3 Community Engagement of the current Council Plan 2023 – 2028.

13. **Results of Consultation**

13.1 There has been no public consultation on the contents of this report.

13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and Councillor Bob Pollock, Portfolio Holder for Economic Development, and the contents of this report reflect any feedback provided.

14. **Next Steps for Decision Tracking Purposes**

14.1 If the recommendations above are approved by Members, the Head of Finance, ICT and Procurement will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Cabinet in the 'Council and Leadership Panel Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Publication of Annual Procurement Report 2023	1 November 2023	Service Lead - Procurement

Background Papers **None**

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Date: **23 October 2023**

Annual Procurement Report



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Section 2 – Introduction

This Annual Procurement Report summaries the performance and achievements of the Council in delivering its Procurement Strategy and covers the period between 1 April 2022 and 31 March 2023.

The Council's Procurement Strategy covering this period sets out the procurement objectives of the Council for the financial years 2023-2024.

The Procurement Strategy 2023 is closely aligned to the [Council Plan 2023-2028](#) which outlines the Council's priorities and objectives over the next five years.

The Procurement Strategy enables the Council to understand how procurement contributes towards the Council's vision and provides focus and direction for procurement activities, ensuring a long-term perspective is in place within a framework of policies, procedures, standards, collaboration and improvement planning.

In order to support delivery of the Council Plan, the Procurement Strategy 2023 included 4 Key Objectives:

1. Procurement Capability Development;
2. Maximising Efficiencies Through Procurement;
3. Development of Collaborative Opportunities; and
4. Fulfilment of Sustainable Procurement Duties.

The delivery of these Key Objectives helps support the Council as it continues to face significant challenges to balance the increase in demands for services against reducing budgets and resources.

The procurement landscape in Scotland also continues to evolve. The current procurement regulations introduced in 2015, coupled with financial and economic pressures, requires the support of a strategic Procurement function to assist Services to achieve Best Value; make new efficiencies within existing contracts; manage suppliers; while also ensuring compliance to the legislation that governs public procurement.

Overall, the period between 1 April 2022 and 31 March 2023 the following report sets out the achievements and future plans for the Council's procurement. During the reporting period:

- 209 procurements were completed. All were carried out in accordance with the Council's Procurement Strategy;
- Community benefits were included in a total of 74 procurements awarded; and;
- 124 procurements are expected to be awarded in the next 2 financial years, not including ad-hoc or reactive requirements.

Section 3 – Summary of Regulated Procurements Completed

A regulated procurement is any procurement for supplies or services with a value over £50,000 and for works contracts with a value of over £2 million. A regulated procurement is completed when the contract is awarded and an award notice is published on Public Contracts Scotland web portal.

Table 1 below shows a summary of all Regulated Procurements awarded by the Council between 1 April 2022 and 31 March 2023.

Number of regulated procurements awarded	89
Total estimated value of awarded regulated procurements	£76,846,855.09
Number of light touch contracts let during the period	31
Average number of bids received	1
% of contracts awarded to SMEs during the reporting period	66%
Average processing time for a procurement exercise	120 Days

Table 1. Summary of Regulated Procurements

Further details of the Regulated Procurements awarded by the Council between 1 April 2022 and 31 March 2023 can be found at Annex 1 of this Annual Procurement Report on page 15.

Section 4 – Review of Regulated Procurement Compliance

The Council is committed to ensuring all regulated procurements comply with both the Council's Procurement Strategy and all relevant legislation. All awarded contracts are published on the monthly updated Contract Register and in addition, lessons learned or good practice are recorded in each Tender Outcome Report and shared with the wider Procurement Team and relevant service.

This includes compliance with Sustainable Procurement Duties;

Community Benefit Requirements	<p>Fully Complied:</p> <ul style="list-style-type: none"> • All contracts above the Regulated Procurement Threshold contained a community benefit requirement • Community benefits delivered are recorded and published • No challenges or complaints were received regarding publication of Community Benefit clauses
Consulting and Engaging with Stakeholders	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Market research carried out prior to tendering to ensure appropriate consultation with both internal and external stakeholders • Contract strategies developed and approved prior to the publication of contracts • No challenges or complaints were received regarding communications from Procurement
Payment of a Living Wage	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Where relevant and proportionate sustainability requirements, including support for Fair Working Practices and the Living Wage were included in contract documents • No challenges or complaints were received regarding publication of Fair Work Practice clauses • The Council is currently engaged in the process of becoming a Living Wage Employer with Procurement's assistance
Procurement of Fairly and Ethically Traded Goods and Services	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Where ethically traded goods and services are available, the Council will work with all relevant stakeholders and take a Best Value approach when applying fair and ethically trading principles in procurement activities • No challenges or complaints were received regarding fair and ethical trading
Community Health and Wellbeing and Animal Welfare in the Procurement of Food	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Where relevant the nutritional requirements for food, and the welfare of animals were considered • No challenges or complaints were received regarding community health and wellbeing or animal welfare in the procurement of Food

Section 5 – Community Benefits/Sustainable Procurement Summary

The Council is committed to maximising Community Benefits from its procurement activities. The use of Community Benefits clauses contributes to South Ayrshire Council’s Procurement Strategy 2023 Key Objectives, in particular Key Objective 4: **“Fulfilment of Sustainable Duties”**.

Within this objective it is the Council’s ambition to **“embed established methods of evaluation and recording of Community Benefits in the execution of individual contracts”**. In delivering this ambition, the Council will meet the following objectives:

- ✓ To further promote and consider the inclusion of Community Benefits clauses in all relevant procurement activity;
- ✓ Use of a standardised Community Benefit clause and quality (technical) question within tenders;
- ✓ Use of a standardised process to monitor Community Benefits delivered by Suppliers throughout the contract lifetime;
- ✓ Use of a standardised process to report and promote Community Benefits delivered by Suppliers throughout the contract lifetime;
- ✓ Maximise outcomes through the use of Voluntary Community Benefits;
- ✓ Maximise outcomes by developing Supplier knowledge and understanding of Community Benefits.

The table below reports the summary of all Community Benefits included in contracts awarded between 1 April 2022 and 31 March 2023:

Table 2. Summary of all Community Benefits

Total Number of Contracts Awarded	209
Total Number of Regulated Procurements	89
Total Number of Contracts Awarded with Community Benefit Requirements	74
% of Community Benefits Awarded from the Total Number Contracts Awarded	35%

Procurement’s Community Benefits in Contracts process was approved by the Council in March 2018. A Community Benefit Register is used within the procurement process to record information on how community benefits are contributing to local and national outcomes. This information is shared with Elected Members and internal stakeholders on a quarterly basis.

Procurement's Community Benefit Register provides information on the numbers of achieved community benefits in the following categories:

- ❖ Improving Education skills
- ❖ Delivering Training & Development
- ❖ Enhancing and Improving Local Community Projects
- ❖ Improving Local Employability
- ❖ Work Experience/ Apprenticeships
- ❖ Sponsorship and Charity Work

In looking to maximise the potential and returns from community benefits the Procurement Service started working with colleagues in Community Engagement in 2018 and, where applicable, embed local requests for Community Benefits in the tenders that are published and contracts that are concluded for the Council's requirements.

The Council's new Community Benefits process can be used by community groups and charities to request help and assistance from the Council's suppliers.

Work on the Community Benefits process has continued with assistance from the Community Wealth Building Officers. The Council have developed an online portal to allow community groups to lodge their requests online. This allows any tenderers to see any applicable requests and they can pledge to complete these requests as part of their tender return through the portal.

Procurement also completed their return for the Public Sector Report on Compliance with Climate Change Duties 2023. South Ayrshire Council is committed to achieving improved standards of sustainable procurement throughout the Council, in accordance with the duties set out within the Procurement Reform (Scotland Act) 2014.

Minimising the impact on the environment is a consideration for all tender exercises for procuring goods, services and works. In line with the Scottish Government's purpose of increasing sustainable economic growth, EU and UK 'green' procurement legislation, the Council initiates savings in materials, energy and waste, where possible and promotes a sustainable approach to the way we conduct our business.

This approach is in line with the Council's Procurement Strategy (which was updated in 2023) Key Objective 4; Development of Collaborative Opportunities and Fulfilment of Sustainable Procurement Duties and ensures that the Council complies with its Sustainable Procurement Duties, which is a mandatory requirement under the Reform Act. South Ayrshire Council continue to follow the Scottish Government's Sustainable Procurement Action Plan, in conjunction with statutory guidance, while updating our progress against sustainability targets using the Flexible Framework self-assessment tool (FFSAT).

Section 6 – Supported Business

The Council is committed to supporting and improving access to procurement opportunities for local SMEs, Third Sector Bodies and Supported Businesses and this contributes to the Council's Procurement Strategy 2023 Key Objectives, in particular Key Objective 4: **“Fulfilment of Sustainable Duties”**.

Within this objective, the Council's ambition **“to continue to support and improve access to procurement opportunities for SMEs, including local businesses, Third Sector Bodies and Supported Businesses** has been met by ensuring early consideration, either at contract strategy stage or through our knowledge of forthcoming collaborative opportunities (local or national), on how SMEs, local businesses, Third Sector Bodies and Supported Businesses can be made aware of public procurement activity, while promoting established business support initiatives such as the Supplier Development Programme.

In particular Supported Businesses make an important contribution to the Scottish economy. Not only through the goods and services they deliver, but also by providing meaningful employment, training and social support for those who may otherwise be excluded from the workplace. A Supported Business' primary aim is the social and professional integration of disabled or disadvantaged persons. At least 30% of the employees of those businesses should be disabled or disadvantaged.

This is an important element of the sustainable procurement duty and the steps taken by the Council to facilitate the involvement of Supported Businesses in our procurement will therefore be helpful to the organisation in demonstrating compliance with that duty.

Table 3. Summary of spend with supported businesses

Supplier	Spend
Scotland's Bravest Manufacturing Company	£147.00
The Lady Haig's Poppy Factory	£1,377.16
Total	£1,524.16

Section 7 - Future Regulated Procurements

The Council's Contracts Register is publicly available on the Council's website, and states the start and end date of all contracts. This end date of each individual Council contract has been used to develop a work plan for the next two financial years. A summary of this work plan can be found at Annex 2 of this Annual Procurement Report on page 19.

Section 8 – Contract and Supplier Management

Managing contracts effectively is required to achieve contractual deliverables and best value. Improved Supplier relationships, realising contract efficiencies and minimising total cost of ownership relies on robust Contract and Supplier Management (CSM) throughout the lifetime of the contract.

Procurement's CSM process was approved by the Council in March 2018 and a cross-Service consistent approach to CSM contributes to the Council's Procurement Strategy 2023 Key Objectives, in particular Key Objective 2: "**Maximising Efficiencies Through Procurement**"

Between 1 April 2022 and 31 March 2023, Procurement reviewed 230 of the Council's contracted suppliers and held 24 meetings with 17 suppliers (see Table 4 below).

Service Users evaluate suppliers using Key Performance Indicators (KPIs) relating to cost, service, quality and sustainability

When completing their online supplier surveys, Evaluators will apply the following scoring mechanism:

- ***Exceeding Expectations (100)***
- ***Meeting Expectations (75)***
- ***Minor Concerns (50)***
- ***Major Concerns (25)***
- ***Not Performing (0)***

Where the Supplier fails to achieve a minimum overall score of 75, the Supplier will be required to attend a CSM Review Meeting to discuss Contract performance.

Between 1 April 2022 and 31 March 2023 meetings required with suppliers to discuss performance issues led to successful, remedial action being taken on the issues affecting contractual deliverables.

Table 4. Contract and Supplier Management (CSM) Review Meetings Carried out in 2022/23.

Contract Reference	Supplier Name	Contract Description	Date of meeting	Meeting Type
CE-158-20-B CE-50-21-B CE-81-21-B CE-96-21-B CE-194-21-B4	Wallacetown Gardens	Provision of an Individual Residential Care Placement	12/05/2022	Introduction to the CSM process
NCHC SAC MoV 21-22	CCG - Windyhall Care Home	NCHC SAC MoV 21-22 - National Care Home Contract (23)	13/05/2022	Introduction to the CSM process
NCHC SAC MoV 21-22	Renaissance Care (Scotland) Ltd - Malin Court	NCHC SAC MoV 21-22 - National Care Home Contract (14)	16/05/2022	Introduction to the CSM process
CE-96-20	Sensory Impaired Support Group Charity (Ayrshire)	Community Based Hearing Support Service	25/05/2022	Introduction to the CSM process
CE-48-21-DA2	Gladys Beaton (Bodyworks)	Provision of a Therapeutic Intervention (Attachment) Service	25/05/2022	Introduction to the CSM process
CE-40-16	Invacare Ltd	Supply & Delivery of Community Equipment - Framework Agreement	25/05/2022	CSM Performance
CE-10-18-MC	MLL Telecom Ltd	Data Network Platform (WAN)	25/05/2022	CSM Performance
CE-52-21-DA	Royal National Institute of Blind People (RNIB)	Provision of a Pan-Ayrshire Community Based Vision Support Service	26/05/2022	Introduction to the CSM process
CE-40-16	Drive DeVilbiss Healthcare Ltd	Supply & Delivery of Community Equipment - Framework Agreement	30/05/2022	CSM Performance
CE-111-20-B	Moving On Ayrshire	Provision of a Rape Crisis Counselling Support Service	10/06/2022	Introduction to the CSM process
CE-97-19-MC	EDC System Ltd T/A Traffilog UK	Provision of a Vehicle Telematics System	05/09/2022	CSM Performance
CE-53-18	Legend	Provision of a Leisure Management System	29/09/2022	CSM Performance
SXL 2019	The Furnishing Service Ltd	Domestic Furniture and Furnishings	08/12/2022	CSM Performance
CE-31-18	Arnold Clark	CE-31-18 Provision of a Fleet Maintenance Service	13/12/2022	CSM Performance
CE-56-18-DA	IDOX Group	Idox Systems Hosted and Managed Service, including 5 Years Software Licensing, Support and Maintenance	15/12/2022	CSM Performance
CE-09-21	Quarriers	Housing Support to People Aged 16-25 years old	09/01/2023	CSM Performance
CE-72-21-B2	Quarriers	Provision of an Individual Fostering and Continuing Care Placement	19/01/2023	CSM Performance
CE-31-18	Arnold Clark	CE-31-18 Provision of a Fleet Maintenance Service	14/02/2023	CSM Performance
CE-97-19-MC	EDC System Ltd T/A Traffilog UK	Provision of a Vehicle Telematics System	27/03/2023	CSM Performance
CE-36-18	MCW (Scotland) Ltd	Domestic Property Maintenance Minor Works Framework Agreement	17/11/2023	CSM Performance

Section 9 – Implementation, Monitoring, Reviewing and Reporting

The Council's Procurement performance is measured both through internal Key Performance Indicators alongside Service Plans.

Progress against the actions and performance measures contained within the Council's Directorate/Service Plans is managed and reviewed using the Council's 'Pentana' Performance Management System. This helps to ensure that what the Council has set out to do is delivered in line within the standards and timescales anticipated. Procurement's scores are shown for 2022/23 with a comparison to the score achieved for 2021/22 (see Table 5 below).

Table 5. Council's Procurement Performance Indicators

Description of Measure	Score 2022/23
% of Council contracts awarded during the year, actively influenced by procurement professional	83% (up from 78%)
% of Council contracts awarded to organisations located within South Ayrshire	17% (up from 15%)
% of Council procurement spent with local suppliers	27.29% (down from 29%)
Total amount spent with South Ayrshire based suppliers	£70,269,074.42 (up from £62,477,377.66)
Total number of South Ayrshire based suppliers used	645 (up from 516)
No of Contracts awarded which contain a Community Benefit	74 (down from 103)

Section 10 – Annual Procurement Report Ownership & Contact Details

For further information on procurement, please refer to the Council's website – <https://www.south-ayrshire.gov.uk/procurement/> or contact David Alexander, Service Lead - Procurement; david.alexander3@south-ayrshire.gov.uk

Section 11 – Source of Other Information

- [Scottish Model of Procurement](#)
- [Changes to European Directives](#)
- [Public Procurement Reform Programme](#)
- [EU Procurement Thresholds](#)
- [Procurement Journey](#)
- [Procurement and Commercial Improvement Programme \(PCIP\)](#)
- [Public Contracts Scotland](#)
- [Public Contracts Scotland – Tender](#)
- [Information Hub](#)
- [Knowledge Hub – Scottish Procurement Information Network](#)
- [Organisation for Economic Co-Operation and Development](#)
- [South Ayrshire Council Procurement Strategy](#)

Annex 1. Completed Regulated Procurements in 2022/23

Information on each individual regulated procurement (89) completed during the reporting period.

Contract Reference	Contract Description	Contract Start Date	Contract End Date	Contract End date inc Extensions	Confirmed Tended Amount
CE-170-20-DMC	Provision of a Cashless Catering & Online School Payments System - Lot 1	01/05/2022	30/04/2027	30/07/2027	£ 326,395.12
CE-227-21	Supply and Delivery of Recycling Bins	04/04/2022	04/08/2022	04/08/2022	£ 86,715.00
CE-02-22-B2	Provision of a Child Centred Family Support Service - Carrick Wellbeing	01/02/2022	31/03/2023	31/03/2023	£ 262,479.88
CE-26-22-DA	Purchase of Egress Defend and Protect	17/03/2022	16/03/2024	16/03/2024	£ 180,000.00
CE-43-22-DA	Supply and Delivery of 1100L Bins	11/04/2022	30/06/2022	30/06/2022	£ 54,495.60
CE-195-21-B	Provision of an Individual Residential Care Placement (CD)	08/12/2022	06/12/2023	06/12/2024	£ 256,220.64
CE-17-22-B2	Provision of an Individual Residential Care Placement (PS)	05/01/2022	04/01/2024	04/01/2025	£ 256,220.64
CE-18-22-B2	Provision of an Individual Residential Care Placement (MBi)	19/03/2022	18/03/2024	18/03/2025	£ 256,220.64
CE-158-21	CCTV Estate upgrade	23/05/2022	22/05/2025	22/05/2027	£ 344,720.14
SXL 1020	Fostering and Continuing Care - Call-off - AiS	11/03/2022			£ 50,873.64
SXL 1020	Secure Care - Call-off - LM	28/04/2022			£ 331,993.21
CE-180-21-MC	Provision of Insurance Services	01/04/2022	31/03/2025	31/03/2027	£ 7,039,681.65
CE-233-21	Provision of Media Advertising Services	16/07/2022	14/07/2024	14/07/2026	£ 400,000.00
CE-47-22-DA2	Payment Processing Services	01/07/2022	30/06/2025	30/06/2026	£ 80,000.00
CE-56-22	Supply of Ride-On Mowers	31/08/2022	30/09/2022	30/09/2022	£ 194,567.70
CE-86-22-DA	Treatment of Garden Waste	01/07/2022	30/06/2024	30/06/2024	£ 170,625.00
CE-83-22-DA	Provision of Bereavement Counselling	26/05/2022	26/03/2023	26/03/2023	£ 50,000.00
CE-199-21-B2	Provision of an Individual Residential Care Placement (ASH)	08/12/2021	20/05/2022	20/05/2022	£ 256,220.84
CE-09-22-B4	Provision of a Carer Respite Service	01/04/2022	30/09/2023	30/09/2023	£ 538,840.50
CE-64-22-DA	Servicing and Maintenance of Stairlifts and Ceiling Track Hoists	21/06/2022	20/06/2024	20/06/2025	£ 300,000.00
CE-91-22-DA	Secure Cloud Migration	01/07/2022	30/06/2025	30/06/2027	£ 59,439.00
CE-32-22-B	Chair of the South Ayrshire Child and Adult Protection Committees	01/07/2022	30/06/2024	30/06/2024	£ 75,600.00
CE-30-22-B2	Provision of Support & Information Service	01/04/2022	31/03/2024	31/03/2024	£ 608,599.92

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CE-01-22-B	Provision of an Individual Residential Care and Education Placement (WH)	23/12/2021	21/12/2022	21/12/2022	£	219,679.20
CE-44-22	Hire of Forestry Team	15/08/2022	14/06/2023	14/06/2023	£	145,000.00
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (Alphabet Yard)	18/08/2022	18/08/2023	18/08/2023	£	159,539.34
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (Busy Bees)	18/08/2022	18/08/2023	18/08/2023	£	245,433.68
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (doonvale Nursery)	18/08/2022	18/08/2023	18/08/2023	£	278,707.99
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (Fly High Early Learning & Childcare)	18/08/2022	18/08/2023	18/08/2023	£	175,974.13
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (Granny Smiths)	18/08/2022	18/08/2023	18/08/2023	£	304,508.60
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (Heads of Ayr)	18/08/2022	18/08/2023	18/08/2023	£	138,613.44
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (Kirktonholme Nursery, The Owl & Pussycat)	18/08/2022	18/08/2023	18/08/2023	£	119,977.49
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (Marina View)	18/08/2022	18/08/2023	18/08/2023	£	365,955.63
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (Pine Trees)	18/08/2022	18/08/2023	18/08/2023	£	448,715.20
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (Riverbank)	18/08/2022	18/08/2023	18/08/2023	£	262,396.34
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (The Meadows)	18/08/2022	18/08/2023	18/08/2023	£	108,651.02
CE-143-19-22	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22 (Wellington School Ayr)	18/08/2022	18/08/2023	18/08/2023	£	200,099.48
CE-185-21	Civil & Structural Consultancy Services Framework Agreement	19/09/2022	18/09/2024	18/09/2026	£	640,000.00
CE-109-22-B2	GL Standardised Assessment	17/08/2022	16/09/2024	16/09/2024	£	166,000.00
1018 SAC Call Off 21-22	1018 SAC Call Off 21-22 - Supply & Delivery of First Aid Materials	01/04/2021	31/03/2023	31/03/2023	£	142,014.94
1620 SAC Call Off 21-22	1620 SAC Call Off 21-22 - Digital Telecare Goods	01/04/2021	31/03/2023	31/03/2023	£	154,502.30

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0719 SAC Call Off 21-22	0719 SAC Call Off 21-22 - Security Services and Cash Collection	01/04/2021	31/03/2023	31/03/2023	£	69,718.39
0916 SAC Call Off 21-22	0916 SAC Call Off 21-22 - Supply and Delivery of Education Materials	01/04/2021	31/03/2023	31/03/2023	£	169,065.68
0916 SAC Call Off 21-22	0916 SAC Call Off 21-22 - Supply and Delivery of Education Materials	01/04/2021	31/03/2023	31/03/2023	£	394,874.41
0617 SAC Call Off 21-22	0617 SAC Call Off 21-22 - Supply & Delivery of Library Books, Educational Textbooks & Multimedia Supplies	01/04/2021	31/03/2023	31/03/2023	£	67,744.91
0617 SAC Call Off 21-22	0617 SAC Call Off 21-22 - Supply & Delivery of Library Books, Educational Textbooks & Multimedia Supplies	01/04/2021	31/03/2023	31/03/2023	£	58,960.45
0618 SAC Call Off 21-22	0618 SAC Call Off 21-22 - Supply, Delivery and Installation of Audio Visual Equipment	01/04/2021	31/03/2023	31/03/2023	£	467,636.74
0618 SAC Call Off 21-22	0618 SAC Call Off 21-22 - Supply, Delivery and Installation of Audio Visual Equipment	01/04/2021	31/03/2023	31/03/2023	£	96,669.66
0520 SAC Call Off 21-22	0520 SAC Call Off 21-22 - Provision of Online Payments, Cashless Catering, Kitchen Management and Nutritional Systems	01/04/2021	31/03/2023	31/03/2023	£	144,459.50
CE-134-22-DA	ICT Network Access Control Solution	19/09/2022	06/07/2025	06/07/2025	£	57,143.18
CE-193-21	Supply & Delivery of Summer & Spring Bedding Plants	06/09/2022	05/09/2025	05/09/2027	£	339,280.57
CE-27-22	Phase 2 : Hardware & Software for Aerospace Digital Visualisation Suite	21/10/2022	20/06/2023	20/06/2023	£	160,687.90
CE-55-22-DA	Telecare Hardware (alarm devices and peripherals)	31/10/2022	30/10/2027	30/10/2027	£	192,724.60
CE-95-22-DA	Converged Infrastructure Stage 3	01/10/2022	30/09/2024	30/09/2024	£	139,379.73
CE-158-22-DA	Digital Services Platform (GOSS) Contract Renewal	01/11/2022	31/10/2025	31/10/2025	£	368,549.00
ICT419	Microsoft Education Licence Renewal	01/04/2022	03/01/2023	03/01/2023	£	416,376.00
ICT421	Support & maintenance - Oracle EBS - Employee User, Professional User, Payroll Person Perpetual	23/04/2022	22/04/2023	22/04/2023	£	120,862.86
CE-31-22-DA	Procurement of an Implementation Partner - Azure	11/07/2022	11/10/2022	11/10/2022	£	60,399.00
CE-223-21-B	Provision of a Family Functional Therapy Service	01/04/2022	31/03/2025	31/03/2025	£	239,284.37
CE-235-21-B	Provision of an Adult and Young Carers Service	01/04/2022	30/09/2023	30/09/2023	£	204,000.00
CE-24-22	Servicing, Maintenance & Monitoring of Fire Alarms	29/11/2022	28/11/2024	28/11/2027		£750,000.00
CE-161-22-DA	Supply and Delivery of X1 12Tonne Waste Management RCV	29/11/2022	31/07/2023	31/07/2023	£	152,626.00
CE-93-22-B4	Community Activity and Support Service	01/08/2022	31/07/2024	31/07/2024	£	445,442.00

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CE-170-20-MC	Cashless Catering & Online School Payments - Lot 2 Cashless Catering Services & Equipment	13/12/2022	30/04/2027	30/07/2027	£239,579
CE-175-22-DA	Public Local Enquiry Consultancy Services	13/10/2022	12/10/2023	12/10/2023	£ 92,420.62
CE-73-21	Re-opening of the Care at Home Flexible Framework (May 2022)	01/04/2022	31/03/2026	31/03/2026	£ 37,004,000.00
SXL 0517 SAC Call Off 21-22	SXL 0517 SAC Call Off 21-22 - Childrens Residential Care and Education including Short Breaks	01/04/2021	31/03/2023	31/03/2023	£ 413,253.05
SXL 1020 SAC Call Off 21-22	SXL 1020 SAC Call Off 21-22 - Fostering and Continuing Care	01/04/2021	31/03/2023	31/03/2023	£ 81,910.83
SXL 1020 SAC Call Off 21-22	SXL 1020 SAC Call Off 21-22 - Fostering and Continuing Care	01/04/2021	31/03/2023	31/03/2023	£ 88,399.32
SXL 1020 SAC Call Off 21-22	SXL 1020 SAC Call Off 21-22 - Fostering and Continuing Care	01/04/2021	31/03/2023	31/03/2023	£ 268,869.78
SXL 1020 SAC Call Off 21-22	SXL 1020 SAC Call Off 21-22 - Fostering and Continuing Care	01/04/2021	31/03/2023	31/03/2023	£ 155,628.64
SXL 3117 SAC Call Off 21-22	SXL 3117 SAC Call Off 21-22 - Technology Enabled Care	01/04/2021	31/03/2023	31/03/2023	£ 249,469.44
SXL 0517 SAC Call Off 21-22	SXL 0517 SAC Call Off 21-22 - Childrens Residential Care and Education including Short Breaks	01/04/2021	31/03/2023	31/03/2023	£ 190,412.39
SXL 0517 SAC Call Off 21-22	SXL 0517 SAC Call Off 21-22 - Childrens Residential Care and Education including Short Breaks	01/04/2021	31/03/2023	31/03/2023	£ 234,056.25
SXL 0517 SAC Call Off 21-22	SXL 0517 SAC Call Off 21-22 - Childrens Residential Care and Education including Short Breaks	01/04/2021	31/03/2023	31/03/2023	£ 311,520.00
SXL 0517 SAC Call Off 21-22	SXL 0517 SAC Call Off 21-22 - Childrens Residential Care and Education including Short Breaks	01/04/2021	31/03/2023	31/03/2023	£ 702,528.00
SXL 0517 SAC Call Off 21-22	SXL 0517 SAC Call Off 21-22 - Childrens Residential Care and Education including Short Breaks	01/04/2021	31/03/2023	31/03/2023	£ 274,824.63
SXL 0517 SAC Call Off 21-22	SXL 0517 SAC Call Off 21-22 - Childrens Residential Care and Education including Short Breaks	01/04/2021	31/03/2023	31/03/2023	£ 249,959.51
CE-195-22-DA	Supply and Delivery of Crockery to Schools	20/12/2022	31/01/2023	31/01/2023	£ 61,347.10
CE-80-21	Provision of a Residential Short Break and Out of School Activity Service for Children with Disabilities	24/01/2023	23/01/2026	23/01/2028	£ 3,363,760.00
CE-45-22-B	Advocacy Services Wallacetown	01/02/2023	31/01/2025	31/01/2025	£ 116,000.00
CE-113-22-DA	Property Accessibility Surveys	01/02/2023	31/08/2023	31/08/2023	£ 166,080.00

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CE-121-22	MTC Automatic Doors	01/02/2023	31/01/2025	31/01/2025	£	400,000.00
CE-69-22	Framework for Internal Modernisation Works	20/02/2023	19/02/2025	19/02/2027	£	8,000,000.00
CE-128-22-MC	Treatment and Disposal of Bulky Waste	01/03/2023	28/02/2024	29/02/2025	£	1,047,000.00
CE-133-22	Provision of a Cleaning Services Framework Agreement	07/02/2023	06/02/2025	06/02/2027	£	1,140,000.00
CE-189-22-DA	Wireless Access Points Refresh	26/01/2023	31/01/2024	31/01/2024	£	480,976.49
CE-140-22-B3	Provision of an Individual Fostering and Continuing Care Placement (KC)	01/06/2022	31/05/2025	31/05/2025	£	198,054.48
CE-181-22-DA	Provision of a Fully Managed Vending Service at County Buildings	12/12/2022	11/12/2025	11/12/2025	£	55,194.36

Annex 2. Regulated Procurements Expected to Commence in 2023/24 and 2024/25

Information on contracts (87) that are anticipated to be awarded between 2023 – 2025.

Contract Description	Estimated Financial Year which Contract Will Be Awarded	Estimated Contract Value (£)
Supply and Delivery of Education Materials	2024/25	£394,874.00
Records & Information Management Services	2024/25	£140,138.80
Provision of a Carer Respite Service	2023/24	£538,840.00
Provision of a Family Wellbeing Service (Carrick)	2023/24	£122,000.00
Treatment of Food Waste	2024/25	£411,240.00
Provision of a Library Management System	2023/24	£150,927.00
MTC Drainage Repairs & Maintenance	2023/24	£320,000.00
Core Network Routers	2024/25	£127,582.29
Provision of a Managing Agent to Deliver Scottish Government Energy Efficient Programmes	2024/25	£603,324.00
Occupational Health and Welfare Service	2024/25	£897,572.60
GL Standardised Assessment	2024/25	£166,000.00
Provision of a Rape Crisis Counselling Support Service	2024/25	£225,000.00
Supply of Network Switches	2023/24	£77,041.00
Consultant Support Provision for Local Heat and Energy Efficiency Strategy (LHEES)	2023/24	£63,070.00
Laboratory Services	2023/24	£83,379.00
MTC Servicing & Maintenance of Automatic Doors	2024/25	£400,000.00
Provision of a Taxi Service Framework	2024/25	£5,198,820.00
Microsoft Enterprise Agreement	2024/25	£1,895,770.00
Oracle Fusion ERP Cloud Implementation Support and Change Management Partner	2023/24	£2,298,500.00
Cash Receipting System Support and Maintenance	2024/25	£66,191.00
Provision of a WEEE Collection Service (Stream A)	2024/25	£0.00

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Provision of a WEEE Collection Service (Streams B, C, D & E)	2024/25	£0.00
Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 22	2023/24	£245,434.00
Warden Housing Support Service - Mill St	2023/24	£77,391.00
Provision of a Pan-Ayrshire Advice and Information Service for People with Acquired Brain Injury	2024/25	£175,654.53
Supply, Delivery, Maintenance and Rental of Fitness and Gym Equipment to South Ayrshire Council	2024/25	£131,968.00
Treatment and Disposal of Paper, Card and Cardboard	2023/24	£0.00
Measured Term Contract (MTC) Installation, Servicing & Maintenance of Door Entry Systems	2023/24	£100,000.00
Webcasting and Hybrid meeting solution	2024/25	£52,928.00
Software Asset Management Toolset	2023/24	£111,360.00
Treatment and Disposal of Glass	2023/24	£0.00
Provision of Tyres	2024/25	£225,000.00
Provision of an Individual Residential Care Placement (PS)	2024/25	£256,221.00
Public Local Enquiry Services	2023/24	£92,420.62
Provision of an Individual Residential Care Placement (MBi)	2024/25	£256,221.00
Provision of an Individual Residential Care Placement	2023/24	£227,257.16
Zscaler Licences	2024/25	£530,194.00
Wireless Access points Refresh	2023/24	£480,976.49
Provision of an Individual Residential Care Placement	2023/24	£227,257.16
Provision of an Individual Residential Care Placement (AC)	2024/25	£256,221.00
Provision of an Individual Residential Care Placement (CD)	2024/25	£256,221.00
VEGA Platform for Library Management System	2024/25	£50,000.00
Agency Services - School Transport	2023/24	£258,060.00
Provision of a Functional Family Therapy Service	2024/25	£239,284.08
Provision of an Adult and Young Carers Service	2023/24	£210,768.36
Provision of Egress Prevent and Defend	2023/24	£180,000.00
Provision of a Support and Information Service	2023/24	£608,600.00
Provision of a Fleet Maintenance Service - Lot 3: Taxi and Private Hire Inspections	2024/25	£3,410,027.00
Provision of a Fleet Maintenance Service - Lot 1: Light Commercial Vehicles & Cars	2024/25	£3,410,027.00
Provision of a Fleet Maintenance Service - Lot 2: Heavy Goods Vehicles, Buses & RCV's	2024/25	£3,410,027.00
Renewal of Corporate Internet Connection	2024/25	£94,377.32

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Domestic Property Maintenance, Minor Works Framework Agreement	2023/24	£2,000,000.00
Bulk Leasing of Residential Properties to South Ayrshire Council	2023/24	£2,016,000.00
Pan-Ayrshire Supply & Delivery of Community Equipment	2023/24	£3,512,000.00
Provision of an Online Decoding Programme	2023/24	£75,907.00
Advocacy Services Wallacetown	2024/25	£116,000.00
Provision and Service of Mobile Phones	2023/24	£193,508.00
Supply & Installation of Timber Fencing	2023/24	£190,800.00
Trade Materials	2023/24	£50,000.00
Project Management Consultancy Services Framework Agreement	2023/24	£4,000,000.00
Hire of a Forestry Team	2024/25	£150,948.00
Provision of a Fully Managed Vending Service	2024/25	£0.00
Outline Business Case for the ASTAC Project	2023/24	£66,887.00
Provision of an Online Comprehension Programme	2023/24	£57,834.00
MTC Replacement Suspended Ceilings	2023/24	£93,774.00
Ayr Show Security Services	2023/24	£70,000.00
Supply and Maintenance of Electronic Homecare Monitoring and Scheduling Solutions	2024/25	£728,285.00
Architectural Services Framework Agreement	2023/24	£1,000,000.00
Mechanical & Electrical Services Framework Agreement	2023/24	£650,000.00
webCAPTURE Revenues Forms	2024/25	£144,420.00
Multifunctional Devices (MFDs)	2023/24	£75,833.00
Supported Living & Personal Care for Adults with Learning Disabilities Framework Agreement	2023/24	£53,922,452.00
Provision of a Community Based Support Service for Individuals on the Autism Spectrum	2023/24	£272,475.00
Commvault Support	2024/25	£59,455.00
Treatment of Garden Waste	2024/25	£170,625.00
Upgrade of Core Network Cisco Routers inc Maintenance and Engineering Support	2023/24	£86,909.00
Oracle Fusion ERP Cloud System Implementation Partner	2023/24	£1,482,100.00
Provision of a Community Activity and Support Service	2024/25	£445,442.00
Converged Infrastructure Stage 3	2024/25	£139,379.73
Pan-Ayrshire Provision of a Community Based Hearing Support Service	2023/24	£148,500.00

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Lochside Community Centre - Plantroom Replacement	2023/24	£129,432.00
Proposed Internal Refurbishment Works - 136 Nr Properties Various Locations in South Ayrshire	2023/24	£1,798,164.55
Main Works at Maybole Community Campus	2023/24	£52,788,000.00
Giglets Literacy Resource - 3 Year Licence, Training & Support	2024/25	£51,500.00
SysAid (Cloud) Enterprise Education Edition Package	2024/25	£207,022.00
Annual Renewal for support and maintenance as per quote ref 404107	2023/24	£76,337.78
Support & Maintenance Estates Rents Repairs Allocations Customer Services Auddis & Addacs (Housing) GUI Property Purchase	2023/24	£58,684.06

Annex A. Annual Procurement Report - Scottish Government Template

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	South Ayrshire Council
b) Period of the annual procurement report	1 April 2022 and 31 March 2023
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	89
b) Total value of regulated contracts awarded within the report period	£76,846,855.09
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	80
i) how many of these unique suppliers are SMEs	Not Measured
ii) how many of these unique suppliers how many are Third sector bodies	Not Measured
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	89
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<u>4. Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	3
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	3
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	71

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

d) Number of Jobs Filled by Priority Groups (<i>Each contracting authority sets its own priority groups</i>)	Not Measured
e) Number of Apprenticeships Filled by Priority Groups	Not Measured
f) Number of Work Placements for Priority Groups	Not Measured
g) Number of Qualifications Achieved Through Training by Priority Groups	Not Measured
h) Total Value of contracts sub-contracted to SMEs	Not Measured
i) Total Value of contracts sub-contracted to Social Enterprises	Not Measured
j) Total Value of contracts sub-contracted to Supported Businesses	Not Measured
k) Other community benefit(s) fulfilled	198

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	89
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	Not Measured
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	52
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Not Measured

6. Payment performance

a) Number of valid invoices received during the reporting period.	105,142
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b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	94.5
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	89
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	1
<u>7. Supported Businesses Summary</u>	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£1524.16
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	£1524.16
<u>8. Spend and Savings Summary</u>	
a) Total procurement spend for the period covered by the annual procurement report.	£260,019,219
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	43.45%
c) Total procurement spend with Third sector bodies during the period covered by the report.	Not Measured
d) Percentage of total procurement spend through collaborative contracts.	Not Measured
e) Total targeted cash savings for the period covered by the annual procurement report	£20,000
i) targeted cash savings for Cat A contracts	Not Measured
ii) targeted cash savings for Cat B contracts	Not Measured
iii) targeted cash savings for Cat C contracts	Not Measured
f) Total delivered cash savings for the period covered by the annual procurement report	Not Measured
i) delivered cash savings for Cat A contracts	Not Measured
ii) delivered cash savings for Cat B contracts	Not Measured
iii) delivered cash savings for Cat C contracts	Not Measured

g) Total non-cash savings value for the period covered by the annual procurement report	Not Measured
<u>9. Future regulated procurements</u>	
a) Total number of regulated procurements expected to commence in the next two financial years	88
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£156,782,839.53

South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: <https://www.south-ayrshire.gov.uk/equalities/impact-assessment.aspx>

Further guidance is available here: <https://www.equalityhumanrights.com/en/publication-download/assessing-impact-and-public-sector-equality-duty-guide-public-authorities/>

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. [FSD Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018 and revised in October 2021. See information here: <https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/>

1. Policy details

Policy Title	Annual Procurement Report 2023
Lead Officer (Name/Position/Email)	David Alexander, Service Lead – Procurement – david.alexander3@south-ayrshire.gov.uk

2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	n/a	n/a
Disability	n/a	n/a
Gender Reassignment (Trans/Transgender Identity)	n/a	n/a
Marriage or Civil Partnership	n/a	n/a
Pregnancy and Maternity	n/a	n/a
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	n/a	n/a
Religion or Belief (including lack of belief)	n/a	n/a
Sex – (issues specific to women & men or girls & boys)	n/a	n/a
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	n/a	n/a

Community or Groups of People	Negative Impacts	Positive impacts
Thematic Groups: Health, Human Rights & Children's Rights	n/a	n/a

3. What likely impact will this policy have on people experiencing different kinds of social disadvantage i.e. The Fairer Scotland Duty (This section to be completed for any Strategic Decisions). Consideration must be given particularly to children and families.

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	n/a	n/a
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	n/a	n/a
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	n/a	n/a
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	n/a	n/a
Socio-economic Background – social class i.e. parent's education, employment and income	n/a	n/a

4. Do you have evidence or reason to believe that the policy will support the Council to:

General Duty and other Equality Themes Consider the 'Three Key Needs' of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	Low impact
Advance equality of opportunity between people who share a protected characteristic and those who do not	Low impact
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	Low impact
Increase participation of particular communities or groups in public life	Low impact
Improve the health and wellbeing of particular communities or groups	Low impact
Promote the human rights of particular communities or groups	Low impact
Tackle deprivation faced by particular communities or groups	Low impact

5. Summary Assessment

Is a full Equality Impact Assessment required?	<input checked="" type="checkbox"/> YES
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(A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	NO
Rationale for decision: This report proposes approval of an annual procurement report relating to delivery of the Council's Procurement Strategy. This has no specific equality implications	
Signed : David Alexander	Service Lead Procurement
Date: October 2023	