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REPORT TO: Members' Library Service

MEETING DATE: October 2022

BY: Executive Director – Council Resources

SUBJECT: ELC Procurement Annual Report



1 PURPOSE

- 1.1 To inform the Council of the East Lothian Council Annual Procurement Report 2021-2022.

2 RECOMMENDATIONS

- 2.1 To note the report.

3 BACKGROUND

- 3.1 Under the obligations of the Procurement Reform (Scotland) Act 2014, a Contracting Authority is obliged to prepare and publish an annual report on its regulated procurement activities as soon as reasonably practicable after the end of its financial year. This report covers the period from 01 April 2021 to 31 March 2022.
- 3.2 The Act details that the annual procurement report should be relevant and proportionate to its size and spend. The annual report can aid visibility of purchasing of purchasing activities; be a mechanism for conveying how a contracting authority is meeting legislative requirements and outline how a contracting authority's procurement activity is contributing to the delivery of its broader aims and objectives.
- 3.3 The East Lothian Council Plan 2017 – 2022 was issued in June 2017, and this feeds into the Corporate Procurement Strategy, also valid from 2017 – 2022. The Procurement Strategy set out actions to deliver against the four key objectives within the Council Plan:
- Growing our Economy – to increase sustainable economic growth as the basis for a more prosperous East Lothian
 - Growing our Communities – to give people a real say in the decisions that matter most and to provide communities with the housing, transport links, community facilities and environment that will allow them to flourish

- Growing our People – to give our children the best start in life and protect vulnerable and older people.
- Growing the capacity of our Council – to deliver excellent services as effectively and efficiently as possible within our limited resources.

3.4 The annual report (see appendix to this report) provides details of our monitoring and review of procurement activities against the four key objectives outlined above. In addition, the report provides the following:

- A summary of regulated procurements completed
- A review of regulated procurement compliance
- Community benefits and supported business summaries
- Details of procurement savings, benefits, added value, collaboration and strategic partnerships
- A summary of Future regulated procurements

4 POLICY IMPLICATIONS

4.1 The production of an Annual Procurement Report is an obligation of Procurement Reform (Scotland) Act 2014, as outlined in the Corporate Procurement Strategy 2017 – 2022.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 RESOURCE IMPLICATIONS

6.1 Financial – None.

6.2 Personnel – None.

6.3 Other – N/A.

7 BACKGROUND PAPERS

7.1 None.

Appendix: East Lothian Council Annual Procurement Report 2021- 2022.

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DATE	12 October 2022

East Lothian Council Annual Procurement Report 2021-22



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1. INTRODUCTION

Under the obligations of the Procurement Reform (Scotland) Act 2014, a Contracting Authority is obliged to prepare and publish an annual report on its regulated procurement activities as soon as reasonably practicable after the end of its financial year. This report covers the period from 01 April 2021 to 31 March 2022.

The Act details that the annual procurement report should be relevant and proportionate to its size and spend. The annual report can aid visibility of purchasing of purchasing activities; be a mechanism for conveying how a contracting authority is meeting legislative requirements and outline how a contracting authority's procurement activity is contributing to the delivery of its broader aims and objectives.

The East Lothian Council Plan 2017 – 2022 was issued in June 2017, and this feeds into the Procurement Strategy, also valid from 2017 – 2022. The Council Plan covers 4 key objectives:

- **Growing our Economy** – to increase sustainable economic growth as the basis for a more prosperous East Lothian
- **Growing our Communities** – to give people a real say in the decisions that matter most and to provide communities with the housing, transport links, community facilities and environment that will allow them to flourish
- **Growing our People** – to give our children the best start in life and protect vulnerable and older people.
- **Growing the capacity of our Council** – to deliver excellent services as effectively and efficiently as possible within our limited resources.

A new Council Plan 2022 – 2027 was agreed by Council in August 2022 and this will feed into a new Procurement Strategy for 2022 – 2027.

The Council Plan 2022 provides information on the Lothian Health and Care System (LHCS) and its aspiration to become an Anchor institution. One of the key actions to deliver on this aspiration is ensuring that NHS Lothian contributes actively to emerging community planning partnership discussions about Community Wealth Building.

The new Procurement Strategy 2022 – 2027 will be issued by December 2022. It will include commitments to Community Wealth Building in line with the Scottish Governments Policy Actions for Cities and Regions. Community wealth building (CWB) is a people-centred approach to local economic development, which redirects wealth back into the local economy, and places control and benefits into the hands of local people. The core principle for Procurement is developing local supply chains of businesses likely to support local employment and keep wealth within communities.

1.1 COVID-19 RESPONSE AND RECOVERY

This report covers a period where continued challenges were faced by all services across the Council. Despite the difficulties the procurement service was fully functional during this time, providing both business as usual and emergency services.

East Lothian Council issued its Recovery and Renewal plan in November 2021 with the aim to prepare East Lothian in respect of the formal and longer term Recovery & Renewal Phase, embracing the opportunity to 'build back better' and ensuring the maximisation of the opportunity for a sustainable and green recovery.

Key priority areas:

1. Support our communities to tackle inequality and social exclusion.
2. Climate and ecological emergency.
3. Support business, employment and promote inclusive economic growth.
4. Help our children and young people achieve their full potential.
5. Deliver improved connectivity and digital innovation to ensure the most effective use of all of our resources.
6. Maintain and develop resilient and sustainable services.
7. Develop our people and future ways of working.
8. Invest in regeneration and a sustainable future.

The full plan can be viewed at: [Recovery and renewal plan 2021 - East Lothian Council | East Lothian Council](#)

The Council Management Team (CMT) took a decision that the council would move from response and into the 'recovery' phase of the pandemic from Monday, 13 June 2022.

2. MONITORING AND REVIEW OF PROCUREMENT ACTIVITIES

The progress against the Procurement Strategy's key priorities is monitored by the Chief Officers and Heads of Services.

The Procurement and Commercial Improvement Programme (PCIP) is also used to measure progress. This assesses the organisation on 4 areas: Leadership & Governance, Development & Tender, Contract and Key Purchasing Processes. At the last assessment in 2019, East Lothian Council scored 62%.

Areas of strength identified from the last assessment were: the increasing priority of Procurement within the Council; new skills and expertise in the Procurement Team; Development of a Strategic Procurement Service and Areas of Good Practice in Contract and Supplier Management.

Cycle 3 of the assessments is due to commence in 2023 (delayed from 2022, due to the current macro environment). For cycle 3, an assessment model has been developed which offers a reduced question set and streamlined process for organisations, supporting resource whilst still assessing and supporting current procurement priorities.

The procurement service uses a continuous improvement approach in an ongoing effort to improve our service and maximise our potential PCIP score. A procurement Service Plan 2022/23 – 2025/26 has been developed, with specific improvement actions identified. The Action and Improvement Plan will be reviewed and updated annually, highlighting key areas of progress and opportunities for further improvement.

The information below details the overall spend profile of East Lothian Council:

East Lothian Council Procurement Spend Profile 2021-2022

Total Procurement Spend	£150,465,670.80**
SME Spend	£77,022,553.06 (217 suppliers)**
Third Sector Spend	£19,046,990.70 (32 suppliers)**
Total Local Spend	£30,111,584.08 (99 suppliers)**

** Figures taken from Spend Analysis Hub

3. SUMMARY OF REGULATED PROCUREMENT COMPLETED

Section 18(2) 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”. This is to demonstrate that East Lothian Council is acting in a transparent manner, and carrying out its public procurements in an open and inclusive fashion.

A regulated procurement is one which has a value of over £50,000 for Goods and Services, and £2m for Works.

East Lothian Council Regulated Procurement Profile 2021-2022

Regulated Procurement Value	£41,064,210.00
Number of regulated contracts awarded	43
Total number of Suppliers on awarded contracts	54
SME Suppliers	40
Third Sector Bodies	12

Further details are shown in shown in Appendix 1.

A range of procurement routes are utilised to ensure best value, from calling off from National Frameworks let by Procurement Scotland, utilising Sector based Collaboration Frameworks, such as Scotland Excel, and Scottish Procurement Alliance, working with other Councils with a similar requirements and procuring as an individual Council. There have been no Non Competitive Actions sanctioned by the Corporate Procurement team during the period covered by this Annual Report.

4. REVIEW OF REGULATED PROCUREMENT COMPLIANCE

Section 17 of the Procurement Reform (Scotland) Act 2014 makes it mandatory for regulated procurements to be carried out in accordance with the organisation’s procurement strategy. Section 18(2) states that a review must detail “the extent to which any regulated procurements did not comply, and a statement detailing how the organisation will ensure that future regulated procurements do comply”

This is to demonstrate the importance of procurement to the organisation in enabling successful delivery of its objectives, and how it has contributed to the achievement of its purpose.

Growing Our Economy	How Achieved	When	Successful Outcome
<p>Improve ability of local businesses to access East Lothain Council contracts.</p>	<p>Engage with local businesses to increase participation in tendering opportunities.</p> <p>Lot contracts appropriately.</p> <p>Ensuring service departments expand their list of contractors to include local providers in Quick Quote opportunities.</p> <p>Utilising Senior Procurement Officer post to specifically address this need.</p>	<p>On-going, Compliant</p>	<p>Increased engagement with local SMEs, and awareness of our tendering opportunities.</p> <p>Full-day virtual National meet the buyer event.</p> <p>Local companies on our contract register.</p>
<p>Assisting the supply chain</p>	<p>Publishing our Contracts Register with complete information so that companies can see where opportunities can be sought as Tier 2 suppliers.</p> <p>Measure prompt payment from main contractors by incorporating payment term information into Balanced Scorecards, where relevant.</p>	<p>Ongoing, Compliant</p>	<p>Mapping the supply chain using Government’s ‘Grow Local platform’ to see which local companies are available to provide services / products in demand by the Council.</p> <p>Compliance with Public procurement - prompt payment in the supply chain: SPPN 2/2022</p>

Growing our Communities	How Achieved	When	Successful Outcome
Consult with the communities concerning our procurement activity	<p>Surveys of community groups and stakeholders when relevant procurements are being tendered. Consultation at commencement of process and engagement throughout.</p> <p>Membership of Tender Evaluation Panels where it is appropriate.</p> <p>Engage in discussion regarding Community Benefits provision.</p>	On-going, Compliant	<p>Community council feedback is used to build community benefit wish lists for each region which forms part of tender requirements for potential bidders used on a proportionate basis.</p> <p>Successful and targeted Community Benefits are delivered in line with the need of communities in East Lothian.</p>
Enhance Recording of Community Benefit opportunities	Utilising the Contract Register to detail what has been agreed with contractors	On-going, Compliant	Ability to see what CBIP has taken place and where gaps in provision lie

Growing our People	How Achieved	When	Successful Outcome
Ensure Best Value in contracts let for our Adult and Children's Well Being directorate	<p>Joint meetings with Integrated Joint Board, Service Dept and Procurement Team.</p> <p>Awareness of forthcoming requirements from Contract Register.</p>	On-going, Compliant	Procurement Strategy signed off identifying spend and potential savings.

Growing the Capacity of our Council	How Achieved	When	Successful Outcome
Ensure all contract requirements are known for the next 3 years	<p>Setting up and holding meetings with Service Managers on a regular basis.</p> <p>Following these meetings ensure Contracts Register is regularly up dated and complete.</p>	On-going with amendments	<p>Majority of contract requirements known, enabling market intelligence to take place, and contract management can be documented.</p> <p>Ability to highlight Risk of Overdue Procurements and to resource appropriately.</p> <p>Recognition of collaborative opportunities and allowing identification of savings.</p> <p>External Contract Register is complete.</p>
Initiate improved Contract and Supplier Management	<p>Categorise frequency of meetings held with suppliers depending on the contract.</p> <p>Simplify segmentation.</p> <p>Ensure standard set of KPIs are built into contracts.</p> <p>Deliver contract management training, services and standardised tools to Services as required.</p>	On-going	<p>Early identification of risks to contract provision, and ability to react to those.</p> <p>Achieve better value from Contracts by proper management.</p> <p>Enhanced relationships with Suppliers and Stakeholders.</p>
Introduce Benefits Tracking into Contracts	Utilise the Public Benefits Reporting Guidance methodology.	On-going	Quantify the contribution from Procurement to Service Departments and their budgets which will be recorded in the Contract Register.
Review and improve on the current systems to allow better tracking of no/off contract spend throughout the Council.	Review of current systems analysis of whether a new system would be required which would enable more rigorous scrutiny of spend across the Council.	On-going	<p>Improved knowledge of on/off contract spend allowing the Contracts Register to be more up to date.</p> <p>More opportunities for local suppliers to compete for.</p> <p>Improved controls on spend allowing for more targetted savings objectives to be set.</p>
Training delivered across all service departments, Elected Members and New Employees	<p>Mixture of E- Learning and Virtual Workshops. Updates on Online Newsletter of Procurement developments.</p> <p>Procurement Communications planning.</p>	Ongoing	<p>Procurement Awareness and Compliance from all departments.</p> <p>Education of risks of non-compliance, and highlighting previously unknown procurement requirements from service users.</p>

Those requirements marked On-going are monitored as part of service planning and monitoring. In conjunction with the Procurement Strategy, a review of the Procurement Standing Orders and Governance Processes required as part of the process is being undertaken during 2022.

Delivered objectives against the Procurement Strategy include:

- engaging with local suppliers
- improvement of payment terms to suppliers
- publication of the Contract Register
- partnering and advising Services
- facilitating Tender Evaluation Panels
- contract and supplier management and general ad-hoc procurement training delivered to Service Users
- introduction of benefit tracking
- simplified procurement forms and processes

Areas for on-going improvement include

- optimisation of current systems / evaluation of new needs to track on/off contract spend
- Implementation of new Procurement Software (contracts register, pipeline and contract & supplier management modules)
- Utilising the new Contract Register to detail what has been agreed with contractors
- implementing contract management into the lifecycle of the contracts across the Council
- supporting the P2P (purchase-to-pay) project and the wider council in delivering consistency and accuracy related to downstream processes
- work in collaboration with Service Managers to plan for value added procurement interventions
- digital procurement process
- Embedding the sustainable procurement duty - continual improvement of the economic, social and environmental wellbeing of East Lothian

The PCIP 2019 also noted that systems were an area for improvement for the Council. It also detailed that resources of the Procurement team, consistency in procurement strategies and embedding demand management should also be focussed on. These areas for improvement will be addressed via the progression of a Procurement Service Review and implementation of the Action and Improvement plan during financial year 2022/23.

5. COMMUNITY BENEFITS SUMMARY

The Procurement Strategy which is used at the commencement of all Regulated Procurements details the considerations by Service Departments given to all aspects of the Procurement Reform (Scotland) Act 2014; for example, sustainability, community benefits, fair work practices, as part of its methodology. This is used to ensure that all Regulated Procurements comply with the obligations of the Procurement Reform (Scotland) Act.

Section 18(2) of the Procurement Reform 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**”

The Council approved a Community Benefit Strategy in 2017, where any spend over £50k (including aggregated spend), requires the successful contractor to engage with East Lothian Works and our Community Benefits co-ordinator. This is at a significantly lower level than the £4m required by the Scottish Government. In addition to this Community Benefits form integral part of the Sustainable Procurement Charter (Appendix 3.) and consequently being embedded in all relevant procurement processes.

Community Benefits delivered from April 2021 to March 2022:

Employment	3
Apprenticeships	0
Work experience (schools)	0
Work experience (employability provision)	0
Enhanced Work Experience (existing ELC apprentices)	0
Educational Support	5
Teacher CPD	0
Mentoring	0
Community Engagement	1
Local Sponsorship/donation of materials	2
Vacancies advertised locally (SME's and contractors)	0
Attending DWP Jobs Roadshows (sector specific)	0

Covid-19 adversely impacted the monitoring and delivery of community benefits. As we move through the ‘recovery’ phase of the pandemic, the council will renew its focus on ensuring the delivery of community benefits. 29 regulated contracts were awarded between April 2021 and March 2022 contained Community Benefit Requirements.

East Lothian Council introduced a community **wish list** for use in all contracts. The wish list is populated by community councils to reflect needs of the local community and widens the scope of assistance contracted suppliers can offer.

Scope for improvements includes looking at different methods of recording delivery of Community Benefits across the supply chain and enabling Local communities or organisations to submit a request for specific benefits via our website.

6. SUPPORTED BUSINESSES SUMMARY

Section 18(2) 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”.

There were no Regulated Procurements which utilised Supported Businesses. The reason for this is that the goods, services or works associated with the awarded contracts over the reporting period are not currently provided by existing supported businesses. However, consideration is always given to the use of Supported Businesses where appropriate and available.

7. PROCUREMENT SAVINGS, BENEFITS AND ADDED VALUE

Delivering value through Procurement is a key element and driver continual Service Improvement. In this reporting period the saving and benefit definitions has been defined and agreed by Senior Council Officers as follows:

Cost Savings:

- Cashable Savings
- Cost Avoidance
- Commercial and Operational Efficiencies

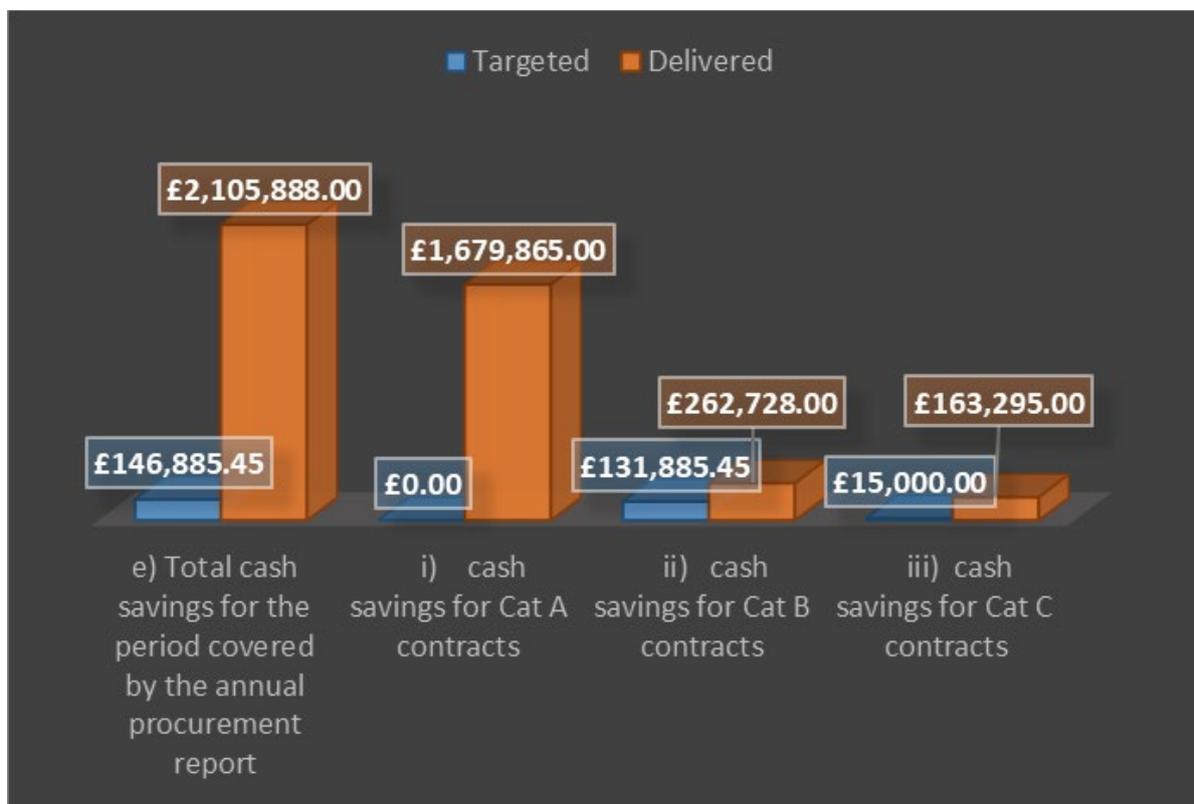
Cost Savings delivered:
£2,105,888

Benefits and Added Value:

- Community Benefits
- Sustainability
- Innovation

A more formal saving tracking was introduced to all Cost savings and there is a plan for more detailed understanding of added value delivered through closer collaboration with client Services.

Cost Savings targeted and delivered during the reporting period:



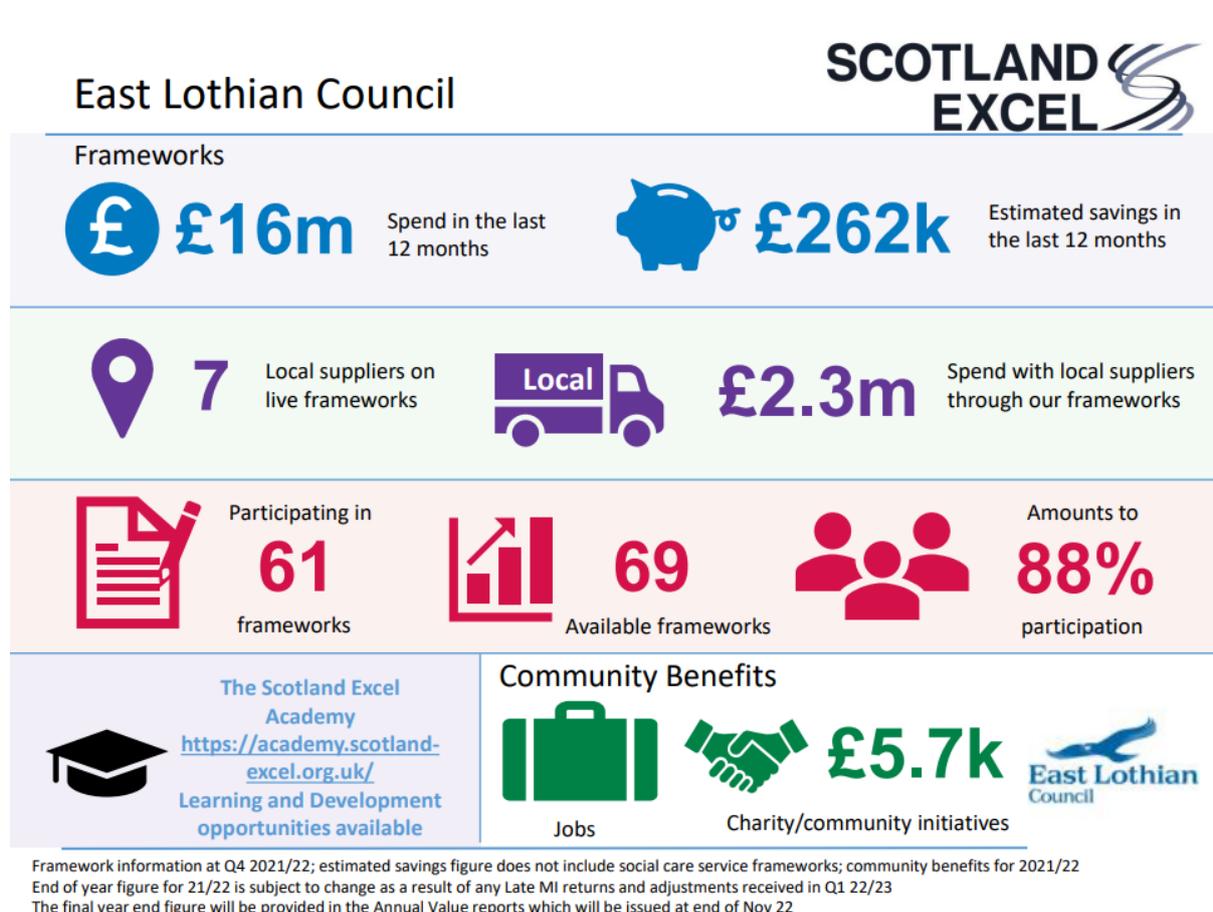
As we move through the 'recovery' phase of the pandemic, procurement continues to focus on local economy development within the contracting arrangements we hold and are planning to put in place. This means more emphasis on business continuity as well as creating more local

opportunities, and balancing it with community benefits (employment, apprenticeship) provided by non-local suppliers.

8. COLLABORATION AND STRATEGIC PARTNERSHIPS

In line with East Lothian Council’s Corporate Procurement Strategy 2017-2022, collaborative Frameworks and opportunities have been considered and put in place where proven to be of benefit to the Council thus delivering added value and efficiency.

50.49% of all contracts during the reporting period utilised a collaborative Framework. 11% of all contracts is through a collaborative Scotland Excel Framework. The Council has utilised 61 of 69 available Scotland Excel Frameworks resulting in the following results:



9. FUTURE REGULATED PROCUREMENT SUMMARY

Section 18(2) 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's register that will expire and need to be extended or re-tendered over the next two years.
- New procurements identified via future work plans provided by Council service areas / teams.

The full list of anticipated procurements for the next two years can be found in Appendix 2. Please note that the list is subject to change to accommodate emerging priorities and changing community needs.

10. ANNUAL PROCUREMENT REPORT OWNERSHIP AND CONTACT DETAILS

The Executive Director for Council Resources is responsible for establishing the strategic framework and direction of procurement across East Lothian Council.

Sarah Fortune
Executive Director for Council Resources
East Lothian Council
John Muir House
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APPENDIX 1 - REGULATED CONTRACTS FROM 1. APRIL 2021. TO 31. MARCH 2022.

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Works	23/01/2020	Willmott Dixon Construction (3 Lots)	Extensions to Primary Schools in East Lothian	£9,963,462.95	23/01/2020	31/12/2023
Services	16/03/2021	Tracsis Traffic Data Limited	Transport Monitoring and Analysis Services	£245,116.50	27/03/2021	16/03/2024
Goods	07/04/2021	Pulse Fitness Ltd	Gym Equipment	£160,139.72	07/04/2021	06/04/2026
Services	10/05/2021	Carers of East Lothian	Carer Services in East Lothian	£1,890,636.00	01/07/2021	30/06/2023
Services	12/05/2021	SPIE Scotshield Limited	Access Control System Maintenance	£67,257.96	17/05/2021	16/05/2024
Services	13/05/2021	Hamilton Waste & Recycling Ltd	Provision of Waste Haulage, Recycling and associated services	£1,066,720.00	01/07/2021	02/07/2024
Services	15/05/2021	Thistle Insurance Services	Tenant Contents Insurance	£250,000.00	30/06/2021	30/06/2024
Services	21/05/2021	Synergie Environ Ltd	Geothermal Feasibility Study & Business Case	£163,000.00	25/05/2021	31/12/2021
Services	24/05/2021	Allstar Business Solutions Ltd	Fuel Cards and Associated Services	£860,000.00	01/06/2021	02/06/2023
Goods	15/06/2021	Thomas Sherriff & Co. Ltd	Supply of Pavement tractors	£101,125.00	20/06/2021	20/06/2023
Services	17/06/2021	Training for Care Scotland	SCQF Level 6 Foundation apprenticeship in social services children and young people	£53,860.00	17/08/2021	18/08/2023
Goods	24/06/2021	Bergmann Direct Ltd	Supply of Roller-compactor for operation of Kinwegar Recycling Centre	£75,970.00	01/07/2021	01/08/2023
Goods	01/07/2021	SSUK	Promethean Panels for Schools	£729,855.00	01/07/2021	01/07/2022
Services	01/07/2021	Forth Resource Management Ltd	Organic waste disposal	£690,000.00	01/07/2021	30/06/2024
Services	05/07/2021	Met Desk	Weather forecasting, Bureau & Associated Services	£144,969.00	01/10/2021	30/09/2024
Goods	10/08/2021	Externiture (2 Lots)	Supply, Installation, Maintenance & Replacement of Bus Shelters	£400,000.00	10/08/2021	09/08/2024
Services	20/08/2021	KaarbonTech	Gully Smart drainage software as a Service	£83,740.00	21/08/2021	20/08/2023

APPENDIX 1 - REGULATED CONTRACTS FROM 1. APRIL 2021. TO 31. MARCH 2022.

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Works	20/08/2021	Algo (Blairgowrie) Ltd	Construction of New Business Units at Gateside Haddington	£2,323,903.58	08/11/2021	07/08/2022
Goods	25/08/2021	Scot JCB Ltd	Supply of Compact front loaderback hoe excavators	£179,413.00	26/10/2021	25/10/2023
Goods	25/08/2021	A M Phillip Trucktech Ltd	Supply of COVID-19 testing van	£55,000.00	25/08/2021	24/08/2022
Goods	10/09/2021	YESSS (A) Electrical Ltd	Supply and Delivery of CO2 Monitors	£82,600.00	15/09/2021	14/09/2022
Services	21/09/2021	Continuity2	Risk and Business Continuity Software as a Service	£72,000.00	01/10/2021	30/09/2023
Goods	24/09/2021	A M Phillip Trucktech Ltd	Supply of Vans chassis cab derivatives	£402,260.07	01/10/2021	30/09/2022
Services	29/09/2021	Ctrack Ltd	Vehicle Telematics System	£226,639.96	05/10/2021	04/10/2025
Services	06/10/2021	Atkins Limited	Design & Tender Preparation Consultancy Services for Cockenzie Link Road	£326,265.00	06/10/2021	31/03/2022
Services	14/10/2021	Critiqom Limited	Postal Services	£300,000.00	01/11/2021	31/10/2024
Works	18/10/2021	John Paul Construction	A1/Queen Margaret University Junction Construction Works	£11,398,297.00	05/01/2022	23/12/2022
Goods	11/11/2021	BALGOWNIE LTD	Supply of Tele handler	£81,425.00	01/02/2022	31/01/2024
Goods	22/11/2021	Dennis Eagle Ltd	Supply of 6 x 26 Tonne Refuse Collection Vehicles	£1,100,346.00	22/03/2022	21/11/2024
Goods	06/12/2021	Aebi Schmidt UK Ltd	Supply of 5 No. Road Sweepers	£379,755.00	01/04/2022	31/03/2024

APPENDIX 1 - REGULATED CONTRACTS FROM 1. APRIL 2021. TO 31. MARCH 2022.

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Services	16/12/2021	Archaeology Scotland / Articulate Cultural Trust / Artlink Edinburgh and the Lothians / Barnardo's / Children 1st / Cyrenians / Deaf Action / DreamPads Ltd / East Lothian Play Association / ENABLE Scotland / Mind Marvels / Nordoff Robbins / Penumbra / People Know How / RUTS / Street League / The Larder West Lothian / The Larder West Lothian / Venturing Out CIC	Services to Support Engagement, Inclusion, Achievement and Attainment in East Lothian Schools	£1,800,000.00	10/01/2022	09/01/2025
Services	24/12/2021	Security Plus + Limited	Provision of Cash Handling Services	£62,000.00	01/01/2022	31/12/2023
Goods	17/01/2022	Pulse Fitness Ltd.	Supply of Gym Equipment	£193,684.00	17/01/2022	17/01/2027
Services	31/01/2022	Civica UK Limited	Housing Management System	£902,025.00	31/01/2022	30/01/2027
Goods	09/02/2022	YESSS (A) Electrical Ltd	Supply and Delivery of CO2 Monitors	£64,170.00	04/03/2022	03/03/2024
Services	19/02/2022	Myreton marquee hire	Administration, Provision & Setting out of Events Equipment	£90,000.00	01/04/2022	31/03/2023
Services	01/03/2022	Enable Scotland	Disabled Parents Employability Support	£127,535.00	01/04/2022	31/03/2023
Works	22/03/2022	Hadden Construction Limited	Housing Development at Ravensheugh Brae, Musselburgh	£2,115,507.05	25/03/2022	01/04/2024
Goods	25/03/2022	Scarab Sweepers Limited	Supply of HGV Sweeper	£150,402.00	01/04/2022	31/03/2024

APPENDIX 2 - SUMMARY OF FUTURE REGULATED PROCUREMENT ACTIVITY

Description of Contract	Expected Contract Notice publication date	Expected Contract Award Date	Expected Contract Start Date	Estimated Value of the Contract
Winter Snow Clearing Services	05/05/2022	03/08/2022	01/11/2022	£120,000
Disabled Parents Employability Support	03/10/2022	01/01/2023	01/04/2023	£130,000
Provision of Vacant Property Management	03/10/2022	01/01/2023	01/04/2023	£480,000
Provision of Portable Appliance Testing (PAT)	03/10/2022	01/01/2023	01/04/2023	£240,000
Gas QA Services	03/10/2022	01/01/2023	01/04/2023	£150,000
Consultant for 2017 ratings appeals	03/10/2022	01/01/2023	01/04/2023	£70,000
Intruder Alarms Service and Maintenance	03/10/2022	01/01/2023	01/04/2023	£180,000
Fire Detection Alarm Systems Service and Maintenance	03/10/2022	01/01/2023	01/04/2023	£200,000
CCTV Security Systems Service and Maintenance	03/10/2022	01/01/2023	01/04/2023	£200,000
Emergency Lighting	03/10/2022	01/01/2023	01/04/2023	£375,000
Housing Support for Care Experienced Young People	02/02/2023	03/05/2023	01/08/2023	£180,000
Home to School Transport	02/02/2023	03/05/2023	01/08/2023	£5,300,000
Traffic Equipment Maintenance	04/04/2023	03/07/2023	01/10/2023	£200,000
Supply & Maintenance of Stair lifts, Ceiling track hoists & Bidet toilets	05/05/2023	03/08/2023	01/11/2023	£400,000
Hire of Plant and Tools	18/05/2023	16/08/2023	14/11/2023	£1,200,000
Employee Assistance Services	30/05/2023	28/08/2023	26/11/2023	£115,000
Young People's Substance Use Support Service	10/07/2023	08/10/2023	06/01/2024	£280,000
Pest Control Services	03/09/2023	02/12/2023	01/03/2024	£120,000
East Lothian Tenant's and Residents Development Support Contract	02/10/2023	31/12/2023	30/03/2024	£340,000

APPENDIX 2 - SUMMARY OF FUTURE REGULATED PROCUREMENT ACTIVITY

Description of Contract	Expected Contract Notice publication date	Expected Contract Award Date	Expected Contract Start Date	Estimated Value of the Contract
Visual Impairment Support Services	04/10/2023	02/01/2024	01/04/2024	£115,000
Supported buses tender	04/10/2023	02/01/2024	01/04/2024	£500,000
Waste Transfer and Transport Operations	04/10/2023	02/01/2024	01/04/2024	£600,000
Care at Home and Housing Support Services	04/10/2023	02/01/2024	01/04/2024	TBC
Administration, Provision & Setting out of Events Equipment	09/10/2023	07/01/2024	01/04/2024	£180,000
Supply and installation of semi-permanent access ramps for houses	TBC	TBC	TBC	TBC
Financial management and independent living services for supported people	TBC	TBC	Apr-23	TBC
Height Specialist Works	TBC	TBC	TBC	TBC
Consultancy Services for Musselburgh Active Toun Project	TBC	TBC	TBC	TBC
E-bike hire scheme	TBC	TBC	TBC	TBC
Maintenance of Solar Photo Voltaic (PV) Systems	TBC	TBC	TBC	TBC
Services and works relating to site at Cockenzie	TBC	TBC	TBC	TBC
Dementia Post diagnostic support services	TBC	TBC	Apr-23	TBC
Mental Health Support Services	TBC	TBC	May-23	TBC
New Build Housing	TBC	TBC	TBC	TBC
New Build Primary Schools	TBC	TBC	TBC	TBC
School Extensions	TBC	TBC	TBC	TBC



Sustainable Procurement Charter





East Lothian Council is committed to minimising the environmental impact of goods, services and works procured whilst maximising social and economic benefit for the community it serves.



Promoting equality

As a responsible employer the council is committed to promoting equal opportunities to all of the East Lothian community, employees and suppliers alike. Consideration of equal opportunities is fully integrated into our procurement practices and is fully committed to the values and ethos of the Equality Act 2010. Consideration of equal opportunities is fully implemented into our procurement practices and is fully committed to the values and ethos of the Equality Act 2010.



Facilitating a varied economy

Facilitating SME's, social enterprises, supported business and third sector in the procurement process. Our procurement strategy aims to achieve a mixed economy of suppliers to support and develop our local rural market, particularly, micro, small and medium sized enterprises, Third Sector organisations and supported business. This approach includes that contracts are simplified, standardised and advertised in such a way that SMEs, third sector organisations and supported businesses are aware of the opportunities by using The Public Contracts Scotland (PCS) portal, meet the buyer events and lotting system to help reduce any barriers to involvement in procurement opportunities.



Promoting innovation

Influencing the market towards innovative solutions can focus public spending on sustainable goods, services and works and create an important catalyst for local job creation, sustainable innovation and market development. Our procurement strategy notes the importance of innovation through procurement and we encourage all our suppliers to consider an innovative approach to the way goods and services are delivered.



Fair work practices

East Lothian Council is committed to encouraging the wider adoption of the Scottish Living Wage by suppliers and to support this has adopted the Scottish Government guidance on the Selection of Tenderers and Award of Contracts which address Fair Work Practices as part of the procurement for relevant contracts. The Living Wage is an hourly rate set by the Living Wage Foundation and is revised in November every year. The current rate is £9.00 (November 2019).



Stakeholder engagement

Service user and, where appropriate, wider community consultation is an integral part of commissioning considerations. The strategic importance and complexity of required outcomes will mainly govern the level of consultation undertaken and the choice of the procurement route followed. The final decision on these matters will always be considered in light of what is likely to provide best value for the local community.



Health & Safety compliance

East Lothian Council is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavours to provide safe places and safe systems of work. This principal extends to those employed to do contracted works for and on behalf of the council. The council will only employ contractors who are fully accreditedSSIP members of Constructionline or equivalent.



Fairly & ethically traded goods sourcing

The council supports the Fair Trade initiative because it reflects our commitment to sustainable development and offers the prospect that marginalised producers across the world will receive fairer deals for their produce. The council will promote the use of fair trade products across all its services and raise awareness of fair trade amongst its staff and customers. The council will (to the extent permitted by procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.



Healthy, sustainable food provision

The procurement of food considers the wider community focus of improving the health and wellbeing of young people and communities in East Lothian. Promoting a sustainable food supply chain by using national Scottish Frameworks (SXL) which supports the use of Scottish produce and the delivery of healthy choices to support healthy eating. Food security and ethics are of equal importance and the council follows Scottish Government guidance to ensure consideration of the highest levels of animal welfare.



Prompt payment

The effect of late payment on SME's can be significant, impacting cash flow and the ability to trade. As direct support the council has a prompt payment policy and related performance indicator which aims to make payment of invoices within 30 days of receipt of a valid invoice. To make sure this policy flows through all stages of the supply chain, our terms and conditions of contract obliges our contracted suppliers to make payment of valid invoices within a similar 30 day period.



Information governance

East Lothian Council regards information as a valuable corporate asset which must be obtained, processed and protected diligently, lawfully and ethically. The approach to information governance focuses on safeguarding customers, providing business transparency and ensuring legislative compliance. Relationships with 3rd parties who handle data on behalf of the council, or with whom we share data are carefully managed. Contracts include information governance compliance conditions with these arrangements being documented and monitored. We will expect all suppliers to take the same robust approach to information management as we do, even after their contract has expired.



Environmental impact and Climate Change

East Lothian Council is committed to reducing its environmental impact, including carbon emissions, and improving sustainability wherever possible. The Climate Change (Scotland) Act 2009 places duties on the council to deliver services in a way which supports this, and the Council's Climate Change Strategy 2020–2025 sets out our commitment to achieving this through both internal activities, such as energy saving within buildings, and our work with partners. The way that the council procures goods and services can have a huge environmental impact, and by purchasing items which can demonstrate a reduced negative effect on wildlife, natural resources and carbon emissions, we can reduce our carbon footprint and support suppliers to do the same.



Community benefits

Improving the economic, social and environmental wellbeing of the area. Adding value to communities through Community Benefits* or social requirements is intended to ensure that wider local economic and social issues are considered when delivering construction works, service or supplies contracts. This is achieved through the inclusion of specific clauses within contracts known as community benefit clauses (CBCs).



Conflict of interest

Council Officers and Members conducting business on behalf of the organisation have a responsibility to do so in a manner that is objective and ethical. As such we require any individual whether employee or supplier to declare such an interest before any procurement activity commences as the best way to handle conflicts of interest is to avoid them entirely.

Modern Slavery Act 2015

The council adopts a zero tolerance approach to modern slavery and human trafficking. We expect all those who work for and with us to adhere to this approach. As appropriate we will address areas of concern in the tendering process through requiring minimum standards and contract management.

*To find out more about Community Benefits visit:

www.eastlothian.gov.uk/communitywishlist

For more information:

Email procurement@eastlothian.gov.uk or call **01620 827827** and ask for 'Procurement' East Lothian Council, John Muir House, Brewery Park, Haddington, East Lothian EH41 3HA



Versions of this leaflet can be supplied in Braille, large print, audiotope or in your own language. Please phone Customer Services if you require assistance on 01620 827199