

COMMITTEE:	Cabinet
MEETING DATE:	11 November 2025
BY:	Depute Chief Executive Resources and Economy
REPORT TITLE:	ELC Procurement Annual Report 2024-25
REPORT STATUS:	Public

1 PURPOSE OF REPORT

- 1.1 To inform the Cabinet of East Lothian Council's Annual Procurement Report for financial year 2024-2025.

2 RECOMMENDATIONS

Members are recommended to:

- 2.1 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 procurement 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 2024 to 31 March 2025.
- 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 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 2022-2027 and the three corporate priorities feed into the Councils Procurement Strategy 2023-2028.

- 3.4 This is the second Procurement Annual Report against the Procurement Strategy 2023-2028, which was approved by Cabinet in November 2023. East Lothian Council's Procurement Strategy 2023-2028 sets out actions to deliver against the following:

Enablers	Outcomes
Procurement Capability	Good for Businesses and their Employees
Supplier Development	Good for Places and Communities
Engagement	Good for Society
Collaboration	Open and Connected

- 3.5 The Annual Report (see Appendix 1 to this report) provides details of our monitoring and review of procurement activities against the enablers and objectives outlined above.
- 3.6 The following are some of the highlights that may be of particular interest to members:

Good for business and their employees

In 2024-25, we managed a total of 477 live contracts worth over £712 million throughout their lifetimes (across all types of contracting activity).

For regulated procurements, we managed 259 live contracts worth over £689 million throughout their lifetimes (across all types of contracting activity).

We awarded 53 new regulated contracts with a total value of circa £169 million (across all types of contracting activity).

Good for places and communities

67.5% of £251 million Council spend in 2024-25 was with Local (3) suppliers. Of the £197million Procurement spend, £90 million (46%) went to SMEs. Around £22 million (11%) went to third sector bodies.

Good for society

As well as supporting existing jobs, the Council's contracts created local employment opportunities including the agreement of 6 employment contracts, 4 apprenticeships and 19 work placements during 2024/25. We also delivered or agreed a range of other benefits, including volunteering, financial and other contributions to community projects, the employment of local suppliers and donations to local foodbanks.

Open and connected

Our national advertising portal (Public Contracts Scotland - PCS) aims to make it as easy as possible for SMEs to bid for public contracts through notice alerts and enabling main contractors to advertise sub-contract opportunities, giving suppliers the chance to bid for contracts further down the supply chain.

For East Lothian Council, 85 new business opportunities were advertised, and suppliers were awarded 95 public sector contracts through PCS during the reporting period.

We continued to develop our engagement with our supply base and the SME community through our annual survey.

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 of 2017-2022.

5 RESOURCE AND OTHER IMPLICATIONS

- 5.1 Finance: Finance implications associated with procurement activity are set out within the appendix to this report.
- 5.2 Human Resources: None
- 5.3 Other (e.g. Legal/IT): N/A
- 5.4 Risk: None

6 INTEGRATED IMPACT ASSESSMENT

- 6.1 ***Select the statement that is appropriate to your report by placing an 'X' in the relevant box.***

An Integrated Impact Assessment screening process has been undertaken, and the subject of this report does not affect the wellbeing of the community or have a significant impact on: equality and human rights; tackling socio-economic disadvantages and poverty; climate change, the environment and sustainability; the Council's role as a corporate parent; or the storage/collection of personal data.



or

The subject of this report has been through the Integrated Impact Assessment process and impacts have been identified as follows:



Subject	Impacts identified (Yes, No or N/A)
Equality and human rights	
Socio-economic disadvantage/poverty	
Climate change, the environment and sustainability	
Corporate parenting and care-experienced young people	
Storage/collection of personal data	
Other	

The Integrated Impact Assessment relating to this report has been published and can be accessed via the Council's website:

https://www.eastlothian.gov.uk/info/210602/equality_and_diversity/12014/integrated_impact_assessments

7 APPENDICES

- 7.1 Appendix 1: East Lothian Council Annual Procurement Report 2024-2025.
- 7.2 Appendix 2: Annual Procurement Report Template – Annex A

8 BACKGROUND PAPERS

- 8.1 SPPN 2/2025 Public Procurement update – annual procurement reports for 2024-2025: (<https://www.gov.scot/publications/public-procurement-update-annual-procurement-reports-for-2024-2025-sppn-2-2025/>)

9 AUTHOR AND APPROVAL DETAILS

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Confirmation that IIA and other relevant checks (e.g. finance/legal) have been completed	Yes
Approval Date	30 October 2025

APPENDIX 1

ANNUAL PROCUREMENT REPORT

2024-25



Promoting economic, environmental and social outcomes which support recovery and growth.



Contents

Item	Page
Introduction	3-4
Reporting highlights	5-6
Summary of Council Procurement Activity	7
• Good for businesses and their employees	8-12
• Good for places and communities	13-21
• Good for society	22-23
• Open and connected	24-25
Enablers	
• Procurement Capability	26
• Procurement and Commercial Improvement Programme (PCIP)	26-27
• Supplier Development	27-28
• Engagement	28-29
• Collaboration	29-30
Contracting activity and how our procurement activity contributes to value for money	31
Annual procurement report ownership and contact details	32
Annex 1 - Regulated Contracts From 1 April 2024 to 31 March 2025	33-36
Annex 2 - Summary of Anticipated Future Regulated Procurement Activity	37-38
Annex 3 - Procurement Sustainability Charter	39
Annex 4 – Service Plan Improvement Plan Update 2024-2025	40-42

Introduction

Background

This report provides an overview of East Lothian Council procurement activity during the period 1st April 2024 to 31st March 2025. It reflects our performance as a contracting authority.

The report is prepared in accordance with the requirements set out in the Procurement Reform (Scotland) Act 2014 which forms part of the public procurement legislation that governs how Scottish public bodies buy their goods, services and works.

We aim to deliver maximum value through public procurement activity.

The Public Procurement Strategy for Scotland

During the reporting year, on the first anniversary of the Public Procurement Strategy for Scotland, a collection of case studies were shared to demonstrate how public bodies across Scotland have begun to embed the strategy into their governance arrangements. On the second anniversary, the Scottish Government will introduce key performance indicators (KPI's) to help measure progress against the strategy's vision. The objectives in their strategy replaced the previous public procurement priorities and put them in the context of the vision that the strategy sets out for Scotland.

Annually, we review our Procurement Strategy to make sure it remains relevant and fit for purpose. In November 2023, Cabinet approved an update to our Procurement strategy 2023-2028 to align to and deliver against Public Procurement Strategy for Scotland.

Methodology

This report draws on Council data and management information (MI) as well as two other primary sources:

Public Contracts Scotland portal

The Public Contracts Scotland (PCS) service provides a national advertising portal for Scottish public bodies to post contract opportunities and contract award notices.

It is mandatory for all Scottish public sector organisations to use PCS to advertise all regulated procurements (£50,000 and over for goods/services; £2 million and over for works) and their subsequent awards.

In addition, East Lothian Council also uses PCS for direct requests for quotations (Quick Quotes), for lower-value, unregulated procurements.

Scottish Procurement Information Hub

Public procurement spend data is available through the Scottish Procurement Information Hub ('the Hub'). Each year, our raw accounts payable data is enhanced by a third-party supplier using publicly available data to classify suppliers by size, location, area of business, charity status and other characteristics, before it is uploaded to the Hub, where it is made available to us for analysis.

Spend data

Where data on total spend with all SMEs is reported (UK-wide), this is based on total size of organisations being known. For total spend in Scotland, this is based on postcode of organisations being known. Scottish SME spend is based on size and postcode being known.

Where relevant, this information is supplemented by evidence from other sources and from other research carried out by the Council during the year.

Reporting highlights

Some of our significant achievements in the period April 2024 to March 2025:

Good for business and their employees

In 2024-25, we managed a total of 477 live contracts worth over £712 million throughout their lifetimes (across all types of contracting activity).

For regulated procurements, we managed 259 live contracts worth over £689 million throughout their lifetimes (across all types of contracting activity).

We awarded 53 new regulated contracts with a total value of circa £169 million (across all types of contracting activity). The number of new awarded regulated contracts has increased by approximately 30% from the previous reporting year where 41 new regulated contracts were awarded.

Good for places and communities

67.5% of £251 million of Council spend in 2024-2025 was spent with Local (3 local definitions) suppliers. For the previous reporting period, this percentage was 53.5% so an increase of 14% of spend with local suppliers.

Of the £197 million Procurement spend in 2024-2025, £90 million (46%) went to SME's and £22 million (11%) went to third sector bodies.

Good for society

As well as supporting existing jobs, the Councils' contracts created local employment opportunities including the agreement of 6 employment contracts, 4 apprenticeships and 19 work placements. We also delivered or agreed a range of other benefits, including youth work, funding for community gardens and other contributions to community projects and the employment of local suppliers as well as donations to local food banks.

Open and connected

Our national advertising portal (Public Contracts Scotland - PCS) aims to make it as easy as possible for SMEs to bid for public contracts through notice alerts and enabling main contractors to advertise sub-contract opportunities, giving suppliers the chance to bid for contracts further down the supply chain.

For East Lothian Council, 85 new business opportunities were advertised, and suppliers were awarded 95 public sector contracts through PCS during the reporting period.

We continued to develop our engagement with our supply base and the SME community through our annual survey.

Procurement Capability

For the reporting period, the Service Plan Improvement Plan had 42 actions for the year. 23 were complete, 19 were carried over into the improvement plan for 2025/26. See Annex 4 Action Improvement Plan 2024-25.

Supplier Development

During the reporting period, we attended Scotland's Meet the Buyer event (June 2024), Meet the Council business event (October 2024), Meet The Buyer South (October 2024) and ran our annual Supplier Survey (Summer 2024).

74 Quick Quotes were issued during the financial period 2024/2025. 60 Quick Quotes were awarded (12 of those awarded were to local suppliers which equates to 20%).

Engagement

Throughout the year, we engaged with our executive team and Heads of Service at our Corporate Management Team (CMT) to ensure senior leaders understand their role in driving and enabling impactful procurement.

In September 2024, we engaged our internal customers via our annual customer survey, results of which informed our Service Plan Action Plan for 2025-26.

Collaboration

We collaborate with Scotland Excel for most of our requirements. During the reporting period, we procured 67% of contracts via collaborative frameworks.

For 2024-2025, East Lothian Council was participating in 58 of the 67 SXL frameworks available (87% participation) with a utilisation percentage of 73%. Estimated benefits accrued through use of these contracts for the reporting period are £175k.

17 suppliers local to East Lothian were engaged in 12 SXL arrangements, of these, 5 shared a total spend of £7.3 million (£3,225,277 of this figure was East Lothian Council spend).

Summary of Council Procurement Activity

Overview

Through the reporting period the Council's procurement team have operated in the context of several challenges such as inflationary pressures and the cost-of-living crisis. We have worked with our suppliers, to progress sustainable procurement policies. A key piece of work focussed on preparation for meeting the requirements and achieving Living Wage Accreditation during the reporting period 2024-2025.

Our Procurement Strategy 2023-2028 set out enablers and objectives and what success looks like. The following sections explore our approaches and achievements against this in the reporting year 2024-2025.

Good for businesses and their employees

Maximise the impact of procurement to boost a green and inclusive economic recovery. Promote and enable innovation through Procurement.

By 'business' we include any organisation or enterprising entity engaged in commercial, industrial, or professional activities including, voluntary, charity, for-profit and non-profit entities.

Suppliers

Promoting early supplier engagement to foster innovative and entrepreneurial responses to Public Sector needs and requirements. Collaborating with organisations to deliver positive, green, and inclusive social impacts within public contracts. Having a holistic approach with key suppliers.

The national [Supplier Journey](#) provides free online, easy-to-access guidance for suppliers on all aspects of bidding, from finding opportunities and preparing bids, to lessons learned, and additional support.

East Lothian Council also provides [Procurement](#) guidance on our website for suppliers who may wish to work with us. It also provides contact details for the team, should suppliers have additional questions.

Feedback from suppliers is gathered via an annual survey as well as post-tender surveys. The annual Supplier Survey that was open from August-September 2024 informed updates to the guidance we

provide on our website. Other key improvements planned for financial year 2025-2026 using this feedback are as follows:

- Mailing List: Business Directory to improve on contract & frameworks opportunities for suppliers.
- Video Guide: Producing video guidance to clarify added value requirements for suppliers
- Events: Collaborating with Supplier Development Programme (SDP) to provide 'Talking Tenders/Aligned Tender' training sessions.
- Social Media: Increasing our use of social media to promote opportunities
- Quick Quotes: PCS Quick Quote Supplier Support Sessions Training sessions relating to completion of tender documentation
- Support: Supplier Support Sessions in collaboration with Community Wealth Building (CWB) to improve knowledge on tender completion.

A communications plan has been created between Procurement and Community Wealth Building to support local businesses understanding of the procurement process and provide alerts of new procurement opportunities as they arise.

We also worked with the communications service to promote training sessions available from the Supplier Development Programme (SDP) after working with the SDP to create a training programme for local suppliers (Talking Tenders event held January 2025).

Video creation is also being utilised to provide additional tools on specific areas such as Community Benefits and this will be promoted during the next reporting period.

We continue to use Scottish Procurement Information Hub Data to identify collaboration opportunities with other Local Authorities.

We monitor participation in collaborative procurements, specifically the use of Scotland Excel (SXL) frameworks via our quarterly business review meetings and reports.

For 2024-2025, East Lothian Council was participating in 58 of the 67 SXL frameworks available (87% participation) with a utilisation percentage of 73%.

2024/2025	Total 24/25
Net Reported Spend	£29,778,138
Total Estimated Savings	£175,036
Spend incl. savings	£29,953,174
% Savings	0.6%
Forecast Total Spend	£35,573,902

The percentage saving that is applied is the savings that is agreed at the time of contract award. The savings figures are not intended to represent cashable/bankable customer savings but are an estimate of the benefits that may be accrued through use of the contract.

Local suppliers engaged in Scotland Excel Frameworks 2024-2025:

- 17 suppliers available across 12 arrangements,
- Of these, 5 shared a total spend of around £7.3 million
- £3,225,277 of this figure was East Lothian Council spend
- In total 5 suppliers registered as local to East Lothian shared a combined spend > £4 million from other SXL Members

Our Procurement Strategy 2023-2028 re-defined Local as “Local means East Lothian first, expanding to the Lothians, which includes Edinburgh, Midlothian and West Lothian and finally expanding to the Edinburgh and South-East Scotland City Region, which includes Fife and Scottish Borders local authorities”:

- Local 1: East Lothian
- Local 2: The Lothians (adds Edinburgh, Midlothian, and West Lothian)
- Local 3: Edinburgh and South-East Scotland City Region (adds Fife and Scottish Borders council areas)

2024-2025 spend from Scotland Excel frameworks against suppliers within the wider ‘local area’ is as follows:

Local Reporting Tier	Council Area	Scotland Excel Framework Spend £m
Local 1 Total	East Lothian Council Area	£3.2m
	Midlothian Council Area	£0.28m
	West Lothian Council Area	£0.48m
	City of Edinburgh Council Area	£3.3m
Local 2 Total	The Lothians	£7.26m
	Scottish Borders Council Area	£0.15m
	Fife Council Area	£5.37m
Local 3 Total	Edinburgh and South-East Scotland City Region	£12.78m

Increased transparency will be introduced during financial year 2025-26 on sub-contractor/supplier number of employees and area of work of those engaged in the delivery of services/goods.

Supply Chain and Resilience

Encouraging a sustainable supply base that can support the work of the Public Sector to provide resilient and robust supply chains.

Developing appropriate relationships and putting forward looking plans in place to support the development of the Supply Markets, improving security of supply, and reducing risk.

The Economic Crime and Corporate Transparency Act 2023 introduced a new corporate criminal offence of 'failure to prevent fraud' and requires organisations to implement robust fraud prevention procedures. This new legislation will be embedded into the Council during financial year 2025-2026 with the creation of a fraud specific risk register.

All procurement colleagues have completed the Competition and Markets Authority (CMA) E-Learning on bid rigging in public procurement. Learning from this is used to flag specific risks and shared with internal stakeholders via our Introduction to Procurement E-Learning module, "ethical issues in procurement" section that covers the procurement cycle and the contract management cycle.

Our Procurement Risk Register, Corporate Risk Register as well as risks captured within individual commodity strategies are informed using intelligence on Supply Chain Resilience gathered from various sources, including the Scotland Excel's Supply Chain Intelligence Reports, which we share with our internal stakeholders.

Key supply chain challenges during the reporting period continue to include inflationary cost increases, high interest rates and increased

energy prices impacting supplier costs. There has also been increased pressure on Council budgets and supply chain disruption due to international conflict. Monitoring, managing, and reporting on corporate risks have transited over to the Council's new risk management software during the reporting period. An increase in employers National Insurance Contributions (NIC's) will have an affect the supply chain heading into financial year 2025-2026.

We produce regular "Inform" articles (Procurement Updates) for our Service colleagues, topics covered in 2024-25 include:

- May 2024: Changes to Procurement Thresholds
- July 2024: Supplier Finder, New Procurement Toolkits, New PID for Quick Quotes, Contact with suppliers during the Procurement Process.
- December 2024: Quick Quote training available for staff.

SMEs, Third Sector and Supported Businesses

Consider how procurements are conducted and contracts are developed, to reduce barriers and enable participation for SMEs, Third Sector organisations, and Supported Business, in Public Sector Procurement.

As part of the Councils current Top 50 Indicators, we report against 3 tiers of Local as described earlier. Performance for the reporting period is as follows:

Measure	Actual	Target
% of procurement spent on local enterprises with East Lothian (Local 1)	15.0%	20%
% of procurement spent on local enterprises East Lothian, Edinburgh & the Lothians (Local 2)	57.40%	55%
% of procurement spent on local enterprises City Region Deal area (Local 3)	60.50%	57.5%

During the reporting period, we awarded regulated contracts to 52 SMEs and to 5 third sector bodies.

Within the sustainability considerations section of our commodity strategy for regulated procurements, the question of opportunity for a reserved contract with a supported business is incorporated.

Procurement has been working in collaboration with the Community Wealth Building Officer (CWBO) to encourage supported businesses and third sector organisations. Procurement colleagues attended a Social Enterprise Meet the Vendor event for the first time in February 2025 and another event is scheduled for the next reporting period.

During the reporting period, the Council has procured from the following supported businesses:

- Sight Scotland
- Hey Girls
- IntoWork
- Lady Haig
- Changeworks

The Council will continue to look for opportunities to work with supported businesses.

See also Good for businesses and their employees & Supplier Development sections for other relevant improvements made during the reporting period.

Contract Management

Carrying out ongoing proportional contract management to ensure the right outcomes are delivered and the performance of contracts is maximised.

In line with the Council's Standing Orders, we use Centre of Excellence (CoE) frameworks where there is a suitable pre-existing contract to fulfil our requirements. Most of our collaborative contracts are procured via SXL frameworks, where they lead on contract management at a framework level, and we undertake contract management at a local (call-off) level. At a framework level we benefit from a reduction in effort as well as cost avoidance.

During the 2024-2025 reporting period, the Council commenced a Pilot scheme to roll out CSM via the Procurement Software (Contract and Supplier Registers).

Training on the Contract Management aspects of the Procurement Software was provided to the pilot service area with contract management activity recorded over a three month period.

Feedback has been requested to incorporate any further improvements prior to full Council roll out.

Full roll out of the CSM scheme will take place during the next reporting period, financial year 2025-2026.

Functionality has now been enhanced to support, document and report on Contract & Supplier Management, contract savings, fair work first obligations and benefits (financial, economic, environmental, or social).

During the financial year 2025 -2026, the Council will introduce a Category Management strategic approach aligned with Standard Industrial Classification (SIC) system based on the UK SIC 2007 framework (as utilised within the Public Contracts Scotland). By categorising related requirements under a unified SIC code, the department aims to enhance visibility, reduce duplication and drive value through aggregated demand and improved supplier engagement. This structure of methodology will support increased alignment and reduce risks.

See Community Benefits Table in next section for details of obligations delivered and agreed/in progress.

Good for places and communities

Maximising the impact of procurement with strong community engagement and development to deliver social and economic outcomes as a means to drive wellbeing by creating quality employment and skills.

Community Wealth Building – Fair Work First and Community Benefits

Maximising economic and social benefits through procurement and commissioning, applying fair work practices, developing good enterprises, and secure supply chains.

During the reporting period 2023-2024, the Council established a Community Wealth Building (CWB) working group.

This Working Group meets regularly to contribute to the CWB diagnostic that was prepared as part of development of the Local Economic Strategy and to develop the East Lothian Community Wealth Building Charter and Action Plan. The East Lothian Community Wealth Building Charter and Action Plan was approved by the East Lothian Partnership in December 2023.

Anchor Charter Mission Statement

To commit to long-term collaboration between East Lothian anchor institutions, supporting shared community wealth building goals to improve collective wellbeing and create strong, resilient and inclusive local and regional economy. This includes a commitment to the embedding of community wealth building principles and reporting on progress to the East Lothian partnership.

Signing up to the charter meant that organisations commit to the Anchor Charter to deliver Community Wealth Building in East Lothian through the Pillar Purposes, Objectives and Pledges. The Action Plan covers the actions under the following Pillars/Activities:

- Overarching
- Progressive Procurement
- Advancing fair employment and just labour markets
- Plural ownership of the economy
- Socially just use of land
- Financial power

Following this, the Council appointed our first Community Wealth Building Officer (CWBO) in April 2024, to work across Economic Development and Procurement Services to apply community wealth building principles to develop and maximise spend with local businesses. During the reporting period, the CWBO co-ordinated the delivery of the Councils CWB action plan and has established sub-groups in three ELC CWB focus pillars; Progressive Procurement, Fair Work and Land/Assets. These sub-groups progress work with partners in Plural Ownership and oversee Financial Power and Climate change.

In February 2025, Anchors Queen Margaret University (QMU) and Edinburgh College also became signatories of the Edinburgh & South East Scotland (ESES) Communities CWB Pledge as part of wider City Region colleges and universities.

Sub Group achievements for Progressive Procurement during the reporting period include:

- Supplier engagement communications plan
- ELC staff/Anchor representatives training.
- Delivery of Local Supplier support sessions, covering pipeline of opportunities.
- Engagement with Hub South East to develop local supply chains with Tier one contractors.
- Engagement with Supplier Development Programme (SDP) to co-ordinate events for ELC and tier one contractor supply chain opportunities. A SDP/ELC Introduction to frameworks event was held January 2025.
- **ELC's Local definition 'Local 2' approach has been adopted across all anchors – the common target is 'Lothian Spend'.**

We ensure consideration of sustainable procurement for Relevant or Priority contracts at an early stage as part of commodity strategy development (using the Sustainable Prioritisation tools) and include savings/benefits obligations and Fair Work First Criteria within tenders, where it is proportionate and relevant.

Sub-group Fair Work achievements include:

- All anchors are Real Living Wage Employers.
- Anchors strong on local/priority group recruitment.
- Development of good relations with Employability - they work closely with the Anchor network and beyond.

Community Wealth Building events attended by Procurement during the reporting period include:

- Social Enterprise Meet the Vendor Session (February 2025)
- Plural Ownership (February 2025)

The delivery of Community Benefits is a contractual obligation for all contracts where the aggregated spend is more than £50k and a statement/question is included in the tender documents for all such contracts. The table below shows Community Benefits delivered or agreed during 2024/25.

Community Benefit Category	Delivered in 2024/25	Agreed in 2024/25
Category 1: Training and Work experience (East Lothian resident)	13 x work experience placements	1 x working with contractor for minimum of 12 months on a full time/part time/flexi/hybrid basis. 5 x work experience placement (college/university) 2 x extended work experience 4+ weeks (unpaid)
Category 2: Employability & Skills	3 x 4 year apprenticeships including a mechanic apprenticeship 2 x minimum of 12 months (East Lothian resident employed on a full time, part time, flexi or hybrid)	1 x minimum of 6 months 1 x minimum of 12 months (East Lothian resident employed on a full time/part time/flexi/hybrid basis) 1 x 2 year apprenticeship (adult) 1 x staff (East Lothian resident) for minimum of 3 months
Category 3: Education and Outreach	4 x interview preparation mock interview 2 x employability site events 3 x career community events 1 x employability workshop Provision of asbestos awareness training to ELC staff	2 x interview preparation 2x non-accredited half day education 1 x 4 opportunities for local social enterprises to benefit from contract activity & provision of discounted rates to local sports clubs and teams in East Lothian. 2 x employability workshop or site visits. 10 x support schools with Enterprise/STEM programmes 5 x interactive sessions on health and safety requirements Workplace training accredited day Annual training with region covering Microsoft technology stack (interactive training workshop). Legionella awareness training to council staff or members of a community/charity organisation operating in a premises.
Category 4: East Lothian's Local Economy and social enterprises	£750 being spent with local businesses Purchase of vehicle parts in East Lothian area 1 x employ local business to act as sub-contractor	6 x purchase of goods and services from local business

	4 x purchase of goods and services from local business	
Category 5: Community Engagement Projects	Monetary donation of £250 towards Youth work £1000 towards community project Holiday hunger x £750 donation £500 towards Foundation apprenticeships £250 presentation packs Donation of materials £3500 in donations to community engagement projects	£3000 to food banks £1500 towards food banks £700 donation towards Carefree charity organisation Provision of old equipment for local clubs 1 x growing activities (in bloom, community gardens)
Category 6: Protecting and Improving our Environment		£2000 donation to fuel poverty in East Lothian 1 x environmental project through Corporate volunteering.
Scotland Excel Community Benefits		New approach to Scotland Excel community benefits has resulted in 3750 points being accrued during the reporting period as a result of the Council's participation and utilisation of SXL Frameworks. Staff will work with suppliers during the year to ensure relevant community benefits are delivered.

Contracted social benefits are captured in and reported from our Procurement Software. The table below shows the typical details recorded:

Contract Saving/Benefit Ref	Benefit Type	Comments	Benefit Status
CS-00190	Community Engagement Events	Financial Donation: £1,000 towards foodbank	In Progress

We have engaged with all our suppliers to meet requirements of becoming an accredited Living Wage Employer. Living Wage status is captured in and reported from our procurement software.

During the 2024-2025 reporting period, the Council achieved Living Wage accreditation to reflect its commitment to fair work and reducing in-work poverty for its staff and the contractors it uses.

In-scope suppliers (according to the Living Wage Licence Agreement) are:

Those supplying an employee (other than an apprentice) who provides a service involving 2 or more hours a week, for 8 or more consecutive weeks in a year on:

- 1) The Licensees's premises and/or
- 2) Property owned or occupied by the Licensee and/or
- 3) Land which the licensee is responsible for maintaining or on which it is required to work.

The number of 'in-scope' suppliers as of November 2024 was 34. Out of those 34 in-scope, 4 were Real Living Wage accredited.

Where applicable, contracts shall implement Living Wage at point of renewal.

The announcement was made during Living Wage Week 2024 and the press release on 6th November 2024 contained the following information:

The Living Wage Foundation offers accreditation to employers who go further than the government minimum wage to ensure that wages reflect the cost of living. The Living Wage rates are calculated by the Resolution Foundation annually based on an analysis of the wage that employees need to earn to afford a decent standard of living. This includes housing, childcare, transport and heating costs. Organisations must pay all directly employed staff the real living wage and make sure that regularly contracted employees receive the rate during the hours they work for the council.

The real Living Wage rose from £12 per hour to £12.60 per hour on 23 October and accredited employers have six months to implement the rate. The council currently pays £12.56 and will implement the real Living Wage by May 2025. In comparison, the hourly national minimum wage is £11.44 (due to rise to £12.21 from 1 April 2025 following last week's budget announcement).

East Lothian Council Leader Councillor Norman Hampshire said: "Reducing poverty and inequality is a key focus in our council plan. The real living wage reflects the costs for the basics that we all need

and deserve. It cannot be right that, in this day and age, people find themselves in work but also in poverty because their wages haven't kept pace with the cost of living. It aims to tackle this situation by offering a fair wage for fair work."

As well as committing to pay its own staff and contractors the real Living Wage, it is also using its position as a major purchaser of goods and services to benefit the wider economy. The authority spends approximately £140 million every year on goods, services and works, which represents a substantial opportunity to deliver additional social, environmental and economic benefits to East Lothian through its procurement processes. This includes checking whether accredited suppliers are already an accredited living wage employers of it they would commit to paying the real living wage to their employees during the lifetime of their council contract.

Councillor Hampshire added: "While the real Living Wage undoubtedly benefits council staff who already receive it as a minimum, we are using our position as a major consumer of services in East Lothian to ensure these benefits are felt in other workplaces too. We want contractors or contract workers undertaking roles on council projects or on behalf of the council, including care staff, to also receive the real Living Wage. This will contribute to achieving our vision for an even more prosperous, safe and sustainable East Lothian, with a dynamic and thriving economy that enables our people and communities to flourish."

Lynn Anderson, Living Wage Scotland Manager said: "We're delighted that East Lothian Council has become an accredited Living Wage employer. They join a growing movement of over 3750

employers in Scotland who together want to ensure workers have what they need.

"Our Living Wage employer network includes well known organisations such as SSE plc, ENABLE Scotland and the University of Strathclyde as well as lots of smaller employers and we hope to see many more follow their example."

In line with the councils Standing Orders, we use Centre of Excellence (CoE) frameworks where there is a suitable pre-existing contract to fulfil our requirements.

Many of our contracts are procured via Scotland Excel Frameworks, as of the start of the reporting year, Scotland Excel had 1,115 unique suppliers appointed to framework agreements. 89.8% of which are paying the Real Living Wage, whilst a further 3.41% are committed to pay during the lifetime of the framework period.

Supporting a sustainable built environment

Maximising opportunities in procurement to develop, enhance and maintain a sustainable built environment. Creating a portfolio of frameworks delivering a range of construction activity across the public sector which considers the economic impact and the sustainability of the construction industry, and the requirement for inclusive growth and climate change targets. Ensure construction projects reflect and help deliver all pertinent Scottish Government

obligations including Fair Work First and Net Zero. Actively consider issues including but not limited to Fair Work First and Net Zero early in procurements and commissioning activity.

Construction related procurement was the largest category of Council spend for the reporting period. Following analysis of our management information, the table below represents the five largest categories of Council spend, using the top five suppliers in each category. Spend with Local construction suppliers during 2024-25 was £6.8m:

Business Sector	Value
Construction	£80,578,104
Social Care	£16,135,798
Utilities and Energy	£9,134,565
Waste and Environmental Services	£7,576,075
Transport	£5,246,966

Our CWB Charter / Action Plan, Community Benefits Wish Lists, regional working with neighbouring authorities and national collaboration with Scotland Excel continues to support their growth/economic activity and held an Estates Management Expo Event in September 2024 attended by two members of the procurement department to hear from the country's leading experts in construction, related professional services and property maintenance. The event focused on the construction journey

themes of design, build, maintain & improve and provided an opportunity to share best practice and consider new and innovative ways of working in the future.

The Scottish Government Civil Engineering Dynamic Purchasing System (DPS) for projects up to £5 million was awarded at the end of 2024. This provides access to a wide range of suppliers, including local SME's and all suppliers will pay at least the Real Living Wage for works via this DPS. As of March 2025, the DPS included 20 SME's out of 26 suppliers.

As part of its contract management obligations, suppliers must provide sustainability performance measures.

This new national framework provides a new and sustainable procurement route for Council infrastructure requirements.

Our Procurement Officers use Sustainability Tests, including those we developed for Priority categories (Construction, Social Care, ICT, Waste and Transport) to support the delivery of sustainable public services. These tests are embedded in our commodity strategy templates to ensure consideration of sustainable procurement at an early stage of the procurement lifecycle.

Whole life costing

Promoting sustainable procurement through routine consideration of whole life costing to ensure value for money in procurement, minimise environmental damage and maximise socio-economic benefits.

Life costing (whole life and life cycle) is considered an early stage as part of commodity strategy development for all regulated procurements.

In line with the councils Standing Orders, we use Centre of Excellence (CoE) frameworks where there is a suitable pre-existing contract to fulfil our requirements. Whole life costing is considered, where relevant, within tender evaluations for these frameworks.

Community Participation

Engaging with communities to understand local needs and requirements to help shape procurement policies, initiatives, and contracts.

Our commodity strategy templates include a sustainability test. For high value/risk procurements, social & economic opportunities and risks are considered, including considering community engagement / consultation regarding the potential impacts on the affected community of the intended procurement, as set out in the Community Empowerment and Renewal Act.

As part of our internal Community Benefits process our Connected Communities team engage with communities to identify potential Community Engagement Projects that can be supported by suppliers when delivering their community benefits obligations. Examples are shown in Section above but typically include:

- Donations of equipment
- Funding towards community projects & foodbanks
- Roads improvements
- Services for communities
- Volunteering hours

See community benefits table above for further details.

Climate Crisis and Environment

Making informed decisions as we engage early with suppliers to create innovative solutions to positively respond to the climate crisis. Eliminating waste throughout the supply chain where possible. Act in a way that will secure net zero emissions through a Just Transition and promote a circular economy.

We collaborated with the council's Sustainability and Climate Change Officer and service users to develop Sustainability Tests, for Priority categories (Construction, Social Care, ICT, Waste and Transport) to support the delivery of sustainable public services.

These tests are now embedded in our commodity strategy templates to ensure consideration of sustainable procurement at

an early stage of the procurement lifecycle and includes circular economy, climate change mitigation and adaptation. Where requirements are identified, supplier obligations are included within tender documents and monitored as part of on-going contract and supplier management.

Contracted environmental benefits are captured in and reported from our Procurement Software. The table below shows the typical details recorded:

Contract Saving/Benefit Ref	Benefit Type	Comments	Benefit Status
CS-00129	Sustainable, Environmental and Socio-Economic	Climate Change Plans received - annual updates required	In Progress

Procurement worked with the Climate Change Officer to prepare and feed into the Councils Climate Change Strategy and Action Plan 2025-2030 (ultimately approved in April 2025) that sets out the Councils commitment to tackling the Climate Emergency at a local level.

Good for society

Ensure that we are efficient, effective, and forward thinking through continuous improvement to help achieve a fairer and more equal society.

Economic Wellbeing

Make conscious and considered decisions that achieve best value and aims to establish practices and contracts that support the people and organisations of Scotland.

Our commodity strategy templates include sections to capture supply market analysis undertaken to help understand the market landscape, suppliers in the market and outcomes reached.

Our Contract and Supplier Management (CSM) toolkit has been made available to service areas during this financial year and includes guidance on market research/analysis to help inform buying decisions for recurring requirements.

We share market intelligence, including Scotland Excel's Supply Chain Intelligence Reports, with our internal stakeholders as part of monitoring supply markets and trends. This information is helpful for our finance colleagues and CSMs for managing price increases in contract and to inform budget development and monitoring. This was particularly valuable during the period of hyperinflation to inform decisions on supplier requests for price increases, sometimes down to individual indices level, e.g. material v's industry indices.

In April 2024, 3 short term priorities were introduced by the Council to reflect the financial challenges faced:

1. Ensure the financial sustainability of the Council through the delivery of approved savings and transforming the way we deliver services.
2. Target resources on statutory services and focus on the highest risks and those most in need.
3. Deliver key infrastructure, economic development and environmentally sustainable projects within available Council resources and maximising external funding.

The Procurement strategy is aligned to Priority 1 above. Key actions to support Priority 3 include Community Wealth Building and local spend.

Most of our regulated procurements are via collaborative contracts, which we believe help us to achieve best value. We benefit from reduced procurement effort, economies of scale pricing, rebates, as well as comprehensive terms and conditions.

For Council opportunities published on PCS, levels of completion are good with an average of 3 submissions per opportunity. During the reporting period, procurement documentation was updated to incorporate 1 local 1 new supplier text for Quick Quotes. 11 Quick Quotes were awarded to local suppliers during this period.

For Q3-Q4 reporting period 2024-2025, four opportunities were promoted via social media in addition to four supplier events promoted.

These collective actions are driving efficiencies, best value and supporting the financial sustainability of the council.

Emergency Situations

Procurement has been critical in responding to previous emergencies and humanitarian situations, and will strive to provide innovative, effective, and efficient responses to future emergency situations.

The councils standing orders state that where there is an immediate need caused by real and demonstrable emergency which creates a real risk to life, property, or Council systems, then direct purchasing above £15,000 without seeking quotations may be acceptable. During the reporting period this was utilised to undertake emergency works to repair a harbour wall damaged by a severe weather event.

Food Security

Ensuring high standards of animal welfare and sustainable production and waste reductions through the procurement process to improve community health, wellbeing, and education.

During the reporting period the Council's catering teams retained its Food for Life Served Here (FFLSH) Silver award for the third year in a row. The Council demonstrated what can be achieved despite difficult circumstances. As an FFLSH Silver award holder, the council

ensures at least 5 percent of the ingredients budget for their service is spent on organic produce. We use organic flour provided by a local supplier. To reduce vehicles on the road we have this delivered by our fruit and veg supplier based also in East Lothian.

In line with the councils Standing Orders, we use CoE frameworks where there is a suitable pre-existing contract to fulfil our requirements. Food Security and local sourcing is considered, where relevant in these frameworks. The fruit and veg contract referenced above was procured using a Scotland Excel Framework, where they can benefit from contract opportunities from other named organisations on this national framework.

Open and connected

Ensure procurement in Scotland is open, transparent, and connected at local, national, and international levels.

Global Reach

Remain connected to support development of best practice.

We ensure that we note changes to Scottish procurement legislation, updating our policies, objectives, and actions, where required. During the reporting period relevant Scottish Procurement Policy Notes (SPPNs)/Construction Policy Notes (CPN's) were:

- Public procurement – Scottish procurement legislative and system changes: SPPN 2/2024
- Public procurement – Fair Work First implementation: SPPN 1/2024
- Public procurement – Graduated pricing mechanism guidance: CPN3/2024
- Public procurement – Construction pipeline forecast tool: CPN 2/2024
- Public procurement – Retention in construction contracts publishing requirements CPN1/2024

East Lothian Council's retention policy relating to construction projects was published on its website during the reporting period to align with CPN 1/2024 and will continue to be reviewed.

For the next reporting period, it is the Council's intention to commence the use of the Graduated Pricing Mechanism where appropriate.

Other policy notes will be incorporated into our policies going forward.

Connectivity

We will strive for an ease of doing business with the Public Sector and for the Public Sector to be able to easily do business with our suppliers. Take advantage of opportunities to develop and improve the data, management information and systems, while leveraging automation and future technologies.

We are committed to improving accountability and being more transparent about how we spend public money, by publishing information about our procurement activity. In our procurement strategy we set out how we will carry out our regulated procurements, and we report on this in this annual procurement report, which also contains details of upcoming procurement projects.

As with all public sector organisations, our procurement spend captured through the Scottish Procurement Hub is published on an annual basis, and available on the Scottish Government website - [Scottish public sector spend: 2020 to 2021 - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/scottish-public-sector-spend-2020-to-2021/pages/1-introduction-and-key-facts.aspx).

Public Contracts Scotland data is published in line with Open Contracting Data Standards, which supports organisations to

increase transparency and allow deeper analysis of contracting data. This can be accessed via the Public Contracts Scotland home page - [Home - Public Contracts Scotland](#). The data captures published procurement notice information.

We use the Public Contracts Scotland portal to advertise regulated contracts and publish award notices. Our selection and award criteria are explained in detail in all our tender competitions, and we welcome input and clarification questions.

We also promote our opportunities via social and other media. Details of our contract awards are available in East Lothian Councils contracts register: [Contracts Search - Public Contracts Scotland](#) on the [PCS](#) website.

consistency. These are reviewed and updated by the team on an annual basis - change tracking and version control are in place.

Consistency

Promoting consistent use of tools, platforms and systems, processes, guidance, and templates.

We use PCS to advertise all regulated procurement opportunities and aim to use clear, precise, and plain language in tender documents, to facilitate understanding of requirements.

We ensure that only staff with appropriate training and experience are authorized to oversee regulated procurements.

We use standard procedures (standing orders, working instructions & toolkits), templates and processes to ensure best practice and

Enablers

Enablers outlined in our Procurement Strategy are fundamental to the success of our strategic aims and objectives. Key achievements in the reporting year are highlighted below:

Procurement Capability

People are key. We must ensure the Procurement profession is developing individuals and teams. As well as attracting, developing, and retaining new and existing procurement talent, leadership is essential.

During the reporting period, the procurement service was fully staffed (with the exception of the vacant Service Manager role that is being covered on a temporary basis).

Recruitment included appointment of an internal candidate to a promoted post with associated continuing professional development support towards CIPS qualifications.

During 2024-2025, 3 members of the team attained CIPS advanced practitioner qualification and another 2 are continuing professional development support towards CIPS qualifications.

Additional learning and development undertaken during this period included:

Fair Work First	Introduction to negotiation
CIPS online learning (competency framework)	Change Management

Community Wealth Building workshop	Annual Reporting
ELC management training	Overview of Concession Contracts
Commercial Improvement workshop	Best Practice
Thorny Questions Seminar	CMA Training

Enhancements to our procurement software is ongoing.

The Personal Review and Development forms have been re-designed and will be introduced within the new reporting period FY25-26. The revised forms aim to simplify the review and development process for employees.

Procurement and Commercial Improvement Programme (PCIP)

The Procurement and Commercial Improvement Programme (PCIP) was introduced in 2015 and is a maturity model designed to assess Scottish public sector procurement performance in a common format.

The two yearly assessments set out to build foundations of good public sector procurement and to signpost good practice. The assessments were demonstrably at the heart of procurement improvements across Scotland.

The PCIP is a continuation of the work undertaken by the Procurement Capability Assessment (PCA) carried out on an annual basis since 2008 until introduction of the PCIP.

PCIP Pulse Check commenced in 2023, with the offer of a new approach to further support the sector. The PCIP Pulse Check focuses on the policies and procedures driving procurement performance and, more importantly, the results they deliver. These pulse checks were undertaken with the assumption that the foundation elements identified and implemented since The McClelland report remain in place within organisations.

For PCIP Pulse Check, the assessment model developed offers a reduced question set and streamlined process for organisations whilst still assessing and supporting current procurement priorities. This hybrid model allows for greater flexibility and consists of a blended question set that can be tailored to the organisation and the sectoral context.

The model consists of eleven mandatory questions and nine discretionary questions.

Each question has four levels that an organisation may indicate it has achieved and will be assessed on the day. The levels are:

1. Developing Area
2. Improving Area
3. Good Practice
4. Advanced Practice

During the reporting period, East Lothian Council presented at Scotland Excel's PCIP Best Practice Workshops on the following topics:

- Contract & Supplier Management – Introduction of the Procurement Software to assist with contract management

- Training, Learning & Development - Induction to Procurement E-Learning module

An action plan has been developed aimed at moving the Council to the next assessment level for each question. This has been progressed as part of Service Planning for the reporting period 2024-2025, ahead of the next PCIP assessment. Ten individual PCIP actions have been developed for the next reporting period.

Supplier Development

The supply chains we work with are fundamental to our success. Providing support and opportunities for suppliers to develop and to navigate the evolving landscape will contribute to positive outcomes for communities, society, and organisations.

During the reporting period, we continued to increase our engagement, working with suppliers and the Supplier Development Programme to support 'meet the buyer' and 'meet the supplier' events and in raising awareness of contract and sub-opportunities, including access to national frameworks. We attended Scotland's Meet the Buyer event which was held at Hampden stadium on 4 June 2024, which was a great success:

- 1,585 supplier attendees
- Of these, 689 Scottish SME unique businesses attended
- This included 14 individuals from 12 unique Scottish SME businesses based in East Lothian

An additional Meet the Buyer event, Meet the Buyer South was attended by us in October 2024:

- 247 supplier attendees
- Of these, 127 Scottish SME unique businesses attended
- This included 11 individuals from 10 unique Scottish SME businesses based in East Lothian

Following the events, we shared supplier information with our Service colleagues to use alongside their knowledge of the market and the Public Contracts Scotland (PCS) supplier search facility when selecting suppliers for any future relevant QQs. Our updated Quick Quote guidance states that we must invite a minimum of 3 suppliers to provide a quote and, where possible, one should be new and one local.

74 Quick Quotes were issued during the financial period 2024/2025. 60 Quick Quotes were awarded (12 of those awarded were to local suppliers which equates to 20%).

We also attended the 'East Lothian Means Business' event in October 2024 organised by our Economic Development colleagues. The event provided an opportunity to speak with potential suppliers about the Procurement process, opportunities with the council and to receive direct feedback.

The annual Supplier Survey 2024 highlighted a need to increase our use of social media to promote opportunities to those interested in doing business with us, with Facebook being a preference for Local

SMEs. For example, this was used to promote the Scotland Excel construction materials framework to our local suppliers.

Engagement

Having appropriate shared processes and tools to provide consistency to both Procurement Professionals and suppliers. This will allow for efficient and effective delivery of Procurement services.

The Procurement Service Manager represents Procurement at senior leadership level, reporting quarterly to CMT on Procurement activity, the Service Action & Improvement Plan. This helps to ensure that leaders understand their role in driving and enabling impactful procurement.

During the reporting period, regular reports were also produced for our Heads of Service and Service Managers detailing the pipeline of expected procurements and contracts due to expire. This has helped to manage demand for procurements and enhance scrutiny to drive down costs.

In line with objectives, a review of the Head of Service reports will take place early FY 2025/2026 in order to further develop the reports for Heads of Service in order to provide strategic recommendations based on the granular data provided.

Our Procurement Officers work closely with the Councils communications team to raise the profile and ensure key procurement messages and updates are communicated. As mentioned throughout this report, internal “Inform” procurement update articles are published regularly. During the reporting period, 3 articles were published covering a range of topics, including:

Changes to the Procurement Thresholds	New Procurement Initiation Document for Quick Quotes
Supplier Finder	Contact with suppliers during the procurement process
New Procurement Toolkits: Requirements under £15K; Quick Quote Procurements; Regulated Procurements	Quick Quote training sessions for staff
IR35 Hiring Manager Guide	

Our annual customer survey capture feedback and satisfaction levels from internal customers, identifying areas for improvement. The survey was undertaken in September 2024.

For large/complex procurements, we undertake post-project and lessons learned to identify and implement required improvements.

Lessons learned undertaken during the period identified the following areas for improvement:

- Verify accreditations with qualifying bodies where required - noted for future evaluations

- Prior to awarding a new contract, ensure offboarding of existing contract has been considered – now included within Commodity strategy.
- Ensure deliverables are clearly quantified within pricing schedules – noted for future tenders.

Collaboration

Collaboration will assist us in achieving our shared goals and anchoring our success in our communities, people, and organisations. Strengthening collaboration and engagement across the Public Procurement landscape will allow consistent approaches where practical, and facilitate development and sharing of best practice

In line with the councils Standing Orders, we use collaborative frameworks where there is a suitable pre-existing contract to fulfil our requirements, unless an alternative route represents best value.

During the reporting period, we procured 67% of our contracts via collaborative frameworks.

Our Community Wealth Building (CWB) working group has also enabled collaboration with other anchor institutions to develop the East Lothian Community Wealth Building Charter and Action Plan.

This working group and its sub-groups continue to meet quarterly to progress the Action Plan and to identify and share information on collaborative procurement opportunities and best practice.

The procurement service has collaborated with internal services and the Transformation and Digital team to progress key transformation projects, including:

- Market engagement and procurement of our Finance System Replacement project
- Procurement of and supporting contract management for key digital suppliers
- Procurement of services for commercial, asset management and energy transformation projects

Contracting activity and how our procurement activity contributes to value for money

Summary of ELC regulated procurements April 2024 - March 2025

We awarded 53 new contracts regulated by the Procurement Reform (Scotland) Act 2014 with a total value of over £169 million.

Summary of ELC spend and savings April 2024 - March 2025

Procurement spend was £197 million, with savings of over £210,000 calculated in line with [Procurement benefits reporting: guidance](#).

Total spend through Scotland Excel's collaborative frameworks was £29.8 million, and savings achieved through these frameworks was just over £175k (0.6%).

Summary of anticipated future regulated procurement activity in the next two financial years

The 2014 Act requires public bodies to provide a summary, in their annual procurement reports, of the regulated procurements expected to commence over the next two financial years.

This brings added transparency to the procurement process and enables suppliers to gain an early indication of upcoming tendering opportunities and to plan accordingly for these.

In the next two years we anticipate starting around 17 regulated procurements.

A full list of known regulated procurements due to commence within the next 2 years of the reporting period is in Annex 2.

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
Haddington
EH41 3HA

Email: sfortune@eastlothian.gov.uk

Annex 1 - Regulated Contracts From 1 April 2024 to 31 March 2025

Type	Contract Award Date	Name of Supplier	Subject Matter	Estimated Value of the Contract	Contract Start Date	End Date (disregarding any option to extend)
Goods	10/03/2025	Scot JCB	Supply of Waste Services Loadall	61,400.00	02/06/2025	02/06/2027
Services	17/03/2025	East Coast Buses Limited	Supported Buses (Call Off-East Coast Buses Limited)	2,854,256.00	06/04/2025	05/04/2029
Services	17/03/2025	Prentice Coaches Ltd	Supported Buses (Call Off-Prentice Coaches Limited)	1,750,860.00	06/04/2025	05/04/2029
Services	17/03/2025	Various	Supported buses Framework	4,605,116.00	06/04/2025	05/04/2029
Services	26/02/2025	Myreton Marquee Hire Scotland	Administration, provision and setting out of events equipment	500,000.00	01/04/2025	31/03/2028
Services	07/03/2025	Jacobs UK Limited	Coastal Change Adaptation Plan (CCAP)	138,472.56	31/03/2025	03/07/2026
Services	07/03/2025	East Lothian Advice Consortium	Income maximisation, money and debt advice service	1,843,950.00	01/04/2025	31/03/2028
Goods	01/11/2024	Lawrence Vehicles Limited (DAF Franchised Dealers)	Supply of 2 x 18t chassis with gritter/gully cleaner system	600,910.00	01/11/2024	31/10/2026
Goods	06/01/2025	F.R. SHARROCK LIMITED	Procurement of various trailers (13) for Amenity Services	81,124.00	03/02/2025	02/02/2027
Services	26/11/2024	Midlothian Physiotherapy LLP	Physiotherapy provision	102,000.00	27/11/2024	26/11/2027
Services	26/11/2024	PAM Group	Occupational Health	644,902.00	27/11/2024	26/11/2027
Services	08/11/2024	Pax Systems	Home To School Pupil Platform System	148,214.00	07/01/2025	06/01/2028
Goods	23/08/2024	Lawrence Vehicles Limited (DAF Franchised Dealers)	Supply of a 7.5t tipper with sit-in gritter system	117,350.00	03/02/2025	02/02/2027
Goods	23/08/2024	Lawrence Vehicles Limited (DAF Franchised Dealers)	Supply of a 15t truck mount road sweeper	182,443.10	06/01/2025	05/01/2027
Goods	31/07/2024	Aebi Schmidt Uk Limited	Supply of small street sweeper	96,226.00	01/10/2024	30/09/2026

Annex 1 - Regulated Contracts From 1 April 2024 to 31 March 2025

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	10/07/2024	AC's Taxis & Minibuses	HTS transport – closed contract between East Linton and Dunbar Grammar	76,000.00	14/08/2024	13/08/2025
Services	01/08/2024	Various	Transport framework (ad hoc)	4,000,000.00	01/08/2024	31/07/2026
Services	31/07/2024	AllStar Business Solutions	Provision of fuel cards	3,000,000.00	01/08/2024	31/07/2027
Services	04/07/2024	ChangeWorks	East Lothian Energy Efficiency Advice Service 2024*	58,971.00	08/07/2024	07/07/2025
Goods	07/10/2024	Dennis Eagle Limited	Procurement of refuse collection vehicles	892,351.00	07/10/2024	30/09/2026
Works	29/04/2024	Various	Renewal/Replacement of Play Areas	900,000.00	01/07/2024	30/06/2025
Services	11/04/2024	Dalkia Scotshield Limited	Door Entry Systems - installation + responsive repairs	160,000.00	15/04/2024	14/04/2026
Services	28/05/2024	Tenants Information (TIS)	ELTRP Development Support Contract	230,000.00	01/04/2024	31/03/2026
Services	31/03/2025	Carers of East Lothian	Adult Carers Services	2,952,000.00	01/06/2025	31/03/2027
Services	25/10/2024	Various	Care at Home and Housing Support Services	124,800,800.00	04/11/2024	29/09/2030
Services	11/04/2024	Penumbra	Mental Health Recovery Service	2,051,994.00	01/07/2024	30/06/2026
Services	12/03/2025	Stantec UK Ltd	Tranent Gyrotory Review (consultancy services)	159,050.00	13/03/2025	31/03/2026
Services	27/06/2024	Various	Hire of Plant and Tools	1,000,000.00	01/07/2024	01/07/2028
Services	02/04/2024	Scottish Water Business Stream Ltd	National Water & Waste Management Services	3,003,768.00	01/04/2024	31/03/2027
Services	25/02/2025	Stantec UK Ltd	Riverside Footbridge Design Services	102,665.86	26/02/2025	30/05/2025
Works	31/03/2025	P1 Solutions Ltd	Fencing Framework	800,000.00	07/04/2025	06/04/2027

Annex 1 - Regulated Contracts From 1 April 2024 to 31 March 2025

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	19/03/2025	Dalkia Scotshield Limited	Legionella & Water Quality	908,257.92	07/04/2025	06/04/2028
Services	04/03/2025	Legrand Electric LTD (Tynetec)	Replacement Sheltered Housing Alarm System	147,307.61	06/01/2025	05/01/2028
Services	14/08/2024	Franks Portlock Ltd	Asbestos - Lot 4 - Analytical Services	480,000.00	01/08/2024	13/12/2027
Services	15/01/2025	Northern Steeplejacks	Term Maintenance Contract For Fall Arrest Equipment & Associated Works	144,602.76	03/02/2025	02/02/2028
Goods	10/12/2024	Pulse Fitness Ltd	Aubigny Gym Equipment - Install	101,209.91	09/12/2024	08/12/2029
Works	19/11/2024	Clark Contracts Ltd	Regeneration of Prestongrange Museum – Phase 2 Bath House	1,708,674.81	19/11/2024	28/02/2026
Services	10/10/2024	Zipporah Ltd	Booking System	57,750.00	14/10/2024	13/10/2027
Services	20/02/2025	Aspect Contracts Limited	Asbestos - Lot2 Removals	1,100,000.00	24/02/2025	13/12/2027
Services	25/07/2024	CCG (Scotland) Limited	Wallyford Area 1 - Proposed Housing. Design Team	460,285.61	01/08/2024	30/09/2025
Goods	01/04/2024	Blackhawk Network EMEA Limited	Supermarket Vouchers for Period Products	96,000.00	08/04/2024	07/04/2027
Services	30/04/2024	WQS UK Ltd	Legionella and Water Quality	586,220.00	31/05/2024	30/05/2027 *
Goods	09/10/2024	Tunstall Healthcare (UK) Limited	Telecare Digital Alarms	187,500.00	09/10/2024	15/03/2027
Services	02/08/2024	SSUK	Audio Visual Maintenance and Repair 2024	107,286.00	09/08/2024	08/08/2027
Services	27/04/2024	MUFG Corporate Markets Treasury Limited	Treasury Advisory Service	83,300.00	01/04/2024	31/03/2027
Services	31/03/2025	Capita One Ltd	Revenues and Benefits System Cloud Migration	680,000.00	01/04/2025	31/03/2028
Services	27/03/2025	MHR International UK Ltd	HR and Payroll System	646,609.00	08/06/2025	07/06/2030

Annex 1 - Regulated Contracts From 1 April 2024 to 31 March 2025

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	04/03/2025	Computacenter	Adobe Acrobat DC Enterprise Licences	78,540.00	04/03/2025	28/02/2028
Services	28/11/2024	Phoenix Software Ltd	Microsoft Enterprise Agreement - Licences	3,300,000.00	01/12/2024	30/11/2027
Services	02/08/2024	AllPay	Card Payment & Direct Debit Services	71,560.00	01/09/2024	31/08/2027
Services	02/10/2024	Technology One UK Ltd	Finance System	464,281.08	14/06/2024	13/06/2027
Services	13/12/2024	Forsyth of Denny Ltd	Emergency crane hire for Cockenzie Harbour	72,624.00	16/12/2024	10/01/2025
Services	16/10/2024	AECOM Limited	Prestonpans to Levenhall Engineering Design Services	82,096.63	17/10/2024	10/01/2025

*This contract has subsequently been cancelled.

Annex 2 - Summary of Anticipated 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
Support Services for Young People at Risk of Substance Misuse	25/11/2026	01/03/2027	01/04/2027	£400,000.00
Aberlady PS Extension	01/10/2025	01/01/2026	01/01/2026	£2,400,000.00
Removals and Storage	01/12/2025	01/03/2026	01/05/2026	£500,000.00
CCTV Maintenance	01/05/2026	01/08/2026	01/09/2026	TBC
Grass Verge Cutting Services	05/01/2026	05/04/2026	01/05/2026	£135,000.00
Knox Academy Toilets and Catering Alterations	31/03/2026	30/06/2026	30/09/2026	£400,000.00
Macmerry Primary - Toilet Alterations	31/03/2026	30/06/2026	30/09/2026	£1,000,000.00
Sports Pavillion - Craighall and Wallyford	31/03/2026	30/06/2026	30/09/2026	£1,900,000.00
Loch Centre Refurbishment	01/12/2025	01/03/2026	30/06/2026	£4,200,000.00
Tenant Contents Insurance	01/02/2026	01/06/2026	01/07/2026	£250,000.00
Emergency accommodation for homelessness	01/05/2026	01/09/2026	11/10/2026	£2,680,000.00
Respite Bed Provision	01/10/2025	01/03/2026	03/06/2026	£416,000.00
Advocacy Services for Adults	01/10/2025	02/03/2026	01/04/2026	£1,015,200.00
Provision of Play/Art/Creative Therapy in ELC schools	20/08/2026	24/10/2026	25/10/2026	£354,890.00
Intensive Family Support	01/07/2026	01/12/2027	12/12/2026	£400,691.00
Visual Impairment Support Services	01/10/2026	05/01/2027	01/04/2027	£116,999.00
Supply, installation and maintenance of bus shelters	15/12/2026	28/02/2026	01/04/2026	£800,000.00

Annex 3 - Procurement Sustainability Charter



East Lothian Council
Sustainable Procurement

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 accredited SSIP 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, audiotape or in your own language. Please phone Customer Services if you require assistance on 01620 827199

Annex 4 – Service Plan Improvement Plan Update 2024-2025

Item	Description	Status
4	Continuing to develop and implement training and guidance to support compliance and excellence in procurement	Closed
6	Continuing to use the national procurement competency framework and associated online tool to assess team skills, identify training needs and support career planning. This will be carried out annually as part of the Performance Review and Development (PRD) process	Delayed
10	Increasing engagement, working suppliers and the Supplier Development Programme to support 'meet the buyer' and 'meet the supplier' events and in raising awareness of contract and sub-opportunities, including access to national frameworks	Closed
11	Provide information to those interested in doing business	Closed
14	Working with communications team to raise the profile and ensure key procurement messages and updates are communicated	Closed
16	Undertaking annual surveys to capture feedback and satisfaction levels from internal customers and suppliers, identifying areas for improvement	Closed
18	Transitioning towards digital procurement forms, process and procedures	Delayed
25	Annually reviewing and updating council standing orders and procurement procedures to ensure appropriate internal controls and awareness of the procurement and financial rules	Closed
26	Annually reviewing and updating (as required) our forms, processes and procedures, including checking for accessibility	Closed
28	Implementing and reporting on improvements plans that flow from The Procurement & Commercial Improvement Programme (PCIP)	Closed
30	Applying CWB principles to collaborate with other anchor Institutions to identify and share information on collaborative procurement opportunities and best practice	Closed
34	Maximize opportunities for innovation and collaboration to enable delivery of the council's key corporate projects, e.g. Transformation, Digital and Asset Review	Closed
35	Using supplier feedback from annual surveys to continually improve access to our tendering opportunities	Closed
37	Providing guidance and support to stakeholders to identify, assess and manage risks within procurement activity	Delayed

Annex 4 – Service Plan Improvement Plan Update 2024-2025

42	Detailing in each commodity strategy document, the approach to be taken regarding: · Promoting compliance by contractors and subcontractors with the Health & Safety at Work Act 1974 and any provision under that Act · The procurement of fairly and ethically traded goods and services · How we can promote the highest standards of animal welfare for procurements involving the provision of food. · Ensuring prompt payment for contractors and sub-contractors in the supply chain.	Delayed
43	Increasing % of spend with local suppliers	Closed
44	Develop recommendation on signing up to Buy Social Pledge	Closed
45	Develop recommendation on Social Enterprise Scotland membership	Closed
47	Implementing contract management into the lifecycle of key contracts across the council	Delayed
48	Embedding Contract and Supplier Management: Ongoing analysis and feedback to / from suppliers to enhance the working relationships	Delayed
49	Applying community wealth building principles to develop and maximise spend with local businesses	Closed
50	Delivery of the CWB Action plan	Closed
53	Using the tools detailed below to support the delivery of prioritised sustainable outcomes • Flexible Framework assessment tool • Prioritisation Tool • Sustainability Test • Capturing, monitoring and reporting on key sustainable priorities	Closed
54	Improving awareness for council staff and suppliers of Fair Work First	Closed
60	Continuing to improve information on our Community Benefits approach to share with communities and suppliers on our website showing where the benefits go/who receives them	Delayed
61	Using new procurement software to increase and improve monitoring and reporting of community benefits obligations and their delivery	Delayed
63	Updating our policies, objectives and actions to reflect Construction Policy Notes from Scottish Government, e.g. Sustainability in construction projects: CPN 1/2023	Closed
67	Considering stakeholder engagement activities, involving communities and service users at an early stage as part of commodity strategy development, for example as part of our Social Care and ethical commissioning activities.	Delayed
69	Improving the measurement of the impact of Community Benefits on our communities	Delayed

Annex 4 – Service Plan Improvement Plan Update 2024-2025

70	Detailing in each commodity strategy document, the approach to be taken regarding: • consulting and engaging with those affected by the procurement • how we can improve the health, wellbeing, and education of communities in our area (for procurements involving the provision of food)	Delayed
72	Working with the council's Sustainability and Climate Change Officer to deliver ELC climate emergency e-learning to service users	Delayed
77	Strategic Sourcing: market analysis and scoping to identify critical supply routes that support the council and procurement strategy	Closed
78	Ensuring market engagement & understanding: • monitoring supply markets and trends • market testing of/for commodity strategy • share market intelligence with finance colleagues to help with budget development and monitoring	Delayed
80	Driving efficiencies and best value to support the financial sustainability of the council	Delayed
81	Understanding and challenging the need to buy	Delayed
82	Continuing to identify / reduce spend which doesn't follow the defined purchasing policies and manage demand	Delayed
83	Using a category management approach to monitor, manage and report to senior leaders on spend for dedicated areas / commodities	Delayed
84	Including obligations (Terms & Conditions and/or specifying requirements) related to emergency situations for key council contracts, e.g. allowing for appropriate response in emergencies, business continuity, etc.	Delayed
85	Considering food security (e.g. local sourcing) at an early stage as part of commodity strategy development.	Delayed
87	Increasing engagement, working suppliers and the Supplier Development Programme to raise awareness of contract and sub-opportunities, including access to national frameworks.	Closed
88	Updating our policies, objectives and actions to reflect emerging policy from Scottish Government. For example, Public procurement – Australia and New Zealand Free Trade Agreements: SPPN 1/2023, Public procurement - supporting innovation through procurement: SPPN 3/2023, etc.	Closed
89	Publishing our opportunities via social and other media	Closed

Annual Procurement Report template

APPENDIX 2

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

1. Organisation and report details

a) Contracting Authority Name

East Lothian Council

b) Period of the annual procurement report

01 April 2024 to 31
March 2025

c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)

Yes

2. Summary of Regulated Procurements Completed

a) Total number of regulated contracts awarded within the report period

53

b) Total value of regulated contracts awarded within the report period

£169,478,828

c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period

73

i) how many of these unique suppliers are SMEs

52

ii) how many of these unique suppliers are Third sector bodies

5

3. Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy

53

b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy

0

4. Community Benefit Requirements Summary

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 Community Benefit Requirements

34

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 (Each contracting authority sets its own priority groups)	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	-
i) Total Value of contracts sub-contracted to Social Enterprises	-
j) Total Value of contracts sub-contracted to Supported Businesses	-
k) Other community benefit(s) fulfilled	8/ £6,250

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	15
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.	30
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	26

6. Payment performance

a) Number of valid invoices received during the reporting period.	79,778
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	87.75%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	33
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

7. Supported Businesses Summary

a) Total number of regulated contracts awarded to supported businesses during the period	1
b) Total spend with supported businesses during the period covered by the report, including:	£92,840
i) spend within the reporting year on regulated contracts	£46,875
ii) spend within the reporting year on non-regulated contracts	£45,965
8. Spend and Savings Summary	
a) Total procurement spend for the period covered by the annual procurement report.	£196,830,004
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£90,447,206
c) Total procurement spend with third sector bodies during the period covered by the report.	£21,569,052
d) Percentage of total procurement spend through collaborative contracts.	67%
e) Total delivered cash savings for the period covered by the annual procurement report	£10,104
f) Total non-cash savings value for the period covered by the annual procurement report	£200,502
9. Future regulated procurements	
a) Total number of regulated procurements expected to commence in the next two financial years	17
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£16,968,780 + TBC

