



# Supplementary Agenda

## Corporate Services Committee

**Date:** Wednesday, 22 May 2019

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**Time:** 14:00

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**Venue:** Civic Space,  
Council Offices, 16 Church Street, Dumbarton

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**Contact:** Craig Stewart, Committee Officer  
Tel: 01389 737251 [craig.stewart@west-dunbarton.gov.uk](mailto:craig.stewart@west-dunbarton.gov.uk)

Dear Member

### ITEMS TO FOLLOW

With reference to the agenda for the above Meeting of the Corporate Services Committee which was issued on 9 May 2019, I now attach for your attention a copy of the undernoted report which was not available for issue at that time, together with a copy of **Appendix 3** to **Item 9. Holiday Hunger Fund** which was inadvertently omitted from the previous issue.

Yours faithfully

**JOYCE WHITE**

Chief Executive

Note referred to:-

**9 HOLIDAY HUNGER FUND**

**313 -  
(Appendix 3)**

Submit Appendix 3 to the report by the Chief Education Officer on the above.

Submit report by the Strategic Lead - Resources providing details of regulated procurement during the period 1 April 2018 to 31 March 2019 and planned regulated procurement processes to 2020/21 and requesting approval of the Procurement Annual Report for publication.

Distribution:-

Councillor Ian Dickson (Chair)  
Councillor Jim Brown  
Councillor Jim Finn  
Councillor Diane Docherty  
Councillor Daniel Lennie  
Councillor Caroline McAllister  
Councillor David McBride  
Councillor Jonathan McColl  
Councillor Iain McLaren (Vice Chair)  
Councillor John Mooney  
Councillor Lawrence O'Neill  
Councillor Martin Rooney

All other Councillors for information

Chief Executive  
Strategic Director – Transformation and Public Service Reform  
Strategic Director – Regeneration, Environment & Growth  
Chief Officer of West Dunbartonshire Health & Social Care Partnership

Date of issue: 17 May 2019

### West Dunbartonshire Council and Third Sector Summer 2019 Holiday Programme

Area	Organisation	Approximate costs
Balloch and Haldane	Haldane Youth Services	£500
Balloch and Haldane (Balloch Campus)	Active Schools and Education	£3,285
Bonhill	Leamy Family Project	£3,650
Bonhill	Leamy Family Project and Education	£3,500
Bonhill (CE Centre)	Active Schools and Education	£3,285
Renton (Renton Primary)	ASN Family Project	£2,500
Renton and Alexandria (VOLA)	Active Schools and Education	£3,285
Dumbarton Central	Food for thought – St Augustines	£300
Dumbarton Central	Benview	£1,200
Dumbarton (Dumbarton Academy)	ASN Sports Development	£1,815
Dumbarton West (St Michaels Primary)	Active Schools and Education	£3,285
Dumbarton West	Phoenix Centre – Rock Community Church	£700
Clydebank (SPTA)	ASN Sports development	£1,815
Clydebank Central –The Hub	Active Schools and Education	£3,285
Clydebank East- Whitecrook	Centre 81	£6,000
Dalmuir	St Stephens Church	£1,200
Faifley (St Joseph's Primary)	ASN Family project	£2,500
Faifley	Leamy Family Project and Education	£3,500
Faifley	St Stephens / St Josephs	£1,200
Faifley (Skypoint)	Active Schools and Education	£3,285
Whitecrook (The Stand)	Active Schools and Education	£3,285
Across West Dunbartonshire	Youth Alliance Kilpatrick Primary	£3,070
Across West Dunbartonshire	VOLA / DA /CHS /Education	£10,000
Across West Dunbartonshire	Y-Sort It	TBC
<b>Total</b>		<b>£66,445</b>



**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Lead – Resources****Corporate Services Committee: 22 May 2019**

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**Subject: Procurement Annual Report****1. Purpose**

- 1.1** The purpose of this report is to provide Members with details of regulated procurement during the period 1 April 2018 to 31 March 2019 and planned regulated procurement processes to 2020/21.
- 1.2** To approve the Procurement Annual Report for publication.

**2. Recommendations**

- 2.1** It is recommended that Members:
- a) Note the information in relation to regulated procurement;
  - b) Note the update on levels of compliant spend; and
  - c) Approve the Procurement Annual Report for publication.

**3. Background**

- 3.1** In accordance with the *Procurement Reform (Scotland) Act 2014*, the Council published its Corporate Procurement Strategy for the period 2017/2018 to 2020/2021, as agreed at Corporate Services Committee on 23 August 2017.
- 3.2** The *Procurement Reform (Scotland) Act 2014* requires Councils to detail:
- A summary of regulated procurements completed during the financial year;
  - Whether those procurements complied with the Council's Corporate Procurement Strategy;
  - Where any procurements did not comply, a statement of how the Council intends to ensure any future regulated procurement does comply;
  - A summary of any community benefit requirements imposed as part of a regulated procurement;
  - A summary of any steps taken to facilitate involvement of supported businesses; and
  - A summary of regulated procurement the Council expects to commence in the next 2 financial years.
- 3.3** This Procurement Annual Report summarises the performance and achievements of the Council in delivering its Corporate Procurement Strategy and covers the period between 1 April 2018 and 31 March 2019. The

procurement legislation relates specifically to regulated procurement – which is defined as: any procurement above £0.050m for supplies and services contracts and above £2m for works contracts. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end.

#### **4. Main Issues**

- 4.1** The Procurement Annual Report is attached at Appendix 1 and highlights progress made over the past financial year on regulated procurements undertaken. Annex A sets out the compliant regulated procurements awarded. For financial year 2018/2019, the percentage of regulated spend that is regarded as being on contract is 79.7%. Annex B outlines the procurements that did not comply with the regulated procurement procedure.
- 4.2** The Council's sustainable procurement duty is maintained through early consideration at the contract strategy stage or through knowledge of forthcoming collaborative opportunities with regards to supported businesses - professional integration of disabled or disadvantaged persons; local small & medium enterprises (SME); local third sector and social benefits opportunities. The initiatives that the Council have undertaken in financial year 2018/2019 are shown in the Procurement Annual Report.
- 4.3** A summary of future regulated procurements anticipated in the next two financial years is provided in Annex D. As much detail as possible about what the Council intends to procure has been provided, however until full scoping activities are undertaken and the contract strategies are complete, the timeline, contracting approach and values may be subject to change.
- 4.4 Corporate Procurement Strategy Update**
- 4.4.1** The Procurement Strategy identifies a number of approaches that are intended to improve the Council's procurement performance and there are a number of performance indicators that are measured and will be reported in the annual update when it is reported to Committee in August 2019.
- 4.4.2** As part of the process of increasing levels of compliance the Corporate Procurement Unit has commenced a quarterly review of progress on this performance indicator.
- 4.4.3** The Council's Financial Regulations normally requires spend of £2k - £10k to be subject to 3 quotes; spend of £10k - £50k be subject to quick quote process and all spend above £50k to follow an appropriate tendering process.
- 4.4.4** For financial year 2018/2019, the analysis of spend has identified that of a total spend of £154.453m, 77.2% complied with financial regulations. This compares to the 2017/18 compliance rate of 72%. The target of 90% is set to be achieved by 2020, though clearly the aim will be to attain as close to 100% as possible.

**4.4.5** Some of the non-compliance relates to issues such as: Previous partnership arrangements being in place - for example care services, looked after children; early years and childcare providers – these need to be reviewed and formally reported to Members.

## **5. People Implications**

**5.1** There are no People implications arising from this report.

## **6. Financial and Procurement Implications**

**6.1** There are no direct financial implications arising from this report, however the external audit report to Council on 14 May 2019 indicated that this meant that Council could not always demonstrate Best Value was being achieved.

**6.2** The Council's procurements are designed to be open, transparent and accountable by complying with the *EU Consolidated Public Procurement Directive, Procurement (Scotland) Regulations 2016; Procurement Reform (Scotland) Act 2014*; and the Council's Financial Regulations, Standing Orders as well as procurement best practice. The procedures are designed to ensure that all organisations interested in the Council's procurements opportunities, are treated in a fair, open and transparent manner.

## **7. Risk Analysis**

**7.1** Off contract spend activities could lead to loss of funding, price inflation, non-compliance, etc. The actions identified in the Procurement Annual Report seek to minimise levels of non-compliance.

## **8. Equalities Impact Assessment (EIA)**

**8.1** There is no Equalities Impact.

## **9. Consultation**

**9.1** The Strategic Leads and Heads of Services have been involved in generating the statistics and values of on and off contract spend and have had the opportunity to contribute to the attached report.

## **10. Strategic Assessment**

**10.1** The report on the Procurement Annual Report provides support's the Councils aims in terms of providing open, accountable and accessible local government, and supporting the following strategic priority:

- Efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Stephen West

**Designation:** Strategic Lead - Resources

**Date:** 15 May 2019

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**Person to Contact:** Annabel Travers, Procurement Manager, 16 Church Street, Dumbarton, G82 1QL  
[annabel.travers@west-dunbarton.gov.uk](mailto:annabel.travers@west-dunbarton.gov.uk).

**Appendix:** Appendix 1: Procurement Annual Report

**Background Papers:** None

**Wards Affected:** All



# Procurement Annual Report

**May 2019**



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## 1. Introduction

1.1 In accordance with Section 15 of the *Procurement Reform (Scotland) Act 2014*, West Dunbartonshire Council (the Council) published its Corporate Procurement Strategy for the period 2017/2018 to 2020/2021. Further, Section 18(2) (a) of the *Procurement Reform (Scotland) Act 2014* requires the Council to detail: “a summary of the regulated procurements that have been completed during the year covered by the report”. This Procurement Annual Report outlines the key elements of regulated procurement, as required by the above mentioned legislation, for the period 1 April 2018 – 31 March 2019.

1.2 The Council recognises the impact procurement has on citizens and communities and actively seeks to promote a positive and inclusive approach to procurement. The Corporate Procurement Strategy is closely aligned to the Council's vision, values and ethos: “*West Dunbartonshire Council will deliver high quality services, led by priorities identified by the communities of West Dunbartonshire, in an open and transparent way*”. The Corporate Procurement Strategy describes the fundamental role procurement has in supporting the delivery of the Council's Strategic Plan and sets out the key procurement objectives of the Council for 2017/2018 to 2020/2021:

- Implement a plan to deliver social benefits through procurement processes;
- Develop procurement leadership, governance and controls across the Council;
- Develop and implement new ways of working in procurement activity;
- Develop contract and supplier management across the Council; and
- Implement actions arising from the PCIP assessment.

1.3 The delivery of these procurement objectives will support the Council as it continues to face significant challenges to balance the increase in demands for services against reducing budgets and resources together with legislation changes that impact on procurement. The report sets out the achievements and future plans for the Council's regulated procurement activity.

## 2. Summary of regulated procurement completed

- 2.1** Regulated procurement refers to any procurement above £0.050m for supplies and services contracts and above £2m for works contracts. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to procurements delivered through new contracts, framework agreements (FA) or dynamic purchasing systems (DPS) including through mini-competitions and direct awards from existing FA and DPS
- 2.2** The Council maintains and publishes a record of contracts awarded on its website. This [Contract Register](#) provides information on current contracts and is updated on a regular basis to remove expired contracts and include new awards as appropriate. In addition to maintaining a public [Contracts Register](#), the [Tendering Committee](#) approves new contracts with a value from £0.050m.
- 2.3** From 1 April 2018 until 31 March 2019, the Council completed 125 regulated contracts and established 3 regulated FA, as shown below:

Type	Volume	Total Contract / FA and DPS Value
Awards of new regulated supplies contracts	15	£8,663,811
Awards of new regulated services contracts	101	£23,297,567
Awards of new regulated works contracts	9	£74,948,440
<b>Total regulated contracts</b>	<b>125</b>	<b>£106,909,818</b>
Awards of new regulated supplies FA and DPS	0	£0
Awards of new regulated services FA and DPS	2	£781,895
Awards of new regulated works FA and DPS	1	£13,500,000
<b>Total regulated FA</b>	<b>3</b>	<b>£14,281,895</b>
Total local small and medium enterprises (SME) awards from regulated procurements	13	£1,001,895

**2.4** Collaborations with other public bodies to maximise mutual benefits, where appropriate, are included in the regulated procurements, for example:

- *Scottish Government as the contracting authority* - the Council has procured supplies and services including fuel, postal services and ICT;
- *Scotland Excel as the contracting authority* - the Council has procured supplies, services and works including: care homes, fostering, recyclable & residual waste, secure care, demolition and meats;
- *Crown Commercial Services, ESPO, Scottish Procurement Alliance as the contracting authorities* - the Council has procured supplies, services and works including ICT software, postal services, cycle to work scheme and construction;
- *The Council as the contracting authority* - the Council has procured taxis services in collaboration with the NHS and procured road civils work in collaboration with East Dunbartonshire and Inverclyde Councils; and
- *Other Councils as the contracting authorities* - the Council has procured supplies for sanitary provision, services for payment processing and for e-mail filtering from collaborative procurements run by other Councils.

**2.5** Within the 125 regulated contracts, 105 contracts were appropriately awarded without a competitive procurement process. For example: to support individual's needs, in accordance with the statutory guidance for care and support or where there were economic or technical issues that may have detrimentally impacted on service delivery e.g. using existing suppliers to maintain equipment originally provided by that specific supplier rather than seeking to replace equipment.

**2.6** Further details of regulated procurements awarded by the Council between 1 April 2018 and 31 March 2019 can be found at [Annex A](#).

### **3. Review of regulated procurement compliance**

**3.1** The Council is committed to ensuring regulated procurements comply with all relevant legislation, the Council's Standing Orders, Financial Regulations and the

Corporate Procurement Strategy. Based on an analysis of the financial year 2018/19 spend data, **79.7%** was compliant with regulated procurements. The detail is shown in [Annex B](#), and this also highlights service areas where further work is required to achieve increased rates of compliance. Where there has been non-compliance with procedures, this may be due to the following:

- Previous partnership arrangements in place which need to be reviewed - for example care services, looked after children; early years and childcare providers;
- Framework Agreements, Contracts or Dynamic Purchasing Systems not always used due to unfamiliarity with all available options;
- Purchase of supplies, services or works, whilst not being aware of a similar requirement elsewhere in the Council, so combined value of spend may be more than the Financial Regulation limits; or
- Some unfamiliarity with procurement legislation, Standing Orders, Financial Regulations and guidance.

**3.2** The action plan detailing progress against targets in relation to compliance with the Corporate Procurement Strategy is detailed at [Annex C](#). This also includes the actions already taken which support improved governance arrangements and increased compliance. In addition, to continue to support compliance on future regulated procurements the following key actions will be undertaken:

- Review and update the Financial Regulations in order to reflect continuous improvement and increase awareness – target date June 2019;
- Analyse and review the procurement spend on a quarterly basis - ongoing;
- Analyse and review commodity and contract strategies - ongoing;
- Continuously review the content of the procurement awareness training - ongoing; and
- Communicate and maximise attendance at the procurement awareness training sessions throughout the year - ongoing.

#### 4. Social (community) benefits summary

4.1 New procedures were approved at Corporate Services Committee in August 2018, embedding the requirement for social benefits to be sought and delivered for procurements above £0.050m. The questionnaire is now part of the procurement documentation to all bidders and includes target social benefits points based on the annual value of the contract. This will provide a transparent, fair and accountable approach for assessing the impact of social benefits.

4.2 From 1 April 2018 until the 23 August 2018 (date of approval of new policy), the following 62 individual social benefits, 399 hours and £5,500 worth of social benefits on regulated procurement were secured by the Council within 12 contracts awarded:

Social Benefits	Contracts with Social Benefits	Social Benefits Secured
Curriculum support activities in local area	3	21
Local schools work experience placements	2	364 Hours
Work experience placements for local students attending further education at Clydebanks College	2	3
Work experience placements for local unemployed residents	1	35 Hours
New start apprentices for local residents	1	4
Continued apprentices for local residents	0	0
New start employees from local residents	2	5
Graduate interns from local residents	1	1
Other local community initiatives (such as sponsorship)	3	£5,550 Plus 6 others (non valued)
Other local community benefits	3	21
Sustainability benefits	1	1

**4.3** From 24 August 2018 until 31 March 2019, the social benefits points which was targeted in regulated procurements was 370 points and the following social benefits were secured by the Council within 4 contracts awarded, totaling 60 points:

<b>Social Benefits</b>	<b>Contracts with Social Benefits</b>	<b>Social Benefits Points Secured</b>
Facilitate quarterly work experience opportunities covering a range of work based skills	<b>1</b>	<b>5 Points</b>
Any other measurable and committed support for local social benefits as part of this contract	<b>2</b>	<b>15 Points</b>
Donation of goods to local food-share scheme	<b>1</b>	<b>5 Points</b>
Donation of money to the Community Fund to provide support for victims of domestic abuse	<b>1</b>	<b>5 Points</b>
Donations of materials to support a local community project	<b>1</b>	<b>10 Points</b>
Sponsorship of a local sports team	<b>1</b>	<b>5 Points</b>
Any measurable and committed support to the fair work practices for workers (including any agency or sub-contractor workers) engaged in the delivery of this contract	<b>1</b>	<b>5 Points</b>
Supporting environmental educational projects in schools such as tree or woodland planting or educational packs	<b>1</b>	<b>10 Points</b>



## 5. Supported businesses

5.1 A supported business' primary aim is the social and professional integration of disabled or disadvantaged persons. Supported businesses make an important contribution to the Scottish economy. This is delivered, not only through the supplies, services and works they deliver, but also by providing meaningful employment, training and social support for those who may otherwise be excluded from the workplace.

5.2 From 1 April 2018 to 31 March 2019 the Council's total spend with supported businesses for regulated procurements was:

Supported Businesses	Values In 2018/2019
City Building (Contracts) LLP/ Royal Strathclyde Blindcraft Industries	£227,018

## 6. Future regulated procurements

6.1 Over the next two years, there will be a mix of recurring requirements and one-off opportunities. A summary of future regulated procurements anticipated in the next two years is provided in [Annex D](#), however until full scoping activities are undertaken and the contract strategies are complete, the timeline, contracting approach and values may be subject to confirmation and change.

## 7. The procurement annual report owner

Annabel Travers  
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## Annex A - Regulated Procurements awarded during 2018/19

Procurement Title	Appointed Supplier / Provider / Contractor	Estimated Total Value	Award Date	Start Date	End Date (excluding extensions)
Design & Build of New Care Home - Clydebank	CCG (Scotland) Ltd	£11,789,333	28/09/2018	28/09/2018	31/03/2021
Provision of Vending Machines - Fully Managed Service	Selecta UK Ltd	£80,085	31/08/2018	03/09/2018	02/09/2021
Supply & Delivery of Bread, Rolls and Baked Goods	D McGhee & Sons	£256,244	17/01/2019	01/02/2019	31/01/2022
Housing Support for Care Leavers Service	Catch Scotland Ltd	£220,000	20/11/2018	01/12/2018	30/11/2019
Heavy Vehicles	Imperial Commercials Ltd	£775,680	29/01/2019	29/01/2019	28/09/2022
Fresh Meats & Fresh Fish	McLays Ltd	£730,746	06/09/2018	01/10/2018	30/09/2021
Supply of UPVC Windows and Doors	CR Smith Manufacturing Ltd	£1,020,000	15/05/2018	15/05/2018	15/05/2020
Supply & Delivery of Pre-Fabricated Kitchen Units	City Building (Contracts) LTLP	£207,199	20/04/2018	24/05/2018	20/04/2020
Housing Benefit Managed Service	Northgate Public Services (UK) Ltd	£60,230	17/09/2018	15/09/2018	14/09/2020
Mail Filtering Solution	Infosec Cloud Limited	£69,360	03/05/2018	04/06/2018	03/06/2021
Milk & Associated Services	Muller UK & Ireland Group LLP T/A Muller Milk & Ingredients	£631,991	27/06/2018	02/07/2018	28/02/2021
Roads Civils Framework Agreement	Various	£13,500,000	17/05/2018	17/05/2018	16/05/2020
Cash Receipting System	Capita Business Services Ltd	£72,585	03/04/2018	31/08/2018	30/08/2021

Procurement Title	Appointed Supplier / Provider / Contractor	Estimated Total Value	Award Date	Start Date	End Date (excluding extensions)
Ground Investigation Works - St Andrews Site Clydebank	Dunelm Geotechnical & Environmental Ltd	£73,277	31/05/2018	31/05/2018	30/08/2018
Residential Housing Support Services	Blue Triangle	£222,901	20/03/2019	01/04/2019	31/10/2019
Debt Management Partners	Walker Love	£132,000	16/01/2019	01/04/2019	31/03/2022
St Andrews Site Clydebank - M&E Consultant	Atkins Limited	£94,478	31/05/2018	05/06/2018	28/08/2018
St Andrews Housing Structural Consultant	Atkins Limited	£89,040	31/05/2018	31/05/2018	30/08/2018
External Wall Insulation and Renewal of Roofs to Council Housing Stock	BCA Insulation Limited	£3,180,698	30/08/2018	10/09/2018	10/09/2020
Cycle to Work Scheme	Halfords	£131,000	30/10/2018	30/10/2018	29/10/2020
Renewal of Citrix NetScaler Licenses	Xma Limited	£340,608	25/06/2018	29/06/2018	29/06/2020
Call Manager Telephony System - Upgrade and Maintenance	Capita IT Services Limited	£230,191	19/09/2018	19/09/2018	18/09/2026
Wireless Licensing Meraki Contract	Capita IT Services Limited	£170,400	31/07/2018	01/08/2018	01/08/2026
Supply of Gym Equipment – WDLT	Origin Fitness	£153,597	10/10/2018	10/10/2018	30/12/2023
Microsoft Licenses for Education IT Estate	Comparex UK Ltd	£55,376	03/07/2018	01/07/2018	30/06/2019
Showers and Accessories	Jewson Limited	£83,511	17/09/2018	17/09/2018	31/03/2020
New Renton Campus	Morgan Sindall PLC	£9,700,000	20/12/2018	14/01/2019	10/01/2022
Document Management	Haven Products Ltd	£50,000	07/09/2018	10/09/2018	09/09/2019
Framework Agreement for the Provision of Corporate Taxi Services	Various	£730,895	10/07/2018	16/08/2018	14/08/2020

Procurement Title	Appointed Supplier / Provider / Contractor	Estimated Total Value	Award Date	Start Date	End Date (excluding extensions)
Cooked Meats	Brake Bros Foodservice Ltd	£90,639	06/09/2018	01/10/2018	30/09/2021
Off-Site Print and Posting Service for Annual Council Tax Billing	CFH Docmail Ltd	£60,057	17/01/2019	21/01/2019	20/01/2022
Treatment of Organic Waste - Lot 1 Food Waste, Lot 2 Garden Waste, Lot 3 Co-mingled Waste	Barr Environmental Ltd	£1,000,000	28/02/2019	28/02/2019	27/02/2023
Personal Protective Equipment (PPE)	Greenham Trading Ltd	£180,000	20/12/2018	07/01/2019	06/01/2022
Domestic Furniture and Furnishings	The Furnishing Service	£440,000	18/10/2018	18/10/2018	31/10/2018
Supply and Delivery of Showers	Wolseley UK Limited	£53,160	29/03/2019	08/04/2019	07/04/2021
Supply and Delivery of Boilers	Jewson Limited	£661,586	29/03/2019	08/04/2019	07/04/2021
Equipu - Independent Living Equipment	Cordia (Services) LLP	£1,876,000	01/03/2019	01/04/2019	31/03/2022
Clydebank East Housing Construction	CCG (Scotland) Ltd	£9,000,000	29/08/2018	29/08/2018	29/08/2021
Creveul Court Housing Construction	CCG (Scotland) Ltd	£3,000,000	29/08/2018	29/08/2018	29/08/2021
Haldane Housing Construction	CCG (Scotland) Ltd	£9,000,000	29/08/2018	29/08/2018	29/08/2021
St Andrews Housing Construction	CCG (Scotland) Ltd	£18,270,000	29/08/2018	29/08/2018	29/08/2021
Bellsmyre Housing Construction	CCG (Scotland) Ltd	£8,250,000	29/08/2018	29/08/2018	29/08/2021
Geographical Information System	ESRI (UK) Ltd	£81,150	11/03/2019	01/04/2019	31/03/2022
Framework Agreement for Catering Concession at Clydebank Town Hall	Venue Catering; Regis Banqueting; and Top Class Catering	£51,000	25/0/3019	01/04/2019	31/03/2021

Procurement Title	Appointed Supplier / Provider / Contractor	Estimated Total Value	Award Date	Start Date	End Date (excluding extensions)
Social Care Agency Workers - Call Off from Scotland Excel Framework Agreement	Jobs and Co Ltd; ASA; Black and Black; and Brightwork	£3,176,670	27/07/2018	01/08/2018	31/07/2022
Care Homes for Older People - Call Off from Scotland Excel Framework Agreement	Various	£13,230,975	01/04/2018	31/12/2019	31/032020
Childrens Residential Care and Education including Short Breaks - Call Off from Scotland Excel Framework Agreement	Various	£588,697	01/04/2018	31/12/2019	30/042022
Fostering and Continuing Care - Call Off from Scotland Excel Framework Agreement	Various	£1,516,419	01/04/2018	31/12/2019	24/03021
<b>Total</b>		<b>£115,377,778</b>			

## Annex B – Regulated Spend and Non-Compliant Spend

### B.1 Regulated spend compliance::

Spend Type	Regulated Spend Total	Regulated Spend Compliant	Non-Compliant	Percentage Compliant
Supplies	£10,123,345	£9,251,406	£871,940	91.4%
Services	£93,056,686	£67,325,355	£25,731,332	72.3%
Works	£27,892,230	£27,892,230	£0	100.0%
<b>Total</b>	<b>£131,072,262</b>	<b>£104,468,990</b>	<b>£26,603,271</b>	<b>79.7%</b>

## B.2 Non-compliant spend:

Regulated Spend	Value	Comments	Action Planned
Housing Support Services	£9,184,629	Previous partnering arrangements	Report to HSCP Board on 8 May 2019 agreed to proceed to procure
Children's Homes	£4,202,579	Needs-based direct placements	Formalise contractual position
Disability Care Services	£3,771,492	Previous partnering arrangements	Report to HSCP Board on 8 May 2019 agreed to proceed to procure
Home Care	£1,958,847	Previous contract arrangements	Report to HSCP Board on 8 May 2019 agreed to proceed to procure
Advice and Support Services	£1,381,523	Previous partnering arrangements	Report to HSCP Board on 8 May 2019 agreed to proceed to procure for many of these. Formalise contractual position for remainder
Building Materials Suppliers	£1,195,140	Existing contracts expired but still used, some of these have now been replaced	Procurement processes commencing
Information Systems	£839,374	Ongoing supported corporate information systems	Reviewing options for market testing and report to relevant Committee to formalise arrangements
Older People's Care Homes	£773,595	Direct placements based on need	Report to HSCP Board on 8 May 2019 agreed to proceed to procure
Early Years and Childcare	£696,507	Existing partnering arrangements	Report required to Education Committee to formalise
Recycling Services	£589,270	Greenlight – historic arrangements	No action required new arrangements in place

Regulated Spend	Value	Comments	Action Planned
Addictions Support Services	£587,256	Existing contractual arrangements	Report to HSCP Board on 8 May 2019 agreed to proceed to procure
Specialist Children's Services	£459,614	Existing contractual arrangements	Reviewing options for market testing where appropriate and report to Committee
Adoption and Fostering	£148,667	Direct placements based on need	Report to HSCP Board on 8 May 2019 agreed to proceed to procure
CCTV	£135,646	Existing contracts expired	Procurement process to be implemented
Removal Services	£133,690	Existing contracts expired	Procurement process to be implemented
Food Supplies	£97,707	Existing contracts expired on two suppliers, one now contracted	One now on contract, redirect spend to FA as appropriate for remainder
Fuel Supplies	£96,762	Existing contracts expired	Procurement process commencing
Specialist Cleaning Services	£92,851	Existing contracts expired	Procurement process commencing
Consultancies	£69,136	Tender value exceeded	Formalise contract
Agency Staff Suppliers	£69,020	Spend outwith FA due to specific needs	Maximise compliance of use of FAs
Telecommunications	£66,205	FA expired mid-year continued to be used	Reviewing options for market testing
<b>TOTAL</b>	<b>£22,913,910</b>		



## Annex C - Compliance with Corporate Procurement Strategy 18/19

Procurement Objectives	Milestones	Target for FY2018/2019	Outcome - 31st March 2019
Develop and implement a procurement plan to deliver social benefits through procurement processes; and Develop supplier relationship management across the Council	Develop the Contract & Supplier Management Policy	Implement the Policy in September 2018	Completed
	Create Contract & Supplier Management scorecards above £50,000 procurements	Implement the scorecards	Completed
	Increase the contract monitoring with scorecards completed at regular intervals across cost; quality; specification and social benefits	Report to Corporate Services Committee	Ongoing: Part of the refresh of the Corporate Procurement Strategy reported to committee in August 2019
	Develop a standard matrix of targeted social benefits	Implement the standard matrix of targeted social benefits	Completed
	Continuously improve Council spend with local small and medium enterprises (SME)	Continuously improve Council spend with local small and medium enterprises (SME)	The Council spend with local SMEs was 7% against a target of 11%; and The Council's spend with all SMEs was 30%
Develop procurement leadership, governance and controls across the Council	Review and implement the procurement guidance	Target to implement by 31 March 2019	Completed
	Report performance against the Corporate Procurement Strategy Annual Action Plan	Performance indicators to be measured and reported	Ongoing: Report due to Committee August 2019

Procurement Objectives	Milestones	Target for FY2018/2019	Outcome - 31st March 2019
	Produce the Procurement Annual Report	Produce the Procurement Annual Report	Completed
	Develop procedures in relation to references for third party businesses	Implement the procedure by October 2018	Completed
	Continue to review and revise the Procurement Procedures	Implement revised Financial Regulations by March 2019	Ongoing: review of Financial Regulations delayed, new target date June 2019
	Continuously improve percentage of Council spend that is regarded as “on contract”	Quarterly monitoring of off contract spend to identify improvement areas	Ongoing: the contract spend and commodity / contract strategies will be analysed and reviewed on a quarterly basis
		Liaise closely with service management teams and provide further procurement awareness training for relevant officers	Ongoing: procurement awareness training scheduled throughout the year including bespoke sessions for teams where required
		Increase awareness of the Financial Regulations across the workforce	Ongoing: Workforce communication issued through Strategic Leads in April 2019 Financial Regulations reinforced as part of the procurement awareness training

Procurement Objectives	Milestones	Target for FY2018/2019	Outcome - 31st March 2019
	<p>Introduce robust controls in approaches to procurement including commodity strategies which facilitate better management of the supply base, avoids and / or proactively solves potential problems and is the basis of future processes for the commodity involved</p>	<p>Implementation of commodity strategies in financial year 2018/19:</p> <ul style="list-style-type: none"> <li>• Environmental Services - Waste;</li> <li>• Construction;</li> <li>• Highway Maintenance, Equipment &amp; Materials;</li> <li>• Mental Health, Learning Disabilities and Addictions;</li> <li>• Information and communications technology (ICT);</li> <li>• Security</li> </ul>	<p>Ongoing: The has taken longer than planned, now anticipated to be completed by:</p> <ul style="list-style-type: none"> <li>• Environmental Services – Waste – end of June 2019;</li> <li>• Construction – end of December 2019;</li> <li>• Highway Maintenance, Equipment &amp; Materials – end of March 2020;</li> <li>• Mental Health, Learning Disabilities and Addictions – end of June 2019;</li> <li>• Information and communications technology (ICT) – end of December 2019;</li> <li>• Security – end of May 2019</li> </ul>
	<p>Improve CPU workload prioritisation and increase the speed of procurement projects</p>	<p>Manage the Council Wide Pipeline to prioritise the work of the CPU.</p>	<p>Completed</p>
<p>Develop and implement new ways of working in procurement activity</p>	<p>Organise benchmarking with other Councils to improve performance</p>	<p>Commence benchmarking of the CPU with other Councils</p>	<p>Ongoing: Benchmarking started with 12 Councils</p>

Procurement Objectives	Milestones	Target for FY2018/2019	Outcome - 31st March 2019
	In line with continuous improvement framework, CPU with participate in key actions	Undertake self-evaluation exercise and develop improvement plan	Completed
	Complete pilot of an e-auction	Run a pilot of e-auctions including developing the methodology and guidance; running pilot e-auctions and sharing lessons learned	Complete
Implement actions arising from the PCIP assessment	<ul style="list-style-type: none"> <li>• Leadership &amp; Governance</li> <li>• Development &amp; Tender</li> <li>• Contract</li> <li>• Purchasing Processes</li> </ul>	Implement actions arising from the PCIP assessment in 2016/2017 score of 64%,	<p>Complete: New PCIP assessment October 2018, achieved an improved PCIP score of 76%</p> <p>Ongoing: The Council will continue to improve performance in procurement</p>

## Annex D – Future Regulated Procurement from 2019 to 2021

Procurement Title	Estimated	New / Extended / Re-let	Contract Notice Advertised	Estimated Award Date	Estimated Start Date
Pilot Project for Community Link Worker Service (GP Surgeries)	£101,000	New	Feb-19	Apr-19	May-19
West Bridgend Community Centre Construction	£1,500,000	New	Apr-18	Dec-18	May-19
Microsoft Licenses for Education IT	£65,000	Re-let	May-19	Jun-19	Jul-19
Residual Waste Processing	£60,000,000	Re-let	Mar-19	Sep-19	Sep-19
West Bridgend Warden Call System	£100,000	New	Apr-19	Aug-19	Sep-19
Janitorial Products	£1,176,000	Re-let	Jun-19	Aug-19	Sep-19
Collection of Waste Electrical and Electronic Equipment from Household Waste Recycling Centres	£0 (break-even)	Re-let	Jul-19	Aug-19	Sep-19
Water Quality Management, including Legionella	£200,000	Re-let	Jul-19	Aug-19	Sep-19
Gas Servicing Maintenance – Housing	£5,500,000	Re-let	May-19	Jul-19	Sep-19
Individual Contracts for Children and Young People, Residential Care and Education, Day and Respite Care	£3,000,000	Re-let	Not required	Aug-19	Sep-19
Occupational Health	£664,000	Re-let	Mar-19	Sep-19	Oct-19
Purchase of Buses and Associated Services	£1,264,000	Re-let	Jul-19	Sep-19	Oct-19
Replacement of Bridge Deck & Associated Work - Lomond Bridge	£3,000,000	New	Jun-19	Sep-19	Oct-19
Rot Eradication Services	£720,000	Re-let	Jun-19	Aug-19	Oct-19

Procurement Title	Estimated	New / Extended / Re-let	Contract Notice Advertised	Estimated Award Date	Estimated Start Date
Washroom Solutions and sanitary products	£560,000	Re-let	Jun-19	Sep-19	Oct-19
Design and Installation of All Weather 3G Pitches at Our Lady of Loretto & St.Mary's PS's	£500,000	New	Jul-19	Sep-19	Oct-19
Document Management	£150,000	Re-let	Jul-19	Sep-19	Oct-19
Fuel Cards and Associated Services	£632,000	Re-let	Jul-19	Sep-19	Oct-19
Supply of Light Vehicles	£1,180,000	Re-let	Jul-19	Sep-19	Oct-19
Boiler replacements in schools	£440,000	New	Jun-19	Sep-19	Oct-19
Gas Servicing Maintenance – Non Housing	£720,000	Re-let	Jun-19	Aug-19	Oct-19
Gruggies Burn Contractor	£18,000,000	New	Jun-19	Sep-19	Oct-19
Nursing accommodation, care and support for adults with complex needs	£420,000	Re-let	Not required	Sep-19	Oct-19
Residential Care for People with Learning Disabilities (including residential respite)	£7,000,000	Re-let	Not required	Sep-19	Oct-19
Residential Care for People with Mental Health (including residential respite)	£1,300,000	Re-let	Not required	Sep-19	Oct-19
Residential Care for People with Physical Disabilities (including residential respite)	£610,000	Re-let	Not required	Sep-19	Oct-19
Maintenance of Fire, CCTV and Intruder Alarms	£804,000	Re-let	Jun-19	Oct-19	Nov-19

Procurement Title	Estimated	New / Extended / Re-let	Contract Notice Advertised	Estimated Award Date	Estimated Start Date
Improvements to section of A814 Construction	£4,300,000	New	Jul-19	Oct-19	Nov-19
Mentoring for Care Experienced and Vulnerable Young People to Raise Attainment and Improve Life Chances	£600,000	Re-let	Aug-19	Oct-19	Nov-19
Supply & Installation of Electric Vehicle Charging Infrastructure	£250,000	New	Aug-19	Oct-19	Nov-19
The Provision of Social Care and/or Housing Support Services	£1,000,000	Re-let	Aug-19	Oct-19	Nov-19
Allotments Construction	£200,000	New	Sep-19	Nov-19	Dec-19
Energy Management Bureau Services	£250,000	Re-let	Aug-19	Nov-19	Dec-19
Removal and Storage Services	£561,000	New	Aug-19	Dec-19	Dec-19
Meadow Centre Air Handling Unit	£150,000	New	Aug-19	Nov-19	Dec-19
Cleaning Services for Homeless and Void Properties	£666,000	Re-let	Sep-19	Nov-19	Dec-19
Corporate Microsoft Enterprise Licensing	£151,000	Re-let	Sep-19	Nov-19	Dec-19
Domestic Furniture and Furnishings	£1,500,000	Re-let	Sep-19	Nov-19	Dec-19
Purchasing Cards	Income	Re-let	Sep-19	Nov-19	Dec-19
Community Meals	£100,000	Re-let	Aug-19	Nov-19	Dec-19
Servicing and Maintenance of Building Energy Management System	£175,000	Re-let	Sep-19	Nov-19	Dec-19
Debt Recovery Management Partners 2nd Placement	£56,000	New	Sep-19	Nov-19	Dec-19

Procurement Title	Estimated	New / Extended / Re-let	Contract Notice Advertised	Estimated Award Date	Estimated Start Date
Dumbarton Waterfront Walkway, Construction	£1,227,000	New	Sep-19	Nov-19	Dec-19
Early Years and Childcare provision	£2,500,000	Re-let	Sep-19	Nov-19	Dec-19
New Play & Recreation at Radnor Park, including MUGA	£260,000	New	Oct-19	Dec-19	Jan-20
Protective Over-coating to 4 Over Bridges, River Leven	£1,080,000	New	Oct-19	Dec-19	Jan-20
Furniture for new Clydebank Care Home	£300,000	Re-let	Oct-19	Jan-20	Feb-20
ICT Maintenance Renewals	£1,220,000	Re-let	Nov-19	Jan-20	Feb-20
Residential Housing Support Services for Young People	£2,155,000	Re-let	Nov-19	Jan-20	Mar-20
Fostering for Adults with a Learning Disability	£143,000	Re-let	Nov-19	Jan-20	Mar-20
Independent Advocacy Services for Adults	£510,000	Re-let	Nov-19	Feb-20	Mar-20
Residential Care Non NCHC for Older People	£1,200,000	Re-let	Not required	Jan-20	Mar-20
Respite Accommodation Support	£2,100,000	Re-let	Dec-19	Jan-20	Apr-20
Bar and Catering Services for Scottish Pipe Band Championships and Loch Lomond Highland Games	£68,000	Re-let	Jan-20	Mar-20	May-20
Postal Services	£300,000	Re-let	Mar-20	May-20	Aug-20
Flood Risk Management	£1,500,000	New	Apr-20	Jun-20	Aug-20
New Changing Facility at Lusset Glen - Building Works	£80,000	New	Apr-20	Jun-20	Aug-20



<b>Procurement Title</b>	<b>Estimated</b>	<b>New / Extended / Re-let</b>	<b>Contract Notice Advertised</b>	<b>Estimated Award Date</b>	<b>Estimated Start Date</b>
New Changing Facility at OLSP - Building Works	£80,000	New	Apr-20	Jun-20	Aug-20
New Sport Changing Facility Duntocher - Building Works	£80,000	New	Apr-20	Jun-20	Aug-20
Property Condition Surveys for Various Council Properties	£180,000	Re-let	Apr-20	Jun-20	Aug-20
Provision of Stepdown Transitional Care for Young People	£715,000	Re-let	May-20	Jun-20	Aug-20
Sheltered Housing Support/Accommodation for Older People	£210,000	Re-let	May-20	Jun-20	Aug-20
Short Breaks for People with Learning Disabilities	£253,000	Re-let	May-20	Jun-20	Aug-20
Accommodation Based Services for Older People Care at Home	£4,000,000	Re-let	Not required	Aug-20	Sep-20
Accommodation Based Services for People with Learning Disabilities in the Community	£32,000,000	Re-let	Not required	Aug-20	Sep-20
Accommodation Based Services for People with Mental Health in the Community	£4,500,000	Re-let	Not required	Aug-20	Sep-20
Accommodation Based Services for People with Physical Disabilities in the community	£2,000,000	Re-let	Not required	Aug-20	Sep-20
Addiction Support Services - Alcohol Prevention	£700,000	Re-let	Mar-20	Aug-20	Sep-20

Procurement Title	Estimated	New / Extended / Re-let	Contract Notice Advertised	Estimated Award Date	Estimated Start Date
Addiction Support Services and Community Rehabilitation	£850,000	Re-let	Mar-20	Aug-20	Sep-20
Adult Mental Health (Housing / Accommodation) Support Services	£2,500,000	Re-let	Not required	Aug-20	Sep-20
Carers Support and Advice	£800,000	Re-let	Mar-20	Aug-20	Sep-20
Recovery Group Work Programmes (Substance Misuse)	£2,000,000	Re-let	Jun-20	Aug-20	Sep-20
Vocational Training & Tuition - Council Wide Requirement	£600,000	New	May-20	Aug-20	Sep-20
Community Service (Justice Services)	£280,000	Re-let	Jun-20	Sep-20	Oct-20
Exxon Infrastructure Contractor	£34,000,000	New	Jul-20	Jan-21	Mar-21