

WEST DUNBARTONSHIRE COUNCIL
Report by Chief Officer - Regulatory and Regeneration
Corporate Services Committee: 1 November 2023

Subject: Annual Procurement Report

1. Purpose

- 1.1** The purpose of this report is to seek approval to publish the Annual Procurement Report for 2022/23 and the 2023/24 annual revision of the Sustainable Procurement & Commercial Improvement Strategy.

2. Recommendations

- 2.1** It is recommended that the Members approve:
- a) The Annual Procurement Report for 2022/23 as outlined in [Appendix 1](#); and
 - b) The Annual revision to the Sustainable Procurement & Commercial Improvement Strategy – 2021 to 2026 as outlined in [Appendix 2](#).

3. Background

- 3.1** The *Procurement Reform (Scotland) Act 2014* (the Act) requires the Council to either:
- a) Prepare a procurement strategy setting out how the Council intends to carry out regulated procurements, or
 - b) Review its Strategy for the current financial year and make such revisions to it as the Council considers appropriate.
- 3.2** The Act also requires the Council to publish an Annual Procurement Report which summarises the performance of the Council in delivering its procurement strategy.
- 3.3** The Annual Procurement Report relates specifically to regulated procurement which is defined as: “...any procurement from £50k for Supplies and Services contracts and from £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 Annual Procurement Report 2022/23 can be found at [Appendix 1](#). The Members should note that the format is designed to ensure compliance in publishing information required in line with the Act.

- 4.2** Key details within the Annual Procurement Report 2022/23 includes:
- A summary of regulated contracts completed;
 - Review of regulated procurement compliance;
 - Social (community) benefits summary;
 - Supported businesses and social enterprises summary; and the
 - Sustainability summary
- 4.3** The 2022/23 annual revision to the Strategy – 2021 to 2026 is outlined in [Appendix 2](#).
- 4.4** The revision to section 4 takes account of the first Public Procurement Strategy (2023 to 2028) for Scotland which provides a future high-level vision and roadmap to which the Council will align to and deliver against. The revision to appendix 2 is the updated Delivery Plan action plan.
- 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 or procurement implications arising from this report. However, it is important that all officers of the Council supports the actions required to continuously improve procurement compliance.
- 7. Risk Analysis**
- 7.1** There is a risk that improved performance, process and capability in procurement is not achieved, however this can be mitigated through the delivery of the Strategy.
- 8. Equalities Impact Assessment (EIA)**
- 8.1** An initial screening was carried out that demonstrated that there was no impact on any persons with protected characteristics.
- 9. Consultation**
- 9.1** Ongoing engagement continues across service management teams to progress procurement compliance and social benefits.
- 10. Strategic Assessment**
- 10.1** This report support's all of the Council's strategic priorities:
- Our Communities - Resilient and Thriving;
 - Our Environment - A Greener Future;
 - Our Economy - Strong and Flourishing; and
 - Our Council - Inclusive and Adaptable

Name: Alan Douglas

Designation: Chief Officer - Regulatory and Regeneration

Date: 1 November 2023

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Appendices: Appendix 1 - Annual Procurement Report - 2022/23;
Appendix 2 - Annual revision to the Sustainable
Procurement & Commercial Improvement Strategy –
2021 to 2026

Background Paper: EIA Screening