



Annual Procurement Report

1st April 2022 – 31st March 2023



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Section 1 – Introduction and Purpose

Fife Council is the third largest local authority in Scotland, with an annual third party spend in excess of £550 million and is responsible for delivering all local government services in the Kingdom. It is acknowledged that we are living in very challenging times and we aim to ensure all procurement activity provides best value to the council. We recognise this is not just about cost and quality, but about the best balance of cost, quality and sustainability.

Fife Council is a public sector contracting authority and as such is required to produce an Annual Procurement Report detailing all of its regulated procurement activity. This report summarises the council's regulated procurement activity throughout 2022/2023. A regulated procurement is any procurement for public supplies or services with a value of over £50,000 and for public works with a value of over £2 million.

This report has been prepared as the Annual Procurement Report for the period of financial year 2022/23, to meet the requirements of the Procurement Reform (Scotland) Act 2014 whereby all councils who are required to prepare a procurement strategy must also prepare an annual report on the regulated procurements completed during that year.

Section 2 – Context

2.1 Procurement & Commercial Strategy

2.1.1 In January 2019, Fife Council's Policy and Co-ordination Committee approved a five-year Procurement & Commercial Strategy for implementation in April 2019. This strategy was prepared to reflect current legislation as well as committed policies of Fife Council, it also stretches the procurement function to help meet some wider aims and objectives of the Council.

2.1.2 The aspirations set out in the strategy are ambitious yet reflective of the journey that Fife Council and the procurement function has been (and continues to be) on.

2.1.3 This Annual Procurement Report presents performance and progress against policy objectives as well as mandatory reporting elements as dictated by the Procurement Reform (Scotland) Act 2014. This and previous year's Annual Procurement Reports reflect mandatory reporting elements as well as recognised Fife Council priorities.

2.1.4 Our **vision** for the Fife Council procurement team is as follows:

A professional procurement service providing an expert strategic and solution-based service which utilises a commercial focus by collaborating with stakeholders and markets, to achieve best value by improving delivery of services and contributing to the Fife economy.

2.1.5 The organisational Procurement Strategy is due to be refreshed in financial year 2024/25.

2.2 Procurement in Fife Council

2.2.1 The Procurement function is part of Revenue and Commercial Services and is an 'enabling' support service, within the Council's Finance and Corporate Services Directorate.

2.2.2 The operating model for Procurement is a part-centralised function with a strategic focus on the generation of financial and non-financial benefits, effective supplier management, robust demand challenge, compliance, fraud prevention, and continuous improvement.

2.2.3 The Procurement function utilises a category management approach with a structured sourcing programme. Categories of spend have been segmented into the following areas:

- Construction*
- Corporate & Facilities Management*
- Fleet, Plant, Hire & Environmental*
- Social Care
- Transportation & Travel

*Procurement activity is delegated to authorised individuals within the service area for construction works related activity and some Facilities Management services, however process guidance is provided by the central Procurement function and established governance is in place to aid consistency and compliance.

Section 3 – Format and Content

3.1 The undernoted sections provide the quantitative detail required as part of the statutory reporting, and where appropriate some additional narrative and qualitative information to supplement the content. There are some additional sections to report on Fife Council policy commitments as set out in the Procurement and Commercial Strategy.

3.2 It is noted that the formal reporting requires information on regulated activity, however it is sometimes difficult to separate regulated from non-regulated, therefore some figures and content refer to all formal procurement activity but presenting the information in this way provides a more accurate reflection of actual activity across the board.

Section 4 – Spend and Savings/Benefits Position

4.1 Snapshot – statutory reporting and context

<u>Spend and Savings Summary</u>	<u>Source/Note</u>	<u>2022/23</u> <u>£m/%</u>
a) Total procurement spend for the period covered by the annual procurement report.	Oracle Accounts Payable Transactions Report (DXC Transactions also known as Spikes Cavell)	551.98
b) Total procurement spend with SMEs during the period covered by the annual procurement report.		259.18 (2196 suppliers)
c) Total procurement spend with Third sector bodies during the period covered by the report.		73.64 (187 suppliers)
d) Percentage of total procurement spend through collaborative contracts	Spend - Category A (Scottish Procurement)	24.05
	Spend - Category B (Scotland Excel)	43.76
	Spend - Other national/regional collaborative*	119.18
	Total	186.99
	Percentage	34%

Table 1 – Statutory reporting and context

*includes National Care Home Contract (via COSLA) and BAM (Dunfermline Learning Campus (via HubCo)).

4.2 Savings and Benefits

4.2.1 Procurement captures savings and benefits in accordance with a defined Benefits Realisation Policy. This policy is then applied by procurement staff recording benefits achieved on the benefits tracker spreadsheet which is then in turn verified by Finance before any benefits are deemed as made.

4.2.2 Procurement benefits for financial year 2022-2023 have been verified at £8.995m, as illustrated below (Figure 1):

Total Benefits					
2022-23 Procurement Benefits					
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
	£m	£m	£m	£m	£m
Delivered	1.346	3.107	0.955	3.587	8.995
Cashable	0.934	0.560	0.564	1.612	3.670
Cost Avoidance	0.412	2.547	0.390	1.975	5.324

Figure 1 Verified Procurement Benefits

4.2.3 Within Figure 1, there will be multi-year contracts. The benefits will be recurring for the length of these contracts; therefore, some benefits may have already been reported in previous years.

4.2.4 Figure 2 – Comparison of benefits reported over last 3 years illustrating almost £27m of benefits have been realised over that period.

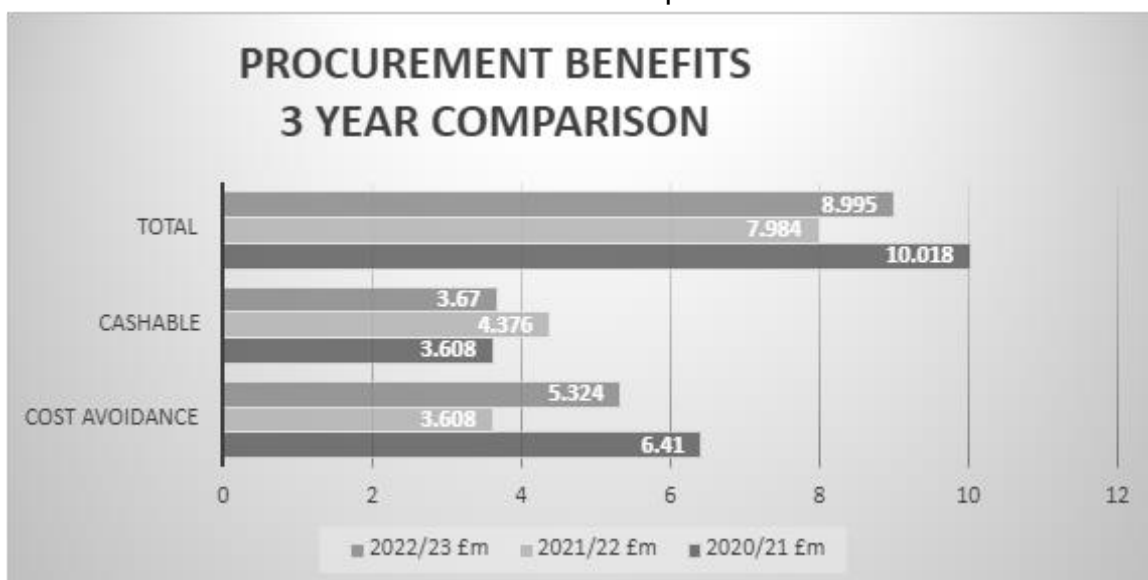


Figure 2 – Procurement Benefits 3 Year Comparison

Section 5 - Summary of Regulated Procurements Completed

5.1 Fife Council maintains a contract register which captures high level contract detail information in line with the requirements of procurement legislation, it also contains additional information that is captured to aid policy reporting.

The below table (Table 2) provides the statutory reporting detail on the procurement activity over the reporting period.

Total number of regulated contracts awarded within reporting period	186 regulated procurement exercises (517 contract awards (suppliers))
Total value of regulated contracts awarded within the report period	£489.73m (approx. £163.48m per annum)
Total number of 'contracts' awarded via PCS <i>N.B. each supplier awarded to a contract is considered a 'contract' and this might include unregulated awards as well as regulated, hence the higher figures</i>	662

Table 2 – Statutory Reporting Procurement Activity

Appendix 1A provides summary of regulated procurement activity as required for statutory reporting.

- 5.2 There were 140 regulated procurement exercises conducted last financial year, illustrating an increase of activity and demand of approximately 30%.
- 5.3 During the reporting period there were circa. 551 active contracts on the register – this does not include un-regulated one-off tender activity such as sub-contract packages. This figure is subject to change throughout the year but was representative of position in March 2022.

Section 6 – Local Businesses & SMEs

6.1 Context and Approach

In relation to Scottish and Fife Council policy, there is a strong desire to support Small to Medium Enterprises (SMEs), particularly local companies and/or those within the supply chain. Additionally, Fife Council is a Living Wage Accredited employer which comes with obligations around making effort to encourage relevant contractors to pay the Real Living Wage as a minimum. For this reason, activity in these areas are specifically reported on in addition to the minimum expected content.

Whilst locality of organisations is easily identified (assuming only focussing on organisations with head office based locally), businesses who are trading as SMEs are not always categorised as such in data sources. This therefore makes accurate capture of this information difficult but is improving year on year.

6.2 Local Contracts Awarded

Figure 3 below provides analysis of contracts awarded via Public Contracts Scotland (the national public sector procurement portal for advertising and awarding contracts). This portal is used for both regulated and unregulated procurement activity. The images below illustrate that 49% of contracts awarded are to businesses that are registered as trading from Fife.

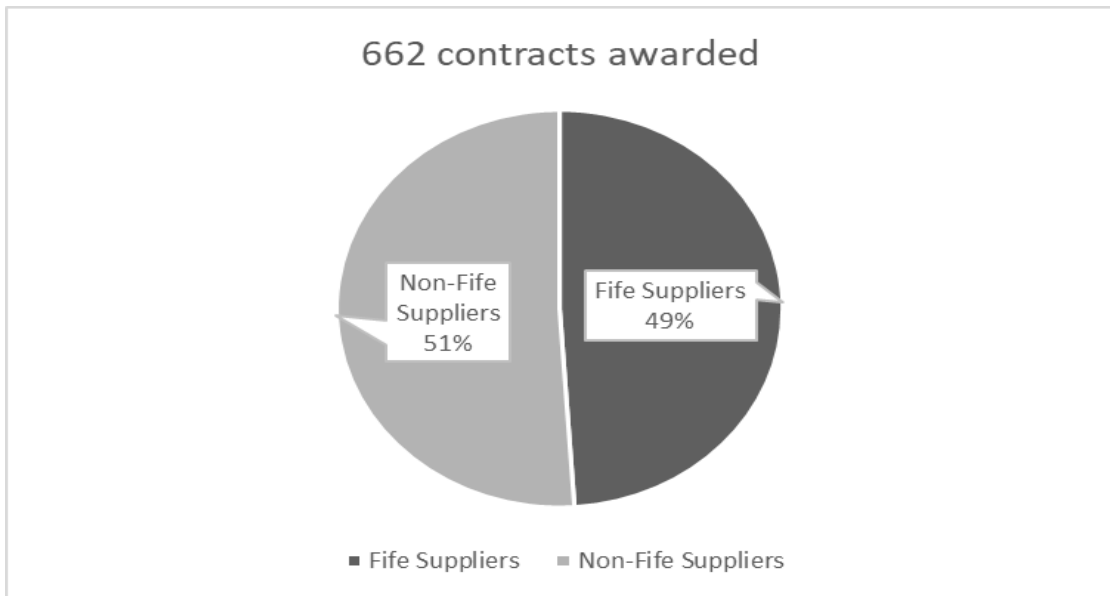


Figure 3 – analysis of PCS contract award notices 1st April 2022 – 31st March 2023 (locality)

6.3 Small to Medium Enterprises (SMEs)

Figure 4 below illustrates the contract awards in terms of the size of the organisation. 86% of contracts have been awarded to organisations from Micro size (1-9 employees), Small (10-49 employees) and Medium size (50-149 employees) Enterprises.

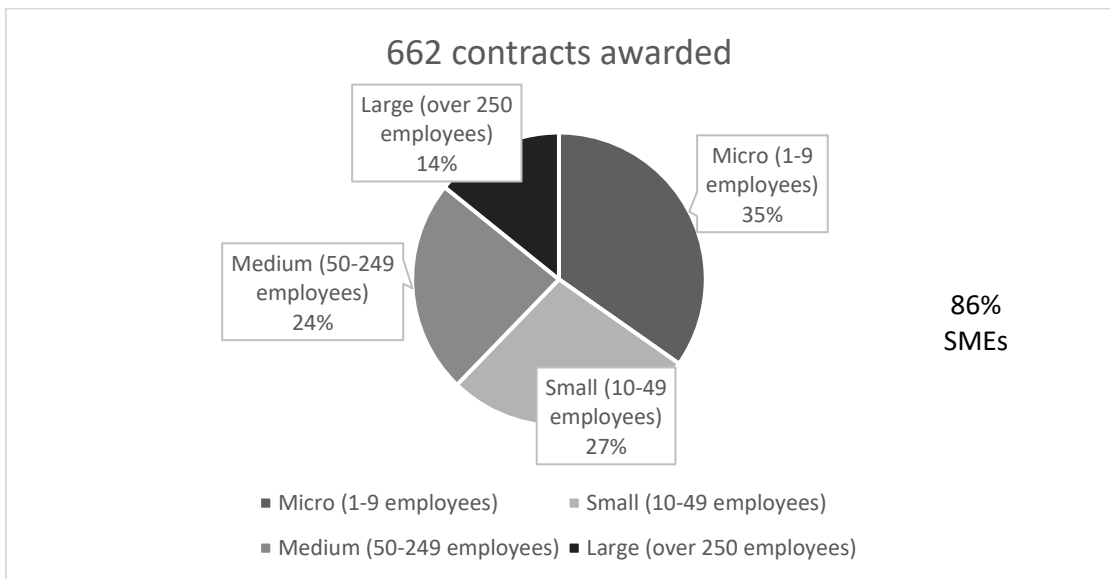


Figure 4 – analysis of PCS contract award notices 1st April 2022 – 31st March 2023 (organisation size)

6.4 Statutory Reporting

Table 3

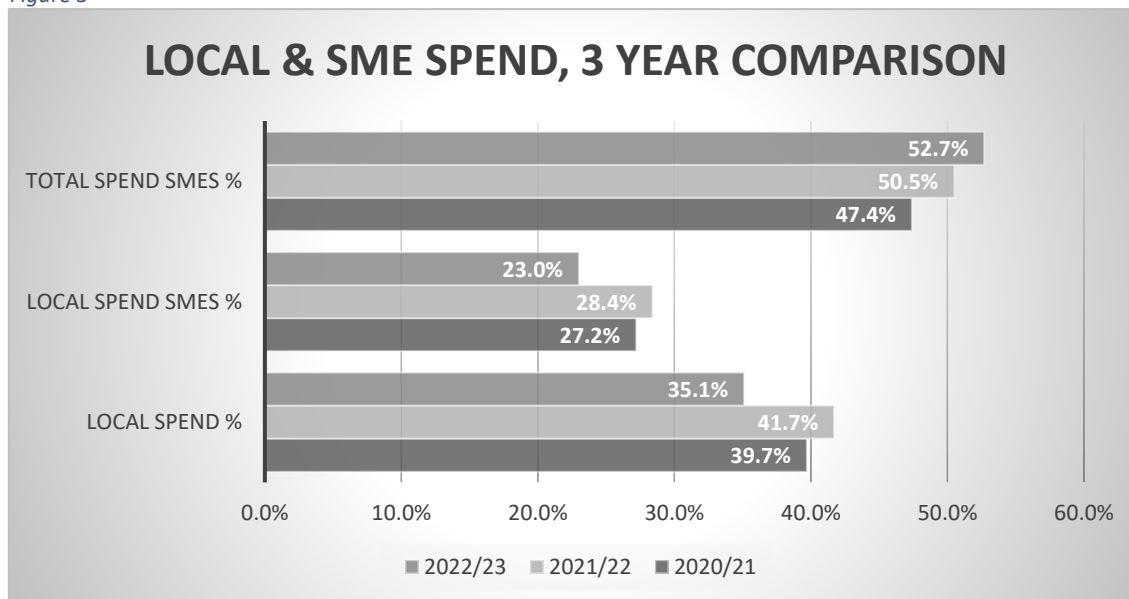
Number of unique suppliers across (186) regulated contracts	466
Number of (unique) suppliers awarded with contracts during reporting period that are SMEs	317 (68%)
Number of (unique) suppliers awarded with contracts during reported period that are Third Sector bodies	12

6.5 Fife Council Spend – local and SME status

6.5.1 Table 4

	2022/23 £M	%
Total Fife Council Spend	551.98	
Total spend with suppliers based within Fife local authority boundary area	192.67	35.08
Total spend with SMEs (where SME status is known, i.e. out of £491.69m)	259.18	47
Total spend with Fife SMEs (where SME status is known, i.e. out of £491.69m)	130.23	23
N.B National Reporting methodology – Observatory/The Hub (national public sector procurement tool) presents percentage of spend with SMEs against total spend where supplier size is known rather than overall spend. Supplementary figures/ percentages provided below.		
<i>Total spend where size of organisation is known = 491.69m</i>	491.69	
<i>SME spend where size of organisation is known = 259.18m</i>	259.18	52.7
<i>Fife SME spend where size of organisation is known = 171.79m</i>	171.79	34.9

6.5.2 *Figure 5*



6.5.3 It is noted that there has been a reduction in percentage spend with local suppliers. Some explanation for this is summarised below:

- Increase of overall spend reported of £49.24m (some changes to parameters of spend to be included as well as inflationary increases account for the additional spend).
- Decrease of circa. £16m (6.6%) spend with Fife businesses. A few areas of significant reduction with Fife businesses such as affordable housing development (Fife contractor had £2.8m contract last year), and £2.7m reduction with Fife College (land transaction last year). In addition, some non-procurement legal spend has been removed from the spend report, much of this was with Fife based solicitors.
- Some areas of significant increase in spend with non-Fife businesses has a disproportionate impact on the statistics, for example spend on gas has (due to inflation) increased by 128% (£3.5m), additional spend with Hub East Central Scotland for Dunfermline Learning Campus (£18.4m, 78% additional); additional spend of £9.3m with an Affordable Housing contractor. Note, both the Affordable Housing and Dunfermline Learning Campus generate many supply chain local impacts.

6.5.4 Whilst it is disappointing to see a reduction in percentage of local spend, it is reassuring that the quality of the data and baseline is improving and that the difference can be accounted for, and in some cases are outwith Fife Council's control and it is accepted that particular areas of spend have an impact year on year, so it is important to ensure that fluctuations are understood and if any areas of opportunity are identified, that this be used to inform future policy or practice.

6.5.5 It should also be noted that local businesses may benefit from non-local procurement spend either through depots/employment within the local authority area, or through their onward supply chain. The scale of this is not feasible to accurately quantify, but as part of the tender process, suppliers are asked to confirm if they have depots/branches and/or local employment to service the contract tendered for. If they do, they are categorised as ‘Part-Local’ and can therefore be reported as such on that basis. £144m of the 22-23 spend has been categorised as ‘Part-Local’. The top 30 ‘part-local’ suppliers account for £139m of this spend.

6.6 Spend Distribution by Location

6.6.1 Whilst the Reform and Recovery, Community Wealth Building agenda seeks to maximise procurement spend within its local area, it is recognised that Fife is already a high performer in that regard and strives for continuous improvement. However, it is often the case that organisations within the Scottish markets require multi-regional customer bases to make them sustainable, therefore it is never going to be feasible to have all spend within an individual local authority area. The undernoted table provides a breakdown of location of spend and illustrates that 73.8% of Fife Council’s spend is with Scottish based organisations.

6.6.2 Spend Distribution by location:

Region (Scottish Definition)	Total Value (£m)	Total (%)	Suppliers (Number)
Scotland - Tayside Central and Fife	213.590	38.9%	1373
Scotland - Glasgow and Strathclyde	69.49	12.7%	378
Scotland – Forth Valley	64.77	11.8%	107
Scotland - Edinburgh and Lothians	43.44	7.9%	346
Scotland - Aberdeen and North-East	12.15	2.2%	33
Scotland - Highlands and Islands	1.075	0.2%	24
Scotland - South	0.57	0.1%	19
Outwith Scotland	144.12	26.2%	1260

Table 5 (Source – Spikes Cavell/DXC Report)



6.7 Scotland Excel – Local Supplier Reporting

6.7.1 Scotland Excel manage a portfolio of national frameworks for the local authority sector. Over the reporting period, there were 37 Fife based suppliers on 27 Scotland Excel frameworks (increase of 2 local supplier and presence on 3 frameworks from 2021/22). This also provides wider opportunity for these suppliers to supply out with Fife Boundaries. Collective spend with Fife suppliers through these frameworks was £21.59m. £5.14m of this spend was from Fife Council.

6.7.2 The below table (Table 6) provides further detail of local suppliers and spend via Scotland Excel frameworks:

Table 6 – from Scotland Excel Annual Value Report 22-23

Year (at Q4)	No of Local Suppliers	Total Spend with Local Suppliers	Fife Spend with Local Suppliers	%Fife Spend with Local Suppliers
2018/19	26	£21,381,773	£5,778,260	27.0%
2019/20	27	£31,349,851	£8,139,677	26.0%
2020/21	33	£25,379,876	£6,536,962	25.8%
2021/22	35	£25,337,318	£5,319,577	21.0%
2022/23	37	£21,588,761	£5,144,618	23.8%



6.8 Supplier Development Programme

6.8.1 Fife Council, in conjunction with colleagues in Economic Development have active participation with the Supplier Development Programme (SDP).

6.8.2 The Supplier Development Programme working together with Local Authorities and other public bodies to provide business support in all aspects of tendering. By assisting businesses to become tender ready for public procurement, all-round efficiency, sustainability, and market potential is improved.

6.8.3 Whilst Fife businesses can access this service and hopefully improve their chances of winning Fife Council business, this also enhances their opportunity to bid for business out with Fife to further strengthen their market position.

6.8.4 The below table provides figures of registration with the Programme as well as participation in Meet the Buyer events:

Table 7

Council Area	Companies Registered in 2022/23	Total Companies Registered
Fife	89	1023
Number of Businesses Participating in SDP Events & Activities (2022/2023) <ul style="list-style-type: none"> - Meet the Buyer Fife Events & Dunfermline Learning Campus Supply Chain Opportunities (90) - Meet the Buyer National (13) - Virtual Surgeries (1) 		
Over the reporting period, Procurement representatives exhibited at the below events: <ul style="list-style-type: none"> - 28th April 2022 Meet the Buyer Fife (Dunfermline Learning Campus Supply Chain Opportunities) - 15th June 2022 – Meet the Buyer National - 10th November 2022 – Meet the Buyer Fife - 21st March 2023 – Meet the Buyer Fife - 21st March 2023 – Fife and Tayside Virtual Surgeries 		

Section 7 – Summary of Regulated Procurement Compliance

7.1 Table 8

Number of regulated contracts awarded within the period that complied with Procurement Strategy (and/or Scheme of Tender Procedures)	185
Number of regulated contracts awarded within the period that did not comply with Procurement Strategy (and/or Scheme of Tender Procedures)	2

7.2 Out of the 187 contracts awarded, there were 24 direct awards during the reporting period, 22 of these were still considered compliant as were awarded in accordance with specific criteria in Fife Council’s Scheme of Tender Procedures and/or the Procurement Regulations. The remaining 2 (Inverkeithing Public Realm and Maygate Exchange) did not breach Procurement Regulations, but breached internal governance as were progressed without delegated authority. Both cases were reported and lessons learned enacted accordingly.

7.3 Included in the 187 contracts awarded are 2 Affordable Housing contracts. These contracts do not always follow traditional procurement routes due to the nature of the transactions.

Site	Developer	Estimated Value*
West Road Saline	Stanley Brash	£7.9m
Cupar Road, Newburgh	Morris Spottiswood	£6.72m

*Estimated values include cost of land acquisition

7.3.1 The Affordable Housing Team when pursuing a site on their Strategic Housing Investment Plan (SHIP) for development are required to complete a Procurement Strategy Report detailing the approach being taken and justification for their intention to award. This report is then taken to a Procurement Review Board (PRB) seeking approval. The PRB will assess the report against the current procurement legal framework and best practice before approving.

7.3.2 Justifications for a direct award to a specific developer are generally based on three main criteria:

- a. A significant need for affordable housing the area
- b. Market research showing no other site in the area is realistically available in the same timescales.
- c. The Developer has acquired title to the site (or at least an exclusive option).

7.3.3 The two direct awards taken to relevant Committee(s) were approved by the Procurement Review Board and justified on the basis of the criteria above and the developer's exclusive right of ownership i.e., Fife Council cannot deal with another developer if affordable houses are required in the given site.

7.3.4 Good progress has been made to improve the process, transparency and governance around these requirements, and at the right time/order. Procurement continues to work closely with the Affordable Housing Team to establish a consistent process for endorsing any awards prior to taking to relevant Committee if/as required.

7.4 Internal Audits & Counter-Fraud in relation to Procurement Activity

7.4.1 Over the reporting period, the following Internal Audits were carried out that are linked to/feature procurement related activity:

- Education – Purchasing Cards
- Housing Services – Mutual Repairs
- Facilities Management – Catering and Cleaning Stock Control
- Accounts Payable – Recurring Payments

One of these Internal Audits had an improvement recommendation which has since been actioned accordingly.

7.4.2 There continues to be a close relationship with the Council's Corporate Fraud Team, with instances of suspected fraud/corruption and irregularity being referred to the Team for investigation as and when appropriate. The Corporate Fraud Team also provides advice and guidance and shares relevant intelligence from national groups/the wider public sector, with a view to mitigating the risk of fraud/corruption and irregularity.

7.4.3 Engagement with Internal Audit was conducted as part of the stakeholder consultation exercise to help inform the 2023/24 Internal Audit Plan. Planned audit activity which is likely to have a procurement involvement is as follows:

- Care in the Home (Contracts with, and payments to, Care providers for clients' care in the home.
- Procurement Cards (Corporate review of the internal controls in place to manage and monitor the use of procurement cards, including the authorisation of card transactions.)
- Purchase Ordering (Review of the requisition, approval and ordering arrangements in place within Oracle for non-contract spend below £5,000).
- Regulated Procurement (Review of governance arrangements in place to ensure regulated procurement activity complies with relevant legislation, regulations and statutory guidance, including areas of delegated procurement.
- ICT Contract Management (Review of ICT contract management arrangements to ensure that specifications are successfully delivered and, if required, remedial actions taken/escalation procedures are efficient and effective).
- Pupil Equity Funding (Review of the framework in place to administer pupil equity funding and ensure that it is being effectively invested in line with the Pupil Equity Fund: National Operational Guidance).

7.4.4 Procurement will also assist with any involvement of other audit activity, including any relevant policies and/or unplanned work in audit/fraud investigation as necessary.

Section 8 – Sustainable Procurement Duty, Climate Duties

8.1 Context (Public Sector Climate Change Duties)

8.1.1 Fife Council recognises its responsibility to carry out its procurement activities in an economically, environmental and socially responsible manner. Fife Council's Procurement Strategy includes a commitment to purchase goods, materials and services that minimise or reduce the impacts of its activities on the local and global environment, including whole life costing, energy efficiency, supply chain management and sustainably sourced products.

8.1.2 In response to the Scottish Procurement Policy Note, Public procurement – taking account of climate and circular economy considerations: SPPN 3/2022, it is recognised that public procurement spend should support climate and circular economy ambitions, and this policy note clarifies expectations with respect to climate and circular economy considerations. As part of fulfilment of the ‘Public Sector Climate Change Duties’, the Council has a duty to provide a return for its ‘Public Bodies Duties Report’ (PBDR). Procurement feed into this with responses to specific questions (Part 5 of the return), and an example of the content is provided in the following sections:

8.1.3 ***How have procurement policies contributed to compliance with climate change duties:***

All Regulated Procurement activity must include a consideration of the Sustainable Procurement Duty, and this places a requirement for the procuring officer to take into account (where it is deemed proportionate and appropriate) how the exercise can improve the social environmental and economic wellbeing of Fife.

The procuring officer should also consider the impact and alignment of their procurement exercise on the following:

- The Climate Change (Scotland) Act 2009.
- Taking Account of Climate and Circular Economy, Climate Fife:
- Sustainable Energy and Climate Action Plan (2020 - 2030),

Additional to the above is the need for the Regulated Procurement to include, where relevant and proportionate, a Sustainability Test which is a tool that will aid the procuring officer embed relevant and proportionate sustainability requirements into the development of any frameworks/contracts.

Current Tender documents utilised by procurement within Fife Council include the following (for consideration were deemed proportionate and appropriate): -

- Sustainable Procurement Duties,
- Environmental, Human Rights
- and Ethical Procurement

and where appropriate the inclusion of weighted evaluation criteria that can include:

- The tenderers response to national climate emergency,
- waste reduction measures,
- climate resilience,
- monitoring methods used to measure sustainability and
- carbon footprint reduction.

8.1.4 ***How has procurement activity contributed to compliance with climate change duties?***

Regulated Procurement requires the consideration and application, where applicable and appropriate, of the Sustainable Procurement Duty in all procurements as per the Procurement Reform (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015.

The procurement service will work with clients to develop contract terms, criteria and apply appropriate weightings. Examples of procurement activity include:

- The procurement of alternative fuelled vehicles (electric) as part of the Council's Fleet Replacement Programme.
- Procurement of electric vehicle charge points.
- Specification of the latest EURO engine requirements in all heavy vehicles purchased.
- Renewed LED Lighting and Luminaire procurement.
- Ongoing commitment to support the elimination of single use plastics.

Other examples of corporate Sustainable Procurement support and ongoing work includes:

- Continuing the promotion of the Scottish Government's Sustainable Procurement Toolkit within all Fife Council procuring areas.
- Promotion of Sustainable Procurement e-learning modules within Corporate Procurement and other Fife Council Delegated Procuring Areas.
- Continuing to explore options with the Climate Team colleagues in relation to combining the Sustainable Procurement e-learning and Climate Literacy e-learning.
- Focus on payment of Real Living Wage and Fair Work Practices.

Section 9 – Community Benefits

9.1 Context and Approach

9.1.1 Fife Council recognises that public procurement contracts can help realise a wide range of social and environmental benefits, including more and better employment opportunities.

9.1.2 For major works projects, Fife Council committed to:

Due consideration of whether to impose community benefit requirements as part of the procurement and if so, provide a summary of what it intends to include, and if not, provide a justification of why not deemed appropriate. Where included, Fife Council will include in the award notice a statement of the benefits it considers will be derived from those requirements.

9.1.3 The above is a mandatory requirement in accordance with the Procurement Reform (Scotland) Act 2014, however Fife Council's policy goes beyond the minimum requirement and gives consideration of community benefits for goods/services contracts as well as major works projects, where deemed proportionate and relevant to do so.

9.2 Statutory Reporting

9.2.1 Table 9

Total number of regulated contracts awarded with a value of £4m or greater	22
Total number of regulated contracts awarded with a value of £4m or greater that contain Community Benefit requirements	14
Total number of regulated contracts awarded with a value of less than £4m that contain Community Benefit requirements	132

Community Benefit Type	Number	£ value (where quantified)
Number of jobs	35.32 Employees	£104,000
Number of apprenticeships	5 Employees/ 275 Weeks	
Number of work placements	19 Weeks 2 Employees 534 Hours	£12,000
Number of qualifications achieved through training	1 Employee	
Other community benefit(s) fulfilled such as: <ul style="list-style-type: none"> SME and third sector spend (sub-contract/supply chain) 		£16,048,540
<ul style="list-style-type: none"> Social Value Rebate (including donations, charitable work etc.) 	521 Hours 1 Employee	£177,651
<ul style="list-style-type: none"> Environmental & Ethical 		
<ul style="list-style-type: none"> Skills and Training (Workshops, Careers advice etc.) 	335 Hours 2 Employees	
Total	46.32 Employees 1,390 Hours 294 Weeks	£16,342,191

N.B In some cases, in the above and in Appendix 1B some entries do not contain either individual details (people) or financial values (£s). Some entries are valued in weeks i.e., Skill and Training.

9.2.2 Appendix 1B provides summary detail of community benefits recorded as delivered over the reporting period.

Section 10 – Fair Work and Real Living Wage

10.1 Context and Approach

10.1.1 With a view to supporting the strategic aim of providing **Opportunities for all**, Fife Council considers payment of the Real Living Wage to be a significant indicator of an employer's commitment to fair work practices and that payment of the Real Living Wage is one of the clearest ways that an employer can demonstrate that it takes a positive approach to its workforce.

10.1.2 The Council considers 'workforce matters' in connection with their contracts if the services provided have the effect of employees being considered an in-direct employee of Fife Council and/or if there is known or perceived history of unfair work practices. Guidance has been refreshed on this, having been issued to Procurement teams in January 2023, with a stronger emphasis on mandating Fair Work criteria within contracts.

10.2 – Position/Statutory Reporting

10.2.1 *Table 10*

Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	59
Number of unique suppliers who have committed to pay the Real Living Wage in the delivery of a regulated contract awarded during the period.	394
Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	88

10.2.2 Whilst only 394 suppliers (out of 466 unique suppliers) are reported to having committed to pay the Real Living Wage in the delivery of the regulated contract, it is appropriate to supplement this figure with an additional 55 of these suppliers are Sole-Traders and thus, out of scope for this reporting requirement. Taking this into account, 96% are reported to having committed to pay the Real Living Wage. 17 suppliers did not commit to payment of the Real Living Wage at the outset of the contract, but 8 of these committed to doing so within the initial 2 years of the contract.

10.3 – Other Council Commitments

10.3.1 As part of the Procurement & Commercial Strategy, Fair Work is further promoted within procurement activity by seeking commitment to our Construction Charter and Ethical Care Charter where applicable.

10.3.2 The Construction Charter is included in relevant construction related contracts to acknowledge the council aspiration and expectations for contractors to practice in their organisation also. The strategy also acknowledges that the council is

opposed to blacklisting, and there is no evidence that any of our contractors practice blacklisting.

10.3.3 Similarly, the Ethical Care Charter is incorporated into relevant procurement exercises for homecare related services.

Section 11 – Invoice Payment Performance

11.1 Context

11.1.1 Fife Council is committed to ensuring that businesses are paid on time because it is understood how important it is to pay businesses promptly once a service has been performed or goods delivered. Late payment is particularly detrimental to SMEs, third sector bodies and supported businesses. Fife Council also mandates via contract conditions that main contractors must pay their sub-contractors and suppliers promptly in an effort to ensure cashflow is positive throughout the supply chain.

11.1.2 Late payment legislation places a statutory duty on all public bodies to pay commercial debt within 30 days. Legislation also allows businesses to claim interest and recovery costs if goods and services are not paid for on time.

11.2 Position

332,670 invoices have been received during the reporting period, and 307,864 (92.5%) of these were paid within 30 days.

11.3 Supplier Portal

11.3.1 The Fife Council Oracle system has a Supplier Portal. This functionality allows suppliers to have their own unique login to their account details within the Council's system and the ability to review order, payment and catalogue status/details. Some suppliers use this functionality to create their own invoices via the system, which when matched to an existing order and matched receipt, will automatically pay. This creates efficiency for the council as the invoice does not need to be handled in any manner by council personnel (unless there is a mismatch).

11.3.2 During the reporting period, 61 suppliers submitted 20,513 invoices that were processed via this method.

11.4 eInvoices

11.4.1 Fife Council utilises the Scottish Government's eInvoicing solution which provides a platform that accepts a range of invoice formats that can be automatically processed for matching and payment. It is intended to provide an easy, consistent and standard platform for suppliers to the public sector and is compliant with relevant Directive requirements. There are no costs and should be no technology changes for suppliers to issue invoices through the system.

11.4.2 During the reporting period, 6 suppliers have processed 18,597 eInvoices via this method.

Section 12 – Supported Businesses

12.1 Context and Approach

12.1.1 Before carrying out a regulated procurement, Fife Council includes consideration of how the process can facilitate the involvement of Supported Businesses. The involvement of Supported Businesses is considered at strategy stage. Completion of contract strategies are mandatory for all regulated procurement exercises; therefore, effort is made to consider supported businesses in all regulated procurements.

12.1.2 During the reporting period, 2 regulated contracts were awarded to Supported Businesses as follows:

Table 11

Contract Description	Total Contract Value (Approx.)
Winter Warmer Packs (Supplier – Seahawk Apparel)	£60,400
Domestic Furniture & Furnishings (Supplier - Circular Communities Scotland (Castle Furniture and Furniture Plus))	£819,948

12.2 Spend with Supported Businesses

12.2.1 Table 12

Supported Business	2022/23
Matrix Fife	£317,504
Castle Furniture	£275,877
Dovetail Enterprises	£275,448
Scott Direct	£128,331
Furniture Plus	£135,381
Seahawk Apparel	£29,500
Keela International Ltd	£3,792
The Lady Haig's Poppy Factory	£3,115
Total spend with Supported Businesses	£1,168,948

Section 13 – Pipeline

13.1 Table 13

Total number of regulated procurements expected to commence in the next two financial years	154
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*(as of December 2023) NB, this is subject to change and refreshed 'Pipeline' is published on fife.gov website regularly.

- 13.2 Appendix 1C provides the Pipeline of regulated procurements expected to commence in the next two financial years. Note this is continually updated and available publicly on the Fife Council website.

Section 14 – Annual Review of Procurement & Commercial Strategy

- 14.1 The Procurement Reform (Scotland) Act 2014 requires contracting authorities to review its procurement strategy annually. This report provides a mechanism to report on its review which is conducted to assess whether the procurement activity and priorities remain in alignment to the council's broader priorities. This and subsequent section shall be added to the existing strategy to acknowledge outcome of the review.
- 14.2 The review concluded that the commitments and priorities all remained relevant, however due to prevalent risks and impacts, there is acknowledgement that some areas will require a continued increase of focus to support the council (and Scotland)'s broader objectives as follows:
- 14.3 **Supply Chain Impacts** - Continued monitoring and proactive activity to manage emerging/known impacts of multiple disruptions to supply chains.
- 14.4 **Financial Savings/Benefits**
- 14.4.1 Budget pressures remain a significant challenge for Fife Council. Any identified opportunities around efficiencies relating to third party spend will continue to be pursued.
- 14.4.2 An 'Opportunities Pipeline' is maintained within the Procurement team, where potential opportunities are logged and progressed accordingly. There is currently over £3m of potential opportunities identified on this pipeline.
- 14.4.3 As a result of continued inflationary rises/instability, it is recognised that cost reduction on a like for like basis is unlikely to be achieved, and whilst any opportunities for financial savings shall be pursued, efforts will be focussed on minimising price impacts and keeping abreast of market conditions.
- 14.5 **Supporting Local Businesses, SMEs and Third Sector** - Due to the local economic impact of external events (COVID-19 pandemic and other geo-political events), it is recognised that procurement has a part to play in supporting economic recovery. This is addressed further in 'Progress on Key Activity and Priorities Moving Forward' section below.

14.6 **Sustainable Procurement** – Fife Council’s Plan for Fife 2021-2024 Update acknowledges the need to make Fife resilient to unavoidable climate change that is happening now, while reducing our contribution to this global emergency. In addition, in accordance with the Scottish Procurement Policy Note, Public procurement – taking account of climate and circular economy considerations: SPPN 3/2022, it is recognised that public procurement spend should support climate and circular economy ambitions, and Procurement shall continue to explore opportunities around climate and circular economy considerations.

14.7 Fife Council’s corporate Procurement and Commercial Strategy is due to be refreshed for financial year 24/25. Work will therefore take place during 23/24 to review and update accordingly, before being presented to Cabinet committee for proposed approval. This will take cognisance of the new Public procurement strategy: 2023 to 2028, the vision of which being:

‘Putting public procurement at the heart of a sustainable economy to maximise value to the people of Scotland’.

Section 15 – Progress on Key Activity and Priorities Moving Forward

15.1 Context

15.1.1 Previous Annual Procurement Reports had two separate sections covering the above. However, given significant transformation in the service, and much of the work becoming ongoing/business as usual and/or spanning over multiple years, these sections have been combined.

15.1.2 Over the reporting period, over and above work associated with letting contracts, there has been significant other work undertaken. An action plan was devised from the ‘Other Priorities/Moving Forward’ section of last year’s Annual Procurement Report. A summary of highlights of activity is bulleted below, and further detail is provided in Appendix 2 - Update on commitments and actions.

- Active participation in Reform & Recovery activity, specifically via the Local Economic Recovery Board and Community Wealth Building Support Group.
- Supporting the Climate Emergency Reform Activity.
- Continuous Improvement/Team Development
- National Issues:
 - Public Procurement Priorities (Leadership & Visibility; Sustainable Economic Recovery; Supply Chain Resilience; Maximise the Impact of the Sustainable Procurement Duty; Achieving Professional Excellence; Using Systems to Drive Sustainable Outcomes and Support Reporting).
 - National Care Service activity
 - Pandemic Impacts (Covid-19 Inquiry and Review of Supplier Relief Scheme (due diligence)
- Procurement Structure/Delegated Procurement Authority
- Review of the Scheme of Tender Procedures

List of Appendices

Appendix 1A - Regulated Procurement Summary 22-23

Appendix 1B - Community Benefits

Appendix 1C - Future Regulated Procurements (Pipeline)

Annex A - Scottish Government Statutory Return

Appendix 2 - Update on commitments and actions

Report Contact:

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Note 1 - Framework Owners (key):

FC = Fife Council

SXL = Scotland Excel

SP = Scottish Procurement

CCS = Crown Commercial Services

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Swimming Pool Chemicals (Extension)	Call-Off	SXL	£120,851	£78,000	Brenntag
Fife Council Insurance Policies	Open	FC	£29,071,410	£5,814,282	Risk Management Partners Ltd
			£54,881	£10,976	AXA XL
			£1,913,596	£382,719	Zurich Municipal
Employee Benefits	Call-Off	Other	£30,800	£7,700	Sodexo Ltd
Trading Standards Case Management System	Call-Off	CCS	£127,571	£31,892	Idox Software Limited
Adobe Licences	Call-Off	CCS	£99,000	£33,000	Bytes Ltd
Digital Marketplace	Call-Off	Other	£5,200,000	£1,200,000	Amazon Business
Road Maintenance Materials	Call-Off	SXL	£851,805	£273,935	Glasdon; Mallatite; PDM/Huws Gray Ltd; Scotia
Trade Materials	Call-Off	SXL	£2,361,246	£1,180,623	Decco Ltd T/A White Milne & Co.; Highland Industrial Supplies Limited; Jewson Limited (George Boyd); SIIS Limited; Crown Paints Limited; Imperial Chemical Industries Limited T/A ICI Paints AkzoNobel; PPG Architectural Coatings UK Limited
Power Tools	Call-Off	SXL	£356,271	£118,757	Gibb & Beveridge (Engineering Agencies) Ltd
Maintenance of North Glenrothes Roundabouts (Extension)	Other	FC	£1,136,492	£284,123	T & N Gilmartin (Contractors) Ltd
Strategic Transport Assessment	Call-Off	SXL	£80,000	£80,000	Systra Limited
Installation of Heat Pumps (6 schools) (Extension)	Call-Off	SXL	£1,401,000	£1,120,800	Alternative Heat Ltd

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Affordable Housing Cupar Road, Newburgh	Direct Award	FC	£672,000	£672,000	Morris & Spottiswood Limited
Servicing & Repairs to Air Conditioning, Air Handling Units & Chillers (Extension)	Extension	FC	£1,322,000	£220,333	Lovats Catering & Engineering Services Ltd.
Inverkeithing Public Realm	Direct Award	FC	£290,000	£290,000	Denfind Stone Ltd.
Advocacy	Direct Award	FC	£466,666	£280,000	Circles Network
Affordable Housing West Road Saline	Direct Award	FC	£7,969,191	£7,969,191	Stanley Brash Construction Ltd
Repair and Replacement of Glass for Fife Council's Vehicle Fleet	Call-Off	SXL	£56,000	£28,000	Plant Glazing Ltd
Gartner Executive Guidance Services	Call-Off	CCS	£141,000	£70,200	Gartner
Day Care - Careology	Direct Award	FC	£612,362	£204,120	Careiology Ltd
Education Materials (Scotland Excel 1220)	Call-Off	SXL	£5,400,000	£1,350,000	Findel Education Consortium & TTS Group
Media Services (Scottish Procurement Framework SP-20-002)	Call-Off	SP	£182,100	£45,525	Precise Media Monitoring Ltd
iDox Uniform & Document Management System	Call-Off	CCS	£505,414	£101,083	iDox Ltd
Analytic Tool for Reducing Rent Arrears	Call-Off	CCS	£867,770	£246,603	Mobysoft Limited
Infoblox Licences	Call-Off	CCS	£157,000	£52,000	Khipu
Framework for the repair of accident damaged vehicles	Open	FC	£1,100,000	£275,000	Elder and Paton Body Repairs; David Philp Commercials Ltd; Jackson Accident Repair Centre
First Aid Products	Call-Off	SXL	£266,000	£66,500	Fast Aid Products Ltd; Aero Healthcare
Lease of Gas Non-Half Hourly Automatic Meter Readers (Loggers)	Call-Off	CCS	£152,350	£30,470	Stark Software International Limited

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
River Leven Restoration Project, Professional Services	Call-Off	SXL	£520,033	£520,033	RSK Environment Ltd.
Vehicle Parts	Call-Off	SXL	£1,579,384	£394,846	Dingbro Ltd.
North Fife Scholars Travel Pass Agreement	Direct Award	FC	£620,000	£155,000	Fife Scottish Omnibuses Ltd t/a Stagecoach East Scotland
Professional Development Award in Housing Law (DPS Learning and Development Award 21/22)	Call-Off	FC	£125,000	£125,000	Shelter Scotland
Sexual Abuse Supporting Children & Young People (Lot 6 - DPS Learning and Development Award 2021/22)	Call-Off	FC	£8,700	£8,700	Jan Swan
Assessing Children who present with Sexual Abuse (DPS Learning and Development Award 2021/22)	Call-Off	FC	£12,240	£12,240	Safer Futures
Performance and Care Excellence (DPS Learning and Development Award 21/22)	Call-Off	FC	£15,120	£15,120	Sally Wassell
Dyadic Development Practice Consultation Work (DPS Learning and Development Award 21/22)	Call-Off	FC	£4,500	£4,500	Edwin Grant
Dynamic Maturation Model of Adult attachment (DPS Learning and Development Award 21/22)	Call-Off	FC	£15,300	£15,300	Bridget Rothwell
Workforce Development Qualifications for H & S Care - Lots 1 and 6 (DPA Learning and Development Award 21/22)	Call-Off	FC	£432,000	£144,000	The Open University; West Lothian College; Edinburgh College; City of Glasgow College

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Free Personal Care (External to Fife)	Direct Award	FC	£8,400,000	£1,200,000	Abbey Healthcare (Hamilton) Ltd; Caritas Services Ltd; Abbots Care Centre Ltd; Airthrey Care Ltd; Antonine Care Ltd; Jane Allan t/a Ashley House; HC-One Ltd; Balhousie Care Ltd; Beechgrove CH Ltd; Duncare Ltd t/a Benvie Care Home; Camphill (Blair Drummond) Trust Estate Ltd; Boclair Care Ltd; Tayside Care Ltd; Buchanan Lodge Care Ltd; Care UK Ltd; Avante Care and Support Ltd; Elder Homes Ltd; Corbenic Camphill Community Ltd; G Hill Ltd; Fairview Care Ltd; Dundee City Council; Cumbria City Council; Shaftesbury Care GRP Ltd; Barchester Healthcare Ltd; Erskine Hospital; Bon Accord Care; Barchester Healthcare Ltd; Aria Healthcare Group Ltd; Forthlands Care Ltd; Royal Blind Asylum and School t/a Sight Scotland; Tamaris (RAM) Ltd; Garvald West Linton Ltd; Mailler & Whitelaw Trust; Advanced Specialist Care Ltd; Musselburgh Care Home Ltd; Bupa Care Homes (AKW) Ltd; Skene Enterprises (Aberdeen) Ltd; Renaissance Care (No1) Ltd; Kincarrathie Trust; Randolph Hill Nursing Homes (Scotland) Ltd; Holmes Care Group Scotland Ltd; Care UK Community Partnerships Ltd; Livingston Care Home Ltd; Mead Medical Services Ltd; Manor Grange Care Home LLP;

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Free Personal Care (External to Fife) continued					Priority Care Group Ltd; Avery Homes (Nelson) Ltd; MHA Auchlochan; Active Adult Ltd; Morningside Manor Ltd; Care UK Ltd; Larchwood Care Homes (North) Ltd; Park Homes (UK) Ltd; Active Neuro Ltd; Advinia Health Care Ltd; North Argyll Eventide Home Association Ltd; Stirling Care Home Ltd; Barchester Healthcare Ltd; Orchar Care Ltd; Parklands Care Ltd; Hudson (Pitkerro) Ltd; Randolph Hill Nursing Homes (Scotland) Ltd; Crown Care IV Ltd; Rubislaw Care LLP; Advanced Specialist Care Ltd; Advinia Care Homes Ltd; Adrian O'Brien Rachel Amiee O'Brien; Scottish Autism; Scottish Masonic Homes Ltd; Whitefield Nursing Home Ltd; St Modans Care Home Ltd; Viewpoint Housing Association (Benevolent) Ltd; Stow Healthcare Group Ltd; Church of Scotland t/a Crossreach; Christopher Curnin; The Grange (2016) Ltd; Rhindsdal House Ltd; United Health Group Ltd; Thorburn Manor Ltd; Tigh Na Muirn Ltd; Cure UK Ltd; Voyage 1 Ltd; Sharob Care (Bude) Ltd; Capability Scotland; Abbeyfield Perth Society Ltd; Countrywide Care Homes (3) Ltd; Wardside House Ltd; Westerlands Association; Westerton Care LLP; Church of Scotland t/a Crossreach; The Willows (Falkirk) Ltd

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Free Personal Care	Call-Off	Other	£ 77,000,000	£11,000,000	Abbeyfield Kirkcaldy Society Limited; Abbotsford Care Limited; Balhousie Care Limited; Bandrum Nursing Home Limited; Barchester Healthcare Limited; Barrogil Ltd; Care Concern Fife Limited; Carnegie Care Limited; Central Scotland Healthcare (St. Andrews) Limited; Enhance Healthcare Limited; Karen Reid; Christine Bennell; Anjum Tamanna; West Park House Limited; Rosturk House Limited; St. Serfs Care Home Limited; Newlands Care Limited; Leonard Cheshire Disability; Kingdom Homes Limited; HC-One Limited; Holmes Care Group; Glenburnie Care Limited; Fairfield Care Scotland Limited; Ganarn Limited; Fairfield Care Scotland Limited; Ganarn Limited; Four Seasons Homes No 4; St Philips Care Caledonia Limited; Beechwood Care (Partnership); Craighead Care Ltd; Villa Atina Limited; Four Seasons Beechcare Ltd; St Philips Care Caledonia Limited; Avondale Care (Scotland) Limited; Gowrie Care Ltd; Earlsferry House Care Ltd; Henderson Care Home Ltd; William Gibson's Trust; Thomas Dailey; Caring Homes Healthcare Group Limited (Aria Healthcare Group); Pitlair Limited

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Emergency First Aid Training (DPS Learning and Development Award 21/22)	Call-Off	FC	£36,000	£36,000	Fife Training Services
Safety Interventions & Classroom Culture Training (DPS Learning and Development Award 21/22)	Call-Off	FC	£40,940	£40,940	Crisis Prevent Institute Inc
External Wall Insulation	Call-Off	SXL	£1,190,000	£1,190,000	SERS Energy Solutions (Scotland) Ltd
North Fife Local Bus	Open	FC	£8,351,207	£2,087,802	Fife Scottish Omnibuses Ltd t/a Stagecoach East Scotland, Moffat & Williamson Ltd
Total Mobile (Extension)	Open	Other	£960,833	£270,561	Total Mobile
South Fife School Bus	Open	FC	£333,132	£111,044	A1 Minibus & Coach Services Ltd
			£3,092,250	£1,148,550	Bay Travel Coaches Ltd
			£139,650	£46,550	Leanne Ellis & John Dickson T/A Eazy Coach Hire Fife
			£1,450,530	£483,510	Festival Travel (Scotland) Ltd
			£10,024,212	£3,687,390	Fife Scottish Omnibuses Ltd T/A Stagecoach East Scotland
Repair & Maintenance of Heavy Duty Laundry Equipment (Extension)	Open	FC	£540,000	£135,000	Electrolux Professional Ltd
University of Hull Consultancy Support	Direct Award	FC	£40,000	£49,000	Lampada Digital Solutions
Street Lighting Aluminium Columns	Call-Off	Other	£72,788	£72,788	Mallatite
Adam Smith Theatre - Furniture	Call-Off	CCS	£250,000	£250,000	Wagstaff Interiors Group
Bus Ticket Data Analysis	Call-Off	CCS	£80,600	£20,150	EPM Bus Solutions Limited
Abbeyview Ground Works	Open	FC	£810,222	£810,222	Advance Construction Scotland Ltd
Abbeyview Joiner Works	Open	FC	£842,189	£842,189	Kingdom Maintenance Ltd
Project Online	Call-Off	CCS	£260,000	£86,666	Corporate Project Solutions
Kingdom Centre Development Strategy	Call-Off	FC	£49,000	£49,000	Montagu Evans LLP

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Out of School Club Transport - Castlehill Primary School	Direct Award	FC	£4,944	£4,944	A1 Minibus & Coach Services Ltd
Auction Service (Extension)	Open	FC	£70,464	£17,616	Wilsons Auctions; John Pye & Sons Ltd; GPSV; Morris Leslie Auctions; Sweeney Kincaid Ltd; BCA; Manheim (Coxauto)
Purchasing Cards	Call-Off	CCS	£12,000	£3,000	Natwest (Royal Bank of Scotland)
Council Tax and Benefits System	Call-Off	CCS	£692,555	£173,178	NEC Ltd
Commercial Catering Equipment	Call-Off	SXL	£136,251	£45,417	Lovat's Group Limited
Timber Preservation & Rot Treatment for Domestic and Non-Domestic Properties	Direct Award	FC	£600,000	£600,000	Richardson & Starling
Environmental Sample Analyst Service	Open	FC	£145,000	£28,275	SOCOTEC UK Ltd.
Purchase of (previously leased) Nissan Vehicles	Direct Award	FC	£217,035	£217,035	Athlon Mobility Services UK Ltd.
Cashless Catering	Call-Off	CCS	£345,842	£85,000	CRB Cunningham
South & West Fife High School	Call-Off	Other	£77,155,500	£38,500,000	BAM Construct UK Ltd. (contract via Hub East Central Scotland)
Automatic & Roller Doors	Direct Award	FC	£300,000	£300,000	Alpha Doors & Shutter Ltd.
Project Management Services for Civica Cx Implementation (retrospective)	Direct Award	FC	£258,000	£129,000	DTL Creative Limited (no longer trading)
Hire and Relocation of Welfare and Secure cabins (Extension)	Open	FC	£1,933,472	£357,396	Wernick Hire
Rigging, LED Upgrade & Audio PA Replacement across 4 Theatre/Event Sites	Open	FC	£1,829,424	£1,829,424	Adlib Audio Ltd

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Consultancy for Fire Engineering (Extension)	Open	FC	£60,000	£20,000	Jeremy Gardner
Provision of Project Management Resource with Specialist Knowledge of Offshore Wind Structures (Extension)	Direct Award	FC	£67,500	£67,500	Scottish Engineering
Washroom Solutions (Lot 2 Sanitary Products)	Call-Off	SXL	£287,829	£71,957	Personnel Hygiene Services Ltd
Vehicle Parts (Replacement Glass)	Call-Off	SXL	£112,000	£28,000	Plant Glazing
Servicing of Stair Climbers (Lot 7)	Other	FC	£65,000	£16,250	Fast-Aid Products Limited
M&E Consultant, Cowdenbeath Leisure Centre	Call-Off	Other	£102,000	£42,840	Blackwood Partnership
IFS Service Management (Axios/Assyst)	Call-Off	SP	£23,510,400	£4,702,080	Softcat Plc
Scaffolding including Reactive Maintenance and Fixed Price Works (Extension)	Open	FC	£4,461,737	£1,115,434	Mar Scaffolding (Scotland) Limited, Form Access Ltd; Form Access Ltd
Stairlift Framework Agreement (Extension)	Open	FC	£4,000,000	£1,000,000	Advanced Stairlifts (Scotland) Limited
Electronic Payment Services (Extension)	Call-Off	Other	£684,000	£171,000	Allpay Limited
Dunfermline Enterprise Hub - The Maygate Exchange	Direct Award	FC	£300,000	£60,000	Anchorpoint Group Limited
Northern Link Road Dunfermline	Call-Off	Other	£458,583	£229,292	Triskelion Limited
Cowdenbeath Flood Study	Call-Off	SXL	£102,000	£102,000	AECOM Limited
Hybrid Mail	Call-Off	SP	£765,650	£382,825	Critiqom Limited
Exhibition Services (Extension)	Open	FC	£160,000	£40,000	JNM Exhibition Services Limited
				£20,000	Display Wizard Limited

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Supply of Windows and Doors, Lot 1-3 (Extension)	Call-Off	Other	£1,000,000	£1,000,000	Sidey Solutions Ltd, Bell Decorating Group Limited; DAS
Cavity Wall Insulation (HTTC), Solar PV and Battery Storage	Call-Off	SXL	£551,585	£551,585	Valley Group Limited
Internal Wall Insulation, Solar PV's and Battery Storage	Call-Off	SXL	£906,267	£906,267	Everwarm Ltd
Fife Local Bus Services (additional routes)	Other	FC	£382,448	£382,448	Fife Scottish Omnibuses Ltd t/a Stagecoach East Scotland
Winter Warmer Packs	Direct Award	FC	£60,400	£30,000	Seahawk Apparel
Fresh Meats, Cooked Meats and Fresh Fish (Extension)	Call-Off	SXL	£1,694,997	£456,333	Campbell Brothers Limited
Final Preparation of Statutory Accounts from Trial Balance, External Audit of Accounts and Specialist Tax Advice for Fife Trusts (Extension)	Call-Off	Other	£70,000	£35,000	Henderson Loggie LLP
Installation of Heat Pumps (5 Schools)	Call-Off	SXL	£1,178,466	£1,178,466	Alternative Heat Limited
Supply & Installation for Air Source Heat Pumps and Hard to Treat Cavity Wall Installation for EES:ABS	Call-Off	SXL	£384,158	£384,158	Everwarm Ltd
Gym Equipment Maintenance and Inspection	Call-Off	Other	£160,000	£40,000	Sportsafe UK Ltd
Purchase of Leased Hyundai Konas	Direct Award	FC	£94,700	£94,700	CEM Day Limited (T/A Days Fleet)
North Fife School Bus Services	Open	FC	£8,351,207	£2,087,802	Fife Scottish Omnibuses Ltd t/a Stagecoach East Scotland; Moffat & Williamson Limited
Washroom Solutions (Lot 1 only)	Call-Off	SXL	£500,000	£115,384	Rentokil Initial Plc
Purchase of 7 Wessex Gang Mowers	Call-Off	SXL	£202,287	£202,287	Fairways GM Ltd

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Vehicles for Mobile Emergency Care Home	Call-Off	SXL	£160,000	£160,000	Vauxhall Motors Limited, Kerr and Smith (Cumnock) Limited
Street Cleansing Solution	Call-Off	CCS	£114,260	£28,565	Whitespace Work Software Limited
Voice and Data Support	Call-Off	Other	£1,087,767	£217,553	Virgin Media Business Limited
Maintenance & Repairs of Commerical Catering and Refrigeration Equipment	Call-Off	SXL	£951,482	£278,482	Lovat's Catering Engineering Services Ltd
Supply and Delivery of General Office Stationery (Extension)	Call-Off	SP	£2,500,000	£872,164	Lyreco UK Limited
Servicing & Repair of Warden Call Equipment (Contract Novation)	Open	FC	£250,000	£50,000	SPG Fire & Security Limited
First Aid Products	Call-Off	SXL	£64,000	£32,000	Wallace Cameron
Painting & Decorating Framework (Extension)	Open	FC	£8,800,000	£2,200,000	Bell Decorating Group Limited
Glazing Replacement Works	Open	FC	£1,600,000	£400,000	Cruickshank Glaziers Ltd; CR Smith Manufacturing Limited
Medical Aids (Extension)	Open	FC	£6,800,000	£1,700,000	Arjo, Care & Independence; Care Ability/Prism Medical; Careflex; Direct Healthcare; Drive Devilbiss; Fast Aid; Frontier Therapeutics; H&M Bathlifts; Haltom; Invacare; James Leckey; Jiraffe/Jenx; Langham; Lisclare; Morrings Mediquip; NRS; R82/ETAC; Safe & Sound; Scan Mobility; Silvalea; Sumed Ltd; Sunrise; W Munro
Educational Materials (Musical Instruments)	Call-Off	SXL	£120,000	£40,000	Band Supplies Limited
Health & Safety Compliance Service	Open	FC	£120,000	£30,000	Thomas & Adamson LLP
Single Person Discount (Extension)	Open	FC	£180,000	£45,000	Datatank Limited
Digital Marketplace - Amazon	Call-Off	Other	£400,000	£200,000	Amazon Business

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Community Meals (Extension)	Call-Off	SXL	£765,000	£192,000	Apetito
Covid Related PPE & Sanitising Equipment (Extension)	Call-Off	SXL	£1,000,000	£500,000	Instock Ltd
Catering Disposables	Call-Off	SXL	£800,000	£200,000	Alliance Disposables
Frozen Foods	Call-Off	SXL	£6,000,000	£1,500,000	William Yule & Son Ltd.
Fife Council Business Property Conditions Surveys	Call-Off	FC	£160,000	£53,333	Thomson Gray
Electrical Testing, Replacement Rewire Works & PV Installations	Open	FC	£16,000,000	£4,000,000	Moffat Projects (Fife) Ltd
Supply of Server Infrastructure	Call-Off	FC	£400,000	£100,000	XMA Ltd
Fife In-College Support Service	Other	FC	£3,041,806	£434,544	Fife College, SRUC
Provision of Social Care Agency Workers (Lot 2) (Extension)	Call-Off	SXL	£6,800,000	£1,700,000	ASA Recruitment Ltd
Provision of Social Care Agency Workers	Call-Off	SXL	£1,200,000	£1,200,000	Randstad Public Services Ltd
Servicing Heat Recovery Units	Open	FC	£193,210	£48,302	Lovat's Catering Engineering Services Ltd
Recruitment Advertising and Public Notices	Call-Off	FC	£120,000	£30,000	TMP Limited
Tyres	Open	SXL	£2,200,000	£550,000	McConechy's Tyre Service Limited
Employee Benefits Package (Extension)	Direct Award	Other	£11,250	£11,250	Sodexo Ltd
ELIPS - Extending the Scale to Ensure	Call-Off	FC	£70,000	£70,000	University of Dundee
Provision of Storage and Removal Services	Open	FC	£332,649	£83,163	AMC Removals UK
Hot Beverage Machinery (Lease/Rental) and Supplies (Coffee and Associated Consumables)	Direct Award	SXL	£477,000	£95,400	Myrtle Coffee Services Ltd

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Hire of Equipment, Plant and Vehicles	Open	FC	£8,568,776	£2,142,194	GAP Group Limited; JG Martin Plant Hire Limited; The Double A Trading Company Limited; John McGeady Limited; Trevor Harris Plant Repairs Ltd; Strathore Plant Hire Limited; Sandy Allan (Blacksmiths) Limited; James Penman (Plant Hire) Limited; E & J Douglas & Sons Ltd; Tayforth Machinery Ring; John Nixon Limited; Andrew Cook (Contractors) Ltd; Murdoch Mackenzie Limited; Sunbelt Rentals Limited; Jarvie Plant Limited
Traffic Management Sub-Contractors (Extension)	Open	FC	£800,000	£200,000	Central Traffic Management Limited; Glenmavis Traffic Management Ltd; Highway Barrier Solutions
Scottish Autism SXL CHALD Framework 1918	Call-Off	SXL	£2,170,227	£723,409	Scottish Autism
Floorcoverings - Replacement & Lifting/Relaying Fife Wide	Open	FC	£4,300,000	£1,075,000	Kirkton Flooring; Bell Decorating Group Limited; Smith Brothers Marine
Housing Service Customer Satisfaction Survey (Extension)	Open	FC	£60,000	£18,000	Knowledge Partnership
DCES Alarm & Insulation Works (Overarching Framework - SXL Energy Efficiency Contractors Framework)	Call-Off	SXL	£264,299	£132,150	Vital Energi Utilities Limited
Application Monitoring Tool (Extension)	Other	FC	£112,000	£56,000	Dynatrace
Provision of Treasury Support	Open	FC	£133,350	£24,500	Link Treasury Services
Maintenance of Artificial Pitches	Call-Off	SXL	£284,400	£71,100	Sportex Group Ltd
Microsoft Licences	Call-Off	FC	£6,042,968	£2,014,323	Softcat Ltd

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Consultancy Framework	Open	FC	£7,500,000	£0	Hylman; Direct Ecology Limited; Jeremy Benn Associates Limited (JBA Consulting); APEM Limited; WSP UK Limited; SWECO UK Limited; Ironside Farrar Limited; Albion Environmental Limited; ECUS Limited; SLR Consulting Limited; Creative Business Solutions; FRP Advisory Group Plc; Momentum 4 Ltd; Pricewaterhouse Coopers LLP; On Axis Ltd; Clarity Consulting Associates Ltd; Arneil Johnston Limited; Northstar Consulting and Research Ltd; Nathaniel Lichfield & Partners Limited; Stirling Enterprise Park Limited (STEP); Space Solutions (Scotland) Limited; Gunn Stewart Solutions Ltd; Graham + Sibbald Partnership LLP; Montagu Evans LLP; Ryden LLP; DM Hall LLP; FDM Group Limited; Ultima Business Solutions Ltd; PDMS; Quorum Limited; Regional Development Solutions Limited; 4Consulting Limited; EKOS Consulting (UK) Limited (Ekosgen); Turner & Townsend Limited; CGI UK Limited
Provision of Domestic Furniture and Furnishings (Extension)	Call-Off	SXL	£5,773,088	£1,443,272	CF Services
			£819,948	£204,987	Circular Communities Scotland (Castle Furniture and Furniture Plus)
			£443,990	£1,109,975	The Furnishing Services

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Supply of Roadstone Materials	Open	FC	£12,000,000	£3,000,000	Angle Park Sand & Gravel; Breedon Trading Ltd; Hillhouse Quarry Group Ltd; Skene Group Constructions Services Ltd; Tillicoultry Quarries
Bathroom Replacement Framework	Open	FC	£10,000,000	£2,500,000	McTear Contracts; Bell Decorating Group Limited; Belac Group
Professional Development Award in Housing Law Advice (Retrospective)	Call-Off	FC	£125,000	£125,000	Shelter Scotland
Supply of Electric Profiling Beds and Mattresses	Open	FC	£203,000	£67,667	Linnet UK Ltd, W Munro
Principle Designer (Retrospective)	Direct Award	FC	£66,125	£10,580	Brownriggs
Alcoholic Beverages	Call-Off	SXL	£225,000	£90,000	Tennent Caledonian Breweries Wholesale Limited
Taxi Mini Comps (Retrospective)	Call-Off	FC	£20,000,000	£5,573,123	A1 Minibus & Coach Services Ltd; Kingdom Taxis; Ian's Taxi; Crail Star Taxis; Steve's Taxi; Treble Twenty Taxis Ltd; Goodsir Taxis; Prompt Taxis; Living High Travel Ltd; Keto Coaches; Kingdom Transport Coaches; Hamish Gordon Ltd; Caledonia Taxis; Wilson's Taxis; Corporate Taxis Dunfermline; P&R Taxis; Ace Radio Taxis Ltd; AD Taxis; Scot's Taxi; Baynes Tayport Taxis; Cupar Taxis; Hars Cars; M&H Contracts; Paul's Taxi Smart Travel; St. Andrews Airport Transfer; Movin Sounds Disco Party Bus
Merchant Services (Extension)	Call-Off	FC	£456,000	£114,000	WorldPay UK LTD

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Adhoc Coach Hires (Retrospective roll-up)	Restricted	FC	£61,668.50	£61,668.50	Alexander Robertson T/A A Robertson & Son; A1 Minibus & Coach Services Ltd; Alan Gibson T/A Gibson Travel; Bay Travel Coaches Ltd; Bodyshop Edinburgh Ltd T/A Coach Hire Edinburgh; Capercaille Travel Ltd; City Circle UK Ltd; Clan McLeod Coaches Ltd; E&M Horsburgh Ltd; Earnside Coaches Ltd; Edinburgh Coach Lines Ltd; Fife Scottish Omnibuses Ltd T/A Stagecoach East Scotland; Gibbs Taxis Ltd; Hamish Gordon Ltd; Hunters Executive Coaches Ltd; Ian's Coaches Ltd; J C Rae T/A Kingdom Transport Coaches; Eazy Coach Hire Fife; Living High Travel Limited; Merlin Travel; Midland Bluebird Limited; Moffat & Williamson Ltd; Prentice Westwood Ltd; Ratho Coaches Ltd; Salmond's Mini Coach Hire Limited; Smart Travel; Smith & Sons Coaches; St Andrews Executive Travel Ltd; Star Travel Coaches; Xplore Dundee; HH Coaches; Festival Travel (Scotland) Ltd
PPE & Workwear (Extension)	Call-Off	SXL	£1,645,676	£137,486	Lion Safety; Stax
				£27,243	Stax
				£43,845	Scott Direct
				£112,595	The Arco Group
				£39,298	Bunzl Greenham
				£50,952	Engineering Agencies
Supply and Delivery of Janitorial Products	Call-Off	SXL	£280,000	£70,000	Alliance Disposables; Instock

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Purchase of 4 Narrow Body RCVS	Open	SXL	£807,332	£807,332	Dennis Eagle LTD
Levenmouth Connectivity Project	Direct Award	SXL	£1,300,000	£650,000	Amey
Public Space CCTV Network Services (Noting Only & Retrospective)	Call-Off	CCS	£57,785	£20,000	Vodafone
Servicing and Repairing of Medical Aids	Open	FC	£288,000	£72,000	W Munro
Amenity Units and Chalets - Tarvit Mill (Noting Only & Retrospective)	Open	FC	£1,848,760	£1,848,760	Healthmatic
Supply of Electricity (Noting Only & Retrospective)	Call-Off	SP	£12,800,000	£8,000,000	EDF Energy
Community Alarms Receiving Centre	Restricted	FC	£244,800	£48,960	Boxxe Ltd
Energy Masterplan Regional City Deals	Direct Award	Other	£60,000	£60,000	Energy Systems Catapult
Surface Dressing	Direct Award	FC	£856,000	£856,000	Tayside Contracts
Cash in Transit	Call-Off	SXL	£143,947	£71,974	G4S Cash Services
Repair & Maintenance of Swimming Pool Equipment	Open	FC	£1,170,000	£234,000	CMM Pool Ltd
Purchase of Leased Nissans and Mitsubishi's (call off from overarching Strategy EF0051)	Direct Award	FC	£135,500	£135,500	Link Group
Commvault Licencing and Support	Call-Off	SP	£131,193	£44,000	Softcat Ltd
Benarty Lodges Supported Living Service	Call-Off	FC	£574,240	£914,848	Richmond Fellowship
Provision of Project Management Resource (Extension)	Direct Award	FC	£67,500	£67,500	Scottish Engineering

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Overarching Framework - SXL Energy Efficiency Contractors Framework (Energy Efficiency Advice and Support)	Call-Off	SXL	£264,399	£116,000	Vital Energi Utilities Limited
Energy Efficiency Programme Management and Support Service	Open	FC	£237,000	£116,000	Changeworks Resource
Supply of Windows and Doors	Call-Off	FC/Other	£1,000,000	£1,000,000	Sidey Solutions Ltd; Bell Decorating Group Limited; DAS
Low Income Family Tracker	Call-Off	CCS	£160,000	£40,000	Policy in Practice
Supply of Specialised Paper and Wide Format Media	Open	FC	£300,000	£100,000	Antalis; Clyde Paper and Print; Premier Paper Group
Postal Services (excluding 1st Class Mail & Packages)	Call-Off	CCS	£96,397	£96,397	Whistl UK Ltd
Supply of Fresh Fish	Open	FC	£160,000	£40,000	G & J Wilson
Supply and Erection of Memorial Plaques and Path Kerbers (Extension)	Open	FC	£120,000	£22,000	Quality Masonry Services
Actuarial Services	Call-Off	Other	£800,000	£200,000	Hymans Robertson
Provision & Delivery of Swimming Pool Chemicals to FC & FSLT Establishments (Extension)	Call-Off	SXL	£312,000	£78,000	Brenntag
Provision of Social Workers (Lot 2) (Extension)	Call-Off	SXL	£1,209,000	£1,209,000	Randstad Public Services Limited
Workforce Development Qualifications for Health and Social Care	Restricted	FC	£432,000	£144,000	Open University; Fife College
Supply, Delivery and Installation of Water Coolers and Maintenance (Extension)	Other	SXL	£305,500	£76,375	Angel Springs T/A Waterlogic
Purchase of 9 Refuse Collection Vehicles	Call-Off	SXL	£1,762,857	£1,762,857	Farid Hillend

Contract Title	Procedure	Initiating Contract Owner (note 1)	Contract Value	Annual Value (or in-year if one-off)	Contractor(s)
Strategic Transport Modelling and Option Development	Other	SXL	£60,000	£60,000	Stantec UK LTD
Stratheden Redesign (Extension)	Open	FC	£580,000	£290,000	Kingdom Support and Care CIC
Electoral Management System (Extension)	Restricted	CCS	£252,265	£126,133	Democracy Counts
Employers Agent	Open	Other	£1,200,000	£400,000	Faithful + Gould
Support and Maintenance for SWIFT (Noting Only)	Direct Award	FC	£310,000	£160,000	OLM Systems LTD

APR Reporting Category	Contract Description	Benefit Description	Committed Value/Units (where provided)	Unit Measurement
Jobs (Priority Groups)	Dunfermline Learning Campus	No. of local people (FTE) employed on contract for one year or the whole duration of the contract, whichever is shorter.	21.32	Employees
	Domestic furniture and furnishings	Recruitment (2 employees) £104,000	2	Employees
		Circular Communities Scotland maintained employment at Furniture Plus and Castle Furniture	6	Employees
	Care and Support Services	Recruitment (2 employees) following DWP/JCP Event	2	Employees
	PPE Framework	Recruitment (2 employees) following Kick Start Placement	2	Employees
	Fresh Fruit & Vegetables	Recruitment (1 employee)	1	Employees
Appreticeships (Priority Groups)	Stairlifts Framework	Employment	1	Employees
	Scaffolding Framework Agreement	Apprentice New Start - Full Time (from Priority Group)	1	Employees
	Dunfermline Learning Campus	No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion.	275	Weeks
	Stairlifts Framework	Apprenticeship	2	Employees
	Vehicle Parts Framework	Apprenticeship provided by Dingbro	1	Employees
Work Placements (Priority Groups)	Hire and relocation of welfare and secure cabins	Apprenticeship	1	Employees
	Dunfermline Learning Campus	Work placements (weeks) or pre-employment courses SFT13	19	Weeks
	Stratheden Re-deisgn	6 month paid work placement (1 employee) £12000	1	Employees
	Children's Residential Care	Psychology student at St Andrews University and Stirling University	114	Hours
		Hillside School provided a student placement for a HNC Student at Fife College	420	Hours
Grounds Maintenance Machinery	Work experience	1	Employees	

APR Reporting Category	Contract Description	Benefit Description	Committed Value/Units (where provided)	Unit Measurement
Qualifications (Priority Groups)	Youth Justice Service	Aim3 Assessment Tool Qualification	1	Employees
Other - SME and Third Sector	Dunfermline Learning Campus	Value of work awarded to Local SMEs	£16,048,540	£
Other - Skills and Training	Dunfermline Learning Campus	Local school and college visits	158	Hours
	Electrical Testing - Public Buildings (PA Testing)	Waid Academy work experience	2	Employees
	Social Care Agency Workers	Work Experience with Fife area (Hours)	147	Hours
	Provision of Banking Services	Carry out a workshop in a school or Community Centre in Fife linked to curriculum for excellence	30	Hours
Other - Social Value Rebate	Dunfermline Learning Campus	Donations of Equipment and/or Resources and Community Support (SFT25/35/37)	£58,544	£
		volunteering time provided to support local community projects (SFT38)	517	Hours
	Social Care Agency Workers	Health Care Training Support Courses	£8,050	£
	Care and Support Services	Sponsorship of Community Clubs	£85,500	£
	Groceries and Provisions	Donation to Cash For Kids	£3,990	£
	Building & Timber Materials	Donation to Cottage Family Christmas Appeal	£1,000	£
		Staff Volunteering at Charity Hub	4	Hours
	Uplift and Disposal of IT Equipment	Donation to Charity	£220	£
	Modular Accommodation Units	Support local Charities	£100	£
	Domestic Furniture and Furnishings	Sponsorship of local rugby team	£500	£
	Oracle Implementation Service	Donation (Community Support) to a local charity - Fife Carers Centre	£500	£
Glazing Replacement Works	Donations to various community Groups/Charities	£4,598	£	
	Employee volunteering for Kirkcaldy Air Cadets	1	Employees	

APR Reporting Category	Contract Description	Benefit Description	Committed Value/Units (where provided)	Unit Measurement
Other - Social Value Rebate	Hire of plant and development works at Lochhead Landfill Site	Donations	£3,500	£
	Maintenance and Repair of Passenger Lift Installations	Levenmouth Foodbank Donation	260	kg
	Supply of First Aid Products	Donation of Defibrillator to New Methilhaven Care Home	£700	£
	Electrical Testing - Public Buildings (PA Testing)	Charity Donation to Victoria Hospital Children's Unit	£582	£
	Asbestos Framework	Sponsorship of Rosyth FC (Full Match Day/Trainig Kit)	£2,023	£
	Supply of Frozen Foods	Sponsorship of VIP night	£450	£
	Fostering	Donation of Pantomime tickets to carers	£460	£
	Vehicle Parts Framework	Donation to Fife Cycling Initiative	£300	£
		Sponsorship of Fife Council Apprenticeship of the Year	£1,200	£
	PPE Framework	Donation to Ward 44 at Victoria Hospital	£200	£
		Donation of wood/timber for projects	£40	£
		Donation of Warm Clothing	£3,339	£
		Table Sponsorship at Apprentice of the Year	£300	£
	Fresh Fruit & Vegetables	Donation of Tool collection for Apprentice of the Year	£333	£
		Donation of Fresh Fruit/Vegetables to Healthy Eating initiative	£150	£
	Electrical Materials Framework	Donations of Xmas and Easter confectionary by Cottage Centre	£200	£
Education Taxis and Minibuses May and July 2022 Mini Competition	Contribution to a Local Registered Charity	£872	£	

Note - this is indicative only and subject to continuous update.

Some contracts have optional extensions that might be utilised

Refreshed pipeline is published on Fife Council's website on a regular basis:

<https://www.fife.gov.uk/kb/docs/articles/business2/doing-business-with-us>

Description	Anticipated Type of Procurement (not committed in all cases until strategy complete)	Anticipated Start of Procurement Activity or Contract Start Date	Anticipated Total Value (where known)
Corporate/FM Category			
Milk Bar fridge hire and accessories	Fife Council Contract	01/04/2024	£66,000
Frozen Foods	Scotland Excel Framework	01/10/2024	£7,200,000
Pre-packed Cakes and Biscuit products at coffee Kiosks	Fife Council Contract	01/04/2024	£700,000
Vending Services FSLT	Fife Council	01/04/2024	£60,000
Supply of coffee and coffee related products	Scotland Excel Framework	01/08/2024	£880,000
Catering Sundries/disposables	Scotland Excel Framework	01/08/2024	£880,000
Groceries & Provisions	Scotland Excel Framework	01/05/2024	£8,000,000
Supply of Alcohol and Beverages	Fife Council Contract	01/04/2024	£400,000
Sandwiches and Food to Go	ESPO Framework	01/12/2024	£415,000
Meal Concepts	ESPO Framework	02/12/2024	£280,000
Transcription/Translation/Interpretation	Fife Council Contract	01/03/2024	£640,000
Housing Customer Satisfaction Survey	Fife Council Contract	01/10/2023	£50,000
Exhibition Services	Fife Council Contract	31/12/2024	£160,000
Advertising and Public Notices	Scottish Procurement Framework	11/07/2024	£120,000
Media Services	Scottish Procurement Framework	01/09/2025	£136,576
Cleaning Equipment	Scotland Excel Framework	01/05/2025	£60,000
Window Cleaning Services	Fife Council Contract	01/04/2024	£60,000
Janitorial Products	Scotland Excel Framework	01/04/2024	£1,000,000
Vehicle Steam Cleaning	Fife Council Contract	01/04/2024	£500,000
Cleaning of bins, bin chutes and bin storage areas	Fife Council Contract	31/07/2024	£320,000
Heavy Duty Laundry Equipment inc. Repair & Maintenance	Fife Council Contract	01/02/2024	£540,000
Cash in Transit (including Car park collections)	Scotland Excel Framework	01/07/2025	£215,921
Pre Loaded financial cards	CCS Framework	01/06/2024	£8,500,000
Payment Services	Procurement for Housing Framework	01/12/2024	£500,000
Accounting for Trusts	Fife Council Contract	01/01/2024	£100,000
Merchant Services	CCS Framework	01/04/2024	£120,000
Global Custodian/Performance	Fife Council Contract	01/11/2024	£800,000
Single person discounts	Fife Council Contract	31/08/2025	£50,000
Banking Service	CCS Framework	01/04/2024	£300,000
Sheriff Officer/Debt Collection	Scotland Excel Framework	01/04/2024	£180,000
Fuel Payment Pilot	CCS Framework	01/05/2024	£250,000
Insurance and Risk Management Advisory Service	CCS Framework	01/10/2024	£6,000
Pre loaded financial cards/vouchers	CCS Framework	01/06/2024	£500,000
Supply of specialised paper and wide format media	Fife Council Contract	01/03/2025	£400,000

Assessing Children who present with Sexual Abuse Supporting Children & Young People: Management & Risk reduction approach (MARRS).	Fife Council DPS	01/04/2024	£12,240
Performance & Care Excellence	Fife Council DPS	01/04/2024	£15,120
Professional Development Award (PDA) in Housing Law Advice	Fife Council DPS	04/05/2024	£93,000
Business Engagement Executive for DYW Fife	Fife Council Contract	01/08/2024	£114,888
SLA: Hygienic Cleaning of Medical Aids	Fife Council Contract	04/01/2024	£495,565
Maintenance & Servicing of Electric Profiling Beds	Fife Council Contract	01/09/2025	£83,692
Medical Assessment for Taxi Drivers and Pension Appeals	Fife Council Contract	01/05/2024	£48,000
Maintenance & Servicing of Laser Equipment	Fife Council Contract	31/10/2024	£25,000
Swimming Pool Chemicals	TBC	01/04/2024	£312,000
Digital Publications and Services	Scottish Procurement Framework	01/04/2024	£80,000
Provision of Business Travel Services	Fife Council Contract	01/07/2024	£10,000
Fitness Equipment for Fife Sport & Leisure Trust	ESPO Framework	01/01/2025	£1,100,000
Promotional Items	Fife Council Contract	01/04/2024	£40,000
Security Shredding Service	Fife Council Contract	01/01/2025	£50,000
Resale of Sporting Goods for Fife Sports Leisure Facilities	Fife Council Contract	01/04/2024	£290,000
Provision of a Removals and Storage Service	Fife Council Contract	01/08/2025	£450,000
Provision of General Legal Services & Court of Session Work	Fife Council Contract	01/07/2024	£920,000
Electoral Canvassing	Fife Council Contract	04/01/2024	£100,000
Provision of domestic whitegoods for commercial premises	Scotland Excel Framework	01/04/2023	£200,000
Care Home Furniture and furnishings	Fife Council Contract	01/09/2025	£500,000
Supply, Installation, Repair & Alteration of Window Blinds	Fife Council Contract	01/02/2024	£420,230
Provision of rollerboards	Fife Council Contract	01/09/2024	£150,000
Domestic Furniture and Furnishings	Scotland Excel Framework	28/02/2025	£500,000
Annual Inspection of Gym Equipment	ESPO Framework	01/09/2025	£45,000
Health & Safety Compliance Service	Fife Council Contract	01/10/2025	£120,000
Provision of a funeral and undertaking service	Fife Council Contract	01/02/2025	£131,848
Provision of PPE and Workwear	Scotland Excel Framework	01/07/2024	£1,500,000
Provision of Winter warmer packs	Fife Council Contract	01/11/2024	£24,000
Environment and Fleet			
Air Quality Management Provision	Fife Council Contract	01/08/2024	£180,000
Bird of Prey Provision	Fife Council Contract	01/04/2024	£167,000
Framework agreement for the provision of auction services	Fife Council Contract	01/12/2023	£0
Hire and relocation of welfare and secure stores	Fife Council Contract	01/12/2023	£1,120,000
Trees, Plants & Shrubs	Fife Council Contract	01/03/2024	£520,000
Supply of Vehicle Parts	Scotland Excel	01/04/2024	£1,020,000
Provision of Eco Stars Scheme	City of Edinburgh Framework	30/04/2025	£156,000
Recycling and Refuse Containers	Scotland Excel	08/12/2024	£573,000

Maintenance of Traffic Signals	CCS Framework	01/05/2024	£708,950
Utilities			
Supply of Electricity	Scottish Procurement Framework	31/03/2024	£40,000,000
Supply of Water	Scottish Procurement	31/03/2024	£12,000,000
Energy Efficiency Programme Management	Fife Council	28/02/2024	£250,000
Supply of Gas	Scottish Procurement	31/03/2025	£10,000,000
Biomass Supply and Maintenance	Fife Council	09/05/2025	£9,200,000
Social Care			
Care Homes for Adults	Fife Council	01/12/2024	£17,000,000
Group Living	Fife Council	01/12/2024	£13,500,000
Fostering and Continuing Care	Scotland Excel	01/07/2025	£34,000,000
Secure Care	Scotland Excel	01/04/2025	£4,000,000
Kelty Day Care Service	Fife Council	24/04/2023	£1,000,000
Care and Support Services for 5 Service Users (Lynebank)	Fife Council	03/11/2024	£6,200,000
Travel & Transportation			
DPS: Adhoc Bus & Coach Hires	Fife Council	ongoing	£3,500,000
DPS: Education Taxis & Minibuses	Fife Council	ongoing	£27,000,000
Secure Care Transport Framework	Fife Council	01/03/2024	£180,000
Education Taxi & Minibus Framework	Fife Council	01/08/2024	£2,000,000
DPS: Mid Fife Local Services	Fife Council	19/08/2024	£4,400,000
DPS: Mid & South Fife School Services	Fife Council	19/08/2024	£11,700,000
Transportation Works			
C14 Lighting Installation Works (up to £1m)	Fife Council	01/02/2025	£6,000,000
C11 Road Markings & Road Studs	Fife Council	09/10/2024	£550,000
Controlled Corssings	Fife Council	01/04/2024	£400,000
Spray Injection Patching	Fife Council	01/06/2024	£384,000
Verge Cutting	Fife Council	01/06/2024	£100,000
Construction Materials Category			
Fire Extinguishers & Safety Materials	Fife Council	01/03/2025	£78,400
Construction Materials	Scotland Excel	01/03/2025	£13,418,004
Street Lighting Materials	ESPO	15/04/2024	£2,756,710
Supply of Kitchen Units	Scotland Excel	01/04/2025	£4,000,000
Construction Works			
Roller Doors & Automatic Doors	Fife Council	01/03/2024	£300,000
Roofing Framework (Flat Roofs)	Fife Council	01/02/2024	£4,000,000
Timber Panel Construction Framework	Fife Council	01/04/2024	£4,500,000
Grass Sports Pitch Maintenance	Fife Council	01/02/2024	£240,000
Woodland Maintenance	Fife Council	01/02/2024	£50,000
Fife Costal Path Signage	Fife Council	01/02/2024	£500,000
Festive Lights - Fife Wide Framework	Fife Council	10/10/2023	£368,000
Minor Builder Works Framework	Fife Council	01/02/2024	£2,400,000
Maintenance & Repairs Passenger Lift Installation	Fife Council	07/11/2025	£700,000
Electrical Testing, PAT Testing in public buildings	Fife Council	12/02/2024	£2,300,000
Maintenance & Repairs to Central Battery Insallations	Fife Council	15/09/2024	£375,000
Internal & External Painting & Decorating Framework	Fife Council	31/08/2024	£5,600,000
Water Monitoring	Fife Council	01/03/2024	£600,000

Auto wash / Dry Toilet	Fife Council	08/01/2024	£70,000
New Build Residential Construction	Scotland Excel	Q4 2024	£10,750,000
CCTV Maintenance and Repairs	Fife Council	01/11/2024	£600,000
ICT			
Note - there is no guarantee that these will be procured			
Such requirements go through an internal TIME review to determine progression			
Non-Geographic Numbering	Crown Commercial Services	01/05/2024	£200,000
Cars - Merchant Software	Crown Commercial Services	22/04/2023	£30,000
Electoral Management System	Crown Commercial Services	01/05/2024	£252,000
Provision of SIP Trunking	Crown Commercial Services	30/11/2023	£632,970
Supply of a Library Management System	Fife Council	01/12/2023	£202,085
Microsoft Campus Agreement	Crown Commercial Services	31/03/2024	£1,000,000
Microsoft SQL	Fife Council	31/03/2024	£6,000,000
Road AI	Crown Commercial Services	01/04/2024	£131,000
Postal Services	Scottish Procurement	15/04/2024	£240,000
Mobile Services	Fife Council	20/09/2024	£1,915,164
Support and Maintenance for SWIFT	Crown Commercial Services	21/04/2024	£310,000
Total Mobile	Crown Commercial Services	01/05/2024	£1,082,444
Low Income Family Tracker	Crown Commercial Services	01/06/2024	£160,000
Waste Disposal System	Fife Council	03/06/2024	£114,330
ForcePoint	Fife Council	01/07/2024	£96,504
Netloan	Fife Council	05/07/2024	£50,000
NNDR / FQV	Crown Commercial Services	11/07/2024	£125,000
Wide Area Network	Crown Commercial Services	01/09/2024	£7,000,295
Replacement Catering Live System	Crown Commercial Services	27/09/2024	£313,665
MyToolkit	Crown Commercial Services	04/10/2024	£49,000
Provision of a Compliance Document Management System (CDMS)	Fife Council	18/11/2024	£164,835
Hybrid Mail	Crown Commercial Services	31/12/2024	£766,000
Multi Functional Devices (MFDs)	Fife Council	01/01/2025	£6,495,000
Electoral Canvassing	Fife Council	05/01/2025	£75,000
Mind of My Own App	Crown Commercial Services	21/01/2025	£61,174
Meals 2 People Support	Fife Council	01/03/2025	£25,000
Trapeze Pass Upgrade	Fife Council	09/03/2025	£16,000
Auto Desk Subscription	Crown Commercial Services	18/03/2025	£380,276
Provision of an Office 365 Back Up System	Crown Commercial Services	22/03/2025	£75,000
Analytic Tool for Reducing Rent Arrears	Crown Commercial Services	25/03/2025	£867,770
Lone and remote working solution with integrated alarm receiving centre	Crown Commercial Services	01/04/2025	£1,088,000
Commvault licenses	Crown Commercial Services	28/06/2025	£132,000
Bereavement Digitisation	Crown Commercial Services	01/07/2025	£200,000
Local Area Network	Crown Commercial Services	01/07/2025	£3,004,489
Microsoft Licences	Crown Commercial Services	01/07/2025	£6,042,968
PlotBox - bereavement Digitisation	Crown Commercial Services	01/07/2025	£159,000
Yotta	Fife Council	01/09/2025	£5,201,971
Cisco Voice and Data Support	Crown Commercial Services	01/11/2025	£1,098,619
Bus Ticket Data Analysis	Scottish Government	01/12/2025	£65,400
Drivers Licence Checks	Crown Commercial Services	01/01/2024	£75,000
Parking Management Information System	ESPO	01/11/2026	£140,000

Annual Procurement Report template

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

1. Organisation and report details

a) Contracting Authority Name	Fife Council
b) Period of the annual procurement report	1 st April 2023 – 31 st March 2024
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	186
b) Total value of regulated contracts awarded within the report period	£489.73m
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	466
i) how many of these unique suppliers are SMEs	317
ii) how many of these unique suppliers are Third sector bodies	12

3. Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	185
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	2

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.	22
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	14
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	132

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)	35.32 Employees
e) Number of Apprenticeships Filled by Priority Groups	5 Employees 275 Weeks
f) Number of Work Placements for Priority Groups	2 Employees 19 Weeks 534 Hours
g) Number of Qualifications Achieved Through Training by Priority Groups	1 Employee
h) Total Value of contracts sub-contracted to SMEs	£16,048,540
i) Total Value of contracts sub-contracted to Social Enterprises	0
j) Total Value of contracts sub-contracted to Supported Businesses	£819,948
k) Other community benefit(s) fulfilled	£177,651 1 Employee 521 Hours

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	59
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.	394
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	88

6. Payment performance

a) Number of valid invoices received during the reporting period.	332,670
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	92.5%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	187
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	2
b) Total spend with supported businesses during the period covered by the report, including:	£1,168,948
i) spend within the reporting year on regulated contracts	£1,162,041
ii) spend within the reporting year on non-regulated contracts	£3,115

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£551.98m
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£259.18m
c) Total procurement spend with third sector bodies during the period covered by the report.	£73.64m
d) Percentage of total procurement spend through collaborative contracts.	34%
e) Total delivered cash savings for the period covered by the annual procurement report	£3.670m
f) Total non-cash savings value for the period covered by the annual procurement report	£5.324m

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	154
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£349,673,103

Progress on Key Activity and Priorities Moving Forward

Note – there is some overlap with topics given interdependencies as well as local/national activity and legacy reporting of activity in connection with Commercialisation Programme

Community Wealth Building – Progressive Procurement

Action - Active participation in Reform & Recovery work, e.g. Procurement represented at the Local Economic Recovery Board and Community Wealth Building (CWB) Support Group.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<p>Ongoing progress through strategic groups and further embedding/tailoring operational approaches.</p> <p>Reporting of progress against the CWB Policy Framework via Cabinet Committee and Fife Partnership committees.</p>	<p>Update Scheme of Tender Procedures providing policy requirement to consider local suppliers, and an increase in threshold for formal tender activity.</p> <p>Review of feedback from tenderers/prospective tenderers.</p> <p>Standardisation of community benefits approach (in construction and beyond) and capacity building with Communities and Corporate Development to provide strategic platform for identification and matching of Community Benefit opportunities. Pilot community project bank model in South and West Fife, working with Fife Voluntary Action and the West Fife Villages Forum.</p> <p>Capacity building with Communities and Corporate Development to provide strategic platform for identification and matching of Community Benefit opportunities.</p> <p>Continued supplier development via organised events such as Meet the Buyer, and through new Build Fife project.</p>

Action - Leading on cross-service 'Local Procurement Group' to drive local spend agenda

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Ongoing – group meet every six weeks. Discuss good news/issues arising/opportunities etc.	Continue, develop strategy/action plan

Action - Active participation on Food4Fife Partnership and the Fife Food Procurement Working Groups.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Progression of Fife's food vision, food partnership, and food strategy. Full consultation of strategy initiated (includes member consultation).	Ongoing consultation with elected members and full public. Final Strategy to be presented to Communities and Wellbeing Partnership and Full Council by March 2024. Management of agreed Food Procurement Action Plan.

Action - Continuing engagement with Economic Development and support of national, regional and local Meet the Buyer Events

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Ongoing – detail provided in section 6 (6.11) of the Annual Procurement Report.	Continue to support and consider any alternative approaches that might complement this activity (via Local Procurement Group) – Action Plan

Action - Continuing the use of a Community Benefits recording system (Cenefits)

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Ongoing	Review and explore expansion and/or alternative approaches (e.g., use of TOMS/ESES) via the Local Procurement Group. Taking cognisance of aspirations of front-end 'wish-list' portal.

Action - Representation on the Dunfermline Learning Campus project's Community Benefits Working Group

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Procurement Representation from Construction Category	Continued engagement.

Action - Consideration of training and development needs in relation to Sustainable Procurement

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Discussions with Scottish Government on suite of tools and training etc. National refresh on the agenda.	Mandate of eLearning across procurement staff. Review of Procurement Development Framework and Personnel Development Plans, which includes Sustainable Procurement as a training requirement.

Action - Consider opportunity around a front-end portal for community groups to express their needs where there may be opportunity for these to be met via a community benefit from a public sector contract. Similarly, this could provide a platform for suppliers (current and prospective) to identify options/matches for community benefits that they could potentially deliver.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Opportunity exploration ongoing via Community Wealth Building Support Group/Local Procurement Group. Also considering triage service via Fife Voluntary Action Group to support this activity.	Re-evaluation of need and potential solutions.

Supporting the Climate Emergency Reform Activity

Working with climate change colleagues to contribute to the Addressing the Climate Emergency (ACE) Action Plan in relation to sustainable Procurement. The action plan includes consideration of the undernoted activities.

Action - Passenger Transport (inclusion of decarbonisation and environmental management practices in bus and coach contracts, and revised approach to inclusion of community benefits).

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Inclusion in tender documents/evaluations of Eco Star Ratings.	Mandatory minimum requirement for Euro 5 engines, across all contracts, from August 2024. Mandatory minimum requirement for Euro 6 engines, across all contracts, from August 2028

Action – Food Procurement

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Food 4 Fife Strategy drafted (including Procurement Pillar) ongoing and consultation process ongoing.	Food 4 Fife Strategy development/consultation ongoing. Following presenting at appropriate committee ongoing management of procurement pillar action plan. Collection of data (contract usage etc) to identify opportunities for improvements to local suppliers/producers within Fife Council supply chains.

Action - Levenmouth Circular Economy (River Leven Restoration)

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
River Leven Restoration Project's ongoing work and liaising between Fife Coast & Countryside Trust and Fife Council	Continuing to enhance Sustainable Procurement considerations in contracts and continue engagement with SEPA, FCCT and FC

Action – Employee Training

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Promotion of Sustainable Procurement eLearning within Fife Council’s procuring services.	Development of training plans that include mandatory completion of Sustainable Procurement eLearning modules and Fife Council Climate Literacy. Development of training plans and consideration of other Sustainable Procurement training options such as Fife Council specific training delivered by external partners such Sustainable Scotland Ltd.

Action - Establishing links between the ACE Board and Community Wealth Building

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
ACE Board <ul style="list-style-type: none"> • Reviewing the available Scottish Government Sustainable Procurement Toolkit and how best to support procurement colleagues across the Council in making it all easier to use (potential support in guidance to cut through the toolkit as it can appear quite daunting) • Considering how best to consider sustainability for below Regulated procurements (potentially using FEAT) Review of templates to update as appropriate any new content around sustainable procurement.	Scottish Government to conduct review of Sustainable Procurement Toolkit. Corporate Procurement to work with Scottish Government and improve guidance in relation to Sustainable Procurement. Ongoing

Action - Investigating methods of measuring Scope 3 CO2 emissions from procurement activity with Fife Council climate colleagues and other procuring partners, i.e., Fife College, NHS Fife and St. Andrews University

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<p>PIN (Prior Information Notice) issued to marketplace to generate interest, identify options available.</p> <p>Discussions with Scottish Government and Sustainable Scotland Ltd on potential of national reporting tool.</p>	<p>Take forward with climate colleagues and partners during 23/24</p> <p>Ongoing discussions with climate colleagues in Fife Council regarding local Scope 3 emissions reporting.</p> <p>Scottish Government review of Sustainable Procurement and potential to include Scope 3 Emissions reporting toolkits.</p> <p>Progress training opportunities for Sustainable Procurement within procurement teams across Fife Council.</p>

Action - Food Fife Partnership Projects (representation on the Food Fife Partnership and is working with internal council colleagues and Fife partners, specifically procurement, to draft a Food Procurement Strategy.

Working with internal colleagues to co-ordinate local food pilots to enhance and encourage both producers and distributors to engage with Fife Council to supply locally sourced/produce to the pilot areas.)

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<p>Elected Members consultation carried out</p> <p>Full consultation (public etc)</p>	<p>Redraft of strategy to be presented to Communities and Wellbeing partnership and Full Council.</p> <p>Procurement Pillar Action Plan to be managed.</p>

Continuous Improvement/Team Development

Action - Development of the procurement team will continue, through formal training/development such as use of Scotland Excel’s Academy (individual Workshops and/or CIPS/other accredited learning) and continued knowledge transfer efforts. This will be structured through a competency review framework (national Procurement Development Framework) as well as use of the corporate ‘Our People Matter’ approach.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<p>Procurement Development Framework ran for all procuring staff. Common training needs identified, and plan created to address.</p> <p>Individual needs considered and fulfilled via individual development plans.</p> <p>Examples of formal training/development activity undertaken by the procurement team are as follows:</p> <ul style="list-style-type: none"> - Serious Organised Crime (2-day workshop) - Scotland Excel Conference May 2023 (1 day online open to all with multiple sessions (92 attendees across 5 sessions, 28 unique attendees across sessions) and 1 day for Corporate Procurement Manager for peer development session). - National Procurement Conference and Procurex (Skills Zones and Exhibition) 	<p>Progress CIPS Level 4 accreditation for identified Corporate Procurement Officers.</p> <p>Participate in upcoming Scotland Excel offering for new accredited programmes for professional procurement qualifications.</p> <p>Continue to utilise Scotland Excel Academy and other relevant offerings for ad-hoc training/development requirements.</p> <p>Mandating of relevant eLearning across Procurement network.</p> <p>Annual Personnel Development Plans with Procurement Team members.</p> <p>Future Year – refresh role profiles and benchmarks in Procurement Development Framework.</p>

Action - Review the form of contract used for applicable building and engineering contracts. Options around the purchase of licences and associated training for the latest suite of NEC (New Engineering Contracts), i.e. NEC4 shall be considered.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Licences purchased	Training and implementation

Action - Discussion with key areas/stakeholders in the Council and applicable Trusts shall be had with a view to reviewing processes and procedures in terms of procurement activity to ensure it is in accordance with legislation and best practice, for example through the Town Centre Capital Delivery Group, Fife Coast & Countryside Trust, and Fife Historic Buildings Trust.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Procurement is represented at the regular Town Centre Capital Delivery Group, and this is tabled and discussed at each meeting.	Extend/expand activity to other areas and widen conversations to discuss inclusion (or not) of these entities' procurement commitments/aspirations in Fife's future Procurement Strategy.

Action – Review of Processes

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Reviewed content of Strategy and Tender documents	Update templates with new content as required
Fair Work First - Updated guidance finalised and launched	Ongoing review of effectiveness and subject to continuous improvement. Await national revised guidance expected 2024
Procurement Governance – review of Summary Report Template, Evaluation Forms and Procurement Review Board approach etc. Templates are subject to continuous improvement upon lessons learned/feedback etc. Procurement Review Board – review session undertaken with Procurement Management team considering informal feedback. Terms of Reference and Roles & Responsibilities both updated.	Develop and agree process maps to ensure all parties are aware and content with roles, responsibilities and processes.

<p>Cyber Security in contracts - Engagement with BTS and Scottish Government to review current approach and look to streamline/ensure effectiveness. Work ongoing.</p>	<p>Need to consider ongoing/sustainability of approach as Scottish Government advised that they will no longer be supporting the use of the national tool.</p>
<p>Fraud & Serious Organised Crime - Engagement with Corporate Fraud Team on any learning from the community as standard. Respond to and support any instances of alleged practice. Participated in 1 investigation where no evidence of malpractice had been found, albeit a couple of process recommendations were made. Serious Organised Crime – 2 participants attended formal 2-day course on this subject and learnings brought back to the team.</p>	<p>Work with HR and Audit & Risk Management to develop Whistleblowing policy and incorporate into procurement process and comms etc. as appropriate. Build in any learnings from training course to key templates/process. Report to Finance, Economy & Scrutiny Committee re. Ethical Procurement (Jan 24). Establish relationship with Police Scotland to consider opportunities to develop process for checks in relation to Serious Organised Crime.</p>
<p>Public Sector Rebates - Guidance and Process implemented</p>	<p>Ongoing - Monitor usage and impacts</p>
<p>Review of Terms and Conditions of contract (corporate and sector specific e.g., ICT and Social Care)</p>	<p>Ongoing review of Terms and Conditions (2024) to be undertaken with consultation with Legal Services for Goods, Services, Hire, Consultancy and ICT. Social Care terms and conditions to be fully reviewed and implemented in early 2024.</p>
<p>Review of Strategic (Functional) risks and Category/Contract Risks</p>	<p>Launch May 2023</p>
<p>Whistleblowing Policy – Progressive work with HR and Audit & Risk Management</p>	<p>Finalise and launch in 23/24</p>
<p>NEW – Over-Arching Strategies and Roll-Up Reports – review current governance around use of routine frameworks and identify better ways of documenting approach and reporting accordingly.</p>	<p>Continue – monitor impacts and further opportunities for efficiencies</p>

NEW – Develop process and procedure for the sale/disposal of IT Equipment – Developed	Continuous improvement
NEW – Participate in the updated national PCIP (Procurement and Commercial Improvement Programme) Assessment – N/A for 22/23	Scheduled for March 2024. Establish baseline and action plan for any resulting improvement activity identified.
NEW – Agree suitable governance and reporting for Affordable Housing projects – more pro-active engagement and common understanding with reporting requirements.	Ongoing (continuous improvement)
NEW – Property Services works (over an agreed threshold) - in conjunction with Building Services to present over-arching strategies when a project is commissioned to Building Services for delivery (over agreed threshold), with indication of what will be delivered inhouse and what market opportunities might be available and providing transparency and audit trail of project as a whole.	Enhanced reporting with roll-up award reports to close off the project.
NEW – updated process maps for Purchase Card requests. Agreed a retrospective review of spend and development of action plan to address continuous improvement.	Ongoing

National Approach/Priorities

The Public Procurement Group has agreed a set of priorities, high level aims and aspiration delivery statements for all public procurement leaders in Scotland – the ‘Public Procurement Priorities’. These demonstrate commitment to using the power of procurement to deliver and influence outcomes that are good for the people of Scotland. They also support the commitments set out in the government’s National Performance Framework, the Programme for Scotland and the national Economic Recovery Implementation Plan.

Note – whilst the principles of these priorities (by in large) already feature in the Procurement and Commercial Strategy), they are not articulated in the same language. For completion and transparency purposes, Fife Council’s position against each of the priorities has been noted below, although it is acknowledged that much of the activity will feature elsewhere due to the aforementioned overlap.

Priority – Leadership and Visibility

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<ul style="list-style-type: none"> - Procurement is represented on Leading Economic Recovery Board and Community Wealth Building Support Group, both of which are directly feeding into corporate reform & recovery work. - Active member of national eProcurement strategy working group. - Procurement feeds in to the Addressing the Climate Emergency Board - Procurement chairs a Local Procurement Group, with senior managers of Fife Council being group members (feeds in to Community Wealth Building/Economic Recovery work). We also lead on engagement with Fife Partners (NHS, Fife College and St. Andrews University) to promote cross-sector best practice and opportunities. - Active participation on Food for Fife Working Groups - Representation on internal governance boards for major legacy system replacement programmes. - Active participation in SLGPF (Scottish Local Government Procurement Forum) and other relevant forums such as ATCO (Association of Transport Co-ordinating Officers), APSE (Association of Public Service Excellence) etc. 	<p>Review of Stakeholder Engagement Strategy at functional and category level ensuring internal and external stakeholder engagement is positive and productive.</p> <p>Revision of corporate Procurement Strategy for implementation during 2024/25.</p>
<ul style="list-style-type: none"> - As mentioned above, Procurement sits on 2 senior board/reform groups in connection with Economic Recovery - Revision of proposed new policy document (Contract Standing Orders) promoting use of local businesses for below regulated procurement exercises. - Enhancement of community benefit opportunities, including development of Project Bank for third 	<p>Continue</p> <p>Implementation plan to launch effectively, including training and support as required.</p>

<p>sector/community groups to access. Working with partners to join the dots from a regional point of view.</p> <ul style="list-style-type: none"> - Maximising community benefit, employment and local supply chain opportunities within major capital programmes such as Dunfermline Learning Campus, South West Fife school and Levenmouth Rail link. 	<p>Continue to progress via Community Wealth Building Support Group.</p> <p>Continue to support/promote.</p>
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Priority – Supply Chain Resilience

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<ul style="list-style-type: none"> - Strategic intervention following loss of key supplier (went into administration) – broke requirement down to allow local suppliers to secure some interim work and keep operations going. Engaged with regional supplier via a framework to fulfil remainder resulting in retention of jobs and supply chain opportunities for local suppliers. - Extensive and enhanced contract and supplier management to keep abreast of supply chain issues such as construction materials. Working pro-actively to identify emerging issues and put mitigating actions in place where necessary. - Fife Council reported supply chain impact issues via COSLA on a weekly basis (Director of Finance group) for national review/discussion. - Monitoring and reporting of supply chain issues with relevant stakeholders 	<p>Continued monitoring and pro-active discussions with suppliers/markets, service area(s), Finance and other key stakeholders as appropriate.</p>

Priority – Maximise the Impact of the Sustainable Procurement Duty

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<ul style="list-style-type: none"> - Direct engagement with Fife’s Supported Business, Matrix Fife for furniture and furnishings for new care homes - Direct engagement with Fife suppliers for non-regulated works contracts (where local provision has been tested and demonstrated best value recently) - Updated internal documentation to ensure coordinated approach to ensuring obligations under Sustainable Procurement Duty are fulfilled effectively. 	<p>Continued engagement with relevant parties, and ongoing discussion on live and future opportunities through appropriate forums.</p>

Priority – Climate Emergency

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<ul style="list-style-type: none"> - Feed in to Addressing the Climate Emergency Board (several direct actions owned by Procurement) - Direct involvement with local food procurement strategic activity (Food for Fife Partnership) - Initiated market engagement to develop Scope 3 Emission toolkit. - Participated in Carbon Literacy pilot project. 	<p>Ongoing</p> <p>Ongoing</p> <p>Awaiting recommendations from Scottish Government Extending roll-out of Carbon Literacy Programme to key procurement professionals as part of training plans.</p>

Priority – Achieving Professional Excellence

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<ul style="list-style-type: none"> - Successful bid for funding for additional resources to enhance the procurement team, including 2 x Modern Apprentices and university student. - Use of Procurement Development Framework to assess gaps in the Procurement team and beyond (those with Delegated Procuring Authority) and provided peer learning sessions and directed national training opportunities to help plug those gaps. 	<p>Look to finalise/stabilise structure.</p> <p>Support Modern Apprentices through their qualification.</p> <p>Progress relevant Procurement Officers on their professional procurement accredited courses, via Chartered Institute of Procurement and Supply. Engage with Scotland Excel around new accredited offering and pursue for future requirements.</p> <p>Personal Development Plans informed by Procurement Development Framework results.</p> <p>Pursue Procurement People of Tomorrow Programme.</p>

Priority – Using Systems to Drive Sustainable Outcomes and Support Reporting

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<ul style="list-style-type: none"> - Active member of national eProcurement Strategy Working Group - Continued use of PCS, PCS-T, Procurement Hub - Developed new contract register and reporting tools (via Microsoft Lists) to replace cumbersome, ineffective spreadsheet. 	<p>Continue</p> <p>Review of use of PCS-T, expand use of Procurement Hub</p> <p>Continuous improvement</p>

Other National Priorities**Action/Priority – National Care Service**

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Activity continues to be led at a national level during 22/23.	Feed in to NCS Ethical Procurement and Commissioning Working Group.

Action/Priority – Covid-19

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<p>Assist with the national Covid-19 inquiry as required</p> <p>Review of Supplier Relief Scheme (due diligence)</p> <p>'Closure Report' presented to (now disbanded) Welfare Sub-Group (Executive Director of Finance and Corporate Services, Head of Finance, Head of Revenue and Commercial Services, Procurement Service Manager and Solicitor) in February 2023. The paper set out due diligence activity undertaken to ensure relief was used as intended and the group agreed the recommendation that sufficient efforts had been made to satisfy position, and that a number of lessons learned had been gleaned resulting in some relevant actions such as revision of contract conditions etc. The group reflected on the overall approach and were content that the governance and process was strong, especially when reacting to the ever-changing challenging situation. There was a suggestion that the report be shared with internal audit for awareness and any further comment.</p> <p>Accordingly, the report was discussed and shared with the Service Manager, Audit and Risk Management. No concerns have been raised.</p>	<p>Provide quantitative detail regarding PPE purchases</p> <p>Complete</p>

Procurement Structure/Delegated Procurement Authority

Action/Priority – Review of the Procurement team structure to ensure it remains fit for purpose to deliver its strategic objectives and operational statutory requirements. Aimed to have this reviewed for implementation in the next financial year. Consideration of succession planning and talent growth will form part of these plans.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<p>New structure drafted, costed and funding approved for implementation. 3 x new roles identified (2 x Lead Officer roles and a Procurement Support Assistant role). Role profiles created, evaluated and recruited into (including backfills).</p> <p>Succession Planning: Successful bid to Workforce Youth Investment Fund for funding for 1 x Modern Apprentice (MA). Recruited 2 MAs and secured part-time employment to university student following successful work-placement role.</p>	<p>As funding is temporary, structure and intended benefits need to be continually monitored and future planning activity ongoing.</p> <p>Completion and action in connection with Service People Plan as part of the Corporate Service Workforce Planning Framework.</p> <p>Continue to consider succession planning and how to actively promote procurement as a profession.</p>

Action/Priority – Established governance and ongoing collaborative working with the Delegated Procuring areas shall continue to ensure compliance as well as alignment of processes and strategy.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<p>Model working well and subject to ongoing dialogue and feedback. Continuous improvement ongoing.</p>	<p>Review those with Delegated Procurement Authority once revised Scheme of Tender Procedure limits are in place. Consider a 2-tier register to continue to keep individuals doing unregulated procurement activity well equipped and informed, as well as a more targeted list of individuals who need to be engaged and embedded with procurement activity.</p> <p>Consider use of MS Forms or First Contact for registration process.</p>

Action/Priority – Complete a gap analysis and agree roles and responsibilities around Contract & Supplier Management between Procurement and the Health & Social Care Partnership.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Gap analysis commenced to identify CSM tasks required, which are currently carried out and by whom.	Progress this activity. Future year – consider other areas where contract and supplier management is prevalent, e.g. BTS and conduct similar exercise.

Review of Scheme of Tender Procedures

Action/Priority – Scheme of Tender Procedures are subject to a review every 3 years. Whilst reviews have been undertaken routinely throughout the last 3 years, there will be a formal review of the content and any revision will be presented to Fife Council for consideration in accordance with the Council Standing Orders.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Review has been undertaken and amendments made in consultation with key stakeholders. Formal consultation launched via Council Leadership Team in February 2023. Over and above small improvements/clarifications, key changes have been made to works thresholds and flexing of processes for below regulated thresholds to maximise opportunities for local spend/Fife Council policy objectives etc.	Final paper approved at Fife Council committee on 22 nd June 2023. Launch (implementation plan), promotion and monitoring to ensure compliance and effectiveness.

Technology in Procurement

Action/Priority – Oracle Cloud/Procure to Pay (P2P) Processes

Ensure functionality is used to its full potential and that efficiencies are maximised.

In addition to efficiencies, any risk management capabilities using technology will be explored to combat any opportunity for procurement related fraud activity.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<p>Focussed effort with Business Management Innovation Unit is ongoing.</p> <p>Continuous improvement, examples being explored/implemented are:</p> <ul style="list-style-type: none"> - Cross-reference of supplier number/registration number on contract register for transparency/audit trail. <p>Retrospective checking on orders and purchase card activity being embedded as business as usual</p>	<p>Monitor impacts of controls and processes. Review to ensure fit for purpose.</p> <p>Ongoing continuous improvement, e.g., new control on smart forms.</p> <p>Monitoring of PCS for further opportunities.</p>

Action/Priority – Power BI/other solutions

Despite the Oracle Cloud system providing spend data, due to the qualitative aspects of reporting in procurement activity, many spreadsheets require to be maintained – Contract Register, Pipeline, Benefits Tracker to name a few.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
<p>‘Back to basics’ review of the spreadsheets currently in place undertaken and updated Microsoft Lists have replaced 2 x spreadsheets. Whilst these are still in pilot stage, initial feedback is that it provides a better user experience and better-quality output which will in turn provide additional benefits for managing the procurement function more effectively.</p>	<p>Continue with pilot and move into business as usual if all goes well. Potential to extend use for other purpose, e.g., Pipeline if proves effective and efficient.</p> <p>Explore the potential to utilise Power BI to connect the qualitative content with spend data from Oracle.</p> <p>Continue to build to enhance user experience.</p>

<p>Enhanced content and format of intranet (Staff Toolbox for Fife Council, and own Sharepoint site page for Procurement team) and internet pages.</p>	<p>Consider technology to support the front-end (community and supplier view) and this shall be progressed through the Community Wealth Building Support Group (already referenced in CWB section).</p>
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Customer Experience

Action/Priority – As a result of feedback received from customer areas, it is clear that the complex procurement process can be daunting for those who have had little or no experience. A need has been identified to consider supports, such as e-learning, training etc. for different roles within the process.

<p>Position/Progress Made (22/23)</p>	<p>Next Steps (23/24 and/or beyond)</p>
<p>Presentation to introduce roles and responsibilities for those involved in a procurement exercise developed and shared for roll-out in appropriate exercises.</p> <p>Use of MS Forms to gather individual scoring providing an easy-to-use platform and full audit trail.</p> <p>Use of Microsoft Sway functionality to provide key messaging to prospective tenderers.</p> <p>Enhanced content and format within Staff Toolbox Intranet Pages</p>	<p>eLearning module for non-procurement staff to support their role in a procurement process.</p> <p>Review of feedback mechanisms for consumers of procurement service as well as tenderers/prospective tenderers.</p> <p>Continue to empower team members to trial new methods/platforms to promote continuous improvement. Seek feedback, share with team members and embed good practice etc.</p> <p>Continue to build to enhance user experience.</p>

Commercialisation Programme Outstanding Actions (this is included for completion purposes so that any continued activity is incorporated into future strategy and action plan)

Action/Priority – P1 – Effective Stakeholder Management

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Issue stakeholder (customer) feedback questionnaires for appropriate procurement exercises Creation of stakeholder maps	23/24 - Category Managers to review Stakeholder Maps and Engagement strategy (via Category Strategy) Revision of mechanisms for obtaining feedback from relevant stakeholders (in conjunction with Economic Development)

Action/Priority – P2 – Developing the Procurement Team – already addressed under ‘Continuous Improvement/Team Development.’

Action/Priority – P4 – Social Care Optimisation (Reducing costs of residential placements; Additional residential care beds)

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Began to review appropriate care requirements with H&SCP and determine where SXL contracts can be utilised to optimise contract use and reduce costs.	Continue to review care packages and transfer to SXL contracts where appropriate to do so.

Action/Priority – P8 – Re-enforcing Procurement foundations – already addressed under ‘Procurement Structure/Delegated Procurement Authority’.

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Ongoing review of PCS-T Review and embed current CSM process and guidance	Identify issues/gaps with usage of current process/guidance. Explore any further opportunities. Peer learning of CSM process for existing and new colleagues

Action/Priority – P11 – Demand Management

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Ongoing	Continue to promote guidance/practice Cyclical review of process (BAU)

Action/Priority – P12 – Benefits Tracking

Position/Progress Made (22/23)	Next Steps (23/24 and/or beyond)
Tracking of savings and benefits – well embedded BAU	Cyclical review of guidance, incorporating any additional activity in accordance with Scotland Excel review undertaken in 2023 to ensure consistency with best practice.

Action/Priority – P13 – Delegated Procurement Authority – already addressed under ‘Procurement Structure/Delegated Procurement Authority’.