

Finance and Resources Committee

10.00am, Thursday, 12 August 2021

Sustainable Procurement Strategy Annual Report - 2021

Executive Wards	Executive All
Council Commitments	2,3 and 7

1. Recommendations

- 1.1 It is recommended that the Committee:
- 1.1.1 notes the contents of this report and approves the publication of the Sustainable Procurement Strategy Annual Report 2021; and,
 - 1.1.2 approves the updating of the Council's Sustainable Procurement Strategy (2020-2025), with references to Edinburgh being a carbon-neutral city by 2030 being replaced with Edinburgh being a net zero carbon city by 2030, as referred to in paragraph 4.9 of this report.

Stephen S. Moir

Executive Director of Corporate Services

Contact: Iain Strachan, Head of Commercial and Procurement Services,

Finance and Procurement Division, Corporate Services Directorate

E-mail: Iain.Strachan@edinburgh.gov.uk | Tel: 0131 529 4930

Sustainable Procurement Strategy Annual Report - 2021

2. Executive Summary

- 2.1 The Council's Sustainable Procurement Strategy 2020-2025 (the Strategy) was approved by Committee on [5 March 2020](#). The Sustainable Procurement Annual Report provides the Committee with an update on the activity and outcomes that have been delivered through the Strategy from 1 April 2020 to 31 March 2021. The Annual Report also records the impact the Covid-19 pandemic has had on the Council's procurement activity during the period in question.
- 2.2 This report discharges the Council's duties in terms of the Procurement Reform (Scotland) Act 2014, to prepare an annual report on its regulated procurement activities.

3. Background

- 3.1 The Council is obliged, under Section 18 of the Procurement Reform (Scotland) Act 2014, to prepare an annual report on its regulated procurement activities as soon as reasonably practicable after the end of each financial year.
- 3.2 The monitoring and reporting requirements for this annual report follow the guidance provided by the Scottish Government, which includes a requirement to capture data which will support its overarching report on public procurement activity across Scotland.
- 3.3 In terms of this guidance, the Council's annual report must, as a minimum, include:
- A summary of regulated procurements completed during the reporting period;
 - A review of whether those procurements complied with the Council's procurement strategy;
 - To the extent that any of those procurements did not comply, a statement on how the Council intends to ensure that future regulated procurements do comply;
 - A summary of community benefits fulfilled during the reporting period;
 - A summary of steps taken to facilitate involvement of supported businesses; and

- A summary of regulated procurements the Council expects to commence in the next two financial years.
- 3.4 The report must be published and available on the internet and details of the publication of the report must be provided to the Scottish Government.
- 3.5 As is to be expected, the Covid-19 pandemic has had a huge impact on the Council's purchasing activity, and presented a number of new and unexpected challenges to the Council and its suppliers. On [9 July 2020](#) the Policy and Sustainability Committee considered a report which outlined in more detail the impact Covid-19 was having, and would continue to have, and the action being taken to mitigate that. With the pandemic affecting the global economy and its financial markets, all procurement projects were delayed to some degree. The Council's Commercial and Procurement Service worked closely with all service areas to respond to this, and support suppliers, to ensure vital front line services could continue to be delivered, often needing the Council to urgently purchase goods and services not previously envisaged given the rapidly changing operational environment.

4. Main report

- 4.1 The activity included in the Sustainable Procurement Strategy Annual Report is, further to the Council's statutory reporting obligations, focussed on the 186 regulated contracts concluded by the Council in the year to 31 March 2021. These contracts had an aggregate estimated value of approximately £1.2bn. This compares to 245 regulated contracts with an aggregate estimated value of approximately £332m being awarded in the previous financial year. By "regulated" the report means those contracts with a value of greater than £50,000 for goods and services and greater than £2m for works, in accordance with the terminology and thresholds as set by the relevant Scottish procurement regulations. There were over 400 other contracts awarded in this reporting period which were below the above thresholds, and so are not the subject of the same level of detail in this report.
- 4.2 The award of any contract, whether above or below these thresholds, is subject to the Council's standard procurement processes, including the application of the Council's [Contract Standing Orders](#). In terms of the Contract Standing Orders the award of certain contracts must be approved by the Finance and Resources Committee, depending upon value. However, to ensure regular monitoring of all contracts, there is 6 monthly reporting to the Committee on all contracts awarded.
- 4.3 The Council's spend with third party suppliers in 2020/21 was approximately £719m. This is a 5.1% increase on 2019/20, where the figure was approximately £684m. A review of the Council's spend profile indicates that increases in construction and waste services spend were the main reasons for the overall increase. This is reflected in the Council's investment in asset upgrading, new build nurseries and schools in 2020/21, with eight of the organisations in the Council's

top 20 suppliers (by value of spend) being in the construction sector, and a full year of the Millerhill recycling centre being operational coupled with increased amounts of household waste needing processed as a result of lockdown restrictions. A summary breakdown of the spend by key supplier sectors is included in the report. It is to be noted that Small and Medium Enterprise (SME) spend was approximately £347m, being 50% of total core spend (i.e. those suppliers the Council has spent more than £1,000 with). In addition, small business spend in 2020/21 was approximately £129m, being 17.9% of total third party spend.

- 4.4 Whilst the value of SME spend is an increase on that reported for 2019/20, the actual % level of SME spend is a slight decrease on the 52% reported for that year (albeit still higher than the 47% reported for 2018/19). Likewise the percentage level of small business spend is also a decrease on the 22.7% reported for 2019/20, and the target of 25% that, in [June 2020](#), the Policy and Sustainability Committee agreed would be worked towards. However, it must be borne in mind that the profile of the Council's spend in 2020/21 has, as noted above, been greatly impacted by the pandemic. In addition, the nature of the projects and services delivered by the Council also means there will be certain contracts where only larger national suppliers will be able to bid, for instance the Edinburgh Tram extension. Despite this, as noted in the annual report and reported to the Policy and Sustainability Committee, the Council continues to work hard to support SMEs and always seeks to ensure suitable opportunities in its supply chain. It is also noted that 65% of the 321 suppliers awarded a new regulated contract or a place on a Council framework agreement in 2020/21 were SMEs.
- 4.5 The [Local Government Benchmarking Framework](#) figures for 2019/20 recorded that 39% of the Council's procurement spend was with local enterprises, this being the 2nd highest of those authorities solely located on the mainland. This figure was well above the average of 28.5%, and again placed the Council as the 5th highest of all Scottish local authorities. It is to be anticipated that the Council will be in a similar position when the figures for 2020/21 are released, but with a higher figure at 41%.
- 4.6 Fair Work practices are very important to the Council, and 79% of suppliers awarded contracts in 2020/21 state they pay the Real Living Wage. This is an increase on 2019/20, which reported a 70% figure. The number of Living Wage accredited suppliers has also increased, to 26% from 8% the previous year.
- 4.7 The report addresses the Council's statutory duties and its compliance with the objectives contained in the Strategy. Most of the objectives in the Strategy are assessed as having been met, with only a small number not yet met fully. Some specific achievements of the Council's Commercial and Procurement Services (CPS), which have further secured these objectives, are referred to below, at paragraph 4.13.

- 4.8 As noted above, the Council's [Sustainable Procurement Strategy](#) was approved on [5 March 2020](#). The Strategy places sustainability at the heart of the Council's procurement programme for the next five years, to ensure that the Council's considerable spending power is used to promote those economic, environmental and social outcomes that support growth, and simultaneously assist the Council in addressing the challenges that the city is facing. Although the Strategy was approved before the Council's new [Business Plan \(Our Future Council Our Future City\)](#), it is clear that the Strategy is fully aligned with it, and will help drive delivery of the priorities within the Business Plan, specifically to (i) end poverty and prevent adverse outcomes, (ii) become a net zero city and (iii) ensure wellbeing and equalities are enhanced for everyone. In addition, the Council, through implementation of the Strategy and primarily the work of CPS, also tracks updates to national procurement policies, with 9 [Scottish Procurement Policy Notes](#) (SPPNs) having been issued by the Scottish Government in the reporting period, and Council procedures being revised or refreshed accordingly.
- 4.9 It is, though, noted that the Council has further developed its approach to tackling the climate emergency since the Strategy was approved. In particular, references within the Strategy to Edinburgh being a carbon-neutral city by 2030 should now be updated to Edinburgh being a net zero carbon city by 2030, all as separately reported to and agreed by the Council, including the Policy and Sustainability Committee in [April](#) and [June](#) of this year. The Annual Report (Annex 2, Section 4), includes details of some specific work which has been carried out during the reporting period to progress this strategic objective. Moving forward, the Council will ensure that its net zero commitments remain a central element of its procurement activity, and reflect the ongoing work of the [Edinburgh Climate Commission](#), together with the [Council's 2030 Climate Strategy](#) (and related implementation plan) once finalised. Building upon recent work, this will include (i) further engagement with suppliers to promote the Council's ambitions and the opportunities it will create, (ii) closer working with public sector partners to ensure that opportunities for alignment and collaboration in procurement activity are maximised and (iii) focused learning and development opportunities for Council staff to support this work. It is to be noted that work on other strategic procurement objectives, which are likewise embedded in the Council's procurement processes, will also support this, such as shortening supply chains by increasing opportunities for local SMEs.
- 4.10 Community benefits are identified on a project by project basis and are embedded in the Council's processes and procedures. The relevant Scottish procurement regulations place specific requirements on the Council, for major contracts which have an estimated value above £4m, to consider whether to impose community benefit obligations. All 21 contracts the Council awarded above that threshold in 2020/21 included community benefit requirements. On top of this, there were an additional 29 contracts in this period where the Council included community benefits obligations.
- 4.11 The overall volume of contracts where community benefits were sought was 50, which is the same volume as in 2019/20, but reflects the overall reduction in the

number of regulated contracts awarded. However, in percentage terms there has actually been an increase, with community benefits being sought in 27% of (186) regulated contracts, an increase from 20% (of 245 regulated contracts) in the previous financial year. These figures are also influenced by the high number of 'call-off' contracts, where community benefit commitments were secured at the Framework Agreement award stage with the delivery of these reported in relation to cumulative supplier delivery rather than individual call-off level. Community benefits delivered in the reporting period range from apprenticeships, training, work experience and recruitment, to mentoring and community engagement. Some notable examples of community benefits delivery in 2020/21 are included in the report, such as those delivered through the street lighting contract with Amey and the Edinburgh Trams to Newhaven contracts.

- 4.12 The delivery and reporting of community benefits is expected to improve moving forward, with the further embedding of the Council's contract management framework and the recent creation of a new post within CPS to work closely with service areas and improve the reporting and delivery of community benefits.
- 4.13 CPS support all procurement activity across the Council, and lead on securing compliance with the Strategy. It is worth highlighting some of the team's more notable achievements in 2020/21, which include:
 - 4.13.1 Overseeing the sourcing and distribution of the PPE the Council needed during the height of the covid-19 pandemic, working closely with Business Support colleagues, 10.7m items of PPE having been distributed by the end of the 20/21 financial year and over £520k of savings having been secured through this central purchasing approach;
 - 4.13.2 Increased engagement with contracted suppliers, and the market more generally, including the launch of a quarterly [Supplier Newsletter](#), the launch of monthly virtual supplier engagement sessions, regular catch ups with the Federation of Small Businesses and a large amount of other contact during the height of the pandemic to seek to mitigate risk to the Council's supply chain, but also to make suppliers aware of the supports that were available to them from the Council and the Scottish and UK governments;
 - 4.13.3 The Council making the final in two 'GO Awards' categories in November 2020, which recognises excellence in public procurement, for the work on the Edinburgh Trams to Newhaven Project (Infrastructure/Capital Project of the Year) and the above-mentioned PPE central store (Public Sector Outstanding COVID Response);
 - 4.13.4 Commercial procurement savings of over £42m having been tracked and delivered in year, being the same figure delivered in the previous FY, and again the highest since the Council started recording this information in 2013/14. In addition, new forecast savings of over £23m have been identified from contracts awarded in the reporting period to be tracked over future years, being an increase on the £14m identified in 2019/20;

- 4.13.5 Updated Contract Standing Orders being approved by full Council on [4 February 2021](#), part of an ongoing review which helps support the Council's overall governance around such spend, and the securing of Best Value;
- 4.13.6 The learning and development programme undertaken by CPS staff maintaining a high level (90%) of specialist procurement staff holding or working towards Chartered Institute of Procurement and Supply (CIPS) professional qualifications and continuing professional development opportunities, including undertaking carbon literacy training;
- 4.13.7 The work of the Council's Contract and Grant Management Team being further embedded, building upon the Council wide contract management framework. In particular, the last financial year saw online training being completed by almost 300 contract managers, a new contract management compliance review programme being launched and regular and well attended contract managers/grant managers forums being held (approximately 780 contract managers attended sessions), including sessions focused on Brexit and related contract management risks alongside specific operational work and support to divisions/directorates;
- 4.13.8 The creation of a new supplier relief process, to facilitate granting of relief to suppliers in implementation of [Scottish Procurement Policy Notes 5/8](#) during the pandemic, the process being prepared in consultation with Legal Services, Internal Audit and the Capital Projects Team, being approved by CIMT and cascaded to service areas;
- 4.13.9 Active engagement with Scotland Excel, the Council being the first local authority to agree an SLA with Scotland Excel to help ensure that Best Value is secured from its membership, including the sharing of lessons learned from Scotland Excel's work with other local authorities, support around Brexit and PPE sourcing, and a Community Wealth Building workshop being held with Scotland Excel and colleagues from Business Growth & Inclusion in February 2021; and,
- 4.13.10 The creation of a new Shadow IT register, with associated guidance being issued to all service areas, to seek to mitigate the associated risks to the Council.
- 4.14 As noted above, the Council's procurement activity is an important enabler for a number of key policy and other strategic initiatives the Council is taking forward, subject to the relevant Scottish procurement regulations and certain limitations they impose. Examples include the Council's 2030 net zero city target and the Council's Charters in respect of Construction and Modern Slavery, alongside other initiatives such as the Council's Fair Trade Policy. The commitments pledged in the Construction and Modern Slavery Charters resulted in specific actions where it was agreed that updates would be reported back to Committee.
- 4.15 In respect of the Construction Charter, these commitments were adopted in [August 2018](#) at the Finance and Resources Committee. An update on actions taken to support this is the subject of a separate report on the agenda.

- 4.16 The Charter Against Modern Slavery was adopted and Council commitments approved in [October 2018](#) at the Corporate Policy and Strategy Committee. In 2020/21, and building upon work in the previous year, further action has been undertaken by Commercial and Procurement Services as follows:
- 4.16.1 [Staff Training](#) – the whole of CPS continues to develop its awareness of the issues relating to human trafficking and modern slavery. Building on training delivered the previous year, in January training on human trafficking and the application of the procurement regulations was delivered to the team by representatives from the Scottish Government, including from its Human Trafficking Team. The whole CPS team will receive additional awareness training later in the current financial year;
 - 4.16.2 [Charter Champion](#) - A staff member with a particular interest continues to lead on CPS activity in connection with the Charter, as the team's Modern Slavery Charter Champion. They ensure the team is kept aware of the issues and updated on any news relating to human trafficking and exploitation, including circulation of the Scottish Government's quarterly newsletter [Human Trafficking and Exploitation](#);
 - 4.16.3 [Suppliers](#) – CPS has extended its review of the Council's top suppliers by value to ensure that they have modern slavery statements in place, where required by the relevant legislation. This review has now been extended to the Council's top 30 suppliers. The [suppliers pages](#) on the Council's website continue to reflect the Council's ongoing commitments to the Charter, as have the forms that new suppliers are required to complete so they can be registered on the Council's payments system;
 - 4.16.4 The Council has been informed by this increased knowledge and awareness, albeit this important issue is one that requires ongoing monitoring. However, since the Charter was adopted there have been no concerns raised over the potential involvement of modern slavery in the Council's supply chain.

5. [Next Steps](#)

- 5.1 The annual report will, subject to the decision of Committee, be reported to the Scottish Government and published on the Council's website.
- 5.2 Work to continue delivery of the Strategy is being progressed, alongside CPS's support to the Council's Business Plan. In the usual way, performance against the Strategy will be reported annually to the Committee. The Committee will also continue to receive its regular reports on the Council's contracting activity.
- 5.3 It should be noted that, through annual review the Strategy is not fixed, and will continue to evolve and adapt to fit further regulatory changes, and more importantly actively support the promotion of new and developing local and national priorities. CPS will also support the development of associated Council policies and strategies, including the new Edinburgh Economy Strategy and implementation of the End Poverty in Edinburgh Delivery Plan.

- 5.4 In June, the Scottish Government announced a set of [seven priorities](#) that are intended to help ensure that the collective spending power of the public sector is used to deliver world class, value-adding collaborative procurement services, while enabling sustainable and inclusive economic growth. The aims set out within this are very much aligned to the Strategy and the ongoing work of CPS. They take into account the impacts felt over the last 18 months, look to address short term needs and support a robust, greener economic recovery, whilst developing leadership and wider capacity, capability and systems to future-proof procurement in Scotland. CPS will look to embed these into its future work.

6. Financial impact

- 6.1 There is no direct financial impact from the approval of this report. However, implementation of the Strategy should deliver financial and non-financial benefits to the Council, as well as the city, its citizens and its businesses.

7. Stakeholder/Community Impact

- 7.1 As noted above, the Strategy identifies seven key strategic procurement objectives that will be promoted through the Council's procurement activity. These objectives are aligned to the Council's priorities and the Business Plan, and if delivered will have a positive impact upon the city, its citizens and its businesses. In particular, as noted above, the Strategy aims to make the Council's external spend more accessible to local small businesses and third sector, to improve Fair Work practices adopted by Council suppliers and to increase the community benefits delivered by Council suppliers. The new Strategy also aims to contribute to the Council's 2030 net zero city target.

8. Background reading/external references

- 8.1 [Commercial and Procurement Annual Report 2019](#)
8.2 [Commercial and Procurement Annual Report 2020](#)

9. Appendices

- 9.1 Appendix 1 – Commercial and Procurement Strategy Annual Report 2020/21

Appendix 1
Sustainable Procurement Strategy
Annual Report
March 2021



Sustainable Procurement Strategy – Annual Report

Year ended 31 March 2021

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1. Context

- 1.1 The Council's [Sustainable Procurement Strategy \(2020-2025\)](#) (the Strategy) was [approved at committee](#) on 5 March 2020, The Strategy places sustainability at the heart of the Council's procurement programme , to ensure that the Council's considerable spending power is used to promote those economic, environmental and social outcomes that support growth, and simultaneously assist the Council in addressing the challenges that the city is facing. This annual report provides information on the procurement activity completed by the Council in the 2020/21 Financial Year.
- 1.2 The Strategy identified seven key procurement objectives that would be promoted:
- Making procurement spend more accessible to local small businesses and the third sector;
 - Improving Fair Work practices adopted by suppliers;
 - Increasing community benefits delivered by suppliers;
 - Contributing to the Council's 2030 net zero target;
 - Delivering savings and Best Value outcomes;
 - Ensuring legal compliance and robust and transparent governance; and
 - Promoting innovative and best practice solutions.
- 1.3 Although the Strategy was approved before the Council's new [Business Plan \(Our Future Council Our Future City\)](#), it is clear that the Strategy is fully aligned with it, and will help drive delivery of the priorities objectives within the Business Plan, specifically to (i) end poverty and prevent adverse outcomes, (ii) become a net zero city and (iii) ensure wellbeing and equalities are enhanced for everyone.
- 1.4 The Council's public reporting obligations under the Procurement Reform (Scotland) Act 2014 are included in this report (incorporating the period 1 April 2020 to 31 March 2021), detailing the scope of regulated procurement activity in accordance with the Strategy, set out as follows:
- A summary of regulated procurements completed during the reporting period;
 - A review of compliance with the Council's Sustainable Procurement Strategy;
 - A statement on how compliance was achieved, monitored and reported for any regulated procurements that did not comply with the Council's Sustainable Procurement Strategy;
 - Community benefits fulfilled during the reporting period;
 - Steps taken to facilitate involvement of supported businesses; and
 - Future expected regulated procurements in the next two financial years.
- 1.5 Major contracts concluded in the reporting period include new Framework Agreements for New Build Housing, Professional Services, Housing Property Capital Works, Fostering and Continuing Care, Carer Support, Mental Health Services and Residential Care, Special Schools and Supported Accommodation and new Contracts for Bangholm Outdoor Centre and Silverlea New Build Housing.

- 1.6 Projects supporting the Council's carbon reduction outcomes included a new Passivhaus architect lot on the Professional Services Framework, a Housing Energy Projects Delivery Partner, electric vehicle charge points for Council fleet and general public access, managed print services that will monitor energy usage and planned reductions in volume of printing, and empty homes estates management which includes commitments around reduced vehicle emission, re-cycling and re-use. It is, however, noted that the Council has developed its approach to tackling the climate emergency since the Strategy was approved, and that the references within it to Edinburgh being a carbon-neutral city by 2030 should now be to Edinburgh being a net zero carbon city by 2030, all as separately reported to and agreed by the Council, including at the Policy and Sustainability Committee in [April](#) and [June](#) of this year.
- 1.7 In addition to contracting activity, the Council took steps to actively enhance its engagement with contracted suppliers and the market more generally, including introducing a monthly virtual engagement session aimed at supporting new businesses to find out more about opportunities for working with the Council, launching a new quarterly [Supplier Newsletter](#) and working with City Region Deal colleagues to present and exhibit at a recent 'Meet the Buyer' event. This engagement has been supported via the city's Business Gateway, and additional engagement with the Chamber of Commerce, the Federation of Small Businesses and social enterprises. The Council also undertook a large amount of other contact during the height of the pandemic to seek to mitigate risk to the Council's supply chain, but also to make suppliers aware of the supports that were available to them from the Council and the Scottish and UK governments.
- 1.8 The diversity of the services, goods and works procured by the Council requires strong commercial and procurement knowledge and skills, as well as professional support to service areas through clear controls and guidance. The Council has continued investment in learning and development, supporting new trainees and other staff in Commercial and Procurement Services (CPS) to acquire relevant training and qualifications.
- 1.9 The COVID-19 pandemic has, of course, had a huge impact on the Council's purchasing activity during the reporting period, and has presented a number of new and unexpected challenges to the Council and its suppliers. On 9 July 2020 the [Policy & Sustainability Committee considered a report](#) which outlined in more detail the impact COVID-19 was having, and would likely continue to have, on the Council's procurement activity, and the action being taken to mitigate that. With the pandemic affecting the global economy and its financial markets, all procurement projects were delayed to some degree. CPS worked closely with all service areas to respond to this, and support suppliers, to ensure vital front line services could continue to be delivered, often needing the Council to urgently purchase goods and services not previously envisaged given the rapidly changing operational environment.

CPS also adapted its procedures to respond to the pandemic, including (i) establishing new working from home arrangements, for instance moving to virtual bidder events and virtual tender evaluation meetings, and (ii) establishing a new supplier relief process, to facilitate granting of relief to suppliers in implementation of SPPN5/8, the process being prepared in consultation with Legal Services, Internal Audit and Capital Projects Team, being approved by CIMT and cascaded to service areas. CPS also set up new supports for colleagues, such as a Construction Projects Short Life Working Group and a centralised managed store facility, to oversee the purchase and distribution of personal protective equipment (PPE) to Council services, to help ensure the Council's most vulnerable citizens could continue to receive vital services and do so in a way that kept both service users and Council staff safe. This store was established working closely with the Council's Business Support Team, and by the end of the reporting period the store had issued approximately 10.7m items of PPE. There was also great partnership working, with Network Rail assisting on the collation and distribution of 1,000 PPE packs to health and social care workers in April 2020, using bags donated by Ikea. This centralised approach to procurement and contract management also helped secure compliance with the relevant regulations, mitigate supply chain risks in a very volatile market and deliver value for money, with over £520k of savings being secured.



2. Regulated Procurements Completed

2.1 Regulated procurements cover contracts with a value of £50,000 for goods/services and £2 million for works. Section 18(2) of the Procurement Reform (Scotland) Act 2014 requires organisations to include: "a summary of the regulated procurements that have been completed during the year covered by the report". Completed contracts are those where the award notice has been published or where

the procurement process otherwise comes to an end. This includes contracts and framework agreements.

- 2.2 The Council maintains and publishes on its external website a record of contracts awarded. This ‘Contract Register’ provides information on current contracts and is updated on a regular basis to remove expired contracts and include new awards as appropriate. The [register can be accessed on the Council’s website](#).
- 2.3 In addition to maintaining a public register, the Council reports to the Finance and Resources Committee on new contracts with a value above £1m as a minimum, or where such reporting is otherwise required. To ensure regular monitoring of all contracts a further six-monthly report on contracts awarded through competitive and non-competitive actions is reported to the Finance and Resources Committee; all public reports to the Committee are available on the Council’s website. For contracts relating to the Lothian Pension Fund similar reporting is submitted to the Pensions Committee.
- 2.4 The [summary of regulated procurements](#) completed in the relevant period is provided as Annex 1. These include procurements for goods, services and works, the total volumes and values are in Table 1. The regulated contracts include new projects, re-lets of recurring contracts and new contract extensions awarded in the period.

Table 1

Contract Type	Volume of New Contracts Awarded	Total Estimated Value of Contracts
Goods	32	£26,910,214
Services	144	£330,760,164
Works	10	£854,955,761
Total	186	£1,212,626,139

- 2.5 The number of contracts is lower than the 245 awarded in 2019/20, but the cumulative value much higher, and a notable increase on the £332m in that year. This increase in value has, largely, been driven by notable new frameworks for professional services, new build housing development and housing stock investment, these frameworks alone having a cumulative value of £950m.
- 2.6 There were over 400 additional contracts awarded in the period which are below the regulated threshold and not the subject of this report. These contracts are, however, included in the Contract Register along with other lower value contracts awarded by the Council.

2.7 Collaboration opportunities with other public bodies can ensure greater efficiencies, where appropriate, and are included in the regulated and non-regulated contracts awarded. The key collaboration is with centres of expertise such as Scotland Excel, Scottish Procurement and Crown Commercial Services. In total the Council concluded 51 regulated contracts through these centres.

2.8 Examples of this include: -

- The key collaboration opportunities completed in the year were the Council's new [Professional Services Framework](#) which includes all 32 councils across Scotland and the [New Build Housing Framework Agreement](#) which extended to Fife, Scottish Borders, Falkirk, East Lothian, West Lothian and Midlothian Councils.
- Scotland Excel – in the last year the Council has utilised 58 of the 72 framework agreements that it can participate in through its membership of Scotland Excel, an increase on the 46 utilised in the previous year. New frameworks adopted for participation in the 2020/21 FY included Secure Care Services, Domestic Furniture & Furnishings, Street Lighting Materials and Direct Purchasing System for Waste Services.
- Crown Commercial Services, ESPO, YPO and Scottish Procurement frameworks have also been utilised to support Council procurements during the period including construction projects, insurance services, the Council's new [Employee Benefits Platform](#), the Council's new [Managed Print Service](#) and contracts for the [Supply of Water and Electricity](#).

2.9 Where appropriate, the Council has used alternative sourcing opportunities to ensure the requirement for the Council to secure Best Value has been met. These included projects where there were economic or technical issues that may have detrimentally impacted on service delivery if a new tender was sought e.g. using existing suppliers to maintain equipment originally provided by that specific supplier rather than seeking to replace equipment.

2.10 Contracts for the Edinburgh Health and Social Care Partnership and Children Services included the direct award of contracts in accordance with the statutory guidance for care and support, ensuring the needs of individuals were paramount and secured the quality outcomes desired.

2.11 These instances described above are deemed to fall under the term 'non-competitive action', i.e. an award without a competitive procurement process. In line with the Council's [Contract Standing Orders](#) (CSOs), there is provision to waive the standard process where it is in the Council's best interests, having regard to various factors including (i) the obligation to secure Best Value, (ii) legal compliance and any potential risk of successful legal challenge, (iii) the principles of transparency, equal treatment, non-discrimination and proportionality and (iv) impact upon service users. A record of such instances (termed 'waivers' in the CSOs) is maintained and reported to the Finance and Resources Committee on a bi-annual basis, with specific instances also being separately reported to the

committee for approval where required under the CSOs. There were 82 such instances over the year in respect of regulated procurements.

2.12 The social and other care services continued to adopt a co-production approach to shape the requirements. Examples in the reporting period include work with [the Edinburgh Thrive – Get Help When Needed](#), [Edinburgh Carer Supports](#) and [Residential Care services](#).

3. Review of Procurement Compliance with Strategy

3.1 As noted earlier, the objectives in the Strategy are aligned with the Council's current strategic outcomes, and also incorporate the general duties of the Act in:

- Making procurement spend more accessible to local small businesses and the third sector;
- Improving Fair Work practices adopted by suppliers;
- Increasing community benefits delivered by suppliers;
- Contributing to the Council's 2030 net zero target;
- Delivering savings and Best Value outcomes;
- Ensuring legal compliance and robust and transparent governance; and,
- Promoting innovative and best practice solutions.

3.2 The detailed steps taken to achieve these objectives and progress made in the reporting period are detailed at [Annex 2](#) along with an assessment of the level of compliance which was achieved. This is the first report on the Strategy, with the 2020 annual report being on the previous strategy.

3.3 Due to the challenges of the last year, as noted above, the Council has had to change its approach to engaging with local businesses via virtual arrangements. The Council hosted bidder events to support local businesses to bid directly for Council contracts or to be part of the supply chain in larger contracts, working with Supplier Development Programme to support these events. As mentioned earlier the Council also introduced a regular monthly engagement session and started issuing a quarterly supplier newsletter to keep existing and potential suppliers up to date on Council opportunities and strategic priorities.

3.4 The Real Living Wage findings are summarised in the table below. The Council is pleased to record that 79% of suppliers awarded contracts state they pay the Real Living Wage rate or above, this is a 9% increase on the 70% reported in 2019/20. Living Wage Foundation Accreditation rates also saw an increase at 26%, up from 8% last FY. Accreditation cannot be mandated by the Council, and there is a charge for registration which may deter some organisations.

Table 2

Contracts Concluded with 'unique' suppliers*	Suppliers Committed to paying Living Wage	Accredited Living Wage employers
321	254	84

*counts a supplier once

- 3.5 The savings that have been monitored and delivered through commercial and procurement activities have continued with over £42m in tracked outcomes in 2020/21. New projects tendered in the reporting period identified future commercial savings opportunities of £23m from regulated contracts in addition to those being tracked in the new financial year. This is an increase of £9m, on the £14m figure reported in 2019/20.
- 3.6 The Council was shortlisted for two 'GO Awards' in 2020, which recognise excellence in public procurement. These were for the work on the Edinburgh Trams to Newhaven Project (Infrastructure/Capital Project of the Year) and the above-mentioned PPE central store (Public Sector Outstanding COVID Response).

4. Community Benefits Summary

- 4.1 Within its processes and procedures, the Council has embedded the requirement for community benefits to be considered and where appropriate sought and delivered for each procurement.
- 4.2 The Procurement Reform (Scotland) Act 2014 places specific requirements in major contracts with an estimated value of £4m and above, for the Council to consider whether to impose the requirement as part of the procurement and include details in the contract notice summarising what it will include. Of the 21 Council contracts that were above the £4m threshold all 21 were awarded with community benefit requirements imposed either within the tender or included within the framework that the contract was being procured through.
- 4.3 As is to be expected, community benefits delivered in the reporting period have been much lower as a result of Covid lockdowns, including construction site closures and restrictions limiting workplace activities. The overall volume of contracts where community benefits have been sought is 50, this is the same volume as the previous FY, but in percentage terms there has been an increase, with community benefits being sought in 27% of (186) regulated contracts, an increase from 20% (of 245 regulated contracts) in the previous FY. However, there were 51 'call-off' contracts awarded whereby the community benefit requirements were covered at the Framework award stage and contractors continue to update delivery of these against the Frameworks on an annual basis where they have delivered services or works in the relevant period. There were also a number of awards made for 'light touch' contracts, urgency arrangements or contract extensions where the nature of the requirement led to additional benefits not being considered appropriate. The Council continues to seek community benefits and impose the requirement when appropriate. The Strategy default

weighting of 10% for community benefits in the qualitative evaluation of new tenders is being applied where appropriate to do so.

- 4.4 The community benefits fulfilled in the last year have provided 13 local jobs, 23 apprentices and 88 work placements. Others have turned their attention to what they can do to support communities, resulting in a range of actions including provision of PPE supplies, toiletries, foodbank donations, vans for food deliveries, welfare and volunteering support. Funds have also been secured to provide sheltered outdoor spaces for care homes, tree planting and vegetable growing kits and classroom contact has moved to a virtual space with suppliers providing insight on careers via vlogs. An example of vlog activity was on the archaeology recordings shared with schools from the work on the Tram extension (picture below).



- 4.5 Through the street lighting contract with Amey community engagement resulted in support to The Yard children's centre on a new kitchen entry system; upgrade works at the Kirkliston Scout hall (picture 1) with new LED streetlights, a new flagpole and other works which improved the area surrounding the hall; and an upgrade of Wester Hailes Education Centre's garden area with the assistance of Amey operatives and additional donations of materials from other suppliers worth £3k (picture 2/3 before and after). Other community involvement included volunteering at foodbanks and delivering gifts to the Gorgie Salvation Army.



4.6 The Tram extension works have led to multiple suppliers pulling their resources together to support the community by delivering student workshops, careers events, using local SMEs for printing, signage, drone footage and media support as well as providing donations for local clubs and charities along the route.

5. Supported Businesses

5.1 The Council recognises the important role of businesses that support social and professional integration of disabled or disadvantaged persons (termed ‘Supported Businesses’) and has continued to reserve contracts where appropriate to ensure the stepping stone into mainstream employment for disabled or disadvantaged persons provided by these businesses continues.

5.2 The Council continues to call-off from the Scottish Government Framework for Supported Factories and Businesses and has recently appointed a champion within CPS to help promote opportunities for the sector and link in with counterparts at other local authorities and Scotland Excel.

5.3 Total actual spend with Supported Businesses in the reporting period is shown in Table 3. The spend shows a decrease on 2019/20, when £142k was spent with 7 organisations. The Council will continue to explore and look to increase the use of Supported Business. It is expected that the main reason for the reduction in last year was due to the timing of project completions, again directly associated with the impact of the pandemic, with a lower demand for new furniture, this being one of the key products generated by these businesses.

Table 3

Supported business	Actual spend
North Lanarkshire Industries	£56,654
EESL Ltd	£3,918
Matrix Fife	£39,796
St Judes Laundry	£2,178
Grassmarket Community Project	£30,860
The Lady Haigs Poppy Factory	£87

Total actual spend	£133,493
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6. Future Regulated Procurements

- 6.1 Over the next two years the Council will have a mix of recurring requirements and one-off projects to take to the market. A few of our Framework Agreements are due for renewal including Clerk of Works, Contractor Works, Edinburgh Shared Repairs and Roads and Transport works. Other significant procurements will include a New Development Partner to support major housing developments, Home Based Care and Nursing Care Home services.
- 6.2 A summary of regulated procurements anticipated in the next two years is provided in [Annex 3](#).
- 6.3 There are also notable contracts that are already out to market, including the Supply and Delivery of Trade Materials and a new Temporary Accommodation Flexible Purchasing System which will allow for new entrants to apply on a regular basis.

7. Finance

Financial Outlook

- 7.1 While the initial financial impacts of the pandemic were felt in 2019/20, the extent of this additional expenditure, and in particular loss of income, increased greatly in 2020/21. By the end of the year, the net cost to the Council, including exposure through its Arm's-Length External Organisations (ALEOs), had reached nearly £80m, with some £70m of this relating to 2020/21. The largest single contributors during the year were loss of parking income, net of reduced enforcement costs, of £13.4m, additional homelessness expenditure of £8.8m, loss of commercial rental income of £7.1m, loss of £6m of dividend income from Lothian Buses and reduced income from cultural venues of £3.9m.
- 7.2 Given the unprecedented scale of these impacts, elected members considered detailed financial reports on a monthly basis during 2020/21 and through a combination of savings identified in corporate budgets and significant additional grant funding received late in the financial year, expenditure and income were brought back into balance, with an overall underspend of £8.1m recorded.
- 7.3 Looking forward, in order to provide resilience against the longer-lasting financial impacts of the pandemic and other budget framework risks, the 2021/22 budget set aside further monies for these impacts and almost doubled the size of the Council's unallocated reserves. Significant additional service investment was also approved across a number of priority areas in February 2021, with these sums supplemented by further targeted service funding following approval by Council in May 2021.

7.4 Although the above position reflects a number of positive aspects, it has been impressed upon elected members that there is a need for additional savings proposals to be brought forward if the Council's financial sustainability is to be maintained. With this in mind, the revenue budget update report considered by full Council on [27 May 2021](#) pointed to an anticipated incremental savings requirement of more than £50m in 2023/24 with, at this stage, no specific proposals as to how this gap will be bridged. The capital programme is projecting a funding shortfall of around £172m over the next ten years.

Council savings

7.5 Commercial savings targets which include efficiency savings, value for money and non-cash savings continue to be achieved by the Council. In 2020/21 the delivered savings through existing and new commercial projects achieved £42m against a forecast of £41m, the same level as in the previous FY. The forecast for the next and subsequent years is, however, much reduced as a number of legacy projects conclude, and where the Council has already taken advantage of improvements in its procurement activity. The current forecast for delivered savings in 2021/22 is set at £33m. In addition, contracts awarded in 20/21 have secured provisional savings of £23m against a target in the Strategy of £10m. However, it will require robust contract management by Directorates/Divisions to ensure these savings are delivered.

Council expenditure with third parties

7.6 In 2020/21 the Council expenditure with third parties was £719,101,590.

7.7 The third party spend has increased by 5.1% up £35,123,249 on last year (£683,978,341 in 2019/20).

7.8 It is important to understand the Council's supplier base in more detail. In terms of the use of local suppliers, the Council's third party spend included a total of 3,510 suppliers, of which 633 were classified as local, accounting for 41% of the total supplier spend (excluding spend through purchase card), this being a slight increase in percentage terms on 2019/20 where 39% of spend was with local suppliers. In terms of SMEs, the Council had 1,607 SME suppliers accounting for 50% of total core spend of £693,520,555 (core spend being suppliers we have spent over £1k with), this being a slight decrease on 2019/20, where that SME figure was 52%. These percentages are influenced by high and increasing spend on construction work, where for those larger projects it is likely that only larger national contractors are able to deliver the outcomes the Council is seeking. A specific example would be the Tram extension. Despite this, the Council always seeks to ensure suitable opportunities for local SMEs elsewhere in the supply chain.

7.9 By way of the most recent comparative data on the use of local suppliers, the [Local Government Benchmarking Framework](#) figures for 2019/20 recorded the Council's 39% percentage of procurement spend with local enterprises as being the second highest of those solely located on the

mainland, well above the average of 28.5% and remaining the 5th highest of all Scottish local authorities. The comparative figures for 2020/21 are not yet available, but they will record the Council's percentage as increasing to 41%.

7.10 In addition, of the 321 suppliers awarded a new regulated contract or a place on a Council framework agreement in the 2020/21, 210 (or 65%) were SME and 50 (or 16%) were 3rd sector organisations.

7.11 The supplier spend categories cover around 30 different description types (e.g. construction, professional services and so on) a summary of category spend with the Council's top 20 suppliers is presented below in Figure 1. Construction remains the dominant spend with a 38% increased spend when compared to last year in Figure 2; waste spend has also significantly increased due to large payments in relation to the Millerhill recycling centre, with it now being fully operational and increased volumes of household waste needing processed due to the impact of the lockdown restrictions. Other increases can be seen in homelessness and social care services, with a drop in utilities and parking likewise reflecting the challenges of this year.

Figure 1 2020-21

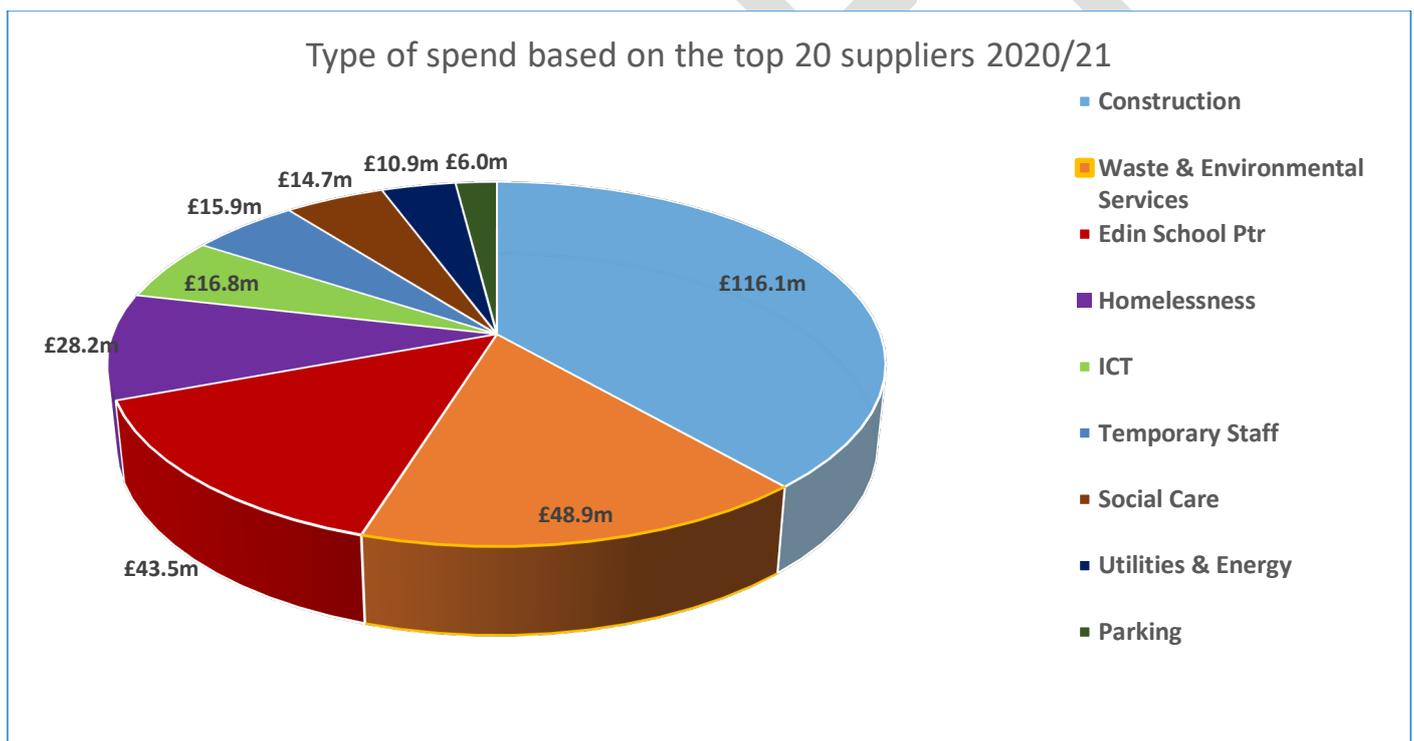
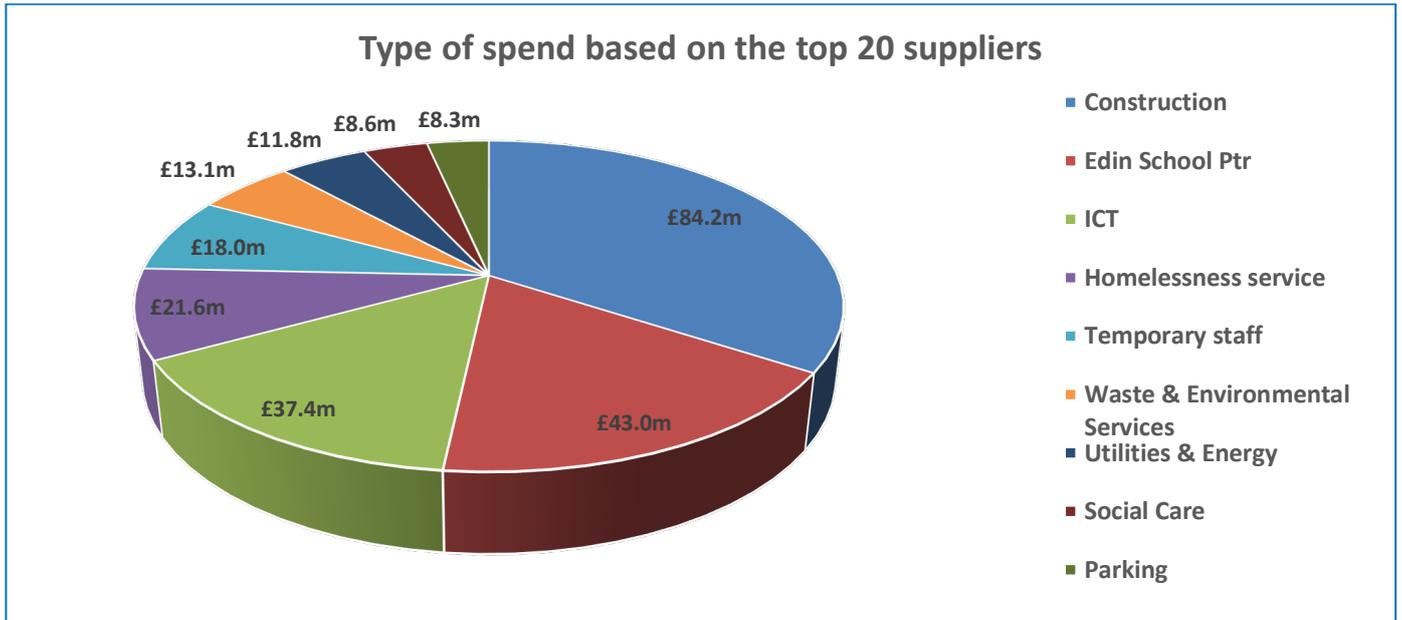


Figure 2 2019-20



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Annex 1 – Regulated Procurements

GOODS CONTRACTS AWARDED - 32

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
1/4/20	Total Gas & Power Ltd	Supply of Gas	£7,600,000	01/04/2020	31/03/2022
14/04/20	Tradstocks Ltd	Natural Stone Contract	£200,000	14/04/2020	31/05/2021
30/04/20	W.F.Howes LTD	Audiobooks and Large Print Books	£72,000	01/05/2020	30/04/2022
01/05/2020	Unico Ltd / Instock Disposables Ltd / Initial Washroom Solutions	Personal and Protective Equipment	£74,120	01/05/2020	26/06/2020
19/05/20	Woodall Nicholson Limited - T/a Mellor Coachcraft	Electric Low Floor Minibuses	£602,958	01/08/2020	01/08/2020
25/05/20	Veolia ES UK Ltd	Utility supplies for Seafield	£160,000	01/04/2020	31/03/2024
25/05/20	The Gift Card Centre Ltd	Supply of cards for food purchase emergencies	£80,000	15/05/2020	19/09/2021
28/05/20	Portakabin (Scottish Division)	Hire of Cabin	£56,882	28/05/2020	30/06/2020
02/06/20	Brake Bros Ltd	Supply & Distribution of Groceries and Provisions	£3,600,000	02/06/2020	30/04/2022
02/06/20	Arco Limited; Lion Safety; Unico Ltd	Personal and Protective Equipment	£323,390	01/05/2020	26/06/2020
07/07/20	Rosehill Highways	Safer streets products	£910,000	07/07/2020	07/07/2021
07/07/20	Traffic Management Products Ltd	Safer streets products	£540,000	07/07/2020	07/07/2021
9/7/20	Hawthorn Heights Ltd	Award of Supply & Installation of Play Park Equipment	£50,411	23/07/2020	03/09/2020
14/7/20	Scott Direct; Clyde Paper & Print	Hand Sanitiser Dispensers and Consumables	£106,778	31/07/2020	30/10/2020
19/7/20	Waterlogic GB Ltd	Supply and maintenance of water coolers	£120,000	20/07/2020	19/07/2022
22/7/20	Utilita Energy Ltd	Energy supply for void housing	£441,000	01/08/2020	31/07/2025
27/8/20	Lion Safety	Supply of Hand Sanitiser	£450,000	27/08/2020	27/08/2023
16/09/20	Lookers	Research Project into Contactless Electric Vehicles	£80,000	21/09/2020	31/12/2020
13/10/20	Thomas Sherriff & Co. Ltd	Supply of Grounds Ride on Equipment	£302,045	04/11/2020	04/11/2021
13/10/20	Thomas Sherriff & Co. Ltd	Snow Clearance Mini Tractors	£471,619	04/11/2020	04/11/2021
16/10/20	Swarco UK Ltd	Electric Vehicle Charge Points	£108,445	16/10/2020	16/11/2020
19/10/20	XMA Ltd	Tablet devices and associated accessories	£2,036,296	19/10/2020	29/11/2023
19/10/20	Henderson Grass Machinery Ltd	Supply of 4 Wide Area Mowers	£96,720	04/11/2020	04/11/2021
23/10/20	Sharp Business Systems	Educational Furniture	£155,295	01/02/2021	31/01/2022
26/10/20	Protective Wear Supplies	Personal and Protective Equipment	£310,000	26/10/2020	31/03/2021
21/12/20	Athlon Mobility Services UK Ltd	10 Zoe Vans	£125,612	15/03/2021	14/03/2025
01/01/21	Phonak Group Ltd	Hearing devices	£80,000	01/01/2021	31/12/2023

08/01/21	Instock Ltd	Catering sundries	£972,000	01/02/2021	31/07/2021
25/1/21	SCOTBARK	Supply and Spread of Woodchip	£133,000	01/02/2021	31/01/2023
18/3/21	Storm Environmental Ltd; Wybone Limited	Purchase & Refurbishment of Communal Bins	£3,000,000	22/03/2021	21/03/2023
23/3/21	P1 Solutions Ltd	Timber Planters	£51,643	22/03/2021	21/03/2023
24/3/21	Instock Disposables Ltd	Janitorial Products	£3,600,000	01/04/2021	31/03/2024

SERVICES CONTRACTS AWARDED – 144

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
01/04/20	SSERC Ltd	Support for STEM	£53,328	01/04/20	31/03/21
01/04/20	NWH Group; Enva (Scotland)	Haulage of Waste to Disposal Outlets	£700,000	01/04/20	31/01/21
01/04/20	Barnardo's Scotland	Residential Short Breaks for Children with Disabilities	£443,000	01/04/20	31/03/21
01/04/20	Scottish Water Business Stream	Supply of Water and Waste Water Services	£6,900,000	01/04/20	31/03/23
06/04/20	The Action Group	Children's care services extension	£90,000	01/04/20	31/03/21
06/04/20	Supporting Positive Paths	Children's care services	£417,216	01/04/20	31/03/22
06/04/20	Lauder Lodge	Care Home Places	£430,571	06/04/20	05/10/20
06/04/20	Cairdean House	Care Home Places	£516,686	06/04/20	05/10/20
08/04/20	Primecare Health Ltd	Specialist care services for young people	£101,000	06/04/20	05/07/21
08/04/20	GHPC Group Ltd	Clerk of Works services	£122,904	08/04/20	07/04/21
09/04/20	Old Waverley Hotel t/a The Edinburgh Collection Ltd	Homelessness Accommodation hire during Covid	£500,400	14/04/20	31/03/21
17/04/20	SPIE Scotshield Limited	Award of CCTV Repair, Maintenance & Installation	£170,000	01/04/20	31/12/20
21/04/20	Safecall Ltd	Whistleblowing Hotline and Associated Services	£200,000	12/05/20	11/05/23
21/04/20	Primecare Health Ltd	Specialist care services for young people	£356,920	01/04/20	31/03/21
22/04/20	Fabb Scotland	Children's Respite service	£50,000	01/04/20	31/03/22
22/04/20	Coeval Ltd	Maintenance of vehicle detectors	£86,000	01/04/20	31/03/22
29/04/20	Trinity Craighall LLP	Care Home Places	£782,857	30/03/20	28/09/20
29/04/20	Manor Grange Care Home LLP	Care Home Places	£782,857	30/03/20	28/09/20
29/04/20	BELFOR UK Ltd	Specialist services for WHEC	£78,424	08/05/20	29/05/20
01/05/20	St.Vincent's Health and Public Sector Consulting Ltd	Specialist services relating to new technology	£188,500	01/05/20	30/04/22
06/05/20	BNP Paribas Real Estate	Rating service to support operations of LPF internally managed direct property portfolio.	£60,000	01/06/20	31/05/21
07/05/20	Jacobs formerly CH2M ;Jacobs formerly CH2M	Professional Services for Active Travel projects - 2 Lots	£346,146	14/05/20	22/03/25
07/05/20	Aberlour Child Care Trust; Barnardo's; Capability Scotland; CrossReach;	Open Framework for Social Care Support Services	£4,000,000	08/11/19	07/11/23

	ENABLE Scotland; Firsthand Lothian; LinkLiving Ltd; Lothian Autistic Society; MOCHRIDHE (Edinburgh and Lothians) LTD; Penumbra; People Know How; Sacro; Scottish Autism; The Action Group; The Richmond Fellowship Scotland; Venture Trust; With Kids; with YOU				
20/05/20	Richmonds Hope Bereavement	Play therapy services	£72,525	01/04/20	30/09/21
20/05/20	Arcadis Consulting (UK) Limited	Project and Commercial Management services for Granton Waterfront	£604,658	07/05/20	09/12/21
22/05/20	Tracsis Traffic Data Ltd	Technical services for Traffic data collection	£75,975	22/05/20	30/09/20
26/05/20	The Action Group; Lothian Autistic Society; Capability Scotland; The Yard	Children's specialist support services	£220,290	26/06/20	30/08/20
01/06/20	idverde Ltd (Formally The Landscape Group Ltd)	Empty Homes: Estates clearance, Garden clearance & minor works, and Property protection.	£1,800,000	01/06/20	31/05/22
01/06/20	Siemens Mobility Limited	System Integration Support Services	£1,427,597	14/03/19	10/10/19
02/06/20	Action for Children Scotland	Child Placements	£222,175	01/04/20	08/07/20
03/06/20	Williams Commerce Ltd	Hosting and website services	£50,000	01/04/20	31/03/22
05/06/20	SPIE Scotshield Limited	Telecare and warden call services	£230,000	01/04/20	31/12/21
08/06/20	SYSTRA Ltd	City Centre West to East Cycle Link and Street Improvements Project (CCWEL) Monitoring Plan	£314,724	15/06/20	14/06/23
11/06/20	Collective Architecture Ltd	Architectural Services for Powderhall Stables Refurbishment	£80,000	18/06/20	17/06/21
16/06/20	Vivedia Ltd	Music services	£78,734	01/07/20	31/08/21
17/06/20	FES Support Services Ltd	Maintenance and Installation of Intruder Alarm, Detection Hardware and Door Access Controls	£70,000	26/06/20	31/12/20
22/06/20	Reed Specialist Recruitment	Agency Care staff	£160,000	11/05/20	30/09/20
01/07/20	BHL Consultancy Ltd	Technical support on North Bridge project	£519,830	01/07/20	01/06/21
01/07/20	Aberlour Child Care Trust; Acorn Care and Education Limited; Action For Children; Applied Care and Development Limited; Capability Scotland; Carevisions t/a Carevisions Group Ltd;	Framework for Residential Care, Special Schools and Supported Accommodation	£11,000,000	08/07/20	07/07/24

	Clearview Care Limited; Crossreach SP; Cyrenians; Dunedin School; East Park t/a East Park School; Greenleaf House Co Limited; Harmeny Education Trust Ltd; Moore House School Ltd; Ochil Tower School Ltd; Primecare Health Ltd; Scottish Autism; Seamab School; Snowdon School Ltd; Spark of Genius Training Ltd; The Governors Of The Donaldson Trust t/a The Donaldson Trust; The Royal Blind Asylum & School				
07/07/20	Openview Group Ltd	Provision of CCTV Installation at Saughton Park	£83,756	13/07/20	11/10/21
14/07/20	AECOM	Structural Engineering Services for the Design Work of 19 Schemes	£574,839	20/07/20	19/07/21
15/07/20	RON Services	Additional Cleaning services for Schools	£240,000	17/07/20	30/03/21
17/07/20	David Narro Associates	Structural Engineering Services	£64,420	30/07/20	29/07/21
17/07/20	Anderson Bell Christie	Architectural Services	£97,765	30/07/20	29/07/21
22/07/20	Servest Arthur McKay	Building Security services	£145,174	01/07/20	31/03/21
23/07/20	Adapt Scotland Ltd	Post Adoption support services	£50,000	01/04/20	31/03/22
28/07/20	Deaf Action; Visibility; Royal Blind School; Deaf Action	Adult Sensory Impairment	£2,316,265	01/04/21	31/03/24
30/07/20	Doig & Smith	Project Management	£180,000	30/07/20	29/07/21
03/08/20	Playfair House Hotel	Accommodation during Covid	£135,000	06/05/20	31/03/21
03/08/20	G4S Secure Solutions (UK)	Provision of Security Services	£7,025,602	01/10/20	30/09/22
04/08/20	Scottish Care	Care Home Support	£183,696	01/04/20	31/03/23
14/08/20	AECOM Ltd.	Structural Engineering	£288,881	14/08/20	13/08/21
14/08/20	Arneil Johnston; Indigo House; ARK Consultancy Ltd	Housing Consultancy Services	£1,140,000	01/09/20	31/08/23
18/08/20	Stantec UK Ltd	Travel planning services	£100,000	18/08/20	31/03/21
20/08/20	Avison Young (UK) Limited); Montagu Evans LLP; Cushman & Wakefield; Jones Lang Lasalle Ltd; Graham + Sibbald	Commercial and Residential Property Advisory Services	£500,000	03/09/20	02/09/24
21/08/20	Edinburgh Coach Lines Ltd	Supported Bus Services	£876,000	01/09/20	31/08/22
21/08/20	First Group t/a First Aberdeen Limited, First Glasgow Limited, First Scotland East Limited	Supported Bus Services - Queensferry to Riccarton 63	£1,480,960	01/09/20	31/08/22

21/08/20	First Group t/a First Aberdeen Limited, First Glasgow Limited, First Scotland East Limited	Supported Bus Services - Gyle Centre to Turnhouse 68	£312,000	01/09/20	31/08/22
21/08/20	First Group t/a First Aberdeen Limited, First Glasgow Limited, First Scotland East Limited	Supported Bus Services - Chesser to Ratho Village Service 20	£1,996,800	01/09/20	31/08/22
24/08/20	Vennersys Ltd	EPOS system and maintenance for Culture venues	£60,000	27/08/20	27/08/23
26/08/20	MW Guest House, Canadale Ltd	Homelessness Accommodation	£180,211	25/08/20	31/03/21
01/09/20	Tedmoor Consultancy Ltd; Morar Ltd; Kidalton Ltd	Independent Advisors - Lothian Pension Fund	£225,000	01/09/20	31/08/23
01/09/20	Air Monitors Limited	Air Monitors to monitor air quality in the city	£80,211	01/09/20	31/03/21
29/09/20	Penumbra; Support in Mind Scotland; Health in Mind; Scottish Association for Mental Health; The Broomhouse Centre; Edinburgh Leisure; Edinburgh & Lothians Greenspace Trust; Cyrenians; CAPS Independent Advocacy; CAPS Independent Advocacy; VOCAL - Voice of Carers Across Lothian; Media Education; Wheatley Care t/a Contact Point	Edinburgh Thrive - Mental Health services	£20,880,000	01/12/20	31/11/25
01/10/20	The Yard	Childrens play support services	£189,000	01/10/20	31/03/21
01/10/20	Renaissance Learning UK Ltd	Curriculum delivery support	£75,000	01/10/20	31/03/22
01/10/20	Autism Initiatives UK	Care and Support	£65,481	01/10/20	30/09/21
01/10/20	Ark Housing Association Ltd	Care and Support	£133,444	01/10/20	30/09/21
05/10/20	Capability Scotland	Childcare Support Services for children and young people with additional support needs	£200,000	01/04/21	31/03/22
05/10/20	Reed Specialist Recruitment	Award of Temporary Agency Staff for Care Homes	£160,000	01/08/20	30/11/20
05/10/20	Jontek Ltd	Alarm Centre services	£84,846	01/04/20	31/03/21
06/10/20	Edinburgh Chamber of Commerce	Business Development services	£60,000	01/08/20	31/07/21
06/10/20	Edinburgh Voluntary Organisations Council	Voluntary sector support services	£200,000	01/04/20	30/06/21
07/10/20	Barclaycard	Extension of Banking - Merchant Services	£146,000	01/06/20	06/06/21
08/10/20	TMP (UK) Ltd	Recruitment Advertising and Public Information Notice services	£1,000,000	01/10/20	30/09/24
08/10/20	Hamilton Waste & Recycling Ltd	Treatment & Disposal of Inert Waste & Rubble	£133,676	01/11/20	31/10/22

12/10/20	VOCAL - Voice of Carers Across Lothian; Care for Carers; The Broomhouse Centre; The Action Group; FAIR; Edinburgh Development Group	Edinburgh Carer Supports	£22,641,687	01/01/21	31/12/26
12/10/20	TESGL Limited t/a SSE Enterprise Energy Solutions	Building Energy Management Systems (BEMS) Servicing & Maintenance Contract	£200,000	13/08/20	31/03/21
14/10/20	Love@care Ltd	Management and Supply of Residential Care	£520,000	01/10/20	31/03/21
14/10/20	Love@care Ltd	Management and Supply of Residential Care	£416,000	08/09/20	07/03/21
15/10/20	Will Rudd Davidson Ltd	Professional services	£127,500	15/10/20	14/10/21
16/10/20	Primecare Health Ltd	Short Breaks for Children with Autism and Complex Behaviours	£310,000	19/10/20	18/10/21
28/10/20	Anderson Bell Christie	Architectural Services	£156,028	28/10/20	27/10/21
30/10/20	Consult lifts services; RJ Lift Services Ltd; Omega; Caltech Lifts Ltd	Lift service and maintenance contract (Housing Property)	£710,806	22/11/20	21/11/22
02/11/20	Professional Cost Management Group Limited	Forensic Audit of Utilities Spend	£120,500	04/11/20	04/11/21
02/11/20	Anderson Bell Christie	Architectural Services for Off-Site Demonstrator Project	£91,750	12/11/20	11/11/21
05/11/20	AECOM Ltd.	Structural Engineering Services for the Cycle Improvements Programme	£85,000	10/11/20	09/11/21
05/11/20	Atkins	Edinburgh Masterplanning and Green;Blue Grid Guidance	£73,672	05/11/20	04/11/22
09/11/20	Susanne LM Tanner QC	Professional Legal services	£150,000	09/11/20	31/12/21
09/11/20	Kim King	Temporary Accommodation	£65,000	09/11/20	31/03/21
09/11/20	AECOM	West Edinburgh Spatial Strategy for Inclusive Growth	£57,381	27/10/20	26/11/20
12/11/20	MetaCompliance	Phishing Simulation and Awareness Software	£90,000	01/11/20	31/10/22
12/11/20	Rossie Young People's Trus; Kibble Education and Care Centre; St Mary's Kenmure	Secure Care Services	£4,000,000	18/06/20	31/03/22
13/11/20	Collective Architecture Ltd	Architectural Services for Powderhall Bowling Green Site	£58,334	10/11/20	09/11/21
13/11/20	Collective Architecture Ltd	Architectural Services - Passivhaus Design	£62,331	10/11/20	09/11/21
16/11/20	Holmes Miller	Architectural Services for Sciennes Primary School Extension	£111,017	16/11/20	15/11/21
23/11/20	VPS (UK) Ltd	Trauma Cleaning services	£300,000	23/11/20	30/04/21
23/11/20	Orbis Protect Ltd	Trauma Cleaning services	£300,000	23/11/20	30/04/21
23/11/20	Cameron Guest House Group	Homelessness Accommodation	£150,000	23/11/20	31/03/21

26/11/20	Biffa Waste Services Ltd	Receipt and Processing of Dry Mixed Recyclates	£7,875,000	29/11/20	28/11/23
01/12/20	Homes Together Ltd	Residential services	£56,580	01/12/20	31/03/21
01/12/20	Zurich Municipal	Statutory Compliance and Inspection Testing Services - Insurance	£171,392	01/07/20	30/06/21
10/12/20	Horizons Residential Care Ltd	Children and young people care services	£237,000	01/12/20	09/04/21
15/12/20	Action for Children	School Holiday Respite Service	£314,055	01/10/20	30/09/22
15/12/20	EDP HSE Consultants Ltd	Asbestos Services	£150,000	01/10/20	31/03/21
17/12/20	British Telecommunications	Legacy Traffic Signal System, Maintenance & Hosting	£182,000	01/04/20	31/03/21
17/12/20	Cyrenians	Support to Unaccompanied Minors who require Additional Support Services	£142,064	21/12/20	20/12/22
20/12/20	Arcadis UK	New Liberton High School - Project Management and Full Design Team	£604,200	20/12/20	19/12/21
21/12/20	EDF Energy	Smart Metering Non-Half Hourly Electricity Supplies	£154,800	21/12/20	20/12/26
21/12/20	7N Architects; ADP; AHR Architects Limited; Anderson Bell Christie; Arcadis; Architype; Armour Construction Consultants; Atkins; Blackwood Partnership; Collective Architecture; Cooper Cromar; Currie & Brown; David Narro Associates; Doig and Smith; ECD Architects; Faithful+Gould; G3 Consulting Engineers; Gleeds; Hamson Barron Smith Ltd; Harley Haddow; Hawkins\Brown; Hirst Landscape Architects; HLM Architects; Holmes Miller; Hurley Palmer Flatt; Hypostyle Architects; LDA Design; Mott MacDonald; Stantec UK Ltd; Pick Everard; Pick Everard; Rankinfraser landscape architecture llp; Reiach and Hall Architects; Robert Potter and Partners LLP; Robinson Low Francis; Rybka; Scott Brownrigg Ltd; Smith Scott Mullan Associates; Space Solutions; Summers Inman; Sweco UK Limited; Thomas & Adamson; Thomson Gray; Turner &	Professional Services Framework	£150,000,000	18/01/21	17/01/25

	Townsend Project Management Ltd; TUV SUD LIMITED; Will Rudd Davidson Ltd; WSP UK Ltd				
22/12/20	Atkins	Edinburgh Street Design Guidance Factsheets	£191,862	05/01/21	04/01/23
05/01/21	West Lothian College	Provision and Assessor Services of SVQ3 Social Services training	£72,600	11/01/21	10/01/23
08/01/21	Hamilton Waste & Recycling Ltd	Treatment and Disposal of Bulky Waste	£1,583,400	18/01/21	17/01/24
08/01/21	Risk Management Partners	Insurance Programme services	£418,773	21/01/21	20/01/22
19/01/21	21CC Group Ltd	Partnership Payment to Illuminate the Granton Gasholder	£169,982	01/01/21	31/01/23
20/01/21	New Practice Ltd	Architectural Services	£170,000	19/02/21	30/09/21
25/01/21	Ross Quality Control Limited	Clerk of Works Services for Bangholm Sports Facility	£70,382	26/01/21	25/01/22
25/01/21	Ross Quality Control Limited	Clerk of Works Services for the Replacement Castlebrae High School	£112,264	26/01/21	25/01/22
29/01/21	Telefonica UK Ltd t/a O2	Mobile service for remote learning	£440,040	31/01/21	30/01/23
09/02/21	Cased Dimensions Ltd	Managed IT services for Pension Fund	£2,113,585	31/03/21	31/03/26
16/02/21	Cornerstone Community Care	Adult day support services	£55,000	01/04/21	30/06/21
16/02/21	Geo-Structural Ltd; Zenith Property Conservation Ltd ; TRAC Engineering Ltd; Inspire Structures Limited	CT0720 - Rope Access Surveys, Minor Repairs and Associated Services	£460,000	01/03/21	28/02/23
25/02/21	Changeworks	Housing Energy Projects Delivery Partner	£4,800,000	08/02/21	07/02/23
26/02/21	Idox Software Ltd	Printing of Electoral Material	£105,812	01/03/21	28/02/23
26/02/21	Idox Software Ltd	Postal Vote Verification	£87,654	01/03/21	28/02/23
27/02/21	SGS; The British Assessment Bureau; Alcumus ;SGS ;Bywater Training Limited ;LGC Proficiency Testing	CT2758 - ISO Quality Management Systems: External Assessment and Training Services Framework Agreement	£400,000	05/01/21	04/01/23
01/03/21	Sweco UK Limited	Design services for Transport	£131,101	15/03/21	14/03/22
01/03/21	Life-Pod Clutter Management Cic	Specialist care services	£200,000	01/03/21	31/03/22
01/03/21	Jacobs UK Ltd	Design services for Transport	£397,390	15/03/21	14/03/22
01/03/21	Atkins Limited	Design services for Transport	£112,005	15/03/21	14/03/22
01/03/21	Edinburgh Voluntary Organisations Council	Voluntary Sector Infrastructure Support Services	£59,170	01/04/21	31/03/22
01/03/21	ENABLE Scotland	Extension of Disability Supported Employment	£1,846,748	01/04/21	31/03/22
02/03/21	Viridor Waste Management Limited	Extension to Communal Glass Collection Contract	£230,000	03/09/20	01/05/21
02/03/21	Nivensknowe Kennels	Extension to Kennelling Services for Pets Contract	£225,000	02/10/20	31/12/21

02/03/21	Souness & Boyne Interior Contracts Limited	Lothian Pension Fund - Office Reconfiguration	£215,000	01/12/20	01/12/21
11/03/21	Apogee Corporation	Award of Managed Print Services	£6,056,949	22/03/21	21/03/26
16/03/21	Barnardo's; Fostering People; Core Assets Scotland (trading as Foster Care Associates Scotland) Ltd; Carolina House Trust; Quarriers; Fosterplus Scotland; The National Fostering Agency (Scotland); Fostering Relations; Foster Care Connect Ltd; Action for Children Services Ltd; Swiis Foster Care; TACT; Dean and Cauvin Young People's Trust; Care Visions; JMT Fostering Services	Fostering and Continuing Care Framework	£36,409,000	01/04/21	31/03/23
17/03/21	Autism Initiatives UK	Information and advice services for autistic adults	£73,666	01/04/21	31/03/22
19/03/21	Electrical Testing Ltd	Award of Mini Comp-Structural Testing of Street Lighting Columns utilising YPO Framework for Stre...	£461,624	20/03/21	19/03/23
23/03/21	St Margaret's Children & Family Care; St Francis Children's Society; Scottish Adoption Association; Barnardo's Scotland; St Andrews Children's Society Ltd	Adoption Agency Services	£2,000,000	01/04/20	31/03/23
23/03/21	NWH Group LTD; Enva	Transfer of Waste to Disposal Outlets	£4,044,516	01/05/21	30/11/23
24/03/21	Oracle Corporation UK Ltd	Database software services - licence updates	£122,000	06/04/21	05/04/22
25/03/21	EDP HSE Consultants Ltd	Extension to Asbestos Services Contract	£150,000	01/04/21	31/12/21
31/03/21	We are BPR Ltd t/a We are Lean and Agile	Process mapping software	£123,200	01/04/21	31/03/25

WORKS CONTRACTS AWARDED – 10

Date of Award	Name of Supplier	Subject Matter	Estimated Value of the Contract	Start Date	End Date
1/4/20	CCG (Scotland) Ltd; Hadden Construction (Hadden Group); Hart Builders (Edinburgh) Ltd; John Graham Construction Ltd, t/a Graham Construction; McTaggart Construction Ltd; Robertson Partnership Homes Ltd	New Build Housing Framework Agreement - 2 Lot Agreement	£600,000,000	28/02/2020	27/02/2023
31/7/20	Maxi Construction Limited	Balerno High School - Asset Management Works	£3,377,585	31/07/2020	14/08/2022
30/11/20	Maclin Electric Ltd; Nicholson Bros (Electrical Contractors) Ltd; G D Chalmers Ltd; Morris & Spottiswood; Maxi Construction Limited; Apex Developments Ltd; Concrete Repairs Ltd; Ailsa Building Contractors Ltd; Response Building Maintenance Services (Scotland) Ltd; Firstcall Trade Services; Insulated Render Systems (Scotland) Limited; A.C. Whyte & Co. Ltd; Bell Decorating Group Limited; Mears Group; Novus Property Solutions Ltd; Caltech Lifts Ltd; Consult Lift Services Ltd; Omega Lift Services LTD; T B Mackay Energy Services Ltd; Easy Heat Systems Ltd; JGM - John G Mackintosh; Everwarm Ltd; Gas Call Services Ltd; Dalex Systems; L&D Plumbing & Tiling Services Ltd; Eden Group; OpenView Security Solutions Ltd; JCJ Demolition and Construction Ltd; Dem-Master Demolition Ltd; P1 Solutions Ltd; Trident Maintenance Services; Mitie Property Services (UK) Ltd; Belac Group Limited; Coleman & Company Limited; Central Demolition Ltd; Daltons Demolitions Limited; Procast Building Contractors Ltd; MP	Housing Property Capital Works Framework 2019 - 2023	£200,000,000	31/11/20	30/11/2022

	Group UK Limited; SERS Energy Solutions (Scotland) Ltd; Glendale Grounds Management Ltd; Mackenzie Construction Ltd; J Sives Surfacing Ltd; Thomas Menzies (Builders) Ltd; Hillhouse Quarry Group Ltd T/A MacAsphalt; McTear Contracts Ltd; North SV				
03/12/20	Atalian Servest AMK Ltd (Arthur McKay)	Leith Academy Asset Management Works	£2,310,963	03/12/2020	03/12/2023
12/1/21	McLaughlin & Harvey	Principal Contractor for Bangholm Outdoor Centre	£9,372,712	12/01/2021	01/04/2022
14/1/21	Hart Builders (Edinburgh) Ltd	Silverlea New Build Housing	£18,000,000	18/01/2021	17/01/2024
18/1/21	McLaughlin & Harvey	Refurbishment of Darroch House	£6,741,528	18/01/2021	28/04/2022
21/1/21	John Graham Construction Ltd, t/a Graham Construction	Principal Contractor for the Extension of Boroughmuir High School	£6,558,240	14/03/2021	03/06/2022
15/3/21	George Sharkey and Sons	Re-Development of North Cairntow Traveling Site	£3,844,733	15/03/2021	31/10/2022
31/3/21	Kier Construction Scotland t/a Kier Construction Ltd	Refurbishment of Granton Station	£4,750,000	31/03/2021	31/12/2021

Annex 2 – Compliance with Sustainable Procurement Strategy

1. Making Procurement spend more accessible to local small businesses and third sector (and we will do this by):		
What we said we would do	What we have done	Status
<ul style="list-style-type: none"> Increasing engagement, working with key business and third sector to support “meet the buyer” events, workshops and awareness of contract opportunities 	<ul style="list-style-type: none"> ➤ Commenced quarterly Supplier Newsletter in January 2021, to support engagement with suppliers, and raising awareness of how to do businesses with the Council, including encouraging registration with Public Contracts Scotland (PCS) and what the Council's strategic procurement objectives are. Issued to suppliers, and available on Council's website, and distributed to Business Gateway/Federation of Small Businesses. ➤ Commenced Supplier Engagement Sessions with potential suppliers through Teams in February 2021, held monthly, to support engagement with suppliers and assist them in doing businesses with the Council. ➤ Regular engagement with suppliers during 2020/21, including during the peak of the Covid-19 pandemic, to ensure suppliers could still delivery supplies and other support needed for key Council services, including making suppliers aware of Scottish/UK Government support packages that available to them. ➤ Council procurement procedures (including Contract Standing Orders (CSOs), CSOs waiver form and template procurement requirement form/procurement plan) refreshed to make explicit reference to these strategic objectives, and CSOs cascaded to Council staff with further information on this. ➤ Secured assistance of local SME distillery to supply hand sanitiser during the Covid-19 pandemic during 2020. ➤ Regular engagement with suppliers during 2020 to ensure suppliers aware of key risks associated with Brexit, and that they could still deliver supplies and other support needed for key Council services. ➤ Regular use of Prior Information Notices on Public Contracts Scotland, co-production events on the Edinburgh Compact website and market engagement events to raise awareness of upcoming procurement exercises and help shape procurement approach, such as for tenders relating to Provision of Fire and Security Repair, Maintenance and Installation Works and Stair Cleaning Services to Domestic Properties. 	Fully Complied

1. Making Procurement spend more accessible to local small businesses and third sector (and we will do this by):		
What we said we would do	What we have done	Status
	<ul style="list-style-type: none"> ➤ Working with Supplier Development Programme to facilitate market engagement events for particular procurement exercises, such as in December 2020 for the Council's new £180m Hard FM Contract ➤ Quarterly Catch Up meetings with Federation of Small Businesses and First Port. ➤ Engaged with EVOC to explore opportunities for third sector to supply Covid-screens to the Council, and work with EVOC and others (such as Partnership4Procurement) to support organisations in bidding for Council contracts as co-production/strategy development, such as for Young Carer Services and Edinburgh Thrive (Get Help When Needed). ➤ Close liaison with Business Support & Inclusion team in Place Development. ➤ As included in foregoing report, Council spend with SMEs during 2020/21 was 50% of total core spend, and local spend was 41% of total core spend. ➤ Contract Standing Orders include the provision to support the use of local SMEs for purchasing under £50,000. At least one SME from the City of Edinburgh or a significant employer within the City of Edinburgh shall be invited to tender in any process for purchases/contracts of an estimated value of £50,000 or less. ➤ 'Light Touch' frameworks specifically designed to attract bids from SME and Micro Businesses by reducing the administrative and financial burden of putting a bid in for relevant adult social care contracts, for example those referred to in this schedule. ➤ Use of supported businesses included in foregoing report. 	
<ul style="list-style-type: none"> ➤ Working with wider Council delivery organisations such as Edinburgh Leisure to support these objectives 	<ul style="list-style-type: none"> ➤ Close working and support provided to Edinburgh Health & Social Care Partnership, including on ongoing contracting and commissioning, sourcing of PPE and monthly Procurement Board meetings. ➤ Ad hoc support provided to Edinburgh Leisure as required on its ongoing procurement activity. ➤ Working with Capital City Partnership and others on SDP organised virtual Meet the Buyer event in June 2021, with Community Wealth Building theme focused on City Region Deal. 	Partially Complied

1. Making Procurement spend more accessible to local small businesses and third sector (and we will do this by):		
What we said we would do	What we have done	Status
	<ul style="list-style-type: none"> ➤ Commercial and Procurement Services part of Council project team working with EICC on its new hotel proposals. 	
<ul style="list-style-type: none"> • Exploring alternative advertising routes to reach those not registered on Public Contracts Scotland 	<ul style="list-style-type: none"> ➤ Working with Supplier Development Programme on specific projects to help promote new opportunities, e.g. on proposed dynamic purchasing system to support delivery of additional temporary accommodation for vulnerable citizens and new Hard FM contract as referred to above. ➤ Supplier newsletter/drop-in sessions, referred to above, to help increase awareness of opportunities to supply services to the Council. 	Partially Complied
<ul style="list-style-type: none"> ➤ Continuing to apply lotting strategies that support small business 	<ul style="list-style-type: none"> ➤ Established in Council procurement procedures and Contract Standing Orders that contracts are lotted appropriately to support SMEs in bidding for goods, services and works aligned to their business model and to support our local supply chain in securing Best Value for the Council. ➤ Collaborative bids supported and training is provided where the market indicates this would be preferred to ensure a valued and compliant bid is secured. ➤ Two notable examples in new contracts awarded in 2020/21 include new Professional Services Framework (12 Lots with 73% of suppliers SMEs) and new Housing Capital Framework (15 Lots with 38% of suppliers SMEs). 	Fully Complied
<ul style="list-style-type: none"> ➤ Supporting facilitation of sub-contract opportunities by suppliers 	<ul style="list-style-type: none"> ➤ Established in Council procurement procedures that sub-contracting opportunities are facilitated, to support SMEs, including bidder events, and where appropriate, contractors are obliged to advertise sub-contracting opportunities on PCS. ➤ Embedded into contract specifications where appropriate, for instance new Staff Benefits Platform requires provider to ensure supply chain is accessible to all sizes of organisations including local SMEs and third sector, and specific opportunities created for certain sectors, such as bicycle shops. 	Fully Complied

1. Making Procurement spend more accessible to local small businesses and third sector (and we will do this by):		
What we said we would do	What we have done	Status
	<ul style="list-style-type: none"> ➤ An example of facilitation through a bidder event is that Council worked with SDP to support use of SMEs in supply chain opportunities through Meet the Buyer event held in December 2020 for new Hard FM contract. 	
<ul style="list-style-type: none"> • Exploring the use of speedy payment options for small business 	<ul style="list-style-type: none"> ➤ Adoption of standard terms and conditions for all regulated procurements to ensure the requirement for the Council to pay undisputed invoices within 30 days of receipt. ➤ All regulated procurements in period included terms and conditions regarding the prompt payment of Contractors making payment to their nominated sub-contractors. ➤ 96% of invoices met the KPI and were paid within 30 days during the reporting period, an increase on 95% in 2019/20. ➤ In view of 'Construction Policy Note 01/2019: Project Bank Accounts - Revised Thresholds and Procedures', roles and responsibilities identified and communicated across relevant Council Directorates to ensure continued adherence to those revised, as these requirements become more commonplace across the Council, reinforced by CPN 7/2020. ➤ As reported to Policy & Sustainability Committee 25 June 2020, in response to Covid-19 pandemic, Council moved to daily payment runs, and changed payment timescales so that invoices were paid within 10 days and where they were made aware of suppliers having cash flow issues they looked to assist by processing invoices immediately and arranging urgent payments once approved by service areas. 	Fully Complied
<ul style="list-style-type: none"> ➤ Considering longer contract advertising periods where consortia opportunities exist 	<ul style="list-style-type: none"> ➤ As above, this is established in the Council's procurement procedures that collaborative bids are supported and training is provided where the market indicates this would be preferred to ensure a valued and compliant bid is secured. ➤ Specific examples in the reporting period include the Hard FM framework, the Professional Services Framework, the Housing Asset Management framework and the selection of a development partner for the Fountain Quay regeneration site and the award of contracts for Edinburgh Thrive "Get Help When Needed". 	Fully Complied

2. Improving Fair Work Practices Adopted by Suppliers (and we will do this by):		
What we said we would do	What we have done	Status
<ul style="list-style-type: none"> ➤ Improving training and awareness for Council staff and bidding organisations 	<ul style="list-style-type: none"> ➤ Commenced quarterly Supplier Newsletter in January 2021, to support engagement with suppliers, and raising awareness of how to do businesses with the Council and what the Council's strategic procurement objectives are. ➤ Council procurement procedures (including Contract Standing Orders (CSOs), CSOs waiver form and template procurement requirement form/procurement plan) refreshed to make explicit reference to these strategic objectives, and CSOs cascaded to Council staff with further information on this. ➤ Incorporating the Fair Work First Guidance launched by the Scottish Government in January 2021 (and the related procurement policy note SPPN 3/2021) into updated procedures and templates, with training being given to relevant procurement staff and a guidance document issued to assist bidders. ➤ Council staff access to Public Contracts Scotland restricted until undertaken suitable training, including on need for all purchasing to promote the Council's strategic procurement objectives. 	Fully Complied
<ul style="list-style-type: none"> ➤ Seeking to apply the Fair Work criteria to every tender with a wider focus on ethical practices 	<ul style="list-style-type: none"> ➤ Regulations and statutory guidance embedded into the CSOs and Council procurement procedures, with explicit reference to Fair Work First and strategic objective around improving adoption of fair work practices by suppliers. ➤ New Fair Work First Guidance launched by Scottish Government in January 2021, Council procedures and templates have been updated to reflect new guidance around Fair Work First, and SPPN 3/2021, with training being given to relevant procurement staff and a guidance document issues to assist bidders from lessons learned. ➤ Relevance of Fair Work Practices is considered for all regulated procurements, and adequately addressed where appropriate, with need for this embedded in the relevant procurement documentation templates including the Procurement Plan, Invitation to Tender, Evaluation Questions and the Terms and Conditions. 	Fully Complied

2. Improving Fair Work Practices Adopted by Suppliers (and we will do this by):		
What we said we would do	What we have done	Status
<ul style="list-style-type: none"> ➤ Applying appropriate weightings in the evaluation of tenders 	<ul style="list-style-type: none"> ➤ As above, need to apply appropriate weightings embedded in Council procurement procedures, and as set out in Sustainable Procurement Strategy a minimum weighting of 5% is applied in evaluation of tenders. ➤ Compliance demonstrated through contract awards that reported regularly to Finance & Resources Committee. 	Fully Complied
<ul style="list-style-type: none"> ➤ Delivering Council commitments to modern slavery and construction industry practices 	<ul style="list-style-type: none"> ➤ Council's adoption of Charter against Modern Slavery and Construction Charter established in Council's procurement procedures. ➤ Training delivered to Council procurement staff during 2021 on both charters, including from Scottish Government. ➤ Were appropriate suppliers agree to adopt the Construction Charter, such as on frameworks recently awarded, including Housing Repairs and Maintenance framework and Housing Capital framework and delivery in respect of the Construction Charter separately reported to Finance & Resources Committee. ➤ Delivery in respect of the Charter against Modern Slavery separately covered in more detail in the foregoing report. ➤ A senior staff member in CPS represents the Council on the Fair Work Convention's review into fair work in the construction industry, this review being supported by the Scottish Government. The remit of the short life working group is to inform, guide and support the work of the Fair Work Convention in relation to the construction industry and to make recommendations to address the challenges of implementation of the Fair Work Framework across public sector procurement in construction. 	Fully Complied
<ul style="list-style-type: none"> ➤ Adopting new Fair Work First guidance and other tools which support raising awareness and delivery of best practice 	<ul style="list-style-type: none"> ➤ Council procedures and templates have been updated to reflect new guidance around Fair Work First, and SPPN 3/2021, with training being given to relevant procurement staff. ➤ Fair Work First guidance and new requirements have been highlighted to suppliers in the April 2021 Supplier Newsletter. 	Fully Complied

2. Improving Fair Work Practices Adopted by Suppliers (and we will do this by):		
What we said we would do	What we have done	Status
	<ul style="list-style-type: none"> ➤ Compliance demonstrated through contract awards that reported regularly to Finance & Resources Committee. 	
<ul style="list-style-type: none"> ➤ Promoting Fair Trade suppliers/products 	<ul style="list-style-type: none"> ➤ Supported annual review of Council's Fair Trade policy ensuring views of Edinburgh Fairtrade City Steering Group were represented. ➤ Supported promotion of Fair Trade Fortnight, to promote suppliers of Fairtrade Mark, WFTO guaranteed and fairly traded products across Scotland including securing discount from one supplier on fair trade uniforms which cascaded to service areas. ➤ Represented on the Edinburgh Fairtrade City Steering Group and working with the Steering Group, the Scottish Fair Trade Forum and Edible Edinburgh Economy Working Group to forge links between the organisations and examine how procurement can further their aims. ➤ Working with the Scottish Fair Trade Forum to review potential Fair Trade products for the Council, monitor annual spend on Fair Trade products and help them support fair trade suppliers in accessing public contracts through potential lotting and sub-contracting opportunities and introducing ethical supply chain considerations in contract. ➤ Fed into Scottish Fair Trade Forum's report into Fair Trade spend and policy commitments within Scotland's Public Sector, where spend data for 2019/20 FY demonstrated that Council was performing better than its peers, with the Council spending the 2nd highest amount on fairly traded goods in that FY (at £67,000), and the 5th highest spend of local authorities through Scotland Excel frameworks in that FY. [It is, however, to be noted that few local authorities responded with a specific figure, and the data should be treated with caution, given the inconsistency and lack of clarity around fair trade categorisations within the financial reporting systems of different local authorities.] ➤ Edible Edinburgh Sustainable Food City Plan is referenced in our procurement documents when buying foods. 	Fully Complied

3. Increasing Community Benefits Delivered by Suppliers (and we will do this by):		
What we said we would do	What we have done	Status
<ul style="list-style-type: none"> ➤ Increasing awareness and education of community benefits through early engagement in tender opportunities 	<ul style="list-style-type: none"> ➤ Council procurement procedures (including Contract Standing Orders (CSOs), CSOs waiver form and template procurement requirement form/procurement plan) refreshed to make explicit reference to these strategic objectives, and CSOs cascaded to Council staff with further information on this. ➤ Contract Managers contacted to raise awareness among service areas, including the benefits that can be secured through community benefits, and recording of delivered outcomes through Cenefits software, with Newsbeat article following in April 2021, additional support also provided through Contract Management Compliance Reviews. ➤ Suppliers required to register with Cenefits to report outcomes. ➤ Addressed in Bidder Days where relevant. 	Fully Complied
<ul style="list-style-type: none"> ➤ Working with stakeholders such as City Region Deal partners to ensure consistency in application and priorities 	<ul style="list-style-type: none"> ➤ Regular liaison with City Region Deal colleagues and partners, to seek to ensure consistency in application of approach to community benefits, including through collaborative procurements. ➤ Working with Capital City Partnership and others on SDP organised virtual Meet the Buyer event in June 2021, with Community Wealth Building theme focused on City Region Deal. ➤ Working with Scotland Excel and partners within that arrangement to develop consistent approach and share best practice and knowledge, including through representation on Scotland Excel Community Benefits working group. 	Partially Complied
<ul style="list-style-type: none"> ➤ Tailoring the community benefits being sought to the sector involved and the priorities for the Council with an emphasis on outcomes that can easily be delivered 	<ul style="list-style-type: none"> ➤ Community Benefits imposed in all contracts over £50,000 where appropriate for supplies, services and works. ➤ Guidance for staff updated on seeking community benefits, including consideration of options that meet priorities and improve community benefit deliverables through alternative means. ➤ Default weighting of 10% for community benefits, which % can be higher or lower as appropriate. 	Fully Complied

3. Increasing Community Benefits Delivered by Suppliers (and we will do this by):		
What we said we would do	What we have done	Status
	<ul style="list-style-type: none"> ➤ Successful delivery of a number and range of different community benefits within period, as referred to in the foregoing report and reported to Finance & Resources Committee in contract award reports ➤ Use of model questions for contracts and frameworks to encourage appropriate and preferred benefits linked to our communities. 	
<ul style="list-style-type: none"> ➤ Monitoring ratio of spend against community benefits offered to inform the minimum requirement level imposed by the Council 	<ul style="list-style-type: none"> ➤ Established in Council procurement procedures that menu of community benefits used, with over 40 available benefits listed each with a point value associated, the value of the contract determines the amount of points that the supplier is required to deliver, which will occur for every framework call-off. Successful delivery of a number and range of different community benefits within period, as referred to in the foregoing report and reported to Finance & Resources Committee in contract award reports. 	Fully Complied
<ul style="list-style-type: none"> ➤ Reviewing scoring methodologies and applying best practice to achieve added value outcomes for the city 	<ul style="list-style-type: none"> ➤ Default weighting of 10% for community benefits, which % can be higher or lower as appropriate. ➤ Use of model questions for contracts and frameworks to encourage appropriate and preferred benefits linked to our communities. ➤ Successful delivery of a number and range of different community benefits within period, as referred to in the foregoing report and reported to Finance & Resources Committee in contract award reports. 	Fully Complied

4. Contributing to the Council's 2030 net zero carbon target (and we will do this by):		
What we said we would do	What we have done	Status
<ul style="list-style-type: none"> ➤ Seeking expert support such as from Zero Waste Scotland in educating and 	<ul style="list-style-type: none"> ➤ Zero Waste Scotland and Sustainable Procurement Scotland supported design of specification and ITT questions on £180m Hard FM tender, awarded in following FY (2021/22), e.g. tenderers 	Partially Complied

4. Contributing to the Council's 2030 net zero carbon target (and we will do this by):		
What we said we would do	What we have done	Status
awareness raising for Council staff involved in tendering and managing contracts	<p>committed to fully electric fuel of vehicles for contract by 2023, 50% by contract commencement.</p> <ul style="list-style-type: none"> ➤ CPS represented on cross sector Climate and Procurement Forum, supported by Scottish Government, as Scottish local authority representative, with information cascaded to wider CPS team and other colleagues. 	
<ul style="list-style-type: none"> ➤ Engaging with suppliers and experts to understand carbon-reducing actions that can be delivered in different contract sectors and building into specifications 	<ul style="list-style-type: none"> ➤ CPS staff undertaking carbon literacy training, through Scottish Government sustainable procurement toolkit. ➤ New Professional Services Framework awarded in 2020 had a Lot specifically for Passivhaus Designer (Architect) Services, to help ensure that our new buildings are designed to actively support our net zero ambitions. ➤ Appointment of Changeworks as Council's Housing Energy Projects Delivery Partner, to help manage grant funding programmes linked to energy retrofit and installation of low zero carbon technologies. 	Partially Complied
<ul style="list-style-type: none"> ➤ Increasing whole-life costing approach to evaluation criteria and learn from others through best-practice forums 	<ul style="list-style-type: none"> ➤ Whole life cost considered early at the time of strategy development, with evaluation focused on a balanced cost, quality and sustainability threshold. ➤ Focus shifting from 'price only' evaluation, to Whole Life Costing procurement supporting the local economy. ➤ Whole Life costing included within procurement service templates, to be considered on every appropriate opportunity. ➤ Continual monitoring on the use of whole-life costing within our tender approach, with Best Practice shared and recorded for future reference. ➤ In the procurement for the Council's new Managed Print Services tenderers were required to provide details of the energy usage of all devices to be used within this contract (including printing, standby and sleep modes), with the electricity usage against the expected outputs calculated and added to the tendered fee as a whole life cost. The inclusion of energy use and associated costs as part of the commercial evaluation provides tangible cost avoidance 	Fully Complied

4. Contributing to the Council's 2030 net zero carbon target (and we will do this by):		
What we said we would do	What we have done	Status
	associated with electricity use and contributes towards efforts the Council's net zero carbon target.	
<ul style="list-style-type: none"> ➤ Considering potential for reuse, repair and recycling of goods and materials in scoping requirements on a routine basis to prevent waste 	<ul style="list-style-type: none"> ➤ In the new £20m Domestic Repairs and Maintenance Framework, Lot 6 (Cosmetic Repair Works) will provide greater focus on repairing damaged properties (e.g. doors) than simply replacing them. ➤ It is a standard approach in Council capital projects where there is an element of refurbishment (e.g. JGHS Darroch School Refurbishment) that tender evaluation includes an assessment on how the contractors would reuse, repair and recycle existing material. ➤ In the new contract for the Supply and Distribution of Janitorial Products, the supplier will work with the Council to reduce the amount of non-recyclable packaging and promote re-usable packaging against single use, and also agree delivery routes and volumes of stock transfer to minimise the carbon impact associated with deliveries. 	Partially Complied
<ul style="list-style-type: none"> ➤ Adopting industry standards to ensure consistency in approach with the market and clear measurement tools understood by all 	<ul style="list-style-type: none"> ➤ Established in Council's procurement procedures that suitable standards and certifications sought in tender exercises. ➤ New schools to be built to passivhaus standard, e.g. Currie High School, ➤ New Managed Print Service contract requires as standard devices which will operate using recycled paper and devices which have an Energy Star rating and management software to enable automatic shutdown outside office hours. ➤ Application of Housing Service's net zero design guide for new home developments, including at Western Villages Granton and Silverlea. The Design Guide was refreshed in November 2020 and sets a high standard in quality design, placemaking and sustainability. The design approach to homes follows fabric first principles supplemented by the provision of renewable heat and onsite renewable electricity. In addition, KPI targets for all Housing construction projects adhere to guidance set by Zero Waste Scotland in relation to targeting on site levels of waste. 	Fully Complied

5. Delivering Savings and Best Value Outcomes (and we will do this by):		
What we said we would do	What we have done	Status
<ul style="list-style-type: none"> Working together to identify opportunities and challenge current models of delivery 	<ul style="list-style-type: none"> ➤ Long established Business (Commercial) Partnering approach in relation to procurement matters, with monthly dashboard reporting to Directorate management teams including on P2P compliance, expiring contracts and procurement pipeline activity, and regular Procurement/Project boards to support services areas and projects, as well as other cross-Council groups, such as Sustainability Board, Asset Management Board and Strategic Development and Investment Board. ➤ Close working with 'customers' across the organisation to identify new and innovative solutions – challenging the existing, striving for improvement. ➤ Services considered on a cross-directorate (Council wide) basis to deliver holistic solutions, this approach, and early intervention, being embedded in procurement procedures and PRF/Procurement Plan templates. ➤ Best Value efficiencies generated from within the Commercial and Procurement Services team and by Directorates, captured within the Commercial Pipeline tracker, with savings secured in 2020/21 included in the foregoing report. 	Fully Complied
<ul style="list-style-type: none"> Challenging the demand for goods and services and seeking to rationalise core requirements 	<ul style="list-style-type: none"> ➤ PPE Centralised Store facility, enabled focused sourcing of urgently needed core items to support vital front line services, and mitigate risks including around pricing, fragile supply chains and procurement fraud, outcomes as noted in the foregoing report including savings of over £520,000 from this approach and driving competitive tension amongst suppliers. ➤ Have worked closely with Schools to seek to consolidate purchasing requirements, for instance on ICT purchases. ➤ Consolidation of core list of goods and equipment being purchased in recent awards of contracts for Managed Print Services and Janitorial Supplies; and ➤ Have secured £23m of new savings in 2019/20 through procurement and contract management activity, which is in excess of the £10m figure in the Strategy, as noted in foregoing report. 	Fully Complied

5. Delivering Savings and Best Value Outcomes (and we will do this by):		
What we said we would do	What we have done	Status
<ul style="list-style-type: none"> ➤ Engaging markets, benchmarking values and collaborating when appropriate with city partners or wider 	<ul style="list-style-type: none"> ➤ Market engagement and benchmarking established in Council's procurement procedures, including use Prior Information Notices and Supplier Events, including examples noted elsewhere. ➤ The Council always seeks to collaborate with other partners where appropriate, including as noted elsewhere, an example of a new collaborative contract would be new Professional Services Framework which is available for use by up to 188 public sector partners, including all Scottish local authorities, the majority of Registered Social Landlords, Edinburgh University, Police Scotland and Scottish Fire and Rescue Service; ➤ Engagement with partner organisations to better understand market capability/capacity, and opportunities for collaboration, such as with Scottish Futures Trust and EVOC. 	Fully Complied
<ul style="list-style-type: none"> ➤ Supporting robust contract management actions to ensure contracts deliver to financial and non-financial performance requirements, including contractual commitments around social value and community benefits 	<ul style="list-style-type: none"> ➤ The Contract and Grants Management (CAGM) team oversees strategy and Council-wide best practice. ➤ Contract management framework has been created to be used by contract managers in all Council service areas. It is a toolkit for contract management activities throughout a contract's lifecycle and has a strong focus on supplier management and compliance) and was co-produced with corporate teams across the Council (including Risk, Resilience, Information Governance, Health and Safety and Internal Audit) as well as contract managers. ➤ The CAGM team support service areas to identify operational efficiencies, reviewing the Council's spend with the top suppliers, securing better outcomes, Best Value and improved performance. ➤ The Council's contract management framework provides guidance to contract managers around the measurement of benefits (financial and non-financial) and promotes regular monitoring of suppliers, with the contract tiering classifications being refreshed in 2020/21 to take account of changing circumstances including the pandemic and Brexit. ➤ CECil contract management training module launched, with approx. 280 staff having passed the module by the end of 2020/21, completion being reported to Heads of Service. 	Partially Complied

5. Delivering Savings and Best Value Outcomes (and we will do this by):		
What we said we would do	What we have done	Status
	<ul style="list-style-type: none"> ➤ Programme of Contract Management Compliance Reviews commenced, on Tier 1 contracts, with themes fed back to senior managers/ and contract managers. ➤ Series of supports provided to service areas to mitigate risk to Council's supply chain from Brexit, including Orb updates, reporting to CLT, sharing of news/updates with contract managers and regular Contract Management Forum meetings held with contract managers, approximately 780 having attended sessions in this FY, including approximately 180 attending Brexit focused workshops. ➤ Supplier performance is tracked and monitored by the relevant contract manager with innovations and lessons learned recorded in contract records and community benefits measured using our bespoke Cenefits system. ➤ The standard supplier agenda template includes a standing item on supplier innovation and developments encouraging ongoing dialogue focused on continuous improvement; ➤ Key performance indicators are used, particularly on higher value and high risk contracts, to ensure suppliers perform and continually improve; ➤ The CAGM team work to ensure that key suppliers and contract managers develop partnership working relationships, proactively manage risks and take advantage of specific contractual opportunities to deliver innovation and efficiencies. ➤ Development of relationships with major framework providers and counterpart teams in other local authorities, public sector and third sector organisations. Identifying best practice to secure Best Value and drive continuous improvement across sectors, including launch of Supplier Engagement Sessions and Supplier Newsletter. 	
<ul style="list-style-type: none"> ➤ Applying whole life costing models to ensure end-to-end requirements are included 	<ul style="list-style-type: none"> ➤ Whole life costing approach is embedded in Council's procurement procedures and considered early at the time of strategy development, with evaluation focused on a balanced cost, quality and sustainability threshold; ➤ Ensuring a shift from 'price only' evaluation, to Whole Life Costing procurement supports the local economy; 	Fully Complied

5. Delivering Savings and Best Value Outcomes (and we will do this by):		
What we said we would do	What we have done	Status
	<ul style="list-style-type: none"> ➤ Whole Life costing is included within procurement service templates, to be considered on every appropriate opportunity; and ➤ Continual monitoring on the use of whole-life costing within our tender approach, with best practice shared and recorded for future reference. 	

6. Ensuring Legal Compliance and Robust and Transparent Governance (and we will do this by):		
What we said we would do	What we have done	Status
<ul style="list-style-type: none"> ➤ Training officers in the procedures and policies which must be considered to ensure compliance requirements are met 	<ul style="list-style-type: none"> ➤ Variety of promotional, training and engagement sessions using internal website and drop in sessions, and specialist legal training also delivered free to staff from two external law firms. ➤ Regular Contract and Grants Managers' forums are learning opportunities with attendee driven agendas raising awareness of commercial performance and compliance, regular Contract Management Forum meetings also held with contract managers, approximately 780 having attended sessions in this FY, including approximately 180 attending Brexit focused workshops. ➤ Regular Schools Business Managers forums, again providing learning and support opportunities, two held virtually in the FY, with approximately 60 attendees. ➤ Introduced new supplier relief process, to facilitate granting of relief to suppliers in implementation of SPPN5/8 during pandemic, process being prepared in consultation with Legal Services, Internal Audit and Capital Projects Team, being approved by CIMT and cascaded to service areas. ➤ Bespoke Contract Management online learning has been developed to improve commercial awareness and improve supplier relationships/delivery of service, with over 280 staff now having completed the training by end of this FY. ➤ Contract Standing Order training events provided on a planned programme and ad hoc on demand to service areas. 	Fully Complied

6. Ensuring Legal Compliance and Robust and Transparent Governance (and we will do this by):		
What we said we would do	What we have done	Status
	<ul style="list-style-type: none"> ➤ 'Quick Quote' training, learning and development programme extended to wider Council to support tender document development. ➤ Service area use of Public Contracts Scotland withdrawn and only permitted again once suitable assurance provided over provision of training and adherence to governance framework, including application of Contract Standing Orders. ➤ Intranet regularly updated with library of support documentation and changes such as modifications to the Contract Standing Orders, Grants Standing Orders, Contract Management Framework and relevant policies and charters e.g. Construction Charter and community benefits. ➤ Regular meetings Council wide to raise awareness of commercial performance, compliance and support future contract planning, e.g. Schools' Business Managers Forum, and Procurement Boards across a variety of Directorates within the Council. 	
<ul style="list-style-type: none"> ➤ Providing regular updates for specialist staff on changes to regulations, case law, statutory guidance, policy and social value outcomes 	<ul style="list-style-type: none"> ➤ Encouragement, mentoring and support to staff to embrace learning opportunities and undertake appropriate CIPS training, resulting in over 90% of specialist procurement staff holding or working towards professional qualifications. ➤ Support to two procurement apprentices working on SVQ and up to three procurement trainees in specialist development with on the job and study opportunities provided. ➤ Staff study towards and attainment in CIPS Level 4 Diploma and Level 5 and 6 advanced Diploma. ➤ Development and Implementation of Commercial Training Plan for staff, covering variety of different training opportunities e.g. refresh on savings methodologies, demand management, and procurement systems. ➤ Training and CPD events undertaken from external providers and legal experts, including updates on case law, Police Scotland awareness on cyber-crime risks to public sector procurement and Scottish Government on modern slavery risks to public sector procurement. 	Fully Complied

6. Ensuring Legal Compliance and Robust and Transparent Governance (and we will do this by):		
What we said we would do	What we have done	Status
<ul style="list-style-type: none"> ➤ Reviewing standard documentation to reflect regulatory changes and best practice 	<ul style="list-style-type: none"> ➤ Regulations and statutory guidance embedded into the Contract Standing Orders and reviewed on an annual or as required basis. ➤ Council standard contract terms and conditions reviewed annually. ➤ Standard core templates reviewed annually, including PRF, Procurement Plan and CSOs Waiver Form to reflect changes to CSOs, legislation, Council objectives and best practice. ➤ Contract Standing Orders have provided the policy to amend and improve processes and procedures utilised to support compliance of commissioning for goods, works and services required. ➤ Regulated procurements tendered via PCS website. ➤ Standard documentation updated to reflect new Fair Work First guidance as noted above. ➤ Case Law under the new regulations is reviewed to incorporate good practice and learning into own processes and documentation. ➤ Council Procurement Handbook updated as required updated to reflect guidance changes. 	Fully Complied
<ul style="list-style-type: none"> ➤ Reviewing and improving controls within the procurement remit to ensure compliance with purchase systems and procedures, including the Contract Standing Orders 	<ul style="list-style-type: none"> ➤ Purchase to Pay (P2P) process continues to be strictly controlled by both Commercial & Procurement Services and Banking & Payment Services, ensuring payment to suppliers occurs in a timeous fashion. Statistics in relation to purchase orders in Oracle are collated and communicated monthly to Directorates across the Council. Purchase Card spend and CSOs waivers are also captured within monthly Management Information performance statistics and communicated to Directorates accordingly. ➤ Scott Moncrieff conducted an audit on the Council's arrangements for preventing and detecting procurement fraud (largely conducted in 19/20 but report finalised and issued in 20/21). The report assessed the Council's arrangements in CPS as reasonable and robust. ➤ Oracle requisitions that can be defined as Shadow IT now have an additional check to ensure that the supplier is on the new Shadow IT register. ➤ 'Vendor form' captures required information including 'micro businesses', GDPR legislative compliance (relating to privacy statement and secure transfer of sensitive data) and links to the Council's key policies as available on the external website. 	Fully Complied

6. Ensuring Legal Compliance and Robust and Transparent Governance (and we will do this by):		
What we said we would do	What we have done	Status
	<ul style="list-style-type: none"> ➤ A defined process is in place with related template documentation to support Council-wide understanding and compliance with the Intermediaries Legislation (IR35). Roles and responsibilities with regard to HR, Service Areas and CPS identified. Non-compliance across the Council is feedback to the appropriate Head of Service. ➤ Robust bank account change process, to ensure that when a supplier alters bank details on multiple occasions in short time period, a review of the financial stability of the supplier will be triggered. This process raises awareness of potential supplier instability and ensures up to date review of supplier financial evaluation is undertaken. ➤ The Oracle e-Business suite (Oracle) has been updated to include a Contracted supplier and Waiver Store. These stores are directly linked to the Contract Register and Waiver Register. This improves visibility of contracted suppliers. Additional prompts are also being used to monitor and control spend level on a contract or agreement basis. ➤ CPS is actively supporting the Oracle upgrade as part of the Council's ERP programme and has completed a number of "quick wins" and leaning processes, to improve efficiency of our systems, as well as a review of purchasing categories to improve the quality of management information. 	
<ul style="list-style-type: none"> ➤ Ensuring regular reporting of procurement activity and compliance to committee. 	<ul style="list-style-type: none"> ➤ Annual report submitted to Finance & Resources Committee, Scottish Government and available on the Council's website. ➤ Council's Contract Register available on the Council's website. ➤ Regular reporting of contract awards to Finance & Resources Committee for approval. ➤ 6 Monthly reports to Finance & Resources Committee and Pensions Committee (in respect of spend and contracts relating to the Lothian Pension Fund) in respect of contracts awarded under delegated authority. ➤ Reports to Policy & Sustainability Committee during 2020 on Council support to small businesses and the effect of the covid-19 pandemic on the Council's procurement activity. 	Fully Complied

7. Promoting Innovative and Best Practice Solutions (and we will do this by):

What we said we would do	What we have done	Status
<ul style="list-style-type: none"> ➤ Engaging with clients at early stages of identification of need and scoping 	<ul style="list-style-type: none"> ➤ Long established Business (Commercial) Partnering approach in relation to procurement matters, with monthly dashboard reporting to Directorate management teams including on P2P compliance, expiring contracts and procurement pipeline activity, and regular Procurement/Project boards to support services areas and projects. ➤ Close working with ‘customers’ across and external to the organisation to identify new and innovative solutions – challenging the existing, striving for improvement. ➤ Services considered on a cross-directorate (Council wide) basis to deliver holistic solutions, this approach, and early intervention, being embedded in procurement procedures and PRF/Procurement Plan templates. ➤ Best Value efficiencies developed from within the Commercial and Procurement Services team and by Directorates, captured within the Commercial Pipeline tracker. 	<p>Fully Complied</p>
<ul style="list-style-type: none"> ➤ Seeking relevant examples of market innovations and sharing models and best practice 	<ul style="list-style-type: none"> ➤ Regulated procurements embrace market engagement, research and benchmarking in order to maximise quality and value. Frequent working with business and third sector engagement organisations such as Scottish Care, Supplier Development Programme, Partnership4Procurement and Edinburgh Voluntary Organisations Council (EVOC). ➤ Regular collaboration with other local authorities and/or public-sector partners, benchmarking undertaken to establish baseline and learn of best practice within the sector, including with Scottish Futures Trust and other authorities on proposals for future construction work framework and work with NHS Lothian, University of Edinburgh and Scottish Enterprise on Edinburgh BioQuarter procurement exercise. ➤ Use of output-based specifications to drive market innovation and new technology where suitable. ➤ Ongoing commitment and active contribution to Scotland Excel collaborative approach with all our local authority partners and with Scottish Procurement. 	<p>Fully Complied</p>

7. Promoting Innovative and Best Practice Solutions (and we will do this by):

What we said we would do	What we have done	Status
	<ul style="list-style-type: none"> ➤ Active engagement with Scotland Excel, the Council being the first local authority to agree an SLA with Scotland Excel to help secure Best Value from its membership, including sharing of lessons learned from Scotland Excel’s work with other local authorities, and support around Brexit and PPE sourcing, and Community Wealth Building workshop also held with Scotland Excel and colleagues from Business Growth & Inclusion in February 2021. ➤ New collaborative contracts introduced, such as new Professional Services Framework which is available for use by up to 188 public sector partners, including all Scottish local authorities, the majority of Registered Social Landlords, Edinburgh University, Police Scotland and Scottish Fire and Rescue Service. ➤ Regular engagement through Scottish Government Local Procurement Forum (SGLPF), Scotland Excel user groups and Scottish Procurement Policy Forum, where share knowledge and best practice. ➤ Staff engaged in Procurement People of Tomorrow events and attendance at the Annual Procurex event. 	
<ul style="list-style-type: none"> ➤ Allowing the opportunity for variant bids where there is potential technological and market advancement 	<ul style="list-style-type: none"> ➤ Council’s established procurement procedures would permit variant bids where felt appropriate, something that is assessed through the development of the project, including use of Prior Information Notices, Bidder Days and engagement with the market to assess scope for such potential. 	Fully Complied
<ul style="list-style-type: none"> ➤ Challenging the status quo 	<ul style="list-style-type: none"> ➤ Supporting new dynamic purchasing system for securing additional temporary accommodation for vulnerable citizens. ➤ Fountainbridge Sounding Board supported drafting of community benefits and community engagement aspects of tender process for selection of Fountainbridge development partner, and also gave virtual presentation to the bidders on community aspirations for the site, tender awarded in following FY (2021/22). ➤ The Edinburgh Thrive “Get Help When Needed” contracts were procured to support a new and ambitious plan to redesign and develop community assets and services to support people’s mental health and wellbeing. 	Fully Complied

7. Promoting Innovative and Best Practice Solutions (and we will do this by):

What we said we would do	What we have done	Status
	<ul style="list-style-type: none"> ➤ Implementing new framework management approach to Council's new Professional Services Framework, which will secure best overall management of suppliers and help improve compliance and value for money, and assist in generation of income rebates for the Council. ➤ Proactive reporting and challenge to services areas on use of CSOs waivers, to assist improvements in compliance and value for money ➤ Creation of new Shadow IT register and issuing of guidance note to service areas on shadow IT contracting and associated risks. ➤ Introduction of Contract Management compliance reviews as noted above. 	

Plan to Improve Future Compliance

It is assessed that compliance with the Sustainable Procurement Strategy has been met across most objectives during the 2020/21 financial year, despite all the Council's purchasing activity having been affected by the Covid-19 pandemic, and the focus of the Commercial and Procurement Service (CPS) having likewise been directed towards supporting that and the changing needs of service areas. However, it is recognised that additional improvements are required, for the strategic objectives to be fully met. In particular, more focused cross service working is required to further support the Council's 2030 net zero carbon ambitions through the Council's procurement activity, and fully capture the work being undertaken. In addition, and despite the further additional actions taken during the FY to improve the Council's contract management activity, further activity is required by services areas, supported by CPS. Additional work is also required to further develop wider working with Council delivery organisations (such as Edinburgh Leisure) and City Region Deal partners, and the exploration of alternative advertising routes to facilitate greater accessibility for the market to Council contracts for those not registered on Public Contracts Scotland.

Annex 3 – Future Procurement Activity

New Procurements					
Brief Contract Description	Contract Estimated Value	Expected Contract Notice Date	Expected Award Date	Expected Start Date	
Windows and Doors Supply and Install	£10,000,000	01/08/2021	01/12/2021	01/04/2022	
Asbestos Services	£3,225,000	30/11/2021	01/0/2022	01/06/2022	
Development Partner Framework	£100,000,000	01/12/2021	01/02/2023	01/04/2023	
Recurring Procurements					
Brief Contract Description	Contract Estimated Value	Expected Contract Notice Date	Expected Award Date	Expected Start Date	
Home Based Care	£300,000,000	01/11/2021	01/08/2022	01/04/2023	
Contractor Works Framework	£50,000,000	01/02/2022	01/09/2022	01/10/2022	
Framework Agreement for Unescorted Passenger Journeys	£30,000,000	01/05/2022	02/05/2023	30/07/2023	
Roads and Transport Framework	£25,000,000	01/09/2021	01/04/2022	01/05/2022	
Clerk of Works Framework	£2,500,000	01/09/2021	01/03/2022	01/04/2022	
ECO Starts Technical Management Support	£1,000,000	01/10/2021	01/05/2022	01/06/2022	
Event Crew Support & Equipment Hire	£920,000	01/02/2022	01/09/22	01/10/2022	
Nursing & Dementia Care Home Services - Castlegreen & North Merchiston	£22,000,000	10/12/2021	01/08/2022	01/12/2022	
Edinburgh Shared Repairs Service	£10,000,000	10/10/2021	08/03/2022	01/06/2022	
Managed support services; CYP with ASN; and Family Support Volunteer Service	£8,000,000	01/05/2022	01/06/2023	03/07/23	
Responder Night Service	£ 5,000,000	20/10/2021	01/04/2022	01/06/2022	
Supported Bus Services Framework Agreement	£4,500,000	01/12/21	01/06/2022	03/08/2022	

Supported Employment Service	£8,000,000	15/09/2021	12/12/2021	01/04/2022
Edinburgh's Domestic Abuse Services	£7,000,000	01/04/2021	01/10/2021	01/03/2022
Transport Traffic Management Framework Agreement	£4,500,000	01/10/22	01/07/23	02/08/2023
Children and Young People affected by Parental Substance Abuse	£600,000	01/02/2022	01/10/2022	01/11/2022
Care and Repair services	£1,250,000	01/03/2022	01/10/2022	01/11/2022
Further and Higher Education Training	£1,000,000	01/02/2022	01/09/2022	01/10/2022
Garden Aid and Ad Hoc Grounds Maintenance Works	£2,500,000	01/12/2021	01/12/2022	02/03/2023
Core Drug and Alcohol Support Services	£10,000,000	01/12/2021	01/09/2022	01/10/2022
Edinburgh's Christmas and Edinburgh's Hogmanay Events	£4,000,000	01/02/2022	01/10/2022	24/4/2023
Cleaning Services for Cultural Venues	£800,000	01/09/22	01/05/2023	03/06/2023
Independent Advocacy and Children's Rights Service	£900,000	01/03/22	15/12/22	01/04/2023
Large Format Printing and Exhibition Materials Framework	£400,000	30/08/2021	01/12/2021	01/04/2022
Confidential Waste Recycling and Disposal	£200,000	01/02/2022	30/09/2022	01/10/2022
Half Hourly Meter Operator	£350,000	01/08/2021	01/04/2022	01/06/2022
Back To Laboratory Saliva- Based Test Kits and Screening for Controlled and Illegal Drugs	£400,000	01/02/2023	01/10/2023	19/11/2023
Supply and Confidential Disposal of Taxi Licence Plates	£340,000	01/02/22	10/09/2022	03/10/2022
External specialist services relating to non-domestic rates	£300,000	14/01/2023	01/07/2023	23/07/2022

Glossary

Term	Description
Best Value	The legal duty to secure continuous improvement in the performance of the Council's functions as set out in section 1 of the Local Government in Scotland Act 2003.
CIPS	The Chartered Institute of Procurement and Supply (CIPS) is the leading body representing the field of procurement and supply chain management.
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit.
Commercial Awareness	Evidence of commercial acumen. Awareness of the need for efficiency, cost-effectiveness, customer/stakeholder support, a knowledge of the sector and the services the organisation provides and will provide in the future, considering the strategic objectives, current economic climate etc. A track record of appropriate procurement skill and experience, evidence of on-going/continual training and development. (desirable and post/org specific) professional qualification/undertaking or willingness to undertake as appropriate.
Contract Management	The process of monitoring the performance of a supplier to contract.
Co-production	The real and meaningful involvement of the citizens of Edinburgh including future recipients of the service and key stakeholders and suppliers (both current and potential) in how and what community services and related goods and works are delivered with regard to the National Standards for Community Engagement.
Demand Management	To take costs out of an organisation by addressing the drivers for spend, aligning spend to business need and eliminating unnecessary consumption. Demand management examples: Challenging requirements that specify brand or other over specification.
Framework Agreement	An agreement or other arrangement between one or more contracting authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.
Procurement strategy	Strategy for procurement within an organisation (can be called policy).
Small Medium Enterprise (SME)	The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or an annual balance sheet total not exceeding 43 million euro.
Stakeholder	Any person or group who has a vested interest in the success of the procurement activity, i.e. either provides services to it, or receives services from it.
Supplier;Provider; Contractor	An entity who supplies goods or provides services or execution of works.
Supply Chain	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

Supported Business	Either the organisation's main aim should be the social and professional integration of disabled or disadvantaged persons, or the contract should be performed within a sheltered employment programme.
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