



Annual Procurement Report 2023/24

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Section 1 – Introduction and Purpose

1.1 INTRODUCTION

Argyll and Bute Council (“the Council”), as a public sector contracting authority with an annual regulated procurement spend above or equal to £5million, is required to produce an annual report under the Procurement Reform (Scotland) Act 2014. The Council are publishing this Procurement Annual Report, which has been prepared to meet the requirements under the Act and relates to performance of the Council’s regulated procurement activity, over the period from 1st April 2023 to 31st March 2024 (“the Reporting Period”).

The Scottish Government’s current guidance and template has been used for the preparation of this Annual Procurement Report (“the Report”).

This Report provides an overview of procurement activity during the reporting period and highlights actions undertaken to improve the Council’s procurement and commercial performance and outlines how the Council’s procurement activity is contributing to the delivery of broader aims and objectives for the Council.

1.1.2 The Council uses its public spending power through the goods, works and services we purchase to make Argyll and Bute a better place to live, work and do business.

We harness the power of innovation and collaboration to accomplish real social impact, in line with our published procurement objectives that are:-

- ❖ Legal compliance
- ❖ Value for money
- ❖ Empowering local suppliers

In doing so the Council plays a key role in supporting Scottish Government’s four outcomes for Scottish public sector procurement;

- Good for businesses and their employees.
- Good for society.
- Good for places and communities.
- Open and connected.

1.1.3 In growing local economies, there is continued focus on working with local and Scottish Small and Medium Enterprises (SMEs), as well as larger businesses, through open engagement and roundtable discussions and through formalised networks. This contributed to an increase in spend by the Council both with local SMEs and with Scottish SMEs in the reporting period.

1.1.4 Out with staffing costs, procurement activity represents the majority of the Council's expenditure totalling £181.5m for 2023/24. We therefore place great emphasis on ensuring that appropriate contracts are in place and deliver best value for money.

1.1.5 The achievements of the reporting period have provided the basis for moving forward more dynamically, collaboratively, more innovatively and more efficiently.

1.2 PROCUREMENT STRATEGY

1.2.1 The period covered by this report is covered by the Council's Procurement Strategy 2022/25 – Annual Review 2023/24.

1.2.2 The Procurement Strategy was prepared in response to the changing procurement agenda and the current financial climate. The strategy set out the procurement aims and goals of the Council for 2022/25. These aims and goals reflect both national and local policies and priorities.

Annually, we review our Procurement Strategy to make sure it remains relevant and fit for purpose. This Annual Report demonstrates our delivery against the commitments set out in that strategy for the period 1st April 2023 to 31st March 2024, where we said we would:

- a) provide summary information on regulated procurements we have completed during the period;
- b) review whether those procurements kept to our strategy; and
- c) provide a summary of regulated procurements we expect to begin in the next two financial years.

Our procurement ambitions are reflected in our outcomes which are:-

- We will have delivered simplified and more consistent procurement processes for businesses tendering for contracts across Argyll and Bute.
- We will have raised awareness among suppliers of forthcoming opportunities to bid for contracts.
- We will have supported small local businesses to access existing supply chains and increased their capability to successfully bid for contracts.
- Assist the Council to meet budget savings targets.
- Positive outcomes (for example, changes in buying behaviour, identifying alternative solutions, improved ordering and invoicing solutions).

The Council's procurement outcomes align with the Scottish Government's Procurement outcomes which are:-

- Good for businesses and their employees.
- Good for society.
- Good for places and communities.
- Open and connected.

The Council's regulated procurement activity in 2023/24 contributed to our wider organisational aims and objectives by supporting the Council's mission to make Argyll and Bute a place people choose to Live, Learn, Work and Do Business. The strategy does this by enabling our economy to diversify and thrive, while assisting in the creation of an infrastructure that supports sustainable growth. Our regulated procurements continue to deliver community benefits to local areas which include education skills and training to maximise opportunities for all.

Procurement has been recognised as key in contributing towards the successful delivery of the Council's priorities, as we acknowledge the impact of our procurement activity on our communities, and we actively seek to promote a positive and inclusive approach.

The contents of this report are structured around these organisational aims and objectives, setting out the importance of public sector procurement in delivering economic growth in a manner that meets these.

1.3 EXECUTIVE SUMMARY, FORMAT AND CONTENT

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

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

£183.4m Total Spend	£181.5m Estimated Procurement-related Spend	£167.1m Contracted Spend
1,641 Total Suppliers		76,676 Invoices processed
£110,584 Average spend per supplier	1,207 SME Suppliers	£104.6m SME Spend

Key:

Total Spend: The total amount of spend for the financial year 2023/24.

Invoices processed: The total number of Invoices processed.

Estimated Procurement-related Spend: The estimated total amount of spend on transactions that can potentially be influenced by Procurement.

The above figure is based on a total annual spend of £183,414,719, of which £181,467,996 is procurement-related spend (98.9%).

£1,600,184 (0.9%) is spend which has been identified as non-influencable and will be excluded on future spend reports from the Scottish Procurement Information Hub.

£346,539 (0.2%) is spend that is unclassified by the Scottish Procurement Information Hub, and below £1k/supplier.

Contracted Spend: The total amount of the Estimated Procurement-related Spend that was with Contracted Suppliers.

The contracted procurement-related spend is showing as 92.1% and has increased from the previous year (90.9%). The Procurement, Commercial and Contract Management Team (PCCMT) will continue to review and analyse quarterly spend to identify any non-contracted spend which could be put on contract.

Total Suppliers: The total number of unique suppliers for the Estimated Procurement-related Spend.

Average Spend per Supplier: The average Procurement-related Spend per unique supplier.

SME Suppliers: The total number of known unique SME Suppliers with Procurement-related Spend.

The number of SME suppliers is showing a decrease from previous year (1,248). This is due to the Scottish Procurement Information Hub being unable to identify supplier size for a number of our supply base. To improve on this, PCCMT will work with our colleagues at the Scottish Procurement Information Hub to determine how they can rectify this situation.

SME Spend: The total Procurement-related spend with known SME organisations in 2023/24.

The SME procurement-related spend has increased from the previous year (£100.8m).

Section 2 – Summary of Regulated Procurements Completed

2.1 A regulated procurement is any procurement for public supplies or services with a value of over £50,000 and for public works with a value of over £2 million. For the purposes of this section, a regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. This includes contracts and framework agreements.

2.2 The number of each type of regulated procurement completed by Argyll and Bute Council, and the process followed for those in 2023/24 is given in the table below:

	Open Procedure (Single Stage)	Quick Quote	Framework Call-off/ Mini Comp	Direct Award via Framework	Light Touch Regime	JNCA	Total
Supplies	1	0	3	16	0	2	22
Services	10	1	9	5	11	5	41
Works	1	0	1	0	0	0	2
Total	12	1	13	21	11	7	65

2.3 These are summarised as follows:

Total estimated value of completed regulated procurements	£24.5m
Total estimated revenue procurement benefits to be delivered from the contracts placed (identified at Contract Award)	£0.26m
Average number of bids received (for Open/Restricted)	3.8
% of contracts awarded to SMEs during the reporting period	78.4%
Average processing time for a procurement exercise (from procurement start date to date of award) in weeks	16.3
Number of collaborative contracts let in cooperation with other organisations	34

2.4 Further detail on each of the procurements referred to above are contained within [Appendix 1](#).

Section 3 – Review of Regulated Procurements Compliance

3.1 REVIEW OF COMPLIANCE WITH PROCUREMENT STRATEGY

The following sets out the Council’s compliance with its published procurement objectives that are:-

- ❖ Legal Compliance
- ❖ Value for Money
- ❖ Empowering Local Suppliers

3.1.1 Legal Compliance

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
1	Be undertaken in compliance with its duty to act in a transparent and proportionate manner	
A	<p>The Council’s Standing Orders Relating to Contracts and Procurements apply to all contracts made by or on behalf of the Council for the delivery of works, the supply of goods and materials and the provision of services.</p> <p>All procurement activity undertaken must comply with the above process and procedures which secures compliance with the Act and Statutory Guidance.</p> <p>In addition to the above, the Council engages fully with the Supplier Development Programme (SDP), to understand their organisational needs and share the Council’s procurement work plan.</p>	<p>(Ongoing - fully complied). The Council continues to engage with its Community Planning Partners, internal and external stakeholders, SME’s, third sector, charity and voluntary organisations and local community groups. It shares its work/contract plan with its partner provider and the wider market. The Council continues this engagement, liaison and dialogue at various stages of the procurement process where appropriate. This is fundamental to support transparency as well as community wealth building and inclusive local and regional growth, we continue to work closely with Economic Development and our other local ‘anchor’ organisations to harness our spending power in terms of buying from local businesses within the supply chain, maximising employment opportunities and reviewing the use of land and property assets to benefit our local economy.</p> <p>To ensure full transparency, the Council fully utilises Public Contracts Scotland (PCS) portal which aims to make it as easy as possible for SMEs to bid for public contracts through notice alerts and enabling main contractors to advertise sub-contract opportunities, giving our local suppliers the chance to bid for contracts further down the supply chain.</p>

3.1.1 Legal Compliance

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
1	Be undertaken in compliance with its duty to act in a transparent and proportionate manner /contd	
B	PINs will be published on PCS for all appropriate regulated procurements in 2022/25.	(Ongoing - fully complied) . Of the 65 regulated procurements carried out in 2023/24, 12 (18.5%) had a PIN published. Of the remainder, 29 (44.6%) were awards via external framework contracts and 24 (36.9%) were not considered appropriate based on the nature of the contracts.
C	Consideration will be given within the initial Commodity Sourcing Strategy (CSS) to lotting all regulated contracts in 2022/25.	(Ongoing - fully complied) . Of the 34 regulated procurements carried out in 2023/24, which had a (CSS), 26 (76.5%) included consideration of lotting the contract requirements. The remaining 8 (23.5%) were not considered appropriate based on the nature of the contracts. The supply market for the remaining contracts, and the scope of the contracts, was not appropriate for lotting.
D	We will offer alternative language formats when requested.	(Ongoing - fully complied) . No requests for alternative language format Invitation to Tender (ITT) were received in 2023/24.
2	Payment of a living wage - to persons involved in producing, providing or constructing the subject matter of regulated procurements	
A	Consideration will be given at the initial stages of individual regulated procurements to whether it is relevant to address living wage and fair work practices.	(Ongoing - fully complied) . Of the 34 regulated procurements carried out in 2023/24, which had a CSS, 28 (82.4%) included consideration of Fair Work Practices. Of the 65 regulated procurement exercises carried out in 2023/24, Fair Work Practices questions were included within 22 (33.9%).
B	Payment of the Living Wage will be monitored by contract management activity in relevant regulated contracts.	Ongoing

3.1.1 Legal Compliance

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
3	The use of community benefit requirements	
A	Community Benefits Clauses will be included in regulated procurements as outlined in the Sustainable Procurement Policy 2022/25.	(Ongoing - fully complied). Of the 35 regulated procurements carried out in 2023/24, not within an external framework, 20 (57.1%) included Community Benefits Clauses (CBC). Of the remaining 15 procurements, 7 (20.0%) were below the internal £100k threshold for the mandatory inclusion of a CBC within supplies and services contracts; and 8 (22.9%) was not considered appropriate for the inclusion of a CBC due to the scope of the contract.
B	Report on the new methodology of delivering community benefits that have been requested by our local communities.	(Ongoing) see Section 4 below.
4	Promoting compliance with health and safety at work, including how a supplier/sub-contractor demonstrates compliance.	
A	Health and Safety considerations will be included at all stages of regulated procurement processes in 2022/25.	(Ongoing - fully complied). Health and Safety considerations were included within 28 (82.4%) of the 34 regulated procurements that had CSSs in 2023/24. 6 (17.7%) were not considered appropriate based on the nature of the contracts. Health and Safety questions were included within 22 (33.9%) of the 65 regulated procurement exercises carried out in 2023/24.)
B	All regulated works procurements in 2022/25 will include reference to the current CDM regulations.	(Ongoing - fully complied). There were 2 regulated works procurements in 2023/24, and both included current CDM regulations.
5	Complying with the Council's Sustainable Procurement Policy (Appendix 2) in relation to the procurement of fairly and ethically traded goods and services.	
A	The procurement of fairly and ethically traded goods and services will be considered within the CSS of all regulated procurements in 2022/25.	(Ongoing - fully complied). Of the 22 regulated supplies procurements carried out in 2023/24, 15 (68.2%) had a CSS. 1 (4.6%) included consideration of the use of specific social or environmental labels within the specification.

3.1.1 Legal Compliance

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
6	Food procurement	
A	<p>Any regulated catering contracts carried out in 2022/25 will consider the following national guidance throughout the procurement process: 'Better Eating, Better Learning'; 'Beyond the School Gate'; 'Soil Association Food for Life Catering Mark'; 'Catering for Change: Buying Food Sustainably in the Public Sector'; and 'Becoming a Good Food Nation'.</p> <p>The Council will continue to look for opportunities to include local and sustainable food wherever possible in schools, facilities, venues and to meet social care requirements.</p> <p>The Council is committed to including health and wellbeing and animal welfare procurement requirements that promote the health, wellbeing and education of communities.</p> <p>Procurement requirements relating to Food procurement focus on nutritional quality, health and wellbeing, minimising environmental impact such as packaging and sourcing as well as the application of appropriate animal welfare standards in accordance with all relevant legislation.</p> <p>The Council will ensure that procurement requirements relating to Fairly and Ethically Traded Goods and Services are applied in a relevant, proportionate and legally compliant manner.</p>	<p>(Ongoing - fully complied). There were no regulated Catering Contracts tendered in 2023/24.</p>
7	Comply with the sustainable procurement duty.	
A	<p>Staff involved in the procurement process understand and positively contribute to achieving sustainable outcomes.</p>	<p>(Ongoing - fully complied). All staff involved in the procurement process utilise the sustainable procurement tools that are available to them via the Scottish Government. In addition, they have completed all the relevant e-learning training modules that are available to them on climate literacy, circular procurement and supply and sustainable public procurement.</p>

3.1.1 Legal Compliance

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
7	Comply with the sustainable procurement duty /contd	
A	The Council is reassured that suppliers adhere to the principles of a Fair Work First Practice organisation.	<p>(Ongoing - fully complied). Of the 34 regulated procurements in 2023/24, which had CSSs, 27 (79.4%) considered Sustainability issues. The remaining 7 (20.6%) were not considered to be appropriate.</p> <p>As the approach to Climate Change develops nationally, the Council's Procurement, Commercial and Contract Management Team (PCCMT) and Climate Change Board colleagues will continue to work collaboratively to ensure a consistent Argyll and Bute Council approach for future potential measurement and reporting of scope 3 emissions. All procurement staff involved in the procurement process are trained in Sustainable Procurement to ensure they positively contribute to achieving sustainable outcomes for the Council.</p>
B	Inclusion of a mandatory sub-contracting clause in regulated procurements where relevant and proportionate.	<p>(Ongoing - fully complied). A mandatory sub-contracting clause was included in 5 regulated procurements in 2023/24 – this was not considered relevant or appropriate to the remaining regulated procurements due to the nature of the requirements and/or the potential supply markets.</p>
C	Promote sub-contracting opportunities to SMEs through promoting the use of PCS on the Council's website.	<p>(Ongoing - fully complied). All our contract opportunities are detailed in PCS, this is detailed on the Council's website page "Doing business with Argyll and Bute Council" - https://www.argyll-bute.gov.uk/business-and-trade/selling-council</p>
D	Share knowledge and participate in events aimed specifically at local SMEs and third sector bodies, and Scottish suppliers, for example, by publicising Supplier Development Programme events and providing assistance with the tender process through Business Gateway.	<p>(Ongoing - fully complied). PCCMT held specific contract training events along with the Supplier Development Programme in 2023/24. PCCMT continue to publicise upcoming SDP events via the Council's social media events and website page - https://www.argyll-bute.gov.uk/upcoming-procurement-events. This will continue in 2024/25.</p>
E	Review existing method of engaging with local supply base and engage with Communications Team and Business Gateway to target a wider audience of potential new suppliers, with the aim of increasing the number of new suppliers on our quick quote distribution list.	<p>(Ongoing). Council's social media is used to advertise contract opportunities to encourage new suppliers to make themselves known to the Council.</p>

3.1.2 Value for Money

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
8	Deliver value for money	
A	<p>The successful delivery of this strategy.</p> <ul style="list-style-type: none"> ○ The application of procurement best practice and undertaking key strategic procurement activities. ○ Early market engagement. ○ By including appropriate lots to promote SME/Third Sector and local supplier participation. ○ Maximising the impact of each pound spent by including Community Benefit Clauses. ○ Evaluating on the most economic and advantageous criteria. ○ Utilisation of output specifications. ○ Challenging the need and demand management. ○ Robust contract management. ○ Application of effective commercial evaluation models. 	<p>(Ongoing - fully complied). PCCMT carry out early market engagement to encourage bid participation and increase competition and obtain essential market information to help inform the specification and tender documents; They carry out thorough market research to understand the market; They think innovatively and strategically about Argyll and Bute's needs and the range of options for delivery at contract strategy stage including demand management options; They consider risk, fair work practices and applicable community benefits for all procurements; PCCMT carry out appropriate contract management to deliver the works/service for the Council.</p>
9	Contribute to the carrying out of its functions and the achievement of its purposes.	
A	<p>The delivery of this strategy will ensure procurement is delivered in a compliant, effective and efficient manner, provide a clear action plan for improvement and contribute to wider Council objectives and priorities.</p> <p>By making sure there is early engagement and clear communication channels between the Service Departments and procurement will assist in achieving best value.</p> <p>This strategy will be monitored and reported as per the Monitoring, Reviewing and Reporting on the Strategy section of this strategy document, to make sure the key objectives are delivered and best value is secured.</p>	<p>(Ongoing - fully complied). The Council ensures via PCCMT that all procurements are delivered in a compliant, effective and efficient manner. An action plan for improvement is developed from feedback via our customer and supplier questionnaires. These actions are met and reported to the Council's Procurement Board and published on the website. PCCMT have formal bi monthly meetings with their client services to ensure clear communications are in place and, ultimately, procurements are being successfully delivered to achieve client services outcomes. The strategy is monitored, reviewed and reported on, on a quarterly basis to our senior management and the Procurement Board.</p>

3.1.3 Empowering Local Suppliers

#	How the organisation intends to make sure that its regulated procurements will:	Council Response/Strategy Content:
10	The provision of prompt payment – no later than 30 days after invoice by the organisation to a supplier and/or sub-contractor, or by a sub-contractor to a sub-contractor.	
A	We will aim to meet the target of 95.5% per quarter of invoices paid within 30 days during 2022/25.	(Ongoing - fully complied). 97.7% of invoices were paid within 30 days during 2023/24.
B	Prompt payment clauses requiring a 30 day payment term are embedded within our contractual terms and conditions. Suppliers are required to apply the same terms and conditions with their sub-contractors who are delivering and supporting the Council contract.	(Ongoing - fully complied). Of the 65 regulated procurements carried out in 2023/24, 32 (49.2%) included a clause regarding the prompt payment of sub-contractors. For the remaining 33 (50.8%) it was not considered appropriate based on the nature of the contracts.
11	Consulting and engaging with those affected by its procurements.	
A	Consultations with relevant stakeholder groups will be carried out at the CSS stage of regulated procurements in 2022/25, where relevant and proportionate.	<p>(Ongoing - fully complied). Of the 65 regulated procurements carried out in 2023/24, 9 (13.9%) included a consultation. Consultations were not considered to be appropriate for the 12 (18.5%) mini competitions or the 20 (30.8%) direct awards. For the remaining 24 (36.8%) procurements, consultations were not considered to be relevant. However, via our community wealth building work, our community planning partners and local public sector anchors are regularly consulted with to determine if it is appropriate to carry out a joint procurement exercise.</p> <p>PCCMT frequently promote upcoming contracts, training and procurement events, and webinars on our social media sites. We update our website providing current and potential new suppliers with helpful advice on bidding for contracts and simplifying the tender process - Selling to the Council Argyll and Bute Council (argyll-bute.gov.uk)</p>

To view Case Study examples, refer to [Appendix 3](#).

3.2 PLAN TO IMPROVE FUTURE COMPLIANCE

In order to ensure the future compliance of regulated procurements with the Council's Procurement Strategy priorities, the Procurement Team will ensure the undernoted improvements in compliance are implemented during 2024/25. Standard information on procurements will continue to be reported on a monthly basis via the Procurement Bulletin to the Executive Leadership Team / Strategic Management Team. In addition, any lessons learned or good practice will continue to be shared at the Procurement Team's monthly meeting and if any are of strategic importance, these will be reported to the Procurement Board highlighting any shortfalls and detailing action plans to improve these for the future.

Improvements in Compliance Planned for 2024/25

STRATEGIC OBJECTIVES	AIMS
1. Legal Compliance	<ul style="list-style-type: none">❖ To ensure all procurement staff and council officers involved in the procurement process are fully aware of all aspects and impacts of the procurement rules and any other relevant regulations.
2. Value for Money	<ul style="list-style-type: none">❖ To support the Council in achieving budget savings targets.❖ To work closer with our client departments to understand their needs, identify opportunities to reduce expenditure, control demand and improve process efficiencies.❖ Work more collaboratively with other public sector organisations to support Community Wealth Building across Argyll and Bute.
3. Empowering Local Suppliers	<ul style="list-style-type: none">❖ To develop resilient local supply chains, providing clear advice and consistent approaches to procurement and community benefits, ensuring businesses are aware of, and are able to take advantage of procurement opportunities, supported by a programme of active and innovative supplier engagement and development support.❖ To increase the knowledge and understanding of the benefits of sustainable procurement of all Council staff who participate in the procurement process and make better use of the expertise within the Council to ensure wider sustainable outcomes are achieved.❖ To be compliant with the Procurement Reform (Scotland) Act 2014 and general other duties contained therein, including the Sustainable Procurement Duty.

4.1 COMMUNITY BENEFITS ACHIEVED

The Procurement, Commercial and Contract Management Team (PCCMT) is committed to maximise Community Benefits from its procurement activities and to delivering wider benefits for its communities when purchasing the required goods, services and supplies for Argyll and Bute.

We have been working closely with our suppliers to deliver additional social, economic and environmental value to our society and [Appendix 4](#) details the 74 Community Benefits achieved through Contract Management, Contract Awards and the Request List during the period from 1st April 2023 to 31st March 2024.

In addition, PCCMT will be reviewing its recently awarded contracts with our service departments to determine what Community Benefits were actually achieved that were listed at contract award stage. This will be carried out on a category by category basis and be included in future reporting.

Section 5 – Supported Businesses Summary

5.1 The following steps were taken to facilitate the involvement of supported businesses in Regulated Procurements in 2023/24:

5.1.1 Involvement of supported businesses is considered at the Commodity Sourcing Strategy development stage. As Commodity Sourcing Strategies are mandatory for all regulated procurements within Argyll and Bute Council, the involvement of supported businesses is therefore considered in all regulated procurements.

5.1.2 No discussions were held specifically with supported businesses in the market analysis phase of commodity strategy development.

5.1.3 Argyll and Bute Council had spend with three supported business suppliers in 2023/24:

- Hey Girls: **£84,153**
- Royal British Legion Industries Ltd / T/A
Scotland's Bravest Manufacturing Company: **£9,063**
- Lady Haig's Poppy Factory: **£124**

5.1.4 The Council has amended the following templates to support the involvement of supported businesses in Regulated Procurements: Commodity Sourcing Strategy Templates and Invitation to Tender Templates.

5.2 Total spend with supported businesses in 2023/24 was identified using the Business Association for Supported Employment website, accessing the Supported Business Directory, and accessing Scottish Procurement's Supported Businesses on/not on a DPS.

5.3 No regulated or unregulated contracts were awarded to supported businesses in 2023/24.

5.4 Spend through sub-contracting arrangements on contracts already placed:

- No information has been provided by main contractors in relation to sub-contracts placed with supported businesses in 2023/24.

Section 6 – Future Regulated Procurements

The Council expects to commence 130 regulated procurements over the next two financial years, however, these are subject to change. Details of these contract requirements are shown in the tables below.

The Council also expects to commence 227 non-regulated procurements over the next two financial years. Non regulated procurements are public supplies or services with a value of under £50,000, and under £2 million for public works. A full list of these contract requirements can be viewed on the Council’s website at [Plans and Policy | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://www.argyll-bute.gov.uk/plans-and-policy)

The Council will be reviewing dynamic purchasing systems to determine if these are appropriate in any of our future regulated procurement exercises. A dynamic purchasing system is unlike a traditional framework contract for the supply of goods, works or services. It is an electronic system which suppliers can join at any time and is, therefore, open to our local supply base to join and gives us access to a pool of pre-qualified suppliers. The main advantage of using a DPS is that it allows you to source from a wider pool of suppliers. This can lead to improved competition and better prices for goods and services. In addition, the DPS can help you to save time and money by automating the invitation and evaluation process.

Regulated Procurements Expected to Commence in 2024/25 (83)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Air Conditioning Maintenance	New	TBC	TBC	TBC	200,000	Building Works & Services
Air Handling Maintenance	New	TBC	TBC	TBC	300,000	Building Works & Services
Asbestos Services - Surveying; Remediation Management; ACM removals	New	TBC	TBC	TBC	300,000	Building Works & Services
Boiler Servicing	New	TBC	TBC	TBC	200,000	Building Works & Services
Campbeltown Property Flood Resilience Scheme (00036-02) - Installations Contract (Design and Build)	New	Mid 2024	Mid 2024	Mid 2024	250,000	Building Works & Services
Controls Installation & Maintenance (BMS & Conventional)	New	TBC	TBC	TBC	300,000	Building Works & Services
Fire Alarm & Emergency Lighting Installations & Maintenance	New	TBC	TBC	TBC	700,000	Building Works & Services

Regulated Procurements Expected to Commence in 2024/25 (83)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Gas Safety	New	TBC	TBC	TBC	200,000	Building Works & Services
Legionella Water Quality Management Services	New	TBC	TBC	TBC	500,000	Building Works & Services
Lift Maintenance	New	TBC	TBC	TBC	100,000	Building Works & Services
Mechanical Services Term Contract	New	TBC	TBC	TBC	400,000	Building Works & Services
Pool Plant Maintenance	New	TBC	TBC	TBC	200,000	Building Works & Services
Rural Growth Deal - Housing - Isle of Mull - Construction Stage	New	Mid-late 2024	Mar-25	01/04/25	3,000,000	Building Works & Services
Rural Growth Deal - Kintyre Seaports - Construction of New Facility (On behalf of KSS)	New	Jan-25	Jul-25	01/10/25	2,000,000-2,500,000	Building Works & Services
Security Systems Installation & Maintenance Framework	New	TBC	TBC	TBC	300,000	Building Works & Services
Septic Tank Emptying	New	TBC	TBC	TBC	100,000	Building Works & Services
Supply and Distribution of Fresh Fruit, Vegetables, Potatoes and Prepared Products	Re-let	In progress	Q2	Aug-24	680,000	Catering Services
Supply and Delivery of Milk	Re-let	In progress	Q2	Aug-24	180,000	Catering Services
Asbestos Specialist Services (JNCA)	Re-let	N/A	TBC	TBC	50,000	Construction Consultancy
Bathymetric Surveys Term Contract 2025-2027 (3rd Generation)	Re-let	Jun-24	Late 2024	01/01/25	150,000	Construction Consultancy
Bridge Assessment Package (00021-02)	New	2024/25	2024/25	2024/25	65,000	Construction Consultancy
Craignure Pier - Detailed Design	New	TBC	TBC	TBC	300,000	Construction Consultancy
Craignure Pier - Full Business Case (SXL ETC)	New	TBC	TBC	TBC	50,000	Construction Consultancy
EPC Provision	New	TBC	TBC	TBC	200,000	Construction Consultancy

Regulated Procurements Expected to Commence in 2024/25 (83)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Flood Management Consultancies (Various)	New	TBC	TBC	TBC	100,000	Construction Consultancy
Helensburgh & Oban Strategic Development Framework - External Services/ Consultancy/ Support	New	TBC	TBC	TBC	450,000	Construction Consultancy
KBP - CPU - Professional Services Support (inc. funding applications)	New	TBC	TBC	TBC	75,000	Construction Consultancy
Provision of Mechanical and Electrical Engineering Related Operational Support for Marine Operations (SXL ETC Direct Award)	Re-let	Jun-24	Late 2024	01/12/24	70,000	Construction Consultancy
Roads Depot - Kilmory - Clerk of Works Services	New	TBC	TBC	TBC	50,000	Construction Consultancy
Roads Depot - Kilmory - Cost Management Services	New	TBC	TBC	TBC	50,000	Construction Consultancy
Roads Depot - Kilmory - Multi-disciplinary Design Services	New	TBC	TBC	TBC	200,000	Construction Consultancy
Rural Growth Deal - Housing - Isle of Mull - Detailed Design	New	TBC	TBC	TBC	100,000	Construction Consultancy
Rural Growth Deal - Kintyre Seaports - Project Management (On behalf of KSS)	New	TBC	TBC	TBC	80,000	Construction Consultancy
Rural Growth Deal - Support to Develop Treasury 5 FBCs from OBCs (SXL ETC DA)	New	TBC	TBC	TBC	125,000	Construction Consultancy
Water Quality/ Legionella Risk Assessments	New	TBC	Q1 2024/25	Q1 2024/25	100,000	Construction Consultancy
Water/ Waste Water Surveying Services	New	TBC	TBC	TBC	50,000	Construction Consultancy
Coated Roadstone Framework 2025-2029 (3rd Generation)	Re-let	Late 2024	Early 2025	01/04/25	15,200,000	Construction Supplies
Early Learning and Childcare	Re-let	31/01/25	30/05/25	20/08/25	TBC	Education Services
Biomass Heating Systems - Maintenance Services	Re-let	Jul-25	Sep-25	01/10/25	50,000/yr	Environment

Regulated Procurements Expected to Commence in 2024/25 (83)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Non Domestic Energy Efficiency Framework (NDEEF) - Phase 2 (MC)	New	TBC	TBC	TBC	2,000,000	Environment
Oil Waste Collection	New	TBC	TBC	TBC	50,000	Environment
Solar PV Maintenance Contract	New	TBC	TBC	TBC	160,000	Environment
Specialist Consultancy Support for Renewable Sourcing Strategy (RSS2)	New	TBC	Q1 2024/25	Q2 2024/25	100,000	Environment
Supply of Liquid Fuels (SP call-off from CCS RM6177 FW)	Re-let	Early 2025	Early 2025	01/04/25	900,000	Environment
Waste - Co-mingled Recyclate Treatment & Disposal Services Mini Competition 2025-2027 (SXL Waste DPS)	Re-let	Jun-24	Sep-24	01/10/25	177,000/yr	Environment
Wood Chip Supply - Islay (JNCA)	New	TBC	TBC	TBC	50,000	Environment
Wood Chip Supply - Kilmory	New	TBC	TBC	TBC	50,000	Environment
Supply of Fuel and Associated Services at Oban Airport	Re-let	In progress	Q3	TBC	320,000	Fuel
Addictions Recovery Services	Re-let	16/08/24	22/11/24	01/04/24	1,810,000	Health & Social Care Service
Care at Home Services	Re-let	15/04/24	27/07/24	03/11/24	12,000,000	Health & Social Care Service
Responder Services to Adults at Home	Re-let	01/09/24	15/12/24	01/04/25	8,000,000	Health & Social Care Service
Services to Children with Disabilities - Bute	Re-let	01/09/24	15/12/24	01/04/25	TBC	Health & Social Care Service
Support Services to Unpaid Carers	Re-let	01/09/24	15/12/24	01/04/25	TBC	Health & Social Care Service
SWES, Appropriate Adult and Brokerage	Re-let	01/09/24	15/12/24	01/04/25	TBC	Health & Social Care Service
Occupational Health & Employee Assistance Programme	Re-let	Q3	Q3	06/01/25	170,000	Human Resources
SVQs Health and Social Care and Children and Young People	Re-let	Q4	Q4	31/03/25	60,000	Human Resources

Regulated Procurements Expected to Commence in 2024/25 (83)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Corporate Enterprise Licence for Civica Digital360 EDM and Workflow	Re-let	In progress	Q2	23/09/24	220,000	ICT
eLearning Management System	Re-let	Q2	Q2	13/08/24	70,000	ICT
Liberty Create RPA Solution	Re-let	Q2	Q2	11/10/24	TBC	ICT
Netcall SolutionCare Services and Support Renewal	Re-let	Q4	Q4	31/03/25	TBC	ICT
Provision of Annual Licence, Support and Maintenance for Civica Spydus LMS System	Re-let	In progress	Q3	28/12/24	TBC	ICT
Secure Payment Infrastructure	Re-let	Q3	Q4	01/02/25	165,000	ICT
VMware: License and Production Support & Subscription (RM6068 Further Comp)	Re-let	In progress	Q1	01/07/24	120,000	ICT
Blackhill Waste Transfer Station	New	Early 2025	Early 2025	Early 2025	5,000,000	Infrastructure Works & Services
Kilmory Business Park - CPU - Construction Contract	New	TBC	TBC	TBC	4,900,000	Infrastructure Works & Services
Kilniver Bridge (Design & Build Contract) or (Design Contract and separate Construction Contract)	New	Mid 2024	Mid 2024	Mid 2024	2,000,000	Infrastructure Works & Services
Linkspans Maintenance Service 2024-2028	Re-let	May-24	Late 2024	04/12/24	250,000	Infrastructure Works & Services
Maintenance of Traffic Lights, Electrical Signs and Similar Framework	New	TBC	TBC	TBC	180,000	Infrastructure Works & Services
Play Park Works (SG Funding for Renewal of Play Parks)	New	TBC	TBC	TBC	TBC - up to 938,000	Infrastructure Works & Services
Port Askaig - Car Park Works	New	In Abeyance	In Abeyance	In Abeyance	2,300,000	Infrastructure Works & Services

Regulated Procurements Expected to Commence in 2024/25 (83)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Marine Services Drydocking Services	Re-let	Q2	Q3	TBC	TBC	Marine Services
Marine Services Campbeltown Pilot Operating Company	Re-let	Q2	Q2	01/10/24	0	Marine Services
Marine Services Relief Vessel	Re-let	Q2	Q3	TBC	TBC	Marine Services
Provision of School and Local Transport Services in Kintyre	Re-let	In progress	Q2	Aug-24	TBC	Transport
Provision of School and Local Transport Services - Mull 1109L	Re-let	In progress	Q2	Aug-24	TBC	Transport
Provision of School and Local Transport Services - Mull 1190L	Re-let	In progress	Q2	Aug-24	TBC	Transport
Provision of School Transport on Mull - Lochbuie - 1166A	Re-let	In progress	Q2	Aug-24	TBC	Transport
Provision of School Transport Services - Mull 1116L	Re-let	In progress	Q2	Aug-24	TBC	Transport
Provision of School Transport Services - Mull 1148K	Re-let	In progress	Q2	Aug-24	TBC	Transport
Housing Improvement Services	Re-let	01/09/24	15/12/24	01/04/25	TBC	Welfare Services
Refuge and Housing Support	Re-let	01/09/24	15/12/24	01/04/25	TBC	Welfare Services
Serviced Accommodation Helensburgh and Dunoon	Re-let	01/09/24	15/12/24	01/04/25	TBC	Welfare Services
Tenancy Support Services	Re-let	01/05/25	01/08/25	12/11/25	TBC	Welfare Services

Regulated Procurements Expected to Commence in 2025/26 (47)

Contract Title	New/Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Waste - Garden Waste Treatment 2026-2028 (SXL OW FW DA)	Re-let	N/A	Before end March 2026	01/04/26	66,000/yr	Environment
Banking and Merchant Acquirer Service	Re-let	Q4 2024/25	Q1	Apr-25	TBC	Finance
Marine Vessel Insurance	Re-let	Q3	Q4	Mar-26	85,000	Finance
Treasury and Leasing Consultancy	Re-let	Q2	Q2	Sep-25	65,000	Finance
Advocacy for Children on the Child Protection Register	Re-let	01/09/25	15/12/25	01/04/26	TBC	Health & Social Care Service
Advocacy for looked after Children	Re-let	01/09/25	15/12/25	01/04/26	TBC	Health & Social Care Service
Advocacy Services for Adults	Re-let	01/09/25	15/12/25	01/04/26	TBC	Health & Social Care Service
Day Care Service for Older People (Oasis, Garelochhead)	Re-let	01/09/25	15/12/25	01/04/26	TBC	Health & Social Care Service
Helensburgh and Lomond Outreach Service for people with Dementia and their carers	Re-let	01/09/25	15/12/25	01/04/26	TBC	Health & Social Care Service
Link Workers for people with dementia and their carers	Re-let	01/09/25	15/12/25	01/04/26	TBC	Health & Social Care Service
Respite Service for Adults with a range of support needs	Re-let	01/09/25	15/12/25	01/04/26	TBC	Health & Social Care Service
ANTI-VIRUS Solution	Re-let	Q4	Q4	Mar-26	65,000	ICT
Cash Receipting Solution	Re-let	Q4	Q4	Mar-26	TBC	ICT
ESRI SLA Licence	Re-let	Q4 2024/25	Q1	Apr-25	85,000	ICT
Housing Management System	Re-let	Q4	Q4	Mar-26	TBC	ICT
NeoPost Maximailer in Corporate Printroom, Kilmory	Re-let	Q3	Q3	Jan-26	TBC	ICT
Roads & Infrastructure Asset Management Software and Support Services (G-Cloud)	Re-let	Q3	Q4	Feb-26	TBC	ICT
Seesaw Subscription Renewal 2023-25	Re-let	Q1	Q1	Sep-25	52,000	ICT
TOPdesk Subscription Engaged Package	Re-let	Q2	Q2	Sep-25	60,000	ICT

Regulated Procurements Expected to Commence in 2025/26 (47)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
TotalMobile Roads Costing System	Re-let	Q4	Q4	Mar-26	50,000	ICT
Vehicle Telematics	Re-let	Q2	Q2	Sep-25	190,000	ICT
Cuan Ferry Slip - Construction of New Slips	New	TBC	TBC	TBC	3,000,000	Infrastructure Works & Services
Fionnphort Breakwater and Berthing Facility	New	Late 2025	Early 2026	Early 2026	30,000,000	Infrastructure Works & Services
Tayinloan & Gigha - Breakwaters & Overnight Berth Works (00040-39)	New	Late 2025	Early 2026	Early 2026	20,000,000	Infrastructure Works & Services
MFDs, Print and Digital Workflow Software Services	Re-let	Q2	Q2	Oct-25	TBC	Transport
Provision of Local Transport between Oban and Fort William (Winter Service Only) - Route 1348H	Re-let	Q4 2024/25	Q1	May-25	TBC	Transport
Provision of School and Local Transport Services in Cowal	Re-let	Q3	Q1	Apr-26	TBC	Transport
Provision of School and Local Transport Services in Lorn - 1303M	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School and Local Transport Services in Lorn - 1304M	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School and Local Transport Services in Lorn - 1307M	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School and Local Transport Services in Lorn - 1308P	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School and Local Transport Services in Lorn - 1310R	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School and Local Transport Services in Lorn - 1311N	Re-let	Q1	Q2	Oct-25	TBC	Transport

Regulated Procurements Expected to Commence in 2025/26 (47)

Contract Title	New/ Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)	Sub-Category
Provision of School and Local Transport Services in Lorn - 1325S	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School and Local Transport Services in Lorn - 1326S	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School and Local Transport Services in Lorn - 1430L	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School and Local Transport Services in Mid Argyll	Re-let	Q4 2024/25	Q1	Jul-25	TBC	Transport
Provision of School and Local Transport Services on Tiree - 1129M	Re-let	Q4 2024/25	Q1	Apr-25	TBC	Transport
Provision of School and Local Transport Services on Tiree - 1130M	Re-let	Q4 2024/25	Q1	Apr-25	TBC	Transport
Provision of School Transport Services - Mid Argyll 1506N	Re-let	Q4 2024/25	Q1	Jul-25	TBC	Transport
Provision of School Transport Services in Lorn 1314E	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School Transport Services in Lorn 1320M	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School Transport Services in Lorn 1340E	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School Transport Services in Lorn 1349H	Re-let	Q1	Q2	Oct-25	TBC	Transport
Provision of School Transport Services on Colonsay 1401M	Re-let	Q1	Q2	Aug-25	TBC	Transport
Mull and Tiree Waste Haulage	Re-let	Q1	Q1	Jul-25	190,000	Waste
Water Analysis	Re-let	Q3	Q3	Dec-25	50,000	Water

Section 7 – Other Content for Consideration

7.1 PROCUREMENT PERFORMANCE 2023/24

7.1.1 The Procurement, Commercial and Contract Management Team performance is measured through various National Procurement Best Practice Indicators (BPIs) applied across the public sector and internal performance measures reflecting the values of Argyll and Bute Council.

7.1.2 The table below shows performance against some of the key measures:

Year	Procurement spend with contracted suppliers (%)	Contracts awarded to local businesses (%)	Contracts awarded to SMEs (%)	Local suppliers bidding for business with the Council (% of bids received)	Tenders won by a local supplier where a local supplier has placed a bid (%)	Invoices paid within 30 days (%)
Target 20/21	90 (see 7.1.3)	20 (see 7.1.4)	76 (see 7.1.4)	20 (see 7.1.5)	(see 7.1.5)	95.5 (see 7.1.7)
Actual	90.1	24.2	86.7	17.4	57.4	96.0
Target 21/22	90 (see 7.1.3)	20 (see 7.1.4)	76 (see 7.1.4)	20 (see 7.1.5)	(see 7.1.5)	95.5 (see 7.1.7)
Actual	91.0	26.1	88.2	20.7	78.4	96.6
Target 22/23	90 (see 7.1.3)	20 (see 7.1.4)	76 (see 7.1.4)	20 (see 7.1.5)	(see 7.1.5)	95.5 (see 7.1.7)
Actual	90.8	19.9	87.6	13.9*	85.3	96.7
Target 23/24	90 (see 7.1.3)	20 (see 7.1.4)	76 (see 7.1.4)	20 (see 7.1.5)	(see 7.1.5)	95.5 (see 7.1.7)
Actual	92.1	17.8	82.9	15.2*	59.5	97.7
Target 24/25	90 (see 7.1.3)	20 (see 7.1.4)	76 (see 7.1.4)	20 (see 7.1.5)	(see 7.1.5)	95.5 (see 7.1.7)

*Due to the nature of the contracts awarded in 2023/24, meant that our local supply base was unable to bid for them. However, please note Item 7.1.5 below, where the type of contracts that local suppliers are bidding for and which contracts are subsequently awarded to them is monitored, and 59.5% of local suppliers were successful in winning bids.

7.1.3 Procurement spend with contracted suppliers (%)

This measure indicates the level of Council spend made within an existing contract. Best Practice requires that this figure is as high as possible. Argyll and Bute Council seek to maintain a figure of 90% or greater in order to ensure that best value is achieved and that relationships with suppliers are clearly documented for legal and monitoring purposes.

The % of contracted procurement-related spend (92.1%) has increased from the previous year (90.9%). The PCCMT will continue to review and analyse quarterly spend to identify any non-contracted spend which could be put on contract.

7.1.4 Contracts awarded to local businesses and SMEs (% of successful suppliers)

In relation to Scottish and Argyll and Bute Council policy, there is a strong desire to support Small to Medium Enterprises (SMEs), particularly local companies and/or those within the supply chain. For this reason, activity in these areas are specifically reported on in addition to the minimum expected content.

Whilst locality of organisations is easily identified, businesses who are trading as SMEs are not always categorised as such in data sources. This, therefore, makes accurate capture of this information difficult but is improving year on year. It should also be noted that local businesses may benefit from non-local procurement spend either through depots/employment within the local authority area, or through their onward supply chain. It is not currently feasible to quantify this.

The Council monitors the percentage of contracts awarded to local suppliers and SMEs. The Council is a member of the Supplier Development Programme which provides free advice and training to local SMEs and, alongside this, the Procurement function is continually reviewing its processes to ensure that local SMEs are not at a disadvantage when bidding for contracts.

In 2023/24, 82.9% of SMEs were successful in winning a bid. The sub-contracting opportunities for local contractors were captured to highlight the economic impact within the Council area. As at March 2024, local sub-contractors were used within 19 contracts, which were also awarded to local main contractors.

Further detail is provided in the table below.

Contract Title	Supplier	Sub-Contractor(s)
Campbeltown Flood Protection Scheme Works (00036-02)	Dawson Wam	Yes
Emergency Works at A815 – Road Obstruction Landslide	Geo-Rope Ltd	Yes
Emergency Works at A816 Bealach Mor	Geo-Rope Ltd	Yes
Emergency Works at A816-110 Culfail Hotel Bridge	Geo-Structural Ltd	Yes
Emergency Works at B828 Road Verges	Geo-Rope Ltd	Yes
Emergency Works at B836 Balliemore Bridge	Geo-Structural Ltd	Yes
Emergency Works at U014 - Scammadale Road	Geo-Rope Ltd	Yes
General Maintenance Term Contract - East Argyll - Lot 1	John Brown (Strone) Ltd	Yes
General Maintenance Term Contract - East Argyll - Lot 2	DCF Joiners & Building Services Ltd	Yes
General Maintenance Term Contract - East Argyll - Lot 3	Oban Electrical Services (Bute)	Yes
General Maintenance Term Contract - North Argyll	Oban Electrical Services (Oban/Mull)	Yes
General Maintenance Term Contract - Tiree & Coll	CKR Island Construction	Yes
General Maintenance Term Contract - West Argyll	MacLeod Construction Ltd	Yes
General Maintenance Term Contract - West Argyll	McKinven & Colville Ltd	Yes
General Maintenance Term Contract - West Argyll	McEachern Bros	Yes
Provision of School & Public Transport in Kintyre	West Coast Motors	Yes
Provision of School & Public Transport Services - Mull 1109L	West Coast Motors	Yes
Provision of School & Public Transport Services - Mull 1190L	West Coast Motors	Yes
Waste - Co-mingled Recyclate Treatment & Disposal Services Mini Comp 2023-2025	J&B Recycling Ltd	Yes

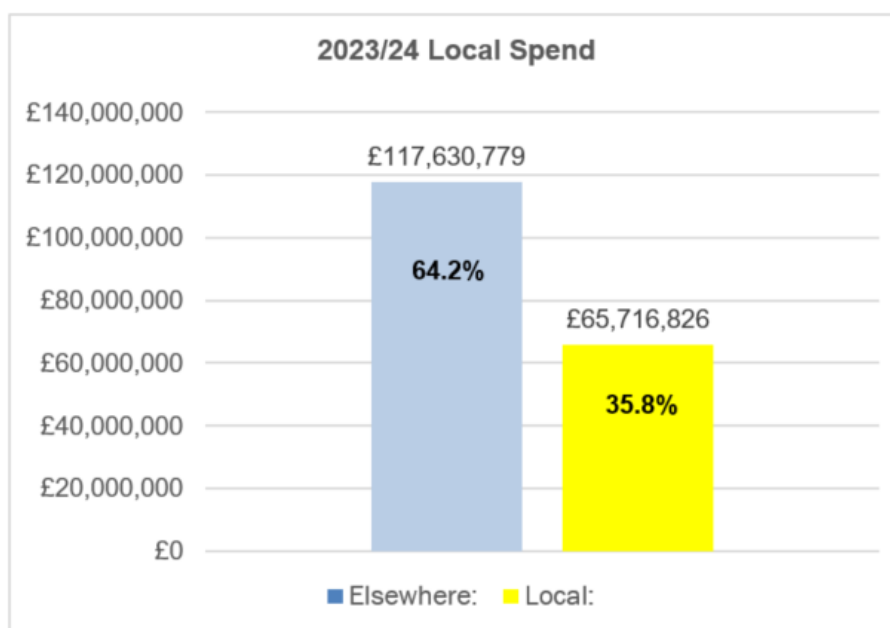
7.1.5 Local suppliers bidding for business (% of all bids received) and tenders won by a local supplier where a local supplier has placed a bid (% contracts won of those bid for)

The Council monitor the type of contracts that local suppliers are bidding for and which contracts are subsequently awarded to them. The team continues to provide accessible training and access to tender opportunities to local suppliers by frequently updating our website with helpful advice - [Selling to the Council | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://www.argyll-bute.gov.uk). Upcoming contracts, training and procurement events, and webinars are also promoted on our social media sites.

The following table shows the number of tenders that received bids from local suppliers and the number of successful awards. 59.5% of local suppliers were successful in winning a bid in 2023/24.

Process	Total No. Tenders	No. Tenders receiving local bids	No. Tenders won by local bidder	Success Rate % won of those bid for
Open/Restricted	32	11	9	81.1%
Quick Quote	84	26	13	50.0%
2023/24	116	37	22	59.5%

7.1.6 The PCCMT focus on simplified and streamlined procurement processes, as per above, we are ensuring that the documentation is as simplified as possible and to engage with local Economic Development colleagues and other collaborative stakeholders to support emerging priorities that will support the economic recovery within Argyll and Bute. Our 2023/24 total spend with our local suppliers was 35.8%.



Previous local spend

Financial Year	Total Procurement Spend	Total Local Procurement Spend	%s
2022/23	£163,144,959	£60,856,127	37.3%
2021/22	£158,791,996	£47,083,238	29.6%
2020/21	£140,330,641	£45,674,534	32.6%
2019/20	£143,778,777	£41,587,083	28.9%

7.1.7 Invoices paid within 30 days (%)

This is a national measure for which there is a sector wide target of 90% aiming to minimise delay in paying suppliers. The Council aims to exceed this target and has succeeded in 2023/24 with 97.7% Invoices paid within 30 days.

7.2 REVIEW OF COMPLIANCE WITH SUSTAINABLE PROCUREMENT POLICY

The Sustainable Procurement Policy was complied with for the majority of elements, aside from the area outlined in Section 7.3 below. 22 Areas were complied with in full. Details are available in [Appendix 2](#).

Argyll and Council recognises its responsibility to carry out its procurement activities in an economically, environmental and socially responsible manner.

The Council's Procurement Strategy and Sustainable Procurement Policy includes a commitment to purchase goods, materials and services that minimise or reduce the impacts of its activities on the local and global environment, including whole life costing, energy efficiency, supply chain management and sustainably sourced products.

As part of fulfilment of the 'Public Sector Climate Change Duties', the Council has a duty to provide a return for its 'Public Bodies Duties Report' (PBDR). Procurement feed into this with responses to specific questions (Part 5 of the return), and an example of the content is provided in the following sections:

7.2.1 How have procurement policies contributed to compliance with climate change duties?

One of the key principles which underpins the Council's Procurement Strategy 2022/25 is sustainability. We state "Procurement should be carried out in line with current legislation to deliver competition, sustainability, equal opportunities and ultimately best value for the Council". One of the Council's Priority areas identified in the Procurement Strategy is the Climate Emergency (including carbon reduction and a circular economy) - our high level aims are to embed climate considerations in a 'whether', 'what', 'how' and 'how much' we buy approach; to integrate climate action in contract and supplier management activities; and to seek local leaders, stakeholders and suppliers commitment to developing cross-functional roadmaps that exploit opportunities for economic development while delivering on our climate ambitions.

We also have a specific 'Sustainable Procurement Policy 2022/25' which references the obligations on the Council in relation to climate change and the Climate Change (Scotland) Act 2009 and the Climate Change (Duties of Public Bodies: Reporting Requirements)(Scotland) Order 2015. The priorities within the Sustainable Procurement Methodology section of the Policy states that "in relation to environmental considerations, our priorities will be:

To ensure that our procurements minimise our contribution to climate change and support goods, services and works that are well-adapted to the consequences of a changing climate" and that "We will continue to ensure that reporting requirements relating to Sustainable Procurement are met, including Climate Change Reporting requirements, equality reporting requirements, and internal reporting of Community Benefits achieved".

This Policy also references the Council's Carbon Management Plan and includes a commitment for the Council to use the flexible framework self-assessment which relates to the Scottish Government's Sustainable Procurement Action Plan.

We have appointed a Sustainability Lead Officer and a Sustainability Procurement Champion who ensure compliance with these policies. We also have a detailed Procurement Manual which has a section on sustainability. Sustainability considerations are included in all Regulated procurements.

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

In 2023/24 all Council contracts with estimated values in excess of £50,000 for Supplies and Services and £2,000,000 for Works were required to have Commodity Sourcing Strategies approved at the initial stage of the procurement process. The templates for these documents include a section specifically relating to Sustainability considerations for that procurement exercise, which also ensures there is adequate consideration of the Council's Climate Change Duty.

In both the Environmental Sustainability section, which encourages consideration of "protecting communities against the threat of climate change", "freedom from a high risk of flooding", "minimising environmental damage" and "energy efficiency"; and in the question that specifically relates to Climate Change - "Consider how this procurement can contribute to the Council's Climate Change Duties and to the achievement of the targets within the Climate Change (Scotland) Act 2009, the User Intelligence Group for the project has the opportunity to address issues relevant to the Council's climate change duties.

Having this embedded within templates used throughout the majority of the Council's procurement activities helps staff members be aware of the climate change duties and, therefore, encourages compliance. These templates are also subject to regular updates to ensure they remain compliant with all statutory requirements, and to reflect the increasing awareness of climate change within the Council overall.

The following table details various regulated tenders carried out during 2023/24, showing examples of best practice including climate change considerations:

Description/Commitment	Examples/confirmation of compliance
Mitigation - reducing greenhouse gas emissions:	
Active Travel Design Consultancy contracts - Various	This contract supports local residents to cycle rather than using cars.
Belnahua Drydocking Services 2024	By carrying out scheduled maintenance will ensure the vessel is running as efficiently and reliable as possible, which in turn will encourage people to use alternative modes of transport.
Business Gateway Argyll and Bute - One to Many and One to One Specialist Support Framework Agreement 2023-2025-7	Less travel will be required around Argyll and Bute to deliver the support as content will be mostly delivered remotely.
EVM Citylines x 2	New more fuel efficient vehicles will help to reduce emissions.
Provision of Scotlands West Coast Air Services between Oban and the Islands of Coll, Colonsay & Tiree (2023-2027)	<p>Encourage investment in newer, more fuel efficient aircraft to contribute to CO2 emissions targets and protect against the threat of climate change.</p> <ol style="list-style-type: none"> 1. Review routes to ensure they are the most efficient way to deliver the service minimising environmental damage 2. Supports the wider corporate outcome of making Argyll and Bute a Place people choose to Live. <p>Environmental Actions -</p> <ol style="list-style-type: none"> 1. Encourage sustainable travelling methods where appropriate. 2. Provide opportunity at tender and contract management stage for operators to demonstrate environmental initiatives. <ul style="list-style-type: none"> o ITT - Please provide details on how you will minimise the impact of your services on the environment, for example fuel efficiency initiatives.
Review of Roads and Infrastructure Services (RM6187 Management Consultancy Framework	Review of the service carried out with an output of how the service can make improvements on current service provision, and provide suggestions on improvements that can be made - with one of the outputs being reaching net zero.
West Coast of Scotland Trial for Integration of Manned and Unmanned Air Space	Feasibility Trials - Delivery of School meals - help to reduce travel/carbon emissions.
Workboat for Operations within Oban Harbour	New workboats operating to the latest marine standards, increases in fuel efficiency.
Adaptation - helping the Council area to adapt to the impacts of Climate Change:	
Energy Efficiency Programme Clerk of Works 2023-2024	This contract will help support the Council with the delivery of the HEEP: ABS scheme to provide support to homeowners throughout Argyll and Bute to adapt to increasing extreme weather conditions over the winter period.

7.3 FLEXIBLE FRAMEWORK

Level 2 of the Flexible Framework is currently being progressed.

7.4 CONSULTATION OUTCOMES AND ACTIONS

Please see the full Procurement Strategy & Sustainable Procurement Policy 2022/25 Stakeholder Consultation Report on the Council's website at:

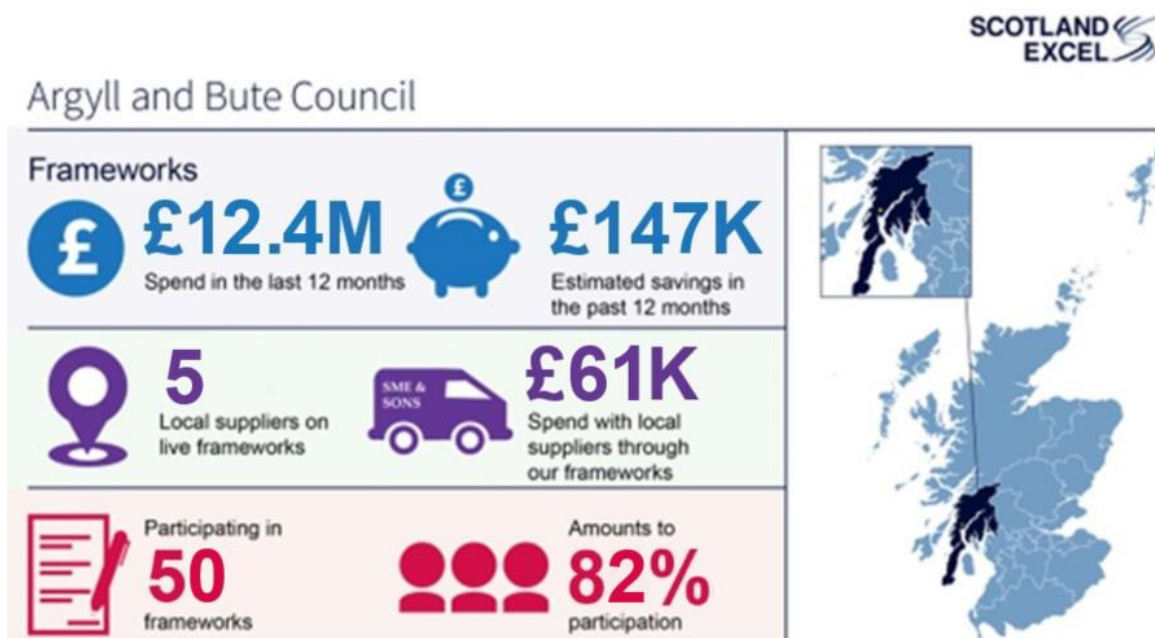
[Plans and Policy | Argyll and Bute Council \(argyll-bute.gov.uk\)](https://www.argyll-bute.gov.uk/plans-and-policy)

This document outlines the outcomes of the consultation undertaken in November 2021, and the actions taken.

7.5 COLLABORATIVE WORKING

The Council continues to maximise its use of collaborative contracts to deliver efficiencies in revenue and processes it currently accesses. Of the 61 current frameworks available to use from Scotland Excel, the Council adopts and uses 50 (82% participation) due to them being best value for the Council to utilise with the Council having alternative arrangements in place, or no requirements, for the remaining frameworks.

The Council will also be continuing to work with Scotland Excel, NHS Highland and its local authority partners in supporting commercialism and innovation within Argyll and Bute.



Regulated Mini-Competitions, Call-Offs and Direct Awards from External Frameworks:

Framework Owner	Frame-work Title	Contract	Supplier	Estimated Value
Crown Commercial Services	CCS RM6068	Microsoft 365 Licences	Phoenix Software	1,215,908
Crown Commercial Services	CCS RM6068	Microsoft Education Agreement Renewal	Phoenix Software	404,995
Crown Commercial Services	CCS RM6259	IDOX Uniform	Idox Software Ltd	217,864
Crown Commercial Services	CCS RM6068	Firewall Replacement	Insight Direct (UK) Ltd	155,207
Crown Commercial Services	CCS RM6187	Review of Roads and Infrastructure Services (RM6187 Management Consultancy Framework)	Bramble Hub Ltd	140,250
Crown Commercial Services	CCS	Council Chambers Audio Visual System: Equipment Upgrade, Support and Maintenance	Nuway Audio Visual Ltd	111,430
Crown Commercial Services	CCS G-Cloud FW	Saffron Catering Management Solution	Civica UK Ltd	55,885
Eastern Shires Purchasing Organisation	ESPO 345-20 - Fitness Equipment	Queens Hall Gym Equipment 2023	Technogym (UK) Ltd	71,486.81
Eastern Shires Purchasing Organisation	ESPO 345-20 - Fitness Equipment	Rothesay Gym Equipment 2023	Technogym (UK) Ltd	57,016.90
G-Cloud	G-Cloud 13 FW	Roads & Infrastructure Asset Management Software and Support Services	WDM Ltd	133,590
G-Cloud	G-Cloud 13 FW	Business Continuity Management Software	Continuity 2 Ltd	59,400
KCS Procurement Services	Managed ICT Services Framework Ref Y20023	Cisco Nexus 9300	Capita Business Services Ltd	128,797

Regulated Mini-Competitions, Call-Offs and Direct Awards from External Frameworks: /contd

Framework Owner	Frame-work Title	Contract	Supplier	Estimated Value
NHS	NHS SBS	Temporary Decant Accommodation for John Logie Baird PS, Helensburgh	Portakabin Ltd	580,645
NHS	Total Tech. Solutions Framework – Ref: NOE.0552	ICT Network Hardware Server Upgrade	Insight Direct (UK) Ltd	119,974
NHS	Total Tech. Solutions Framework – Ref: NOE.0552	Veeam Backup for MS 365 (3 Year Term)	Insight Direct (UK) Ltd	109,774
NHS	Total Tech. Solutions Framework – Ref: NOE.0552	Veeam Backup Solution	Insight Direct (UK) Ltd	93,658
Scotland Excel		Co-mingled Recyclate Treatment & Disposal Services Mini Comp 2023-2025	Enva Scotland Ltd J&B Recycling Ltd	454,276
Scotland Excel	SXL HV	Two 26 tonnes RVCs - Supply & Delivery	Dennis Eagle Ltd	391,026
Scotland Excel		EVM Citylines x 2	EVM UK Ltd	232,187
Scotland Excel	SXL HV	One 18 Ton Faun Zoeller RCV - Supply & Delivery	FAUN Zoeller (UK) Ltd	186,350
Scotland Excel		Garden Waste Treatment 2024-2026	Forth Resource Management Ltd	184,732
Scotland Excel	SXL HV	Ex Demonstration Vehicle RCV - Supply & Delivery	Dennis Eagle Ltd	165,000
Scotland Excel	CEC FW Mini Comp	Property Condition Surveys	Thomson Gray Construction Consultants	105,689
Scotland Excel	SXL ETC	Street Lighting Capital Improvements Design Services 23-24	WSP UK Ltd	99,552

Regulated Mini-Competitions, Call-Offs and Direct Awards from External Frameworks: /contd

Framework Owner	Frame-work Title	Contract	Supplier	Estimated Value
Scotland Excel		Rural Growth Deal – Support to Develop Treasury 5 FBCs from OBCs (KSS & Tobermory)	Stantec UK Ltd	85,104
Scotland Excel	SXL BCC Lot 3	M&E Consultant Thomson Court & Moat Centre, Rothesay	Davie + McCulloch Ltd	70,470
Scotland Excel	SXL Waste DPS	Wood Waste Treatment and Disposal Mini Comp 2024-2026	Enva Scotland Ltd	67,872
Scotland Excel	SXL BCC	Phase II site investigation	Ironside Farrar Ltd	65,796
Scotland Excel	SXL DPS	Wood Waste Treatment & Disposal Re-tender 2 Mini Comp 2023-2026	Barr Environmental Ltd	62,922
Yorkshire Purchasing Organisation	YPO Digital Marketplace Framework	YPO Digital Marketplace Framework Agreement	Amazon Co UK Ltd	800,000

7.6 PROCUREMENT COMPLAINTS RECEIVED IN 2023/24

The Procurement, Commercial and Contract Management Team did not receive any formal challenges in 2023/24.

Section 8 – Annual Procurement Report Ownership & Contact Details

- 8.1** The Argyll and Bute Council Procurement, Commercial and Contract Management Team are part of Legal and Regulatory Support.
- 8.2** The Procurement, Commercial and Contract Management Team works with the Council's services and suppliers to develop contracts and procedures to deliver Best Value.
- 8.3** The team is responsible for the procurement of works, goods and services for all Council departments; and for developing procurement processes, procedures, strategies and policies in line with national best practice.
- 8.4** If you have any queries in relation to this report, please contact:
- Anne MacColl-Smith - Procurement, Commercial and Contract Management Manager
Procurement@argyll-bute.gov.uk

Section 9 – Sources of Other Information

National Policies:

- [Scottish Sustainable Procurement Duty](#)
- [Suppliers Procurement Guidance](#)
- [Procurement Journey](#)
- [Public Contracts Scotland](#)
- [Public Contracts Scotland Tender](#)
- [Equality Act 2010](#)
- [Equality Act 2010 \(Specific Duties\) \(Scotland\) Regulations 2012](#)
- [Scottish Procurement Information Hub](#)

Local Policies:

- [Procurement Strategy 2022/25 and Sustainable Procurement Policy 2022/25](#)
- [Community Benefits Clauses in Procurement Guide](#)
- [Health and Safety Policy](#)
- [Council Constitution](#)
- [Equality and Fairness](#)

Section 10 – Glossary

Term	Description
Category	A collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.
CIPS	The Chartered Institute of Purchasing and Supply (CIPS) is the leading body representing the field of purchasing and supply chain management.
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).
Commodity Sourcing Strategy	Please see the Procurement Journey for guidance on commodity strategies.
Contract Management	The process of monitoring the performance of a supplier to contract.
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: Cheaper item but using more of them/cheaper daily rate but more days or 5 days of consultancy ordered and 8 days invoiced. Or challenging requirements that specify brand or other over-specification.
DPS	Dynamic Purchasing System, is unlike a traditional framework contract for the supply of goods, works or services. It is an electronic system which suppliers can join at any time.
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.
ITT	Invitation to Tender - is a formal, structured procedure for generating competing offers from different potential suppliers or contractors looking to obtain an award of business activity in works, supplies or service contracts.
JNCA	Justification for Non-Competitive Action.

Term	Description
Light Touch Regime	The Light Touch Regime (LTR) outlines specific rules for certain service contracts that are generally of lower interest to cross-border competition.
Open Procedure	A one-stage procedure whereby all suppliers are invited to tender for the contract or framework agreement. The organisation cannot limit the number of bids it receives.
PCCMT	Procurement, Commercial and Contract Management Team
PECOS	Professional Electronic Commerce Online System – cloud based purchase to pay system used by Argyll and Bute Council.
Prior Information Notice (PIN)	Public bodies can make their intention of planned procurements known by publishing a Prior Information Notice (PIN) on Public Contracts Scotland. Public bodies which are not part of central government are allowed to use a PIN as a call for competition replacing the need for an additional contract notice.
Procurement Exercise	Full end to end procurement exercise documentation from strategy development to contract and supplier management.
Procurement Function	The business management function that ensures identification, sourcing, access and management of the external resources that an organisation needs or may need to fulfil its strategic objectives.
Procurement Journey	Revised public procurement toolkit with guidance and templates on the procurement process or Construction manual when appropriate. The Procurement Journey will be enhanced on an ongoing basis with feedback from users and any other identified good practice guidance and tools where appropriate to ensure a standardised approach to the supply base.
Procurement Strategy	Strategy for procurement within an organisation (can be called policy).
Public Contracts Scotland	The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.
Restricted Procedure	A two-stage procedure whereby suppliers are required to complete a Pre-Qualification Questionnaire (PQQ) and must satisfy certain selection criteria (the first stage). This process enables the organisation to limit the number of suppliers which are invited to tender (the second stage).

Term	Description
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 £36m and/or an annual balance sheet total not exceeding £18m. Companies House accounts guidance - GOV.UK (www.gov.uk)
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.
Strategic Management Team	The direct report for the Head of Procurement (whether this be a stand-alone Director or one who sits on a SMT).
Strategy	May also be referred to as "Business Case" or "Project Strategy".
Supplier	An entity who supplies goods or services; often used synonymously with "vendor".
Supply Chain	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.
Supply Chain Management	The coordinated set of techniques to plan and execute all steps used to acquire raw materials from suppliers, transform them into finished goods, and deliver both goods and services to customers. It includes chain-wide information sharing, planning, resources and performance measurements.
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.
Third Sector Organisation	Third sector organisations is a term used to describe a range of organisations that are neither public sector nor private sector. It includes: voluntary organisations, community organisations and registered charities.
Value for Money	An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.
Whole Life Costing	The costs of acquiring goods or services (including consultancy, design and construction costs, and equipment), the costs of operating it and the costs of maintaining it over its whole life through to its disposal – that is, the total ownership costs. These costs include internal resources and overheads.

Section 11 – Appendices

[Appendix 1:](#) Regulated Procurements Completed 2023/24

[Appendix 2:](#) Compliance with Sustainable Procurement Policy

[Appendix 3:](#) Case Study Examples – Compliance with Procurement Strategy

[Appendix 4:](#) Achieved Community Benefits 2023/24

[Appendix 5:](#) Annual Procurement Report Annex A

REGULATED PROCUREMENTS COMPLETED 2023/24

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Campbeltown Old Quay Wall A Replacement Works	26/03/24	Dawson-Wam Ltd	5,790,472	Regulated - Works	26/03/24	26/09/25	0	Single stage
Surface Dressing Works 2023 - Mini-Comp 5 (Surface Dressing DPS)	19/04/23	Kiely Bros Ltd	2,308,835	Regulated - Works	29/05/23	20/08/23	0	QQ/FW
Provision of Scotlands West Coast Air Services between Oban and the Islands of Coll, Colonsay & Tiree (2023-2027)	23/03/23	Directflight Ltd (t/a Airtask Group)	2,048,828	Regulated - Services	16/09/23	15/09/27	0	Open
Microsoft 365 Licences	10/05/23	Phoenix Software	1,215,908	Regulated - Supplies	01/06/23	31/05/26	0	DA/FW
Support Services to Unpaid Carers	05/05/23	Helensburgh and Lomond Carers	1,014,468	Regulated - Services	01/04/23	31/03/26	12	LTR - JNCA
Support Services to Unpaid Carers	05/05/23	North Argyll Carers Centre	985,632	Regulated - Services	01/04/23	31/03/26	12	LTR - JNCA
Out of Area Care at Home Placement for an Individual	07/12/23	Magic Life UK Ltd	861,952	Regulated - Services	07/12/23	31/03/26	0	LTR - JNCA
YPO Digital Marketplace Framework Agreement	02/05/23	Amazon Co UK Ltd	800,000	Regulated - Supplies	02/05/23	23/01/27	0	DA/FW
Support Services to Unpaid Carers	05/05/23	The Dochas Fund	616,281	Regulated - Services	01/04/23	31/03/26	12	LTR - JNCA
Temporary Decant Accommodation for John Logie Baird PS, Helensburgh (NHS SBS FW)	19/02/24	Portakabin Ltd	580,645	Regulated - Services	19/02/24	10/02/25	0	QQ/FW

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Support Services to Unpaid Carers	05/05/23	Crossroads Cowal and Bute	513,519	Regulated - Services	01/04/23	31/03/26	12	LTR - JNCA
Co-mingled Recyclate Treatment and Disposal Services Mini Comp 2023-2025 (SXL)	21/09/23	Enva Scotland Ltd	454,276	Regulated - Services	01/10/23	30/11/23	22	QQ/FW
		J&B Recycling Ltd						
Microsoft Education Agreement Renewal (CCS RM6068)	13.10/23	Phoenix Software	404,995	Regulated - Supplies	01/11/23	31/10/26	0	QQ/FW
Two 26 tonnes RVCs (SXL HV DA) - Supply & Delivery	15/08/23	Dennis Eagle Ltd	391,026	Regulated - Supplies	19/04/24	19/04/24	0	QQ/FW/DA
Business Gateway Argyll and Bute - One to Many and One to One Specialist Support Framework Agreement 2023-2025-7	09/05/23	Comsteria Ltd	300,000	Regulated - Services	10/05/23	09/05/25	24	Open/FW
		Delfinity Ltd						
		Lornal Ltd						
		NS Design Ltd						
		Tinto Procurement						
		Tuminds Ltd						
		UXL Ltd						
Archway Roadmaster Spray Injection Patcher	30/05/23	Archway Roadmaster UK Ltd	299,783	Regulated - Supplies	30/06/23	15/08/23	0	JNCA
CHORD – Rothesay Pavilion – Design Team Professional Services – Stage 2a: Wind & Watertight Works Only	11/01/24	Elder and Cannon Architects Ltd	295,558	Regulated - Services	01/01/23	12/08/25	0	JNCA

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Support Services to Children affected by disabilities	23/05/23	Achievement Bute	252,075	Regulated - Services	01/04/23	31/03/26	12	LTR - JNCA
West Coast of Scotland Trial for Integration of Manned and Unmanned Air Space	30/08/23	Skyports Drone Services	250,000	Regulated - Services	01/09/23	31/08/24	0	JNCA
Provision of a Respite Service for Adults	24/05/23	Bookfan Ltd	240,000	Regulated - Services	01/04/23	31/03/26	12	LTR - JNCA
EVM Citylines x 2 (FW/DA)	28/03/24	EVM UK Ltd	232,187	Regulated - Supplies	28/03/24	06/07/24	0	QQ/FW/DA
IDOX Uniform	26/03/24	Idox Software Ltd	217,864	Regulated - Supplies	01/04/24	31/03/29	24	DA/FW
Short Breaks and Replacement Care Services	17/10/23	Crossroads North Argyll Care Attendant Scheme	212,580	Regulated - Services	01/09/23	31/03/26	12	LTR - JNCA
One 18 Ton Faun Zoeller RCV (SXL HV DA) - Supply & Delivery	14/09/23	FAUN Zoeller (UK) Ltd	186,350	Regulated - Supplies	11/12/23	11/12/23	0	QQ/FW/DA
Garden Waste Treatment 2024-2026	26/03/24	Forth Resource Management Ltd	184,732	Regulated - Services	01/04/24	31/03/25	12	DA/FW
Multiply Programme (UK Shared Prosperity Fund)	23/10/23	UHI Argyll	175,736	Regulated - Services	23/10/23	31/03/24	12	Open
Argyll and Bute Flexible Food Fund	20/10/23	Bute Advice Centre	168,000	Regulated - Services	01/04/23	31/03/25	12	LTR - JNCA
Ex Demonstration Vehicle RCV - Supply & Delivery (SXL HV DA)	28/04/23	Dennis Eagle Ltd	165,000	Regulated - Supplies	25/04/23	05/05/23	0	QQ/FW/DA
Firewall Replacement (CCS RM6068 Further Comp)	08/12/23	Insight Direct (UK) Ltd	155,207	Regulated - Supplies	08/12/23	07/12/28	0	QQ/FW

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
First Aid Training Framework	31/05/23	Amvale Scotland Ltd	150,000	Regulated - Services	01/06/23	31/05/26	24	Single stage FW
		BSM Training and Consultancy						
		First Aid Hebrides						
		First Stop Safety Training						
		Green Cross Training						
		Safety Training Solutions Ltd						
		Seagrass Marine Ltd						
		UHI Argyll						
Review of Roads and Infrastructure Services (RM6187 Management Consultancy Framework)	26/05/23	Bramble Hub Ltd	140,250	Regulated - Services	05/06/23	13/10/23	0	QQ/FW
Roads & Infrastructure Asset Management Software and Support Services	20/03/24	WDM Ltd	133,590	Regulated - Supplies	01/02/24	28/02/26	24	DA/FW
Cisco Nexus 9300	28/07/23	Capita Business Services Ltd	128,797	Regulated - Supplies	28/07/23	27/07/26	0	DA/FW
Refuge and Housing Support Service	01/04/23	Women's Aid Argyll & Bute	126,600	Regulated - Services	01/04/23	31/03/24	0	JNCA
Council Election Night Flights	20/08/23	PLM Dollar Group Ltd t/a PDG Aviation Services	120,000	Regulated - Services	01/09/23	31/08/26	0	JNCA
ICT Network Hardware Server Upgrade	16/08/23	Insight Direct (UK) Ltd	119,974	Regulated - Supplies	16/08/23	30/08/28	0	DA/FW
Children's Residential Care and Education, including Short Breaks (SXL 1121)	06/09/23	Sense Scotland	115,000	Regulated - Services	01/04/23	31/03/24	0	LTR - JNCA

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Council Chambers Audio Visual System: Equipment Upgrade, Support and Maintenance (CCS)	13/10/23	Nuway Audio Visual Ltd	111,430	Regulated - Supplies	13/10/23	12/10/28	24	QQ/FW
Veeam Backup for MS 365 (3 Year Term)	05/03/24	Insight Direct (UK) Ltd	109,774	Regulated - Supplies	17/03/24	16/03/27	0	DA/FW
Property Condition Surveys (CEC FW Mini Comp)	29/02/24	Thomson Gray Construction Consultants	105,689	Regulated - Services	29/02/24	29/11/24	0	QQ/FW
Traffic Management Framework	18/05/23	Active Traffic Management	100,000	Regulated - Services	24/04/23	24/04/24	3	Open/FW
		Apex Traffic Management						
		Central Traffic Management						
		Contraflow Ltd						
		Glenmavis Ltd						
		Highway Barriers						
		Sunbelt Rental						
Street Lighting Capital Improvements Design Services 23-24 (SXL ETC DA)	11/07/23	WSP UK Ltd	99,552	Regulated - Services	11/07/23	31/10/23	3	QQ/FW/DA
Professional Services to Produce a Feasibility Study and Concept Design for Helensburgh Town East Active Travel Route	06/07/23	Civic Engineers Ltd	99,333	Regulated - Services	06/07/23	29/03/24	0	Single stage
Belnahua Drydocking Services 2024	12/02/24	Crinan Boatyard Ltd	97,414	Regulated - Services	02/04/24	31/05/24	0	Single stage
Veeam Backup Solution	20/12/23	Insight Direct (UK) Ltd	93,658	Regulated - Supplies	27/12/23	26/12/26	0	DA/FW

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Rural Growth Deal – Support to Develop Treasury 5 FBCs from OBCs (KSS and Tobermory) SXL FW DA	15/03/24	Stantec UK Ltd	85,104	Regulated - Services	15/03/24	31/03/26	0	QQ/FW/DA
Professional Services to Produce a Concept Design for the Campbeltown Esplanade and Kinloch Park ATR	16/11/23	Connected Transport Planning Ltd	79,960	Regulated - Services	16/11/23	15/03/24	0	Single stage
Professional Services to Produce a Concept Design for the Rothesay Pavilion to Albert Pier ATR	09/11/23	Connected Transport Planning Ltd	79,844	Regulated - Services	09/11/23	15/03/24	0	Single stage
Workboat for Operations within Oban Harbour	02/02/24	Leco Marine UK Ltd	72,980	Regulated - Supplies	01/01/24	01/01/25	0	Single stage
Queens Hall Gym Equipment 2023	18/10/23	Technogym (UK) Ltd	71,487	Regulated - Supplies	18/10/23	01/12/23	0	DA/FW
M&E Consultant Thomson Court & Moat Centre, Rothesay (SXL BCC Lot 3 DA)	14/12/23	Davie + McCulloch Ltd	70,470	Regulated - Services	14/12/23	30/06/25	0	QQ/FW/DA
Oban Town Centre North - Active Travel Consultancy	10/07/23	Land Use Consultants Ltd	69,990	Regulated - Services	10/07/23	30/03/24	0	Single stage
Innovative Feasibility and Concept Design for Craighouse to Corran Sands, Isle of Jura Active Travel Route	06/07/23	Connected Transport Planning Ltd	69,650	Regulated - Services	06/07/23	23/02/24	0	Single stage
Tarbert to Kennacraig Active Travel Design Consultancy Services	08/03/24	Connected Transport Planning Ltd	68,897	Regulated - Services	08/03/24	22/03/24	8	Single stage
Wood Waste Treatment and Disposal Mini Comp 2024-2026 (SXL Waste DPS)	19/03/24	Enva Scotland Ltd	67,872	Regulated - Services	01/04/24	30/05/24	12	QQ/FW
Phase II Site Investigation (SXL BCC DA)	26/02/24	Ironside Farrar Ltd	65,796	Regulated - Services	01/03/24	20/06/24	0	QQ/FW/DA

Title	Date of Award	Supplier(s)	Estimated Value	Procurement Threshold Applied	Start Date	End Date	Possible Extension (months)	Procedure
Wood Waste Treatment & Disposal Re-tender 2 Mini Comp 2023-2026 (SXL DPS)	20/06/23	Barr Environmental Ltd	62,922	Regulated - Services	07/07/23	06/09/23	6	QQ/FW
Drug and Alcohol Services - Improving Holistic Family Support in Argyll and Bute	04/03/24	Scottish Families Affected by Alcohol and Drugs	59,842	Regulated - Services	04/03/24	30/05/25	0	LTR - JNCA
Business Continuity Management Software	13/02/24	Continuity 2 Ltd	59,400	Regulated - Supplies	19/02/24	18/02/27	12	DA/FW
SVQs Health and Social Care and Children and Young People	09/05/23	Edinburgh College	59,144	Regulated - Services	09/05/23	31/03/25	0	JNCA
Rothsay Gym Equipment 2023	18/10/23	Technogym (UK) Ltd	57,017	Regulated - Supplies	18/10/23	01/12/23	0	DA/FW
Saffron Catering Management Solution	29/02/24	Civica UK Ltd	55,885	Regulated - Supplies	01/04/24	30/04/26	0	DA/FW
Advice Services - Welfare Rights & Debt Counselling	05/12/23	Argyll & Bute Citizens Advice Bureau	52,750	Regulated - Services	02/10/23	01/10/24	24	Single stage
Seesaw Subscription Renewal 2023-25	28/08/23	Seesaw	51,951	Regulated - Supplies	01/09/23	31/08/25	0	JNCA
Energy Efficiency Programme Clerk of Works 2023-2024	02/11/23	Macdonald & Cameron Ltd	50,000	Regulated - Services	02/11/23	30/06/24	0	Quick Quote

COMPLIANCE WITH SUSTAINABLE PROCUREMENT POLICY

1 People

Priority	Compliance in 2023/24
a) We will use organisational development opportunities, and e-learning to share knowledge and ensure annual refresher training on the latest sustainable procurement principles for key procurement staff, to meet any knowledge gaps.	Fully complied: <ul style="list-style-type: none"> Sustainable Procurement in relation to inclusion within Commodity Sourcing Strategies and Contract Management was included within the Procurement Refresher Training undertaken in 2023/24.
b) We will establish clear leadership to drive the embedding and continuous improvement of sustainable procurement within the Council, through having a Sustainable Procurement Champion within the Council.	Fully complied: <ul style="list-style-type: none"> David Logan, Head of Legal and Regulatory Support was the Council's Sustainable Procurement Champion in 2023/24.
c) We will publicise our commitment and successes in Sustainable Procurement.	Fully complied: <ul style="list-style-type: none"> Community Benefit achievements are reported internally to senior management and published on website.

2 Objectives, Strategy & Communications

Priority	Compliance in 2023/24
a) We will carry out sustainable procurement whilst complying with national procurement regulations that protect and encourage open and transparent public procurement.	Fully complied: <ul style="list-style-type: none"> All processes are in line with the Procurement Manual and Procurement Journey which comply with all regulations.
b) We will ensure our Sustainable Procurement Policy continues to meet all external requirements, as well as complementing the Council's internal Strategies.	Fully complied: <ul style="list-style-type: none"> The Sustainable Procurement Policy was updated for 2023/24 to meet all requirements.

2 Objectives, Strategy & Communications

Priority	Compliance in 2023/24
c) We will ensure relevant communications strategies are developed and actioned as required, in relation to Sustainable Procurement outcomes.	Fully complied: <ul style="list-style-type: none"> A consultation was carried out to inform the Sustainable Procurement Policy.
d) We will communicate this policy and accompanying guidance to all Council staff and elected members.	Fully complied: <ul style="list-style-type: none"> The Sustainable Procurement Policy was cascaded to all Council staff and is available on the Council's intranet and external website.

3 Process

Priority	Compliance in 2023/24
a) We will consider sustainability issues in relation to the economic, social and environmental wellbeing of our area throughout the procurement process, including within strategy documents and contract conditions and specifications.	Fully complied: <ul style="list-style-type: none"> Sustainability is included in Commodity Sourcing Strategy templates, and specifications and contract conditions where appropriate.
b) We will use Community Benefits Clauses, where appropriate, in line with the Council's Community Benefits Clauses in Procurement Guide, reporting on achievements to the Council's Procurement Board on a six monthly basis.	Fully complied: <ul style="list-style-type: none"> The Council's standard process for including Community Benefits Clauses within contracts is followed for all appropriate procurements, and six monthly reports are provided to the Council's Procurement Board.
c) In relation to economic considerations, our priorities will be: <ul style="list-style-type: none"> To use mandatory sub-contracting clauses in all proportionate and relevant contracts; To lot contracts, where appropriate, to encourage small and medium size organisations to bid, and to ensure that tender documents are proportional to the requirement to remove unnecessary obstacles. 	Fully complied: <ul style="list-style-type: none"> A mandatory sub-contracting clause was included in 5 regulated procurements in 2023/24 – this was not considered relevant or appropriate to the remaining regulated procurements due to the nature of the requirements and/or the potential supply markets; The consideration of lotting is included within the Council's Commodity Sourcing Strategy templates.

3 Process

Priority	Compliance in 2023/24
<p>d) In relation to social considerations, our priorities will be:</p> <ul style="list-style-type: none"> • To ensure there is no intentional discrimination against specific groups of people when undertaking procurements - Equalities and Diversity considerations will be embedded throughout the procurement process; • To ensure that our contract terms require suppliers to support the health, safety, welfare and rights of their employees and supply chain – ensuring that the Council does not support human trafficking or modern slavery; • To promote fair trade options throughout the Council; • To promote the use of Supported Businesses, where their prices and capacity to deliver is comparable to the rest of the market. 	<p>Fully complied:</p> <ul style="list-style-type: none"> • Equalities and Diversity considerations are included in Commodity Sourcing Strategy templates and in Council Terms and Conditions; • Employee and supply chain rights are included within our standard contract clauses; • Fair trade options are available in current contracts; • Spend with three supported business suppliers took place in 2023/24.
<p>e) In relation to environmental considerations, our priorities will be:</p> <ul style="list-style-type: none"> • To ensure that our procurements minimise our contribution to climate change and support goods, services and works that are well-adapted to the consequences of a changing climate; • To ensure that our procurements are necessary – where appropriate re-using, repairing or refurbishing existing goods; • To specify fresh, seasonal, nutritious and, where possible, organic food, and to not knowingly purchase genetically modified food or food with genetically modified ingredients; • To specify minimum packaging, reusable packaging and packaging take-back; • To provide procurement support to any strategic decisions taken by the Council in relation to the usage of Single Use Plastic products and their recyclability; • To minimise any negative impacts of our procurements on biodiversity; • To use recycled paper throughout the Council where there are no compatibility issues with existing equipment; • To consider animal welfare when procuring and, wherever possible, to not purchase goods developed using animal testing. 	<p>Fully complied:</p> <ul style="list-style-type: none"> • Climate Change impacts are considered in Commodity Sourcing Strategy templates; • A Make or Buy Section has been included within Commodity Sourcing Strategy templates; • One catering contract was procured in 2023/24; • A labelling and packaging clause has now been included within the Council’s standard Terms and Conditions, for use within appropriate contracts; • Consideration of Biodiversity is included within the Council’s Commodity Sourcing Strategy templates; • The Council has been moving towards reducing the overall use of paper, part of which has involved providing paperless reports to all committees and to management team meetings, as well as removing desktop printers in favour of MDFs. Unfortunately, these machines are the ones with compatibility issues with recycled paper.

4 Engaging Stakeholders

Priority	Compliance in 2023/24
a) We will engage with our suppliers and stakeholders to remove barriers to participation in procurement and maximise impact of sustainable opportunities.	Fully complied: <ul style="list-style-type: none"> A consultation was carried out in relation to the revised Procurement Strategy and Sustainable Procurement Policy.
b) We will support local and regional small and medium sized enterprises, voluntary and community groups, third sector organisations, social enterprises, charities and cooperatives, businesses involving minority individuals and groups, and individuals and groups with protected characteristics, to participate in procurement opportunities.	Fully complied: <ul style="list-style-type: none"> PCCMT carries out webinars and delivers training to support groups/ organisations to have an understanding of how to bid for Council contracts. https://www.argyll-bute.gov.uk/business-and-licensing/selling-council/procurement-training-presentations
c) Where appropriate, we will consult with the people whose needs we aim to meet through our procurement to ensure that we procure goods, services and works that actually meet their needs.	Fully complied: <ul style="list-style-type: none"> The consideration of individual procurement consultations is included within Commodity Sourcing Strategy templates.
d) We will work with suppliers to educate them on sustainable procurement and our policy, to encourage them to use more sustainable goods, processes and working practices in their own business operations and encourage them to engage in sustainable procurement activities within their own supply chain.	Fully complied: <ul style="list-style-type: none"> Suppliers were contacted as part of the consultation exercise for the Sustainable Procurement Policy.
e) We will consult with stakeholders, including suppliers, third sector agencies and social enterprises, to ensure views are considered on sustainable outcomes sought.	Fully complied: <ul style="list-style-type: none"> A consultation was carried out in relation to the revised Sustainable Procurement Policy.

5 Monitoring and Reporting

Priority	Compliance in 2023/24
a) The Council's ongoing programme of reviewing and improving our procurement processes will seek to ensure they remain transparent and open to the whole of the supplier community.	Fully complied: <ul style="list-style-type: none"> Reviews and improvements to our internal processes are undertaken in line with the Procurement Journey.
b) We will ensure suppliers comply with their commitments to the sustainability criteria within our specifications and their tender submissions by building in proportionate, effective monitoring and management into contract arrangements.	Fully complied: <ul style="list-style-type: none"> Sustainability is included within standard contract management templates.
c) We will measure and report on our progress in embedding and continuously improving sustainable procurement and its contribution to delivering sustainable development annually.	Fully complied: <ul style="list-style-type: none"> This is included within this Annual Procurement Report.
d) We will continue to ensure that reporting requirements relating to Sustainable Procurement are met, including Climate Change Reporting requirements, Equality reporting requirements, and internal reporting of Community Benefits achieved.	Fully complied: <ul style="list-style-type: none"> Contributed to climate change reporting October 2023; Procurement contributes to the Council's Equality reporting requirements when requested; Internal reporting of Community Benefits achievements is ongoing on a six monthly basis.
e) We will continue to self-assess the Council's progress against each theme of the Flexible Framework annually, and report on our progress.	Fully complied: <ul style="list-style-type: none"> The Council's progress against the revised Flexible Framework and Action Plan for the future is included within this Annual Procurement Report.

Case Study Examples – Compliance with Procurement Strategy

The following case study examples show the criteria has been met at:

- Be undertaken in compliance with its duty to act in a transparent and proportionate manner
- The use of community benefit requirements
- Deliver value for money
- Contribute to the carrying out of its functions and the achievement of its purposes.

The Council lead the development of designs for Active Travel (walking and cycling) routes across the Council area. To achieve this, we require to tender for competent consultants who can deliver the designs required, including significant community engagement, placemaking, behaviour change and associated supporting documents in line with the requirements set by the external funding sources.

In 2023/24, 6 such Regulated tenders were carried out:

- Professional Services to Produce a Feasibility Study and Concept Design for Helensburgh Town East Active Travel Route.
- Professional Services to Produce a Concept Design for the Campbeltown Esplanade and Kinloch Park Active Travel Route.
- Professional Services to Produce a Concept Design for the Rothesay Pavilion to Albert Pier Active Travel Route.
- Oban Town Centre North - Active Travel Consultancy.
- Innovative Feasibility and Concept Design for Craighouse to Corran Sands, Isle of Jura Active Travel Route.
- Tarbert to Kennacraig Active Travel Design Consultancy Services.

Evaluated Community Benefit Clauses were included in 2 of these tenders, with the following outcomes being committed to by the successful tenderers, therefore, achieving additional benefits for local communities, in addition to the wider benefits of the development of these active travel routes:

Community Benefit Outcomes	Quantity Committed to by Successful Tenderers
Work Experience Placement	2
Education Support Initiative	3

A Non-Evaluated Community Benefit Clause was included in 1 of these tenders, with the successful tenderer committing to providing the following item from the Council's Community Benefits Wish List:

- Swim Team Kit Donation and support to the Sidekick Charity.

Achieved Community Benefits 2023/24

The Procurement, Commercial and Contract Management Team (PCCMT) is committed to maximise Community Benefits from its procurement activities and to delivering wider benefits for its communities when purchasing the required goods, services and supplies for Argyll and Bute.

We have been working closely with our suppliers to deliver additional social, economic and environmental value to our society and the table below shows the **74** Community Benefits achieved through Contract Management, Contract Awards and the Request List during the period from 1st April 2023 to 31st March 2024.

Ward	Method	Number
Cowal	Contract Management	1
Dunoon	Contract Management	7
Helensburgh & Lomond South	Contract Management	3
Helensburgh Central	Contract Management	4
Isle of Bute	Contract Management	2
Kintyre and The Islands	Contract Management	8
Lomond North	Contract Management	7
Mid Argyll	Contract Management	10
Oban North and Lorn	Contract Management	3
Oban South and The Isles	Contract Management	19
South Kintyre	Contract Management	10
Total:		74

The following table provides further details.

Council Ward: Cowal (1)

Contract Title	Supplier	Benefit
General Maintenance Term Contract - East Argyll (Lot 1)	John Brown Strone Ltd	➤ Transported 100 used slabs from Clyde cottage to upper Cowal bowling club for a patio.

Council Ward: Dunoon (7)

Contract Title	Supplier	Benefit
General Maintenance Term Contract - East Argyll (Lot 1)	John Brown Strone Ltd	<ul style="list-style-type: none"> ➤ Recruited 3 new apprentices - plumber, painter and electrician (16-18 year olds). ➤ Donated materials and electrician's time to Velvet Path Riding School for the RDA at Innellen to achieve electrical compliance certificate. ➤ Supporting the Dunoon rally with forklift services to set out hay bales for crash barriers. ➤ Provided harris fencing panels at Punk on the Peninsula Festival at Dunoon's Coal Pier. ➤ Donated the old school bell from Toward Primary School to the museum. ➤ Donated the projector from Innellan Primary School to the Men's Shed.
General Maintenance Term Contract - East Argyll (Lot 2)	DCF Joiners & Builders	➤ Provided 2 additional blinds for St Muns Primary School (£200).

Council Ward: **Helensburgh and Lomond South (3)**

Contract Title	Supplier	Benefit
Bathymetric Surveys Term Contract - 2022-2024	Aspect Land & Hydrographic Surveys Ltd	<ul style="list-style-type: none">➤ A donation of £750 to Hermitage Academy pupil support group.
General Maintenance Term Contract - East Argyll (Lot 2)	DCF Joiners & Builders	<ul style="list-style-type: none">➤ Provided extra blinds to John Logie Baird Primary School (£150.00).➤ Provided financial support to Ardencaple Boys Club Under 11's for Strips (£500.00).

Council Ward: **Helensburgh Central (4)**

Contract Title	Supplier	Benefit
General Maintenance Term Contract - East Argyll (Lot 2)	DCF Joiners & Builders	<ul style="list-style-type: none">➤ Completed £7.5k of building repair and refurbishment works at Helensburgh football pavilion (April to Aug 2023).➤ Completed a shower room upgrade in a local charity-run old folks home Abbeyfield (4 flats in Helensburgh).➤ Fitted a new PIR (Passive Infrared Sensor) at Helensburgh Leisure Centre (£150.00).➤ Laying of slabs in outdoor area at Parklands School, Helensburgh.

Council Ward: **Isle of Bute (2)**

Contract Title	Supplier	Benefit
Older People's Care Home	Palm Court Residential Home	<ul style="list-style-type: none">➤ Due to the closure of Palm Court Residential Home, one resident moved to own tenancy with support. The owners of Palm Court donated furniture and furnishings from the home to the resident for their new property.➤ The owners donated profiling beds to Thomson Court, Rothesay.

Council Ward: **Kintyre and The Islands** (8)

Contract Title	Supplier	Benefit
General Maintenance Term Contract - West Argyll (Lot 3)	McEachern Bros	<ul style="list-style-type: none">➤ Provided financial support to Port Ellen Primary School Parents Association.➤ Provided financial support to Port Ellen Football Club.➤ Carried out building repairs on the village playhouse.➤ Recruited a mature plumbing apprentice.➤ Purchased a toy storage unit for Port Ellen School to use as a dry box for sporting equipment.➤ Provided labour/various support setting up for lifeboat gala day.➤ Provided materials for Islay museum in Port Charlotte makeover and Bruichladdich distillery provided the labour.
Provision of School Transport on Islay	Islay Minibus & Taxi Hire Ltd	<ul style="list-style-type: none">➤ Providing weekly transport for the Senior Citizens Lunch Club on Islay free of charge.

Council Ward: **Lomond North** (7)

Contract Title	Supplier	Benefit
Debt Collection Services	Walker Love	<ul style="list-style-type: none">➤ A donation of £250 to Rhu Primary School Parent Council towards a roof canopy. This will allow pupils to use the playground outdoor space all year round.
General Maintenance Term Contract - East Argyll (Lot 2)	DCF Joiners & Builders	<ul style="list-style-type: none">➤ A donation of a video camera to Rhu Amateurs and completed repairs to the clubhouse (£2,500.00).➤ Re-covered the shed at Rhu Hall (£600.00).➤ Completed repairs at Rhu Community Hall.➤ Re-roofed the shed at Rhu Community Centre garden.➤ Donated £1,000 to Rhu Amateurs for hire of bus.➤ Painted a classroom at Rosneath Primary School (£500-£600).

Council Ward: **Mid Argyll** (10)

Contract Title	Supplier	Benefit
General Maintenance Term Contract - North & East Argyll (Lot 3)	Oban Electrical Services Ltd	<ul style="list-style-type: none"> ➤ Assisting Argyll and Bute Council Property Services with office moves.
General Maintenance Term Contract - West Argyll (Lot 1)	MacLeod Construction Ltd	<ul style="list-style-type: none"> ➤ Work experience - 2 pupils from S4/S6, Lochgilphead Joint Campus, are invited twice a week. ➤ Donations made to local nursery. ➤ Supplied Lochgilphead Joint Campus with new football strips and shinty strips.



- Put up remembrance Sunday red lights at church and war memorial.
- Put up Xmas lights in Lochgilphead town centre.
- Assisted Kilmartin school pupil's plant trees/shrubs in ELC garden and extra jobs while doing roofing, e.g. fixing fencing.
- Support and sponsorship of Mid Argyll Triathlon event in Lochgilphead (Sept 2023).



Council Ward: **Mid Argyll** (10) /contd

Contract Title	Supplier	Benefit
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General Maintenance Term Contract - West Argyll (Lot 1)

MacLeod Construction Ltd

- Attendance at Lochgilphead Job Centre careers fayre.





Professional Services to Carry Out a Route Options Appraisal and Produce a Concept Design for an Active Travel Route between Lochgilphead Front Green and the Crinan Canal

Stantec UK Ltd

- The Consultant's STEM co-ordinator undertook events at the Joint Campus with 60 young people in S2 and S3.



Council Ward: **Oban North and Lorn** (3)



Contract Title	Supplier	Benefit
General Maintenance Term Contract - North & East Argyll (Lot 3)	Oban Electrical Services Ltd	<ul style="list-style-type: none">➤ Installation of a defibrillator at Lismore Primary, which was donated by local firefighters. 
		<ul style="list-style-type: none">➤ Supplied and fitted new lighting to Isle of Lismore community shop, following community buy out. 
Provision of Air Services between Oban and the Islands of Coll, Colonsay and Tiree	Hebridean Air Services Ltd	<ul style="list-style-type: none">➤ Hebridean Air Services Ltd have recruited a relief pilot to support the main pilot in the operation of this service, the new employee has relocated to the Oban area and is now working out of the airport.

Council Ward: **Oban South and the Isles (19)**

Contract Title	Supplier	Benefit
Energy Efficiency Contractors	FES	<ul style="list-style-type: none">➤ FES fully supported Oban High School to set up the school's impressive vast Christmas light display.
General Maintenance Term Contract - North & East Argyll (Lot 3)	Oban Electrical Services Ltd	<ul style="list-style-type: none">➤ Donating £1,000 to St Columbus School for shinty team strips.➤ Installation and maintenance support for the 'light up a life' tree at Oban Hospice, where this is the 18th year of support.➤ Donation of £500 to St. Columbus Primary School for shinty equipment.➤ Put up the Christmas lights at Oban High School.➤ Installed an Argyll and Bute Council defibrillator at Oban North Pier by completing the electrical and mounting works.



Council Ward: **Oban South and the Isles (19)** /contd

Contract Title	Supplier	Benefit
General Maintenance Term Contract - Tiree & Coll	CKR Island Construction Ltd	<ul style="list-style-type: none">➤ Completed beach cleaning on Tiree on 21st May 2023, 31st May 2023, and again in July 2023.
		
		
<ul style="list-style-type: none">➤ Assisted setting up the Tiree Music Festival and also with evacuation.➤ Sponsored a member of the Oban ladies Rugby team➤ Volunteer support for Tiree's solar project by helping stock an old telephone box with food/ household supplies and delivering food parcels to those in need.➤ Completed a beach cleaning at Balephuill and Scarinish on Tiree, October 2023.➤ Support of machinery (scissor lifts) to complete cleaning An Talla Community Hall (article of thanks in Tiree newspaper).➤ Raffle prizes at community fireworks.		

Council Ward: **Oban South and the Isles** (19) /contd

Contract Title	Supplier	Benefit
General Maintenance Term Contract - Tiree & Coll	CKR Island Construction Ltd	<ul style="list-style-type: none">➤ Donation of time and mobile plant to put the Tiree school Christmas decorations up and take them back down in the New Year.➤ Took part in the Charity Tractor run on boxing day in a forklift (£10 entrant fee) total raised £2k - money raised going towards the air ambulance and Christmas events for older people and kids.



- Donation of food stocks x 2 for the Solar Food Project.



Contract Title	Supplier	Benefit
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Surface Dressing Works 2023

Kiely Bros

- Delivered & spread spare red chip dressing on Strachur shinty pitch car park.



Tobermory Cemetery

TSL Contractors

- Supported the Community Food Bank in Tobermory by donating a large fridge freezer that will provide additional capacity for storing produce.



Council Ward: **South Kintyre** (10)

Contract Title	Supplier	Benefit
General Maintenance Term Contract - West Argyll (Lot 2)	McKinven & Colville	<ul style="list-style-type: none">➤ Recruiting a new apprentice joiner.➤ Installing electrical lighting for the sunshine garden room at Campbeltown Hospital.➤ Put up Christmas lights in Campbeltown town centre.

Campbeltown Flood Protection Scheme

Dawson Wam

- Cleaning of the block paving on Harvey's Lane, Campbeltown.



- Completed a rebuild of the stone wall at Tomaig Road, Campbeltown.



Council Ward: **South Kintyre** (10) /contd

Contract Title	Supplier	Benefit
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Campbeltown Flood Protection Scheme

Dawson Wam

- Painting of the Meadows goal post in Campbeltown.



- Purchased Lego Education Spike Prime Set for Drumlemble Primary School.
- Donated £5,000 to Kintyre Sea Sports.
- Donated musical instruments to Live Argyll youth work.

Council Ward: **South Kintyre** (10) /contd

Contract Title	Supplier	Benefit
Campbeltown Flood Protection Scheme	Dawson Wam	➤ Delivered a Project/Safety presentation to the local Primary Schools on 12th March 2024.



ANNUAL PROCUREMENT REPORT ANNEX A

1. <u>Organisation and report details</u>	
a) Contracting Authority Name	Argyll and Bute Council
b) Period of the annual procurement report	01/04/2023 to 31/03/2024
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
2. <u>Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	65
b) Total value of regulated contracts awarded within the report period	£24,483,930
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	74
i) how many of these unique suppliers are SMEs	58
ii) how many of these unique suppliers how many are Third sector bodies	7
3. <u>Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	65
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
4. <u>Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	1
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements	1
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	19

Key Contract Information on Community Benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

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

Unknown
Unknown
Unknown
Unknown
Unknown
Unknown
Unknown
Unknown

5. Fair Work and the Real Living Wage

- a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.
- b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.

22
0
20

6. Payment Performance

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

76,676
97.7
33
0

7. Supported Businesses Summary

- a) Total number of regulated contracts awarded to supported businesses during the period
- b) Total spend with supported businesses during the period covered by the report, including:
 - i) spend within the reporting year on regulated contracts
 - ii) spend within the reporting year on non-regulated contracts

0
£0
£93,340

8. Spend and Savings Summary

- a) Total procurement spend for the period covered by the annual procurement report.
- b) Total procurement spend with SMEs during the period covered by the annual procurement report.
- c) Total procurement spend with third sector bodies during the period covered by the report.
- d) Percentage of total procurement spend through collaborative contracts.

- e) Total delivered cash savings for the period covered by the annual procurement report

- f) Total non-cash savings value for the period covered by the annual procurement report

£181,467,996
£104,629,910
£26,452,194
35.6%

£159,472

£1,479,510

9. Future Regulated Procurements

- a) Total number of regulated procurements expected to commence in the next two financial years
- b) Total estimated value of regulated procurements expected to commence in the next two financial years

130
£123,623,000