

## **Annual Procurement Report 2019/20**

**Report by Alan Turpie, Legal Services Manager**

### **Report for Information**

#### **1 Recommendations**

The Council is asked to note the Annual Procurement Report on regulated procurements during 2019/20.

#### **2 Purpose of Report/Executive Summary**

The Annual Procurement Report on regulated procurements during 2019/20 has been prepared and is presented to the Council for noting before being published on the Council's website.

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### **3 Background/Main Body of Report**

#### **3.1 Background**

Where a public organisation is required to prepare a procurement strategy or review an existing one, for example, and if it has an estimated value of regulated procurement spend of £5 million or more (excluding VAT) in a financial year, it must also publish an annual procurement report.

The Procurement Reform (Scotland) Act 2014 sets out what, as a minimum, each annual procurement report must contain.

The annual procurement report should be relevant and proportionate, providing transparency of its purchasing activities. The annual report monitors the authority's regulated procurement activities against delivery of its procurement strategy.

This Annual Procurement Report for the 2019-2020 financial year is attached as an Appendix to this report.

#### **3.2 Legislative Requirements**

The Procurement Reform (Scotland) Act 2014 lists the minimum requirements that the annual procurement report must contain, as follows:

- a) A summary of the regulated procurements that have been completed during the years covered by the report,
- b) A review of whether those procurements complied with the authority's procurement strategy,
- c) To the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurement do comply,
- d) A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- e) A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- f) A summary of regulated procurements the authority expects to commence in the next two financial years,

- g) Such other information as the Scottish Ministers may by order specify.

The attached Midlothian Council Annual Procurement Report complies with the above statutory requirements.

#### **4 Report Implications (Resource, Digital and Risk)**

##### **4.1 Resource**

There are no direct resource implications as a result of this report

##### **4.2 Digital**

There are no digital issues as a result of this report.

##### **4.3 Risk**

There are no direct risks as a result of this report

##### **4.4 Ensuring Equalities (if required a separate IIA must be completed)**

There are no equality issues as a result of this report.

##### **4.4 Additional Report Implications (See Appendix A)**

See Appendix A

#### **Appendices**

**Appendix A – Additional Report Implications**

**Appendix B – Annual Procurement Report 2019/20**

## **APPENDIX A – Report Implications**

### **A.1 Key Priorities within the Single Midlothian Plan**

This report does not affect key priorities.

### **A.2 Key Drivers for Change**

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- x ☐ None of the above

### **A.3 Key Delivery Streams**

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- X ☐ None of the above

### **A.4 Delivering Best Value**

Following the Procurement Strategy 2018/23 will assist in delivering best value.

### **A.5 Involving Communities and Other Stakeholders**

Relevant staff have been consulted during the development of the annual procurement report

### **A.6 Impact on Performance and Outcomes**

There is no direct impact on performance and outcomes.

### **A.7 Adopting a Preventative Approach**

This report does not impact actions and plans in place to adopt a preventative approach

### **A.8 Supporting Sustainable Development**

Whilst the report does not itself support sustainable development, it should be noted that sustainability forms part of the assessment process in evaluating tenders.

## **APPENDIX B**

### **Annual Procurement Report 2019/20**