

Title of Report: Annual Procurement Report 2023/24

Report by Kevin Anderson, Executive Director, Place

Report for Information

1 Recommendations

The Council is asked to note the Annual Procurement Report on regulated procurements during 2023/24.

2 Purpose of Report/Executive Summary

The Annual Procurement Report on regulated procurements during 2023/24 has been prepared and is being presented to Council for noting prior to being published on the Council's website.

Date 18 November 2024

Report Contact:

Alan Turpie, Legal and Governance Manager.

alan.turpie@midlothian.gov.uk

3 Background/Main Body of Report

3.1 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 2023-2024 financial year is attached as an Appendix to this report.

3.2 The Procurement Reform (Scotland) Act 2014 lists the minimum requirements that the Annual Procurement Report must contain which are as follows:

- a) a summary of the regulated procurements that have been completed during the period of the report;
- b) a review of whether those procurements complied with the Council'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 procurements do comply;
- d) a summary of any community benefits 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 during the year covered by the report;
- f) a summary of regulated procurements the authority expects to award in the next two financial years;
- g) such other information as the Scottish Ministers may specify.

The attached Midlothian Council Annual Procurement Report 2023/24 complies with the above statutory requirements.

4 Report Implications (Resource, Digital and Risk)

4.1 Resource

There are no resource implications arising from this report.

4.2 Digital

There are no digital implications arising from this report.

4.3 Risk

There are no risk implications arising from this report.

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

This report does not recommend any change to policy or practice and therefore does not require an Equalities Impact Assessment.

4.5 Additional Report Implications

See Appendix A

Appendices

Appendix A – Additional Report Implications

Appendix B – Annual Procurement Report

APPENDIX A – Report Implications

A.1 Key Priorities within the Single Midlothian Plan

Not applicable

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
- 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
- None of the above

A.4 Delivering Best Value

The report does not directly impact on Delivering Best Value

A.5 Involving Communities and Other Stakeholders

Relevant colleagues and stakeholders have been consulted in the development of the Annual Procurement Report

A.6 Impact on Performance and Outcomes

The report does not directly impact on Midlothian Council's performance and outcomes

A.7 Adopting a Preventative Approach

Not applicable

A.8 Supporting Sustainable Development

Not applicable

APPENDIX B

Annual Procurement Report