

# **PERTH & KINROSS COUNCIL**

## **FINANCE & RESOURCES COMMITTEE**

**22 November 2023**

### **PROCUREMENT UPDATE**

**Report by Strategic Lead - Legal and Governance  
(Report No 23/318)**

#### **1. PURPOSE**

This report provides an update on the Council's procurement activity, setting out an Annual Procurement Report for financial year 2022/23 and the planned procurement activity for future years.

#### **2. RECOMMENDATION**

##### **2.1 It is recommended:**

The Finance and Resources Committee is requested to:

- Approve for publication the Procurement Annual Report 2022/23;
- Note the record of tenders accepted during 2022/23 under the Councils scheme of delegation;
- Note the planned procurement activity as far as known for future years; and
- Note monies provided to third parties under the Code of Guidance for Following the Public Pound during 2022/23.

#### **3. STRUCTURE OF REPORT**

##### **3.1 This report is structured over the following sections:**

Section 4: Background

Section 5: Proposal

Section 6: Conclusion

Appendix 1: Procurement Annual Report 2022/23

#### **4. BACKGROUND**

##### **4.1 This report records the procurement activity carried out by the Council during 2022/23. The appended report gives more detail on the procurement contribution to achieving the aims and objectives of the Council.**

##### **4.2 Annual reporting on procurement activity became a statutory duty following the implementation of the Procurement Reform (Scotland) Act 2014 (the Act) and the Council is required to provide both a retrospective Annual Report, as well as setting out its procurement activity going forward.**

- 4.3 This report has been prepared in line with guidance issued by the Scottish Government. The statutory duties set out by the Act are explicit and include a requirement to provide information on all regulated procurement exercises. The Government guidance provides a template to ensure all reporting public bodies in Scotland provide broadly comparable data.
- 4.4 The Act requires that notification of publication of our Annual Report be made to the Scottish Ministers.
- 4.5 Subject to approval by this committee, the Annual Report will be published on the Council's website to meet the Scottish Government reporting requirements.

## **5. PROPOSAL**

5.1 This reporting requirement is set out in:

- the Council's Scheme of Administration;
- the Council's Contract Rules; and
- the Code of Guidance for FPP

which establish the requirement for Executive Directors to report on the how the Council attends to its tenders and the monies it provides to third parties annually.

- 5.2 The publication of this type of information enhances transparency in our purchasing activities and helps us to promote the opportunities for working with Perth and Kinross Council.
- 5.3 The report includes analysis of the numbers and sizes of businesses located in the Perth and Kinross area who have registered an interest in the provision of goods and services, or conclusion of works on behalf of the public sector in general.
- 5.4 The final Procurement Update (2023/24) on the current strategy will be submitted to Finance and Resources Committee in June 2024, along with a new five year strategy. The strategy will be aligned with the new Corporate Plan objectives and will be revised annually.
- 5.5 Strategic procurement and commissioning is one of the Council's transformation projects. As a result of this, the new strategy has been delayed allowing initial workstreams to be identified. During 2023/24 there will be transitional work undertaken between the current and new strategies.

## **6. CONCLUSION**

- 6.1 The Annual Report presented provides an overview of the procurement work undertaken on behalf of the Council in 2022/23.
- 6.2 The Contract Delivery Plan presented provides information on anticipated planned procurement activity as far as known for future years.

## 7. APPENDICES

Appendix 1 – Procurement Annual Report 2022/23 inc, Tenders Accepted 2022/23, Contract Delivery Plan 2023/24, and Following the Public Pound Report 2022/23.

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### Approved

<b>Name</b>	<b>Designation</b>	<b>Date</b>
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