

PERTH & KINROSS COUNCIL
FINANCE & RESOURCES COMMITTEE

12 JUNE 2024

PROCUREMENT UPDATE

Report by Strategic Lead - Legal and Governance
(Report No. 24/181)

1. PURPOSE

This report provides an update on the Council's procurement activity, setting out an Annual Procurement Report for financial year 2023/24 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 2023/24;
- Note the record of tenders accepted during 2023/24 under the Councils scheme of delegation;
- Note monies provided to third parties under the Code of Guidance for Following the Public Pound during 2023/24; and
- Note the planned procurement activity as far as known for future years.

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 2023/24

Appendix 2: Contract Delivery Plan 2024 onwards

Appendix 3: Tenders Accepted 2023/24

Appendix 4: Following the Public Pound 2023/24

4. BACKGROUND

4.1 This report records the procurement activity carried out by the Council during 2023/24. 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.

6. CONCLUSION

- 6.1 The Annual Report presented provides an overview of the procurement work undertaken on behalf of the Council in 2023/24.
- 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 2023/24
Appendix 2 - Contract Delivery Plan 2024 onwards
Appendix 3 - Tenders Accepted 2023/24
Appendix 4 - Following the Public Pound 2023/24

Authors

Name	Designation	Contact Details
Lynzi Stewart Vanessa Robertson	Procurement Team Leader	contracts@pkc.gov.uk

Approved

Name	Designation	Date
Clare Mailer	Director (Strategy, People & Resources)	20.05.2024

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