



**Clackmannanshire
Council**

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Comhairle Siorrachd
Chlach Mhanann

Annual Procurement Report

Financial Year 2024 – 2025

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1. Purpose

This report provides an update on procurement activity within Clackmannanshire Council and provides an overview of the resources that are available to deliver effective procurement and the actions taken to ensure that procurement conducted is effective and efficient as possible.

The Procurement Reform (Scotland) Act 2014 Section 18 States that the Council must prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of the financial year.

The report must include —

- a summary of the regulated procurements that have been completed during the year covered by the report, page 25
- a review of whether those procurements complied with the authority's procurement strategy, page 25
- a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report, page 26
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report, page 28
- a summary of the regulated procurements the authority expects to commence in the next two financial years, page 29

2. Introduction

The public sector in Scotland has been using sustainable public procurement to achieve wider social, economic and climate outcomes for nearly two decades. This is embedded in our policy, practice, culture, and through a substantial programme of activity across the public sector with impact evidenced in annual reports. Sustainable procurement outcomes in Scotland are defined as encompassing improvements to the economic, social and environmental wellbeing of a community.

The drive to improve public procurement has involved a transition from a centrally led programme to a more collaborative landscape with a shared common vision, underpinned by the Procurement Reform (Scotland) Act 2014 (The Act). The Act provides clear direction to Scottish public bodies and sets out clear responsibilities and accountabilities, promoting local decision making to deliver sustainable public procurement.

The work we undertake is determined by a range of strategic drivers providing the services our customers need:

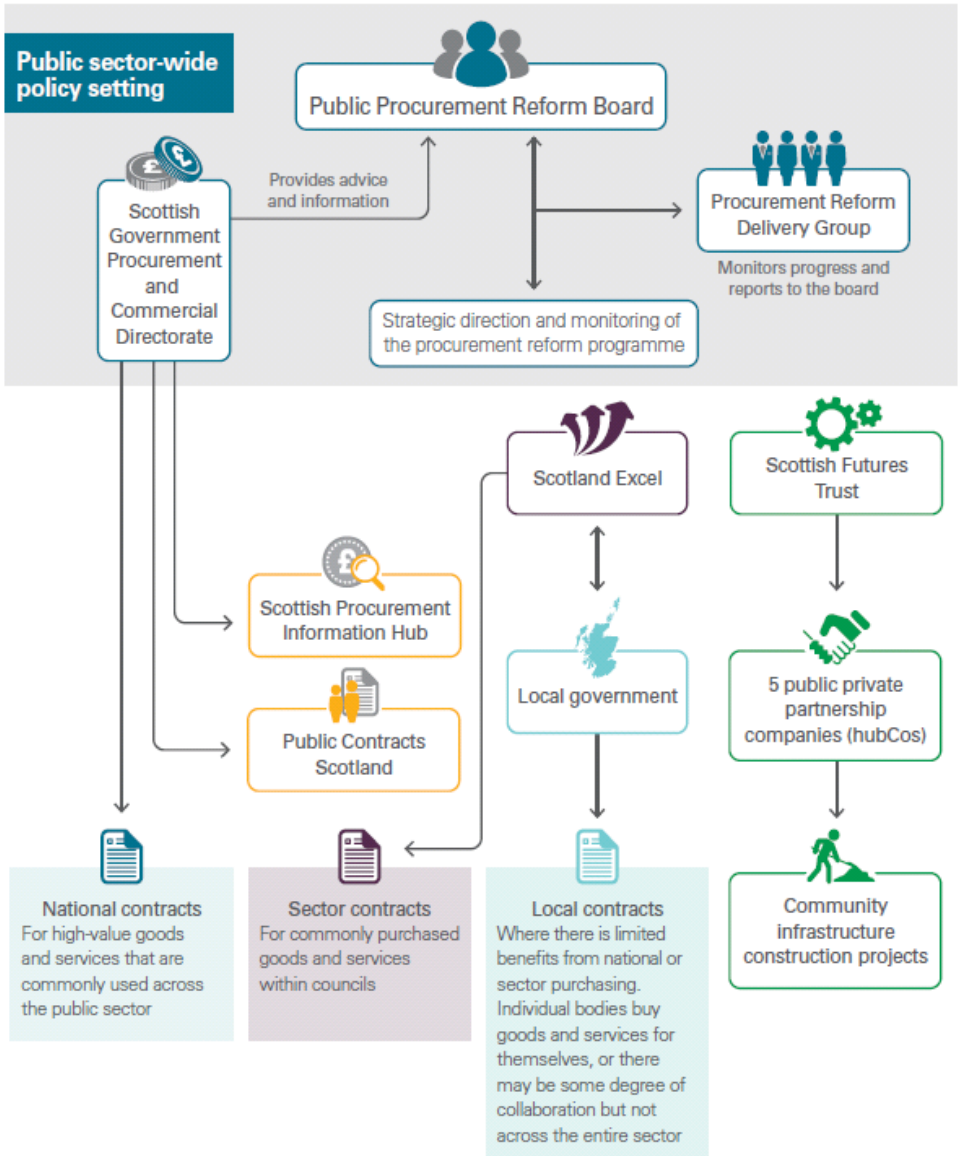
Scottish Public Sector Procurement Strategic Drivers



In addition to councils and groupings of councils, other organisations are involved in supporting improved procurement in councils. The main ones are the Scottish Government, Scotland Excel and the Scottish Futures Trust. Councils have access to framework contracts set up by Crown Commercial who lead on procurement policy on behalf of the UK Government

Councils also have access to frameworks and framework contracts set up by councils and groups of councils in Scotland and the rest of the UK. The Scottish public sector relationships are illustrated in Figure 1.

Figure1.



Source: Audit Scotland

3. Clackmannanshire procurement position background & key statistics

The financial analysis and procurement category of Expenditure has been carried out using The Scottish Procurement Information Hub (The Hub) supported by DXL formally Spikes Cavell with financial data supplied from the Council's finance system One Council commonly known as TechnologyOne for 2024/25.

The Hub is a unique collaborative project designed to enable Scottish public sector organisations to gather comprehensive supplier, Expenditure and performance information and to use that data to share best practice, improve joint working and increase efficiency.

Tables 1 and 2 summarise the key statistics for the 2024/25 on the Council expenditure on goods, services and works with trade creditors.

Table 1: Key Statistics

2024/25 Published Data Overview

£ 90,561,389 Total Spend			£ 83,808,005 Core Trade Spend	
1297 Input Suppliers	1253 De-duplicated Total Suppliers	44 Duplicate Suppliers	606 SME Suppliers	105 Local Suppliers
31,708 Transactions	£72,276 Avg. spend per supplier	0.15% Purchase Card Spend	57.48% SME Spend	24.41% Local Spend

Key:

Total Spend – The total amount of spend for the financial year 2024 /25

Input Suppliers – The number of suppliers, before de-duplication

De-duplicated Total Suppliers - The number of unique suppliers.

Duplicate Suppliers - The number of suppliers which are duplicates of another supplier.

PCard Spend - Percentage of transactions by value of spend that are identified as Purchase Card transactions in the extract.

Transactions - The total number of transactions.

Avg. spend per supplier - The average spend per unique supplier.

Core Trade Spend – Core Trade is a sub set of our supply base that includes all trade suppliers and social care providers with whom we have spend £1,000 or more in the financial year.

SME Suppliers – Small & Medium sized business where the supplier has less than 249 employees or where the annual revenue is less than £22.8m

SME Spend – Spend with SME as a percentage of Core Trade Spend

Local Suppliers – Spend with suppliers within Clackmannanshire based on Post Codes. Please note postcodes are generated from our finance system and it is the postcode that we pay our invoices that is used for this statistic. This does not mean that we are not spending with a national company with a local branch.

Local Spend – Spend with local suppliers as a percentage of Core Trade Spend

Table 2: Variances previous annual reports

	18/19	22/23	23/24	24/25	Variance
Number of Suppliers - Trade Creditors	2021	1420	1365	1297	-68
Total Value of Procurement Spend	£63,629,995	£72,571,029	£88,329,170	£90,561,389	£2,232,219
Number of Invoices	34,617	31520	33265	31708	-1,557
% Spend with SMEs	53%	61.32	61.52	57.48	-4.04
% Spend Locally	16%	26.16	23.10	24.41	1.31

Procurement expenditure has increased over the period from 2023/24 to 2024/25 from £88,329,170 to £90,561,389

The Council paid 91.7% of invoices within 30 days of receipt of a valid invoice to the creditor's team in 2024/25

The % Expenditure with SME's had decreased by .4.04% in the last financial year. Table 6

The % Expenditure locally has increased from the previous year by 1.31%. This is shown in more detail in Table 7

Table 3: Procurement activity in Public Contracts Scotland Portal in the period

	2021/22	2022/23	2023/24	2024/25
Contract Notices Published	13	15	9	10
Contract Award Notices	10	7	18	11
Number of Quick Quotes Published	29	30	22	25

A summary of Clackmannanshire's overall expenditure in percentage terms is shown in Table 4:

Overall Spend in %	2021/22	2022/23	2023/24	2024/25
Social Community Care	36.99	37.47	34.11	35.95
Construction	10.25	9.66	14.46	14.33
FM Services	13.45	12.92	12.72	13.26

Table 4: Overall Expenditure

Proclass 10.1 Level 1	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Social Community Care	£ 32,509,990.01	35.96	147	17.38	3355	10.95
Construction	£ 12,959,512.44	14.33	64	7.57	1948	6.36
Facilities & Management Services	£ 11,993,313.36	13.26	50	5.91	1176	3.84
Construction Materials	£ 4,905,855.49	5.43	53	6.26	10410	33.97
Utilities	£ 4,459,981.63	4.93	17	2.01	520	1.70
Information Communication Technology	£ 2,854,403.18	3.16	68	8.04	679	2.22
Human Resources	£ 2,737,963.68	3.03	62	7.33	1503	4.90
Housing Management	£ 2,626,684.67	2.91	9	1.06	228	0.74
Consultancy	£ 2,139,436.95	2.37	18	2.13	151	0.49
Education	£ 1,917,608.10	2.12	41	4.85	841	2.74
Financial Services	£ 1,910,370.53	2.11	16	1.89	883	2.88
Public Transport	£ 1,599,144.11	1.77	24	2.84	661	2.16
Healthcare	£ 1,239,039.55	1.37	36	4.26	667	2.18
Catering	£ 1,140,232.58	1.26	18	2.13	1824	5.95
Vehicle Management	£ 930,631.88	1.03	42	4.96	1239	4.04
Furniture & Soft Furnishings	£ 907,069.62	1.00	13	1.54	1291	4.21
No Summary Category	£ 828,019.87	0.92	30	3.55	495	1.62
Environmental Services	£ 491,209.02	0.54	30	3.55	341	1.11
Sports & Playground Equipment & Maintenance	£ 449,174.60	0.50	15	1.77	101	0.33
Street & Traffic Management	£ 340,267.19	0.38	7	0.83	65	0.21
Legal Services	£ 285,397.61	0.32	21	2.48	247	0.81
Cleaning & Janitorial	£ 257,342.95	0.28	7	0.83	410	1.34
Mail Services	£ 221,138.86	0.24	4	0.47	246	0.80
Arts & Leisure Services	£ 216,770.84	0.24	13	1.54	76	0.25
Clothing	£ 143,918.74	0.16	9	1.06	595	1.94
Horticultural	£ 141,692.09	0.16	10	1.18	101	0.33
Stationery	£ 79,600.41	0.09	5	0.59	481	1.57
Highway Equipment & Materials	£ 75,981.53	0.08	7	0.83	42	0.14
Health & Safety	£ 45,157.47	0.05	6	0.71	27	0.09
Domestic Goods	£ 6,749.91	0.01	3	0.35	42	0.14
Cemetery & Crematorium	£ 2,250.00	0.00	1	0.12	3	0.01

Highlighted are the top three %'s for each category of expenditure, suppliers & transactions

For information: Consultancy on further analysis is expenditure through HUBCO East Scotland and is construction related expenditure

Appendix 5 provides more detail of the categories of expenditure and detail of the expenditure with individual suppliers.

Table 5 below provides the range of invoice values. Similarly, to last year, a large number of invoices are being processed for relatively low values that create an administrative cost to the council.

Table 5:**Invoice distribution by range of invoice values 2024/25**

Invoice Range	Volume	% of Invoices	Value	% of Spend
More than £250,000	27	0.09	£15,032,215	16.62
£50,001 to £250,000	256	0.83	£24,340,338	26.90
£10,001 to £50,000	1403	4.57	£30,323,409	33.52
£1,001 to £10,000	6208	20.21	£19,759,501	21.84
£501 to £1,000	2555	8.32	£1,862,122	2.06
£101 to £500	8284	26.97	£1,961,030	2.17
£51 to £100	3912	12.74	£290,814	0.32
Less than £51	7477	24.35	£176,451	0.20
Credits	590	1.92	-£3,275,970	-3.62

Invoice distribution by range of invoice values 2023/24

Invoice Range	Volume	% of Invoices	Value	% of Expenditure
More than £250,000	26	0.08	£ 16,269,396.52	17.17
£50,001 to £250,000	233	0.72	£ 23,252,877.69	24.54
£10,001 to £50,000	1383	4.28	£ 29,612,340.07	31.25
£1,001 to £10,000	6740	20.86	£ 21,337,145.53	22.52
£501 to £1,000	3107	9.62	£ 2,230,557.30	2.35
£101 to £500	9020	27.92	£ 2,146,532.67	2.27
£51 to £100	3948	12.22	£ 291,731.40	0.31
Less than £51	7262	22.48	£ 171,935.46	0.18
Credits	584	1.81	-£ 564,474.69	-0.60

Table 6 below shows that overall, expenditure is relatively evenly distributed amongst small and medium sized enterprises and performance compares favourably with other Local Authorities.

Table 6: percentage Expenditure with SME's 2024/25

Supplier Size	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Large Company	£ 34,678,077	42.52	213	24.62	13281	45.65
Medium Company	£ 23,555,536	28.88	261	30.17	9479	32.58
Small Company	£ 23,320,092	28.59	391	45.20	6331	21.76
SME Total	£ 46,875,629	57.48	652	75.38	15810	54.35

There was a decrease of 4% percentage expenditure with SME's compared to last year

Table 7 below shows the percentage of expenditure locally has increased by 1.31% in this financial year.

Table 7: Percentage of Expenditure by Locality.

	21/22	22/23	23/24	24/25	Variance
% Spend Locally	25.40%	26.16%	23.10%	24.41%	1.31%

Percentage of Expenditure in Scottish region 2024/25

Region (Scottish Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
Clackmannanshire	£ 22,043,003	24.41	138	13.09	9596	31.11
Scotland - Forth Valley	£ 35,375,451	39.18	287	26.87	13549	43.78
Scotland	£ 60,575,455	67.08	629	58.90	22062	71.29
Scotland - Glasgow and Strathclyde	£ 13,617,936	15.08	160	14.98	4720	15.25
Scotland - Tayside Central and Fife	£ 5,704,107	6.32	65	6.09	2153	6.96
Scotland - Edinburgh and Lothians	£ 4,600,044	5.09	90	8.43	1017	3.29
Scotland - Highlands and Islands	£ 671,379	0.74	10	0.94	92	0.30
Scotland - South	£ 494,571	0.55	5	0.47	108	0.35
Scotland - Aberdeen and North East	£ 111,966	0.12	12	1.12	423	1.37

4. Annual procurement savings achieved

Appendix 6 illustrates Clackmannanshire's participation in national contracts under the Category A, Scottish Government procurement savings, Category B, Scotland Excel procurement savings and Category C, Clackmannanshire savings

Scottish Government procurement (Cat A) savings

The Scottish Government provide a contract-by-contract cash saving description using various methods depending on the contract type. A full breakdown of Scottish Procurement Savings nationally is at Appendix 6.

Scotland Excel - Local authority sector contracts (Cat B) savings

Scotland Excel estimate potential savings for each new collaborative contract. It bases its calculations on the total Expenditure of participating councils in the previous year(s) and current market data. It works closely with the council to develop its savings estimates and the council agree these estimates during the contract development process.

Scotland Excel calculates savings using the percentage saving that the council might achieve if it opted for the best value supplier in a framework agreement. When the contract becomes operational, Scotland Excel collects Expenditure information from suppliers and applies the expected percentage saving to the actual expenditure on the contract.

Scotland Excel reports savings to councils through quarterly business review reports and to its governance committees. Its method of calculating savings may not always reflect the savings achieved by councils for the following reasons:

- The cheapest option in the framework may not be available to the council.
- The council may not choose the cheapest supplier from those in the framework, for example they may not choose the cheapest tyres in a framework contract if higher cost but better-quality tyres have a lower whole-life cost to the council.
- A council may join a contract after Scotland Excel has awarded it and the saving may be higher or lower depending on the price in the council's predecessor contract.

A full breakdown of Scottish Excel Savings is at Appendix 6.

Clackmannanshire procurement (Cat C) savings

The business case for Corporate Procurement clearly outlines the opportunities to maximise value for money by identifying service benefits and efficiencies through a consistent and corporate approach to procurement. To drive the progress of the business case the Procurement Matters Group was developed to bring together key professionals from the council with procurement responsibilities.

A breakdown of Clackmannanshire Council Savings is at Appendix 7

5. Procurement strategy

The Procurement Reform (Scotland) Act 2014 Section 18 States that the Council must prepare a procurement strategy by 31 December 2016.

Following on from the interim procurement strategy approved by Council on 15th December 2016, approval was sought from the Partnership & Performance Committee to adopt the procurement strategy to cover the period from March 2019 to March 2023 to comply with the requirements of the Procurement Reform (Scotland) Act which was later ratified at the next Clackmannanshire Council meeting

The Strategy sets out how the Council will:

- Make procurement more straightforward for suppliers and the Council alike
- Increase the professionalism and commercial skill of those carrying out procurements for the Council
- Provide opportunities to local and SME suppliers, including third sector organisations, to participate by increasing visibility of the Council's procurement plans and opportunities
- Maximise innovation, sustainability and collaboration in procurement activities
- Work with the Integrated Joint Board (IJB) in the provision of Adult Social Care Services

The Procurement strategy provides a vision for procurement, identifies procurement principles and a work plan to deliver the 6 key themes. Its development followed on from the adoption of the interim strategy, which committed to an engagement exercise being carried out with local stakeholders.

- **Strategic Theme 1: Straightforward:**
To make procurement as straightforward as possible for the Council and potential suppliers, in particular to improve access for local suppliers and SMEs and to eliminate anything that does not add value to the procurement
- **Strategic Theme 2: Professional:**
To continue to embed professional procurement and contract management skills and support the growth of commercial acumen within the Council.
- **Strategic Theme 3: Maximise local opportunities:**
To support and encourage an effective local supplier market including the voluntary sector and the promotion of local social value in contracts.
- **Strategic Theme 4: Strategic:**
To use sound procurement practices and innovative solutions to promote sustainability and value for money, making use of clear and detailed procurement/purchasing data, collaboration and partnership opportunities where appropriate.
- **Strategic Theme 5 Fair:**
To ensure that, where applicable, contractors comply with Living Wage and Blacklisting Policies and to ensure that account is taken of the possible impact

that the Council's approach to major projects might have on different groups of people.

- **Strategic Theme 6 Compliance:**

To ensure that all procurement activity across the Council is compliant with procurement regulations, Contract Standing Orders and Financial Regulations.

The strategy is reviewed annually through the action plan update to ensure ongoing alignment with corporate priorities. Appendix 10 - page 43 provides a detailed update on progress.

This is due for a full revision in the financial year 2025/26

6. Local suppliers

Local suppliers are important stakeholders in the community and setting up and encouraging two-way communication with them helps to fulfil the Council's broader social objectives as follows:

- The use of Community Benefit (CB) clauses provides a method of including social and economic matters in public contracts for the supply of goods, services or works. CB clauses need not cost more, and they require contractors working on public sector contracts to put something back into the community.
- The identification of new suppliers where there may be shortages or lack of competition
- Help local suppliers sell themselves to major companies as potential sub-contractors when large contracts are due to be let by the Council
- Expose the Council to new ideas, products and services from local suppliers and allow them to be routed to the appropriate officer

In accordance with the terms of the Procurement Reform (Scotland) Act, Clackmannanshire Council is committed to maximising community benefits, community wealth building and the Council's social and economic regeneration objectives.

Where identified candidates are required to complete a community benefit method statement, which forms part of the contract conditions. The successful candidates are required to enter into a legally binding agreement incorporating the Community Benefits method statement.

In partnership with Clackmannanshire Third Sector interface (CTSI) we have created a community benefit wish list and have asked community groups and third sector organisations to identify items they require to support their work. This list has been designed to make it easier for businesses operating in Clackmannanshire to see the current needs of charities and social enterprises and candidates are required to choose from this list when submitting their tender.

<https://ctsi.org.uk/community-benefits>

The relatively small geographic areas covered by Clackmannanshire and small number of companies registered with Public Contracts Scotland are likely to be key factors in the share of Expenditure. However, it could easily be argued that Forth Valley as an area could be considered “Local” and our expenditure in Forth Valley equates to **39%** of the Council Expenditure. The data used to calculate these figures are based on expenditure by invoiced postcode. This brings up a few anomalies as several of our supplier’s head offices are not based in the area that the services or goods are supplied from.

As an example, the Council spent £10,029,824 with Clackmannanshire Educational Partnership Ltd, which equates to over 11% of our overall expenditure and Invoiced to their registered office in Windsor & Maidenhead. It could also be reasonably argued that at least 50% of this expenditure could be attributed to the expenditure in Scotland, Forth Valley and Clackmannanshire but the data does not allow us to extract to that level of detail.

Our Expenditure in Scotland was **£60,575,455**. which equates to **67%** of our overall trade creditor expenditure

Region (Scottish Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
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Scotland	£ 60,575,455	67.08	629	58.90	22062	71.29
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Our Expenditure in the Forth Valley area was £35,375,451 which equates to 39% of our overall trade creditor expenditure

Region (Scottish Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
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Scotland - Forth Valley	£ 35,375,451	39.18	287	26.87	13549	43.78
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Our Expenditure in the Clackmannanshire area was £22,043,003. which equates to 24.41% of our overall trade creditor expenditure

Region (Scottish Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
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Clackmannanshire	£ 22,043,003	24.41	138	13.09	9596	31.11
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Local Expenditure by Clackmannanshire Council is dominated by Social Care & Services followed by Construction and then Travel & Accommodation

Please Note: Travel & Accommodation the expenditure is only on Travel

Table 8: Expenditure Summary by Business Sector Locally 2024/25

vCode Business Sector	vCode Business Subsector	vCode Vendor Category	Total Spend	Total Vendors	Total Transactions
Social Care & Services	Adult Services	Home Care Service Providers	£ 5,466,454	5	253
Social Care & Services	Adult Services	Nursing Homes	£ 4,018,800	1	178
Social Care & Services	Adult Services	Adult Residential Care Providers	£ 2,852,782	3	172
Construction	Main Contractors	General Builders	£ 1,950,333	2	229
Travel & Accommodation	Travel	Bus & Coach Operators	£ 666,844	3	223
ICT	Systems Integration & Services	Computer Systems Integrators	£ 406,097	1	28
Travel & Accommodation	Travel	Taxis & Private Hire Companies	£ 371,743	11	221
Human Resources	Recruitment Services	Other Recruitment Agencies & Service Providers	£ 340,021	1	108
Construction	Construction Materials	Plumbing, Heating & AC (HVAC) Equipment Suppliers	£ 325,146	1	2742
Social Care & Services	Other Social Care & Services	Disability & Special Needs Services Providers	£ 295,126	2	64
Social Care & Services	Children's Services	Other Child Care Services Providers	£ 290,802	12	164
Facilities Management	Property & Estate Management	Property Letting & Estate Agents	£ 273,418	3	116
Healthcare	Healthcare Services	Counselling Service Providers	£ 189,933	1	15
Construction	Construction Materials	Builders Merchants	£ 166,737	2	2000
Other Goods & Services	Economic Development	Development Agencies	£ 133,688	2	9
Social Care & Services	Other Social Care & Services	Youth Clubs, Hostels & Associations	£ 124,110	1	8
Construction	Construction Trades	Welding Contractors	£ 97,599	1	12
Social Care & Services	Children's Services	Independent Family Support Service Providers	£ 75,309	1	5
Construction	Construction Equipment	Power & Hand Tool Suppliers	£ 73,913	1	525
Construction	Construction Materials	Sheet Metal & Fabrication Suppliers	£ 61,337	1	290
Construction	Construction Equipment	Plant & Construction Equipment Suppliers	£ 37,323	2	23
Transport	Logistics	Road Transport Contractors	£ 36,720	1	24
Arts, Sport & Leisure	Sports & Playground	Sportswear & Equipment Suppliers	£ 34,980	1	8
Construction	Construction Materials	Do-It-Yourself (DIY) Stores	£ 33,178	1	1350
Construction	Construction Consultants	Other Construction Consultants	£ 30,019	1	22
Arts, Sport & Leisure	Leisure Services	Theme Parks & Attractions	£ 27,280	1	7
Social Care & Services	Other Social Care & Services	Other Social Care & Social Service Providers	£ 25,362	1	17
Facilities Management	Fittings	Awning & Canopy Suppliers	£ 23,918	1	59
Construction	Construction Trades	Roofers	£ 19,863	1	13
Vehicles	Road Vehicles	Coach & Mini Bus Hire Companies	£ 19,637	1	12
Human Resources	Training	Other Training Providers	£ 16,429	2	6
Travel & Accommodation	Travel	Other Travel & Tourism Service Providers	£ 15,000	1	4
Facilities Management	Fittings	Other Fittings & Furnishings Suppliers	£ 14,571	1	67
Vehicles	Road Vehicles	Car & Van Servicing & Maintenance Providers	£ 13,607	1	21
Social Care & Services	Adult Services	Drug & Alcohol Support Providers	£ 12,500	1	2
Financial Services	Accounting & Auditing	Accountants	£ 12,150	1	11
Travel & Accommodation	Accommodation	Hotels	£ 10,271	3	16
Arts, Sport & Leisure	Arts	Other Arts Providers	£ 9,600	1	2
Waste & Environmental Services	Waste Disposal	Hazardous Waste Disposal Providers	£ 9,475	1	2
Facilities Management	Fittings	Kitchen Fitters	£ 9,112	1	94
Professional Services	Business & Management Consultants	Other Business & Management Consultants	£ 8,750	2	8
Food, Beverage & Catering	Food	Fruit & Vegetable Suppliers	£ 8,200	1	6
Construction	Construction Trades	Joiners & Carpenters	£ 8,190	1	1
Education	Education Service Providers	Other Education Service Providers	£ 4,944	1	1
Legal	Legal Services	Solicitors	£ 4,800	2	16
Construction	Construction Trades	Ornamental Metalworkers	£ 4,525	1	4
ICT	Systems Integration & Services	Software Developers	£ 4,400	1	2
Construction	Construction Materials	Quarry & Aggregates Suppliers	£ 4,280	1	19
Waste & Environmental Services	Recycling	Recycling Service Providers	£ 3,700	1	3
Facilities Management	Furniture	Other Furniture Suppliers	£ 3,699	1	1
Arts, Sport & Leisure	Sports & Playground	Sports Clubs & Associations	£ 3,100	1	2
Animals & Farming	Farming	Crop & Livestock Farmers	£ 3,087	1	7
ICT	IT Hardware & Software	Computer Hardware Suppliers	£ 3,050	1	3
Legal	Legal Services	Barristers	£ 2,800	1	3
Marketing & Media	Events	Conference & Event Room Hirers	£ 2,133	1	2
Construction	Construction Trades	Painters & Decorators	£ 1,700	1	2
Facilities Management	Fittings	White Goods Suppliers	£ 1,631	1	5
ICT	Other IT Services	Other IT Service Providers	£ 1,560	1	1
Facilities Management	Grounds Maintenance	Landscaping Contractors	£ 1,090	1	13

There have been several events to assist suppliers including and The Council continues to partner with the Supplier Development Programme (SDP) to help prepare local suppliers to bid for Council Contracts. They have provided several webinars and virtual

events and feedback from these events have been extremely favourable



The Council attended the 2025 national Meet the Buyer event in May, organised by the Supplier Development programme and held at Murrayfield.

We spoke to almost 160 people from an incredibly diverse range of sectors. This included several construction businesses, including "passivhaus" expertise and gym provision, installation and maintenance firms. There were numerous ICT businesses and fleet-oriented companies. There are examples of potential suppliers in almost every area of Council activity

7. Contract standing orders

The Council's Procurement processes and procedures are documented in Contract Standing Orders (CSO's) and Financial Regulations. CSO's are made under Section 81 of the Local Government (Scotland) Act, 1973 and apply to the making of all contracts by or on behalf of Clackmannanshire Council. CSO's are subject to any overriding requirements of the European parliament on the coordination of procedures for public works contracts, public supply contracts and public service contracts and The Public Contracts (Scotland) Regulations 2015.

CSO's set out a framework of procedural rules, behaviours and standards applicable to procurement activity. Compliance ensures value for money, propriety and the proper expenditure of public money and ensures that the Council is fair and accountable in its dealings with contractors and suppliers.

CSO's were reviewed in the 2024/25 financial year, and a report will be submitted to Council for consideration and approval

Exceptions to CSO's are documented and full reports on the exceptions noted in 2024/25 are at Appendix 8.

8. Purchasing system

In 2016 we saw the replacement of the Council's finance system which has been realising benefits of end-to-end processing by fully supporting the e-procurement (purchase to pay process) and are enhancing procurement and finance governance arrangements.

The benefits include improved supplier payments, significant reduction in the purchase card transactions and enhanced procurement management information.

The Council is now using the system to undertake the annual financial analysis and procurement category of expenditure.

The system was upgraded in February 2020 and updated in 2022 to further improve the functionality and enhance the business processes and governance arrangements.

- **Contract Management**

This will provide us with a totally integrated procurement contract solution by combining the Contract Management, Purchasing, Catalogues and accounts payable modules with electronic workflow and web services. This is at the configuration design stage and a final configuration design document will be completed in the next financial year 2025/26

9. Purchasing cards

Due to the previous manual invoice system, the Council found difficulties in meeting national performance indicators to pay suppliers within 30 days, which was one of the reasons for implementing a new finance system. The figures shown in table 9 show the reductions in Purchase card expenditure and transactions.

Since 2003, a partnership with Barclaycard through the Government Procurement Card (GPC Visa) contract has enabled authorised staff to conduct low-value transactions quickly and to consolidate large numbers of invoices from multiple suppliers into a single monthly invoice, thus removing process costs and improving management information. There is a potential efficiency saving of £28 per transaction compared to the full manual process.

As GPC pays suppliers in as little as four days it allows the Council to support the Scottish Government's pledge to pay SMEs within 10 days.

The arrangement also makes it easier to monitor compliance with procurement policies such as delegated authority levels as the following can be set:

- different levels of purchasing authority for staff
- built-in safeguards such as monthly credit limits
- business sector category restrictions

The utilisation of the finance system rather than using the purchase card has provided improved workflow capabilities to route transactions for review and approval and show greater visibility on what is being spent. The use of electronic catalogues within the

system has taken away the requirement to use purchase cards for the low value transactions which can be consolidated within the finance system and reduce the number of transactions. The reduction in volumes and expenditure are shown in table 9 below.

Table 9: Purchase Card transactions summary

	2021/22	2022/23	2023/24	2024/25
Purchase Card Transactions	943	701	610	609
Spend	£167,975	£172,591	£ 166,695	£ 140,298
Cardholders	17	18	16	14

The Purchase Card process and our partnership with Barclaycard through the Government Procurement Card (GPC Visa) was reviewed this year.

We have been exploring via Scotland Excel the Cluster Agreement within the Crown Commercial Framework RM6248, Payment Solutions 2, Lot 1 – Procurement Cards which could deliver additional benefits to Council.

10. The Scottish Procurement Strategy

The Scottish Government's procurement strategy for 2024-2028. sets out their strategy and describes how they plan to carry out procurements for the period 1 April 2024 to 31 March 2028. It reflects their role as a contracting authority and some broader activities that they undertake in leading and delivering strategic governance, procurement policy, capability and eCommerce solutions across the Scottish public sector.

The strategy details strategic aims and objectives which support delivery of Scotland's Programme for Government which sets out three clear missions – Equality, Opportunity and Community. The strategy supports, aligns and drives continuous improvement with several national and local strategies, including the Public Procurement Strategy for Scotland (PPSS).

The national ambitions are embedded in the PPSS and this strategy details how they will continue to deliver them, working collaboratively across the public and private sectors, providing tools, support and guidance. It shows how they will help influence and empower buyer, supplier and key stakeholder communities and collectively use the significant annual public procurement spend across the Scottish public sector to support an inclusive, green and growing economy, support longer term economic wellbeing, a just transition to net zero and to support the response to the climate emergency.

There is a commitment to delivering in line with the principles of procurement, acting transparently and reducing barriers to engagement so that opportunities can be accessed by as diverse a range of businesses and organisations as possible.

This strategy outlines how we will all use the Power of Procurement to deliver and influence outcomes that are good for businesses and their employees, good for places and communities, good for society, and that are open and connected with the communities we serve.

11. Sustainable Procurement Duty (SPD)

Clackmannanshire Council's Sustainable Procurement Duty (SPD) is a legal requirement under the Procurement Reform (Scotland) Act 2014, requiring the Council to consider how its procurement activities can improve social, environmental, and economic well-being. This includes reducing inequality, involving Small and Medium Enterprises (SMEs), and promoting innovation, all while acting in a socially responsible manner. The Council uses tools and templates, such as self-cleansing questionnaires, to ensure these requirements are met and documented in their annual procurement reports.

Key Aspects of Clackmannanshire Council's Sustainable Procurement Duty

Legal Framework:

The duty stems from the Procurement Reform (Scotland) Act 2014, which mandates all contracting authorities in Scotland to uphold it.

Objectives:

The SPD requires the Council to consider how procurement can:

- **Improve Well-being:** Enhance the social, environmental, and economic well-being of the Clackmannanshire area.
- **Reduce Inequality:** Take steps to reduce inequality through procurement practices.
- **Support Local Businesses:** Facilitate the involvement of SMEs, third sector bodies, and supported businesses in procurement.
- **Promote Innovation:** Use public procurement as a tool to encourage and promote innovation.

Implementation Tools:

The Council uses various tools to implement the SPD:

- **Questionnaires:** Standardized SPD selection questions are included in procurement exercises, along with specific requirements relevant to the contract's value and risk.
- **Self-Cleansing:** Bidders can provide evidence of remedial actions to demonstrate their reliability.
- **Sustainable Procurement Tools:** The Council utilizes tools provided by The Scottish Government to help identify and address economic, social, and environmental outcomes.

Reporting and Documentation:

- **Procurement Strategy:** The Council outlines its approach to sustainable procurement in its overall procurement strategy.
- **Annual Reports:** The Council prepares an annual procurement report detailing its regulated procurement activities and their compliance with the Act and strategy.

Fairness:

A key element is ensuring contractors adhere to practices such as the Living Wage and avoid blacklisting policies, ensuring a fair approach to major projects.

12. Community Wealth Building

Clackmannanshire Council is committed to Community Wealth Building, which is an economic development approach focused on generating, circulating, and retaining wealth within local communities, with a focus on using anchor institutions to achieve this. The council is a leader in Community Wealth Building activity in Scotland and has a strategy for this purpose, focusing on collaboration with public and third-sector partners and businesses to empower communities and achieve improved, sustained outcomes, particularly in the face of challenges like the cost-of-living crisis.

Key Aspects of Clackmannanshire's Community Wealth Building

- **Anchor Institutions:**
The strategy relies on local anchor institutions (like the council, health boards, and universities) to harness their economic and social power for community benefit.
- **Collaboration:**
It emphasizes working collaboratively with public sector partners, third sector organisations, and businesses to deliver better outcomes.
- **Wellbeing Economy:**
The approach is aligned with the council's Wellbeing Economy Strategy, which seeks to build a more sustainable and prosperous future for the area.
- **Targeted Aims and Outcomes:**
The People Community Wellbeing Plan 2024-25 outlines specific aims and activities to achieve Community Wealth Building goals.
- **Response to Crises:**
Community Wealth Building provides a framework for addressing the short, medium, and long-term effects of the COVID-19 and cost of living crises by re-thinking how services are delivered to be more integrated and collaborative.

In essence the Council uses Community Wealth Building to ensure that economic development benefits its local communities, empowering them to achieve greater health, wellbeing, and prosperity.

We have also received significant practical support from Scottish Government and agencies such as Scotland Excel and the Improvement Service

We very much hope that learning from our work in Clackmannanshire will be of use to others as the drive to deliver a Wellbeing Economy and implement Community Wealth Building approaches across Scotland gathers pace.

We still have work to do to create both the capacity and culture to achieve this and to make the work more accessible to citizens, communities, businesses and other local organisations.

We have made commitments in our Transformation Programme to significant projects, such as the Family Wellbeing Partnership, this will help us to build trust in our approach with our communities.

Progressive Procurement of Goods and Services

Progressive procurement is a means through which greater economic, social and environmental benefits can be achieved for local places and people. Increased local Expenditure creates jobs, contributing to a multiplier effect which in turn creates additional jobs via increased demand for local goods and services.

Corporate Culture on Procurement and Commissioning

In this report and previous Annual Procurement Reports it affirms that Clackmannanshire Council is committed to maximising community benefits, Community Wealth Building and the Council's social and economic regeneration objectives.

Furthermore, it recognises that local suppliers are important stakeholders in the community and setting up and encouraging two-way communication with them helps to fulfil the Council's strategic priorities.

13. Living Wage Employer

Living Wage Employer

The Real Living Wage is the only rate calculated according to what people need to make ends meet. It provides a voluntary benchmark for employers that choose to ensure their staff earns a wage that meets the costs and pressures they face in their everyday lives.

These rates are announced in November as part of Living Wage Week – the annual celebration of the Living Wage movement in the UK.

The rates are calculated annually by the Resolution Foundation and overseen by the Living Wage Commission, based on the best available evidence on living standards in London and the UK.

The Living Wage Foundation is the organisation at the heart of the UK movement of businesses, organisations and individuals who campaign for the simple idea that a hard day's work deserves a fair day's pay.

Clackmannanshire Council was confirmed in November 2021 as an accredited Living Wage employer. This links in to our community wealth building agenda and reinforces our commitment as a Council to reducing poverty and inequality for our employees.

14. Other activities

The UK Procurement Act 2023 came into effect on the 24th February 2025

The provisions of the Act do not, in the main, apply to devolved Scottish authorities, which continue to be governed by the existing suite of Scottish procurement legislation [the Public Contracts (Scotland) Regulations 2015, the Utilities Contracts (Scotland) Regulations 2016, Concession Contracts (Scotland) Regulations 2016, the Procurement Reform (Scotland) Act 2014 and the Procurement (Scotland) Regulations 2016].

There will be some implications for the Council when we use framework agreements put in place by English, Welsh and Northern Irish authorities, however this should not be felt immediately. Devolved Scottish authorities can continue to award call-off contracts under framework agreements awarded by, or advertised by, English, Welsh and Northern Irish authorities prior to today.

Existing rules and procedures will continue to apply to these framework agreements. For any framework agreements advertised under the UK Procurement Act going forward from Feb, Scottish devolved authorities will be subject to elements of the new UK rules once these framework agreements are in place and whenever they award a contract under the terms of them.

For note: Scotland has already taken significant steps to reform public procurement, some of which are now being mirrored by the new UK Act. Indeed, the Sustainable Procurement Duty in the Procurement Reform (Scotland) Act 2014 explicitly requires Scottish authorities to consider how a procurement process can improve the economic, social and environmental wellbeing of their area – specifically including reducing inequality – and to act with a view to securing such improvements.

It also requires consideration of how to facilitate the involvement of SMEs, third sector bodies and supported businesses, and supporting innovation.

The 2014 Act also increased transparency by requiring regulated contracts to be advertised on one single advertising portal, and it requires authorities to consider community benefits in major contracts.

Scottish suppliers will continue to enjoy legally-enforceable rights to equal treatment when bidding for regulated contracts under the UK Procurement Act.

- The Council will continue to review and update procurement:
 - Policies, procedures and contract standing orders
 - Standard form tender documentation
 - Standard form contracts
- Policies, procedures and contract standing orders updates will:
 - Give prominence to the national procurement priorities which will underpin all Council procurement activities including community wealth being
 - Update statutory references – Act and new Regulations
 - Update thresholds and reflect lower thresholds under Act
 - Include new procedures – competitive with negotiation, innovation partnership
 - Reference Light Touch Regime where appropriate
 - Consider producing decision-making tools to assist those making procurement related decisions – checklists / flowcharts
 - Highlight that some contracts may be subject to both Act and Regulations

Clackmannanshire Council Contract register

The contract register is publicly available and here you can see all current contracts, expired contracts and collaborative contracts and is updated on a regular basis, and can be accessed via Public Contracts Scotland

https://www.publiccontractsscotland.gov.uk/Contracts/Contracts_Search.aspx?AuthID=AA00260

Focus On Spend

Focus on Spend seeks to deliver meaningful visibility of Clackmannanshire Council's Expenditure on goods & services bought from suppliers in the last financial year.

<https://www.clacks.gov.uk/site/documents/procurement/tradecreditorexpenditure/>

The information is provided by dxc.com (Spikes Cavell), a private company that classifies our payment data into clear and consistent categories that we think makes our expenditure information more accessible. To that end significant effort is required to improve the raw financial data such that it is accessible, relevant and of value to the general public.

As with any classification, we are aware that some expenditure can end up in categories that people didn't expect. This is likely to happen when where we have bought more than one kind of item from the same supplier. Despite this, we think that this method of presentation provides the public with good quality, easily accessible information on Council expenditure.

TechnologyOne future updates

Contract Management

This will provide us with a totally integrated procurement contract solution by combining the Contract Management, Purchasing, Catalogues and accounts payable modules with electronic workflow and web services. This is at the configuration design stage, and a final configuration design document will be completed in the next financial year 2025/26

Appendix1. Summary of the regulated procurements that have been completed during the year covered by the report.

Table 10: Regulated procurement summary

File Number	Requirement	Org	Value	Complied With Strategy	Community Benefits
2/6/2136	VERITAS SOFTWARE RENEWAL	Crown	£ 110,326.86	Yes	No
2/6/2137	CLEARSWIFT WEB AND EMAIL FILTER SUPPORT	Crown	£ 60,274.22	Yes	No
2/6/2143	FLEET REPLACEMENT – 18T GRITTING VEHICLE	SXL	£ 148,736.00	Yes	No
2/6/2145	HCL LOTUS NOTES SUPPORT	Crown	£ 190,035.00	Yes	No
2/6/2149	HEALTH & SAFETY IT SYSTEM	Crown	£ 62,242.24	Yes	No
2/6/2151	TARGETED COUNSELLING IN ESTABLISHMENTS 10 - 18	Clacks	£ 518,700.00	Yes	Yes
2/6/2155	PUBLIC BUILDINGS SERVICING AND REACTIVE HEATING MAINTENANCE	SPA	£ 1,000,000.00	Yes	No
2/6/2156	DISPOSAL AND HAULAGE OF CARPETS & MATTRESSES	SXL	£ 240,000.00	Yes	No
2/6/2157	PARTNERSHIP AND PERFORMANCE CAPACITY REVIEW	Clacks	£ 50,000.00	Yes	No
2/6/2158	TRACTOR HIRE (WINTER MAINTENANCE)	SXL	£ 195,000.00	Yes	No
2/6/2161	SELF NEGLECT AND HOARDING SERVICE	Clacks	£ 75,000.00	Yes	No
2/6/2166	CYCLE STORAGE INFRASTRUCTURE	Clacks	£ 175,000.00	Yes	Yes
2/6/2167	CYCLE AUTOMATIC TRAFFIC COUNTERS	Clacks	£ 129,762.63	Yes	Yes
2/6/2173	ROAD MATERIALS - ROADSTONE	SXL	£ 500,000.00	Yes	Yes
2/6/2180	PLACE SUPPORT CONTRACT	SPA	£ 2,916,000.00	Yes	No
2/6/2182	FLEET REPLACEMENT – SWEEPER REPLACEMENT	SXL	£ 168,059.00	Yes	No
2/6/2195	DRIVE THOUGH TRUCK WASH BAY	SXL	£ 80,000.00	Yes	No
2/6/2198	SOCIAL WORK IT SYSTEM CONSULTANCY	Barnet	£ 182,000.00	Yes	No
2/6/2201	GREENFIELD HOUSE REFURBISHMENT	SPA	£ 1,000,000.00	Yes	No
2/6/2206	ENERGY EFFICIENT HEATING - GAS BOILERS	SPA	£ 1,888,000.00	Yes	No
2/6/2223	SOCIAL WORK IT SYSTEM CONSULTANCY - ADDITIONAL CONSULTANCY	Barnet	£ 167,500.00	Yes	No
2/6/2228	ICT DESKTOP CLIENT DEVICES	Scot	£ 500,000.00	Yes	No

Appendix 2. Summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,

Where the Council proposes to carry out a regulated procurement where the estimated value of the contract is equal to or greater than £4,000,000. The Council must, before carrying out the procurement, consider whether to impose community benefit requirements as part of the procurement.

There were no contracts during this year that required consideration as part of the regulation.

Four (4) regulated procurements had community benefits included that were below the £4,000,000 threshold. These are shown in the table Below

Most large-scale contracts have been done via National arrangements. The roadstone contract via Scotland Excel qualifies for community benefit points due to the annual spend. Once this is calculated these will be called off by the services as part of their contract management.

Ref	Title	Start Date	End Date	Community Benefits Expected	Main Contractor
2/6/2151	Targeted Counselling services across educational establishments for young people aged 10-18	01/11/2024	01/05/2025	The Counselling in Schools service will work to build children, young people and their families resilience and capacity through a targeted, intensive support service that helps them to cope with wide-ranging and complex social, emotional and mental wellbeing concerns. The defined and bespoke role will utilise qualified Counsellors and will involve collaboration and signposting to existing services across Clackmannanshire	Therapeutic Counselling Services Ltd
2/6/2166	Supply and Installation of Cycling Shelters and Storage Facilities	25/11/2024	25/03/2025	Grease Monkey Free bike repair station donated Clothing to Cycling Without Age donated Organise bike maintenance evenings	Grease Monkey Ltd
2/6/2166	Supply and Installation of Cycling Shelters and Storage Facilities	25/11/2024	25/03/2025	Falso Scrap metal value donated to Trussell Foundation Local community groups have been invited to include their wishes so they can be catered for eg Third Sector Interface and Friends of Gartmon Dam.	Falco UK Ltd
2/6/2167	Installation of Automatic Cycling and Pedestrian Monitoring Counters	03/03/2025	03/04/2026	They have already engaged with Cycling Without Age Clackmannanshire to understand their specific needs and have tailored their support accordingly. They commit to making a measurable impact by directly addressing the requirements outlined by Clackmannanshire Council. Direct Financial Support: In Phase 1, they will allocate £500 to provide Cycling Without Age with essential cycling maintenance equipment. In Phase 2, they will boost this support with an additional £1,000, ensuring the sustainability and performance of their bike fleet. Strengthening Active Travel: Their initiative complements the installation of pedestrian and cycle counters by promoting monitored routes and active travel. They drive greater usage of these routes, enhancing the overall cycling infrastructure in Clackmannanshire. Enhancing Community Well-Being: By supporting Cycling Without Age, they help offer community members enriching outdoor cycling experiences, giving them a fresh lease on life and improving their quality of life.	Clearview Intelligence Ltd

Appendix 3. Steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,

Suppliers whose main aim is the social and professional integration of disabled or disadvantaged persons, where at least 30% of their employees are disabled or disadvantaged workers are classed as Supported Businesses. It is possible for the Council to “reserve” the right to participate in a competition to supported businesses where it is assessed as appropriate.

The Council contract standing orders enable officers to reserve contracts with supported businesses more readily without having to resort to full tendering exercises.

We actively encourage the use of the supported business frameworks and are currently using:

Provider	Provision	24/25
APEX	Cleaning Services	£40,000.00
Alloa Community Enterprises (ACE)	Second-hand furniture outlet,	£3,700.00
Lady Haig Poppy Factory	Component assembly	£42.40
Royal National Institute for the Blind	Signage	£2,552.00
GTS Solutions CIC	Security	£26,597.00
Scott Direct Limited	Workwear PPE	£5,417.00
		£72,891.40

Appendix 4. Summary of the regulated procurements the authority expects to commence in the next two financial years,

The Council capital plan agreed at Council provides detail of future regulated procurement requirements for 2025/26 to 2044/45 this can be found at

<https://www.clacks.gov.uk/document/meeting/127/1286/8106.pdf>

Specifically pages 79 – 80 of the report linked above

The listing below is contracts due for renewal within the next two financial years. Please note some of these arrangements have the option for extension periods that extend the contracts beyond the original end date.

ID	TITLE	END DATE
672749	Microsoft OVS & FoxIT PDF Editor Software	31/10/2025
782210	Internet of Things; Atmospheric, Social Housing	08/11/2025
806261	Schools Fibre Installation	30/11/2025
784499	Specialist Employability Support	30/11/2025
760149	Traffic Signals Maintenance Services	30/11/2025
751948	Mobile Voice and Data Services	30/11/2025
637296	Roads Management Software	30/11/2025
787963	Customer Service Hub - Professional Services	27/01/2026
544087	Online Payment and Engagement Solutions and Cashless Catering Solution	31/01/2026
802838	Specialist Planning Recruitment	15/03/2026
715081	Waste services Labels and Software	15/03/2026
807952	National Care Home Contract	31/03/2026
804647	Care & Support for Children and Young People - Add Req	31/03/2026
794393	Housing System Support and Maintenance - OHMS	31/03/2026
788404	Supply and Delivery of Bicycles	31/03/2026
742403	Framework Agreement for Superimposed Road Markings & Associated Services	31/03/2026
713767	Westhaugh Transformational Project	31/03/2026
692136	Window Replacements	31/03/2026
692129	Door Provision	31/03/2026
687248	Stairlifts, Steplifts, Vertical Through Floor Lifts and Hoists	31/03/2026
687240	NOx Analyser Service Contract	31/03/2026
678093	Enhancement to Leisure & Management Booking System with support.	31/03/2026
677925	HR Payroll System	31/03/2026
677404	Demolition of lock ups and other non permanent structures	31/03/2026
661765	VMware licensing upgrade - Education & Corporate	31/03/2026
282618	Vending Service Concession	31/03/2026
793718	Care and support for children and young people	01/04/2026
771612	School Age Childcare Early Adopting Communities Project	01/04/2026
764235	Care and support for children and young people	01/04/2026
640839	Banking Services	01/04/2026

613169	Care and support for children and young people	01/04/2026
761623	School Online Payments	05/04/2026
684503	Oracle licence agreement	05/04/2026
792894	Installation of Automatic Cycling and Pedestrian Monitoring Counters	03/05/2026
766516	Replacement Ski Mats	15/05/2026
768130	Collection and Treatment of Mixed Wood	28/05/2026
809962	Pilot scheme for Employability Programme (for those with experience of Justice system)	31/05/2026
792544	Stone Preservation Works	30/06/2026
771155	Self Neglect and Hoarding Service	30/06/2026
738586	Schools Anti-Virus	30/06/2026
738373	Customer Service Hub	08/07/2026
625134	Early Learning and Childcare Funded Providers	31/07/2026
745562	Vehicle Telematics	01/08/2026
638231	Early Learning and Childcare Funded Providers	01/08/2026
590846	Early Learning and Childcare Funded Providers	01/08/2026
797667	Storage Of Gypsy Travelers' Caravans	03/08/2026
663044	Early Learning and Childcare Funded Providers	03/08/2026
709874	Energy Efficiency Scotland Area Based Scheme	21/08/2026
742632	Domestic Roof and Render Upgrade Works	31/08/2026
705739	Soft Skills Training	11/09/2026
772575	Roadstone	30/09/2026
766223	HCL Notes Software	30/09/2026
708066	Safe Electrical Periodical Testing Corporate Public Buildings	01/10/2026
747154	Haulage and processing of recyclable containers- plastics, metals and cartons	10/10/2026
811468	Windows 10 Extended Support (Corporate)	14/10/2026
792520	Tourism Consultant	20/10/2026
810089	Gap Homes Stirling Project	03/12/2026
753763	Corporate Microsoft Licenses	31/12/2026
786833	The disposal and treatment of Waste Electrical and Electronic Equipment (WEEE)	06/01/2027
757797	Ground water and gas monitoring of Black Devon closed landfill	28/02/2027
809222	Chair of the Technical Design Authority (TDA)	31/03/2027
809086	Crisis Support	31/03/2027
792539	Culture, Heritage and Tourism Business Plan Development Consultant	31/03/2027
774954	Short Term Residential Care for Young People with Complex Health Needs as a result of a Disability	31/03/2027
772187	Housing Money & Welfare Benefits advice & Support	31/03/2027
771797	Bill Payment Service	31/03/2027
770452	Citrix Universal Hybrid Multicloud	31/03/2027
763903	Clearswift Web and Email filter support	31/03/2027
763899	Veritas Software Renewal 2024	31/03/2027
763889	Education Smoothwall support	31/03/2027
728880	IDOX Uniform Support and Hosting	31/03/2027
728439	Idox Uniform and EDMS Package	31/03/2027
713775	Wellbeing Hub Project Manager and Authoritys Representative	31/03/2027

Appendix 5. Top 50 Suppliers by total expenditure

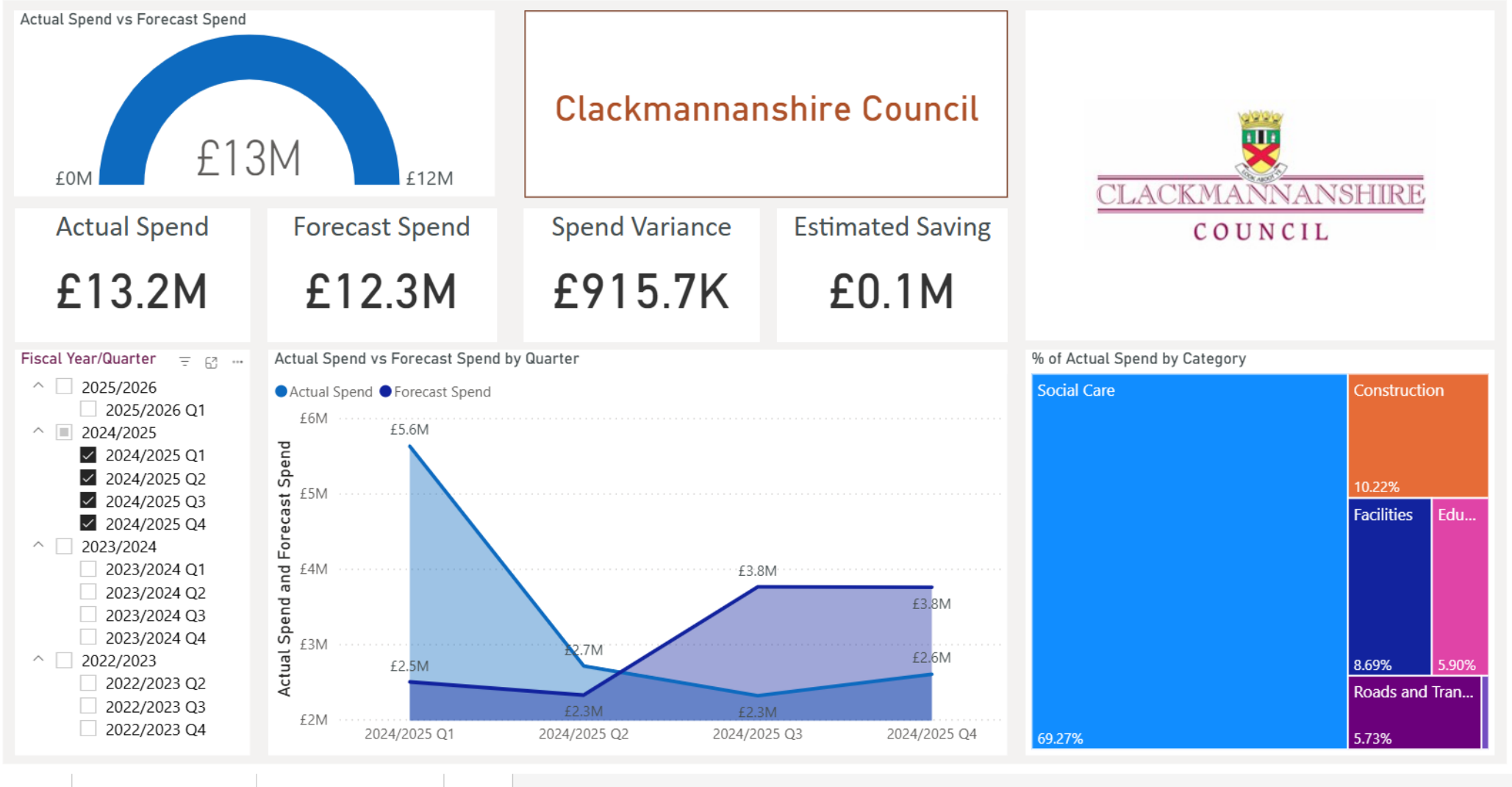
Supplier Name	Total Value	Proclass 10.1 Level 3
Clackmannanshire Educ Partnership Ltd	£ 10,029,824.41	Facilities & Management Services - Other
ARIA HEALTHCARE GROUP LTD	£ 4,018,799.61	Social Care - Adult - Nursing Homes
McConnell Seamless Roofing	£ 3,932,157.01	Construction - Buildings - Other
EDF Energy Networks Ltd	£ 2,734,510.89	Utilities - Electricity
Cera Care Operations (Scotland) Ltd	£ 2,565,528.64	Social Care - Adult - Domiciliary Care
SIDEY GLAZIERS LTD	£ 2,358,167.40	Construction Materials - General Materials
Community Integrated Care	£ 2,170,172.56	Social Care - Adult - Domiciliary Care
Lasman	£ 1,908,711.00	Construction - Buildings - Construction
HUB EAST CENTRAL SCOTLAND LIMITED	£ 1,586,710.85	Consultancy - Management - Organisation & Planning
ARTHUR J GALLAGHER (U K) LIMITED	£ 1,440,039.25	Financial Services - Insurance
Scottish Autism Central Area Office	£ 1,310,278.63	Social Care - Adult - Residential Care
Parklands Care Limited Meallmore	£ 1,249,952.88	Social Care - Adult - Residential Care
Key Housing Association Ltd	£ 1,240,953.66	Housing Management - Other
IKL CARE	£ 1,236,274.55	Social Care - Adult - Domiciliary Care
Cluaran HCS Limited	£ 1,148,028.07	Social Care - Adult - Domiciliary Care
M A BROWN	£ 1,075,986.43	Social Care - Other
SURESERVE ENERGY SERVICES UK LTD	£ 1,015,274.75	Construction - Buildings - Other
Cairn Construction Limited	£ 952,464.70	Construction - Other
SEAMAB SCHOOL	£ 936,387.90	Education - Children Services
1st Class Care	£ 919,607.97	Social Care - Adult - Domiciliary Care
J H Civil Engineering Ltd	£ 857,056.00	Construction - Other
AC Gold Services	£ 801,223.10	Construction - Buildings - Other
Sysco GB Limited	£ 788,373.72	Catering - Food & Beverages - Other
Flourish Home Support Services Ltd	£ 781,301.86	Social Care - Adult - Domiciliary Care
TOTAL GAS & POWER LTD	£ 757,857.24	Utilities - Gas
ACTION FOR CHILDREN SERVICES LTD	£ 756,633.76	Social Care - Children - Adoption
FORTH VALLEY NHS BOARD	£ 716,936.44	Healthcare - Other
CAREVISIONS	£ 695,322.50	Social Care - Children - Specialist Domestic Violence
Skinnners Construction Limited	£ 646,864.87	Construction - Buildings - Construction
M.A.B Preservation Limited	£ 615,860.45	Construction - Buildings - Repair & Maintenance
Ark Housing Association Ltd GR	£ 599,470.65	Housing Management - Other
HUNTERS EXECUTIVE COACHES	£ 595,801.66	Public Transport - Passenger Transport
Kibble Education And Care Centre	£ 595,657.20	Social Care - Children - Childcare Services
HC-ONE LTD (FORTHBANK)	£ 588,235.15	Social Care - Adult - Residential Care
Trust Housing Association Ltd	£ 587,312.74	Housing Management - Other
Danshell Healthcare Limited	£ 551,424.29	Social Care - Children with Disabilities â€“ Care Services
STEP UP	£ 542,598.43	HR - Training & Conferences
Starley Hall School	£ 541,052.15	Education - Children Services
AMERESCO LIMITED	£ 528,313.17	Facilities Mgmt - Energy Efficiency
HAYS PERSONNEL	£ 526,730.72	HR - Temporary & Agency Staff - Other
Scotia Homecare Solutions Ltd	£ 518,031.42	Social Care - Adult - Domiciliary Care
Aberlour Child Care Trust	£ 505,688.03	Social Care - Children - Childcare Services
Little Stars Nursery	£ 503,011.50	Social Care - Children - Nurseries & Creches
THE NATIONAL AUTISTIC SOCIETY	£ 498,221.26	Social Care - Children with Disabilities â€“ Care Services
SWIIS FOSTER CARE LTD	£ 497,307.16	Social Care - Children - Adoption
Richmond Fellowship	£ 454,842.95	Social Care - Other
The Furnishing Service Ltd	£ 452,519.04	Furniture - Domestic Furniture
Scottish Water	£ 443,837.07	Utilities - Water
FLYING START NURSERY	£ 440,145.01	Social Care - Children - Nurseries & Creches
Barnardo'S	£ 423,795.78	Social Care - Children - Childcare Services

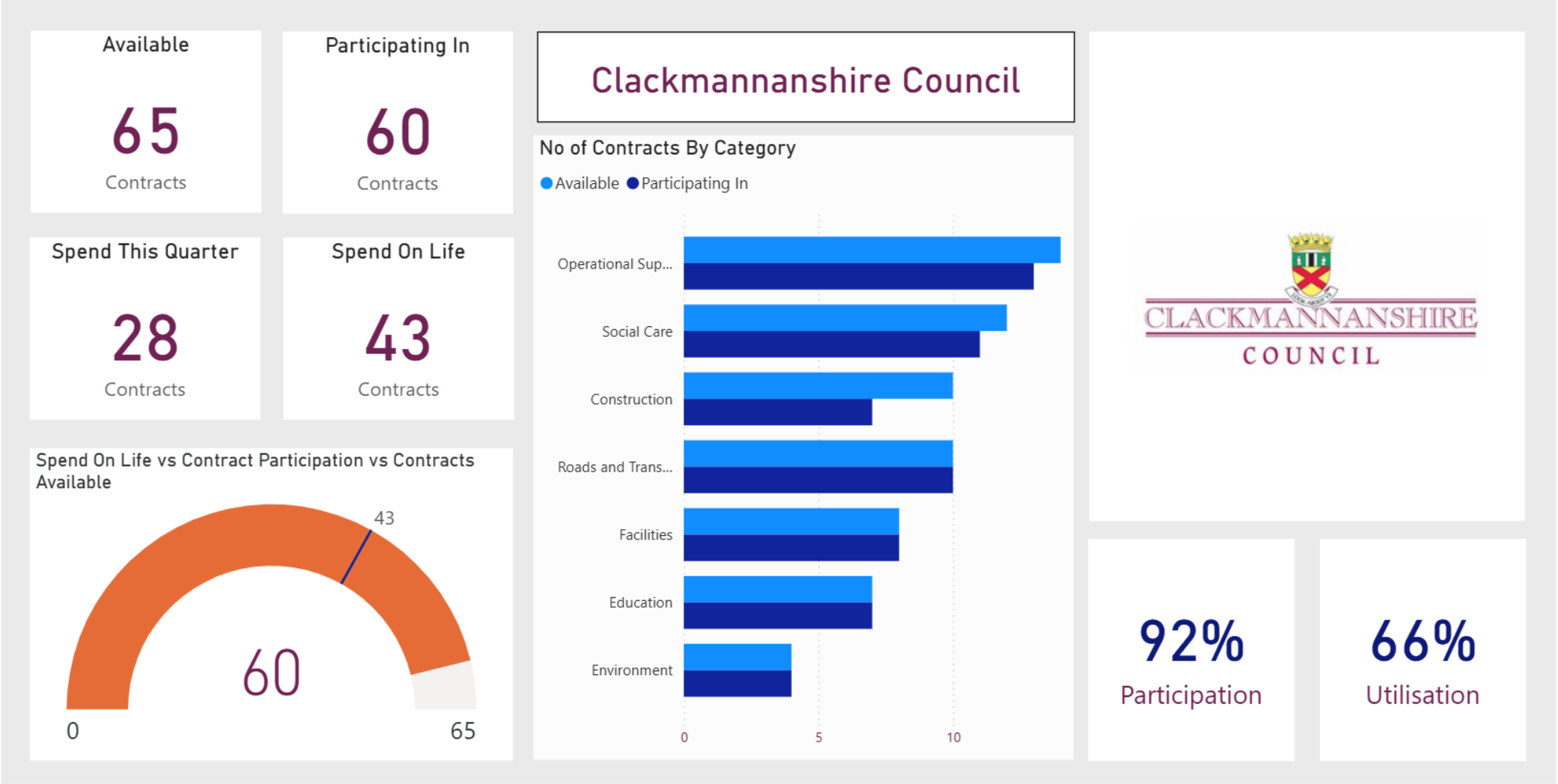
Appendix 6. Participation in National Contracts

Scottish Government procurement (Cat A) Summary of contracts used expenditure and savings

Contract	SUPPLIER	Total Spend	Total Saving
General Office Supplies	Lyreco UK Limited	£ 48,801	£ 3,377
Print & Associated Services (2023) - Lot 1 (Litho / Digital / Web)	Harlow Printing Ltd	£ 1,035	£ 115
Print & Associated Services (2023) - Lot 1 (Litho / Digital / Web)	McAllister Litho Glasgow Ltd	£ 524	£ 58
Print & Associated Services (2023) - Lot 1 (Litho / Digital / Web)	Panda Litho Limited t/a Pandaprint	£ 1,947	£ 214
Recruitment Advertising & Public Information Notices (2020)	Peoplescout Ltd	£ 6,076	£ 6,401
Banking Services (2022)	The Royal Bank of Scotland	£ 6,047	£ 2,419
Legal Services Framework 2019 - One Stop Shop	Morton Fraser MacRoberts	£ 155,147	£ -
Legal Services Framework 2023 – Litigation, Reparation, Employment and Inquiries	Brodies	£ 4,148	£ -
Postal Services Framework 2021 – Lot 1 - One Stop Shop for Physical, Hybrid, Scheduled/Regular Bulk (Print and Post) and Digital Mail Services	Royal Mail Group Ltd	£ 76,134	£ 3,045
Temp Admin, Catering & Manual Staff Services Framework 2019 (3rd generation) – South Region	Pertemps Recruitment Partnership Ltd	£ 45,069	£ 3,907
National Framework for Office Equipment and Services (2017)	Ricoh (UK) Ltd	£ 59,500	£ 13,489
Mobile Client Devices	Hewlett Packard UK Ltd	£ 73,384	£ 54,966
Technology Peripherals and Infrastructure	Computacenter	£ 21,777	£ 5,227
New Software VAR Framework	Computacenter	£ 4,497	£ 65
Desktop Client Device Framework	HP	£ 182,217	£ 116,155
Web Based and Proprietary Device Framework	XMA Ltd	£ 263,680	£ 74,920
Natural Gas	Total Gas & Power Ltd	£ 764,569	£ 20,290
Electricity 2021	EDF Energy Ltd	£3,217,676	£ 149,086
Liquid Fuel - Scotland Central (2023)	Highland Fuels	£ 385,432	£ 21,083
Liquid Fuel - Scotland Central (2023)	Scottish Fuels	£ 24,752	£ 1,354
Water and Waste Water Services (2023)	Business Stream	£ 465,650	£ 118,649
		£5,808,062	£ 594,821

Participation in National Contracts
Scotland Excel - Local Authority sector contracts (Cat B)





Appendix 7. Clackmannanshire procurement activity (Cat C) savings

Clackmannanshire Council Cat C procurement activity savings are calculated by showing the difference between the budget figure authorised at the start of the procurement process and the actual contract figure. Both values are for the total value of the contract over the lifetime of the contract. The figures shown below are for procurement activity started in **April 2024 up to March 2025**.

Potential Overall Savings **£638,304** and:

Potential Annual Saving for 2024/25 **of £517,815**

File Number	Requirement	Supplier Name	Form 1 Estimated Spend	Form 2 Amount of Award	Savings	Capital / Revenue	Goods, Services or Works	Months	Potential Annual Saving
2/6/2130	EDUCATION BACKUP VEAM	Trustmarque Solutions Ltd	£ 29,000.00	£ 28,691.78	£ 308.22	Both	Service	60	£ 61.64
2/6/2132	ONLINE SCHOOL PAYMENTS	Parentpay	£ 17,809.00	£ 14,272.60	£ 3,536.40	Revenue	Service	24	£ 1,768.20
2/6/2133	EDUCATION SMOOTHWALL HYBRID FILTER	Ultima Business Solutions	£ 26,000.00	£ 25,465.97	£ 534.03	Revenue	Service	36	£ 178.01
2/6/2137	CLEARSWIFT WEB AND EMAIL FILTER SUPPORT	Boxxe	£ 64,000.00	£ 60,274.22	£ 3,725.78	Revenue	Service	24	£ 1,862.89
2/6/2145	HCL LOTUS NOTES SUPPORT	Boxxe	£360,000.00	£ 190,035.00	£169,965.00	Both	Service	30	£ 56,655.00
2/6/2151	TARGETED COUNSELLING IN ESTABLISHMENTS 10 - 18	Health Is One - was Therapeutic Counselling Services Ltd	£520,000.00	£ 518,700.00	£ 1,300.00	Revenue	Service	42	£ 325.00
2/6/2190	SPECIALIST EMPLOYABILITY SUPPORT PROGRAMME FOR ASN	Enable Scotland	£ 49,999.00	£ 49,972.00	£ 27.00	Revenue	Service	12	£ 27.00
2/6/2200	PROVISION OF BIKES	Decathlon UK	£ 40,000.00	£ 13,391.07	£ 26,608.93	Capital	Goods	16	£ 26,608.93
2/6/2167	CYCLE AUTOMATIC TRAFFIC COUNTERS	Clearview Intelligence Limited	£155,000.00	£ 129,762.63	£ 25,237.37	Capital	Works	14	£ 25,237.37
2/6/2204	TOURISM CONSULTANT	Community Enterprise	£ 40,000.00	£ 19,450.00	£ 20,550.00	Revenue	Service	19	£ 13,700.00
2/6/2198	SOCIAL WORK IT SYSTEM CONSULTANCY	Pricewaterhouse Cooper (PwC)	£515,760.00	£ 182,000.00	£333,760.00	Revenue	Service	3	£ 333,760.00
2/6/2194	NETWORKING SWITCHES - EDUCATION	Insight Direct (UK) Ltd	£ 90,000.00	£ 42,308.51	£ 47,691.49	Capital	Goods	3	£ 47,691.49
2/6/2169	CYCLE DR BIKE AND BIKE MAINTENANCE	FEL Scotland	£ 15,000.00	£ 9,940.00	£ 5,060.00	Revenue	Service	5	£ 9,940.00
					£ 638,304.22				£ 517,815.53

Appendix 8. Exception reports

Contract standing orders apply to all contracts entered by procurement officers. In some circumstances however, exceptions may be granted. All requests must be made in writing, following the procedure detailed in Appendix 1 of CSO's. Identifying the grounds for the request. Approvals must also be recorded in writing and given prior to any action not in accordance with CSO's being taken.

In such an event, the requirement to comply with the Scottish Regulations remains. A voluntary award notices without competition are published in Public Contracts Scotland where appropriate for any exception granted, and where the exemption granted is above threshold, the procedures leading to the award under the Scottish Regulations are followed.

File Number	Requirement	Supplier Name	Form 2 Amount of Award	Service
2/6/2152	M365 IMPLEMENTATION	Emposo Limited	£ 164,692.00	P&P
2/6/2159	HEAVY VEHICLE WORKSHOP LIFTS	Steril UK Limited	£ 60,000.00	Place
2/6/2172	FINANCE SYSTEM SAAS OneCouncil	TechnologyOne	£1,070,556.00	P&P
2/6/2186	SAMPLE VALUATION OF COUNCIL PROPERTIES FOR 23/24 STATUTORY ANNUAL ACCOUNTS	J&E SHEPHERD	£ 28,000.00	P&P
2/6/2193	STONE PRESERVATION WORKS - KILNCRAIGS	Austin Smith Lord	£ 19,800.00	Place
2/6/2207	FORTHBANK SITE INVESTIGATIONS	Not approved	£ -	Place
2/6/2212	CONTINUITY OF CRITICAL IT SUPPORT FOR PSN COMPLIANCE AND IT SECURITY	Arctthink	£ 37,500.00	P&P
2/6/2218	MONEY & WELFARE BENEFITS ADVICE & SUPPORT UP TO AND INCLUDING TYPE III	Clackmannanshire Citizens Advice Bureau Ltd	£ 398,000.00	Place
2/6/2234	STORAGE OF GYPSY TRAVELLERS CARAVANS	Xayam 102	£ 54,000.00	Place

Appendix 9. Spikes Cavell (The Hub) charts

Expenditure by Scottish Region – Forth Valley 39%

Region (Scottish Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)
(none)	(none)	(none)	(none)	(none)	(none)	(none)
Scotland – Forth Valley	35,375,451.37	39.18	287	26.87	13,549	43.78
Scotland – Glasgow and Strathclyde	13,617,936.00	15.08	160	14.98	4,720	15.25
South East	12,542,093.74	13.89	67	6.27	1,475	4.77
Scotland – Tayside Central and Fife	5,704,107.03	6.32	65	6.09	2,153	6.96
Scotland – Edinburgh and Lothians	4,600,044.08	5.09	90	8.43	1,017	3.29
South West	3,878,343.26	4.30	38	3.56	568	1.84
North West	3,435,355.19	3.80	56	5.24	1,244	4.02
London	2,741,924.68	3.04	61	5.71	1,158	3.74
Yorkshire and The Humber	2,034,759.82	2.25	55	5.15	1,864	6.02
East of England	2,023,476.83	2.24	38	3.56	521	1.68
East Midlands	1,341,021.61	1.49	48	4.49	661	2.14
West Midlands	1,105,807.21	1.22	56	5.24	1,132	3.66
Scotland – Highlands and Islands	671,378.70	0.74	10	0.94	92	0.30
Scotland – South	494,571.22	0.55	5	0.47	108	0.35
North East	349,896.43	0.39	7	0.66	227	0.73
Wales	204,734.67	0.23	12	1.12	27	0.09
Scotland – Aberdeen and North East	111,966.27	0.12	12	1.12	423	1.37
Northern Ireland	63,740.70	0.07	4	0.37	9	0.03

Expenditure by Region – Scotland 67%

Region (ONS Definition)	Total Spend	Total Value (%)	Total Suppliers	Total Suppliers (%)	Total Transactions	Total Transactions (%)	
(none) ▼	(none) ▼	(none) ▼	(none) ▼	(none) ▼	(none) ▼	(none) ▼	(none) ▼
Scotland	60,575,454.67	67.08	629	58.90	22,062	71.29	
South East	12,542,093.74	13.89	67	6.27	1,475	4.77	
South West	3,878,343.26	4.30	38	3.56	568	1.84	
North West	3,435,355.19	3.80	56	5.24	1,244	4.02	
London	2,741,924.68	3.04	61	5.71	1,158	3.74	
Yorkshire and The Humber	2,034,759.82	2.25	55	5.15	1,864	6.02	
East of England	2,023,476.83	2.24	38	3.56	521	1.68	
East Midlands	1,341,021.61	1.49	48	4.49	661	2.14	
West Midlands	1,105,807.21	1.22	56	5.24	1,132	3.66	
North East	349,896.43	0.39	7	0.66	227	0.73	
Wales	204,734.67	0.23	12	1.12	27	0.09	
Northern Ireland	63,740.70	0.07	4	0.37	9	0.03	

Top 20 Expenditure by Cost Centre

Org Level 3 Description	Total Spend	Total Suppliers
Balance Sheet	£ 16,826,524.94	125
Secondary Schools PPP	£ 10,028,299.53	1
Physical Disability Assessment & Care Management	£ 9,877,537.43	52
Learning Disability Assessment & Care Management	£ 9,030,524.31	49
Older People Assessment & Care Management	£ 5,032,083.98	51
HRA Operations	£ 4,366,116.25	86
Utilities Management	£ 3,321,666.76	18
Residential Placements	£ 2,819,679.47	12
Mental Health Assessment & Care Management	£ 2,552,200.45	39
External Foster Care	£ 2,456,254.27	17
Homeless & Specialised Accom	£ 1,895,941.99	22
Building Repairs & Maintenance	£ 1,518,034.69	62
Early Years Centrally Held	£ 1,354,196.87	22
Child Wellbeing Partnership	£ 1,227,929.23	33
Central IT Software Maintenance	£ 1,064,999.84	17
Grounds Maintenance	£ 711,818.79	56
Catering Central	£ 700,250.77	29
HRA Private Contractors	£ 688,685.46	14
Childrens Commissioned Services	£ 679,513.75	6
Fleet Operations	£ 674,603.65	50

Top 25 Expenditure by Nominal Code

Internal Spend Category Code	Internal Spend Category Description	Total Spend	Total Suppliers
40021	Home Care	£ 15,982,206.84	41
40025	Payments To Contractors	£ 13,273,781.03	156
40018	Private Nursing Homes	£ 10,136,644.42	33
60004	Asset Additions - Council Dwellings	£ 7,617,318.43	16
40017	Private Residential Homes	£ 4,346,938.12	21
60006	Asset Additions - Infrastructure	£ 3,149,294.99	54
40016	Educational Establishments Payment	£ 3,132,004.32	25
20016	Electricity	£ 2,813,412.53	11
60001	Assets under Construction	£ 2,716,619.19	2
40034	Payment To Subcontractor	£ 2,609,585.93	21
40042	Fostering & Kinship Payments	£ 2,447,093.38	15
40036	Other Agencies Payment	£ 2,073,990.35	106
40019	Supported Accommodation	£ 1,919,294.16	7
20007	Annual Maintenance External Providers	£ 1,771,305.11	59
30006	Materials - Direct purchases from suppliers	£ 1,370,437.41	138
40015	Voluntary Organisations Payment	£ 1,345,004.22	21
20048	Pupil & Client Transport	£ 1,313,860.27	26
60002	Asset Additions - Vehicle, Plant and Equipment	£ 1,242,826.05	28
30112	Computer Software Maint.	£ 1,224,353.74	24
10066	Agency Staff Costs	£ 1,110,077.10	13
30005	Materials (issued from Stock)	£ 1,097,815.03	46
30069	Provision Of Food	£ 1,003,132.27	16
20013	Gas	£ 737,091.25	11
40013	Health Authorities	£ 664,752.23	4
90048	Material Damage Insurance Premiums Paid	£ 629,400.25	1

Appendix 10. Procurement Strategy Action Plan – Annual Update 24/25

The table below summarises the actions and initiatives planned over the Strategy period to achieve the outcomes set out in the Vision for Procurement at section 5.

A number of these are aspirational and priority will be given to statutory obligations.

Elements of the effectiveness of the procurement strategy will be measured via the [Procurement & Commercial Improvement Programme](#) (PCIP). PCIP assessments occur approximately every three years for each public procurement sector in Scotland. The PCIP assessment process is not an audit but provides a means of measuring and reporting on the procurement and commercial capability of organisations. This is done through the provision of evidence based around a series of set questions.

The Procurement strategy is due for a full review in 2025 -26 and a paper will be submitted to Council for consideration

Definitions

- Responsible "The person or persons that will undertake the objective"
- Accountable "The person that is answerable and has liability for the objective"
- Consult "Prior to making a decision"
- Inform "After decision is made"

PROCUREMENT ACTION PLAN March 2019 – March 2025			
Strategic Theme 1 Straightforward Procurement			
To make procurement as straightforward as possible for the Council and potential suppliers, in particular to improve access for local suppliers and SMEs and to eliminate anything that does not add value to the procurement			
Action	Responsibility	Target Date	Update April 2025
Deliver electronic procurement systems to satisfy new legislative requirements.	TechnologyOne Project Team	Reviewed on an annual basis	UK Legislation (English, Welsh and Northern Irish authorities) changed February 2025 – no requirement to amend systems to comply
	Accountable		
	Chief Accountant		
	Consult		
	Procurement Manager		
	Inform		
	Strategic Director (Partnership & Performance)		
Review impact of newly implemented EU Procurement Rules and UK legislation and make necessary changes to existing approaches.	Responsibility	A per Scottish Procurement policy notes, which are published on an ad hoc basis to provide advice on current policy issues.	UK Legislation (English, Welsh and Northern Irish authorities) changed February 2025 – no requirement to amend systems or process to comply All SPPN's have been noted
	Procurement Manager		
	Accountable		
	Strategic Director (Partnership & Performance)		
	Consult		
	CMT		
	Inform		
	CMT		
Guidance produced for local/third sector suppliers and SMEs is clear concise and easy to follow, and includes a section with regard to local and national support bodies, and how they can improve access.	Responsibility	Reviewed on an annual basis	How to do business with Clackmannanshire Council updated for National meet the buyer events & Forth Valley events
	Procurement Manager		
	Accountable		
	Strategic Director (Partnership & Performance)		
	Consult		
	CMT		
	Inform		
	Elected members		
Continue to use Public Contract Scotland portal as our main advertising media for all regulated procurements.	Responsibility	Ongoing	Continuing to use and update
	All Purchasing staff		
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager		
	Inform		
	All Council staff		

PROCUREMENT ACTION PLAN March 2019 – March 2025			
Strategic Theme 2 Embed procurement and contract management Skills			
To continue to embed professional procurement and contract management skills across the Council. This goes hand in hand with moves to increase the commercial acumen of the Council			
Action	Responsibility	Target Date	Update April 2025
Provide strategic professional advice to the corporate review of how to transform the way the Council procures its works, services and supplies and to propose a new model for procurement and purchasing activities across the Council.	Procurement Manager	Ongoing	Ongoing continuing to provide advice
	Accountable		
	CMT		
	Consult		
	CMT		
	Inform		
	Elected Members		
Provide support and learning and development opportunities to staff, contractors, stakeholders, unions and elected members engaged in procurement processes to ensure they are able to deliver effectively and are empowered to deal with and understand the impact of any procurement decisions/ issues.	Responsibility	Reviewed on an Annual basis	Various training Sessions delivered throughout the year SDP, Scotland Excel and Scottish Procurement training available
	Procurement Manager		
	Accountable		
	CMT		
	Consult		
	CMT		
	Inform		
	All Stakeholders		
Review the role of the Procurement Matters Group and the terms of reference for the group. The procurement matters group is a management model where employees identified as having responsibility for procurement within their job role would have this aspect of their role managed by the Procurement Manager.	Responsibility	Reviewed on an Annual basis	Meetings taking place quarterly
	Procurement Manager		
	Accountable		
	CMT		
	Consult		
	CMT		
	Inform		
	Procurement Matters Group Internal Audit		
Assist Clackmannanshire Third Sector Interface (CTSI) in the development and delivery of training with regard to 'Understanding Social Enterprise/Third Sector Legal Structures', and the impact/opportunities re Community Benefit Clauses	Responsibility	March 2025	No progress - early discussions taken place. Delayed due to capacity issues
	Procurement Manager and CTSI		
	Accountable		
	Procurement Manager		
	Consult		
	CTSI		
	Inform		
	Elected Members		

Collaborate with CTSi on the production of a guide for analysing and measuring social value/impact in the assessment of bids.	Responsibility	March 2025	No progress - early discussions taken place. Delayed due to capacity issues
	Procurement Manager and CTSi		
	Accountable		
	CTSi		
	Consult		
	CTSi		
	Inform		
Brexit - Public Procurement Regulations have been implemented to UK law from four European Directives. The principles contained within the directives of equal treatment, non-discrimination, transparency and proportionality are enshrined within the Scottish Procurement Regulations and ultimately our procurement activity. Upon departure from the European Union it is unlikely that there would be any significant impact to procurement legislation and the way in which procurement activity is conducted However we will consider any of the implications of Brexit across our procurement portfolio, with focus on procurement regulations, trade, migrant labour workforce, and take all available practical steps. This will include working with the Scottish Government and Scotland Excel	Responsibility	March 2025	UK Legislation (English, Welsh and Northern Irish authorities) changed February 2025 – no requirement to amend systems or process to comply
	Purchasing staff		
	Accountable		
	Purchasing staff		
	Consult		
	Scottish Government & Scotland Excel		
	Inform		
	Purchasing Staff		

PROCUREMENT ACTION PLAN March 2019 – March 2025			
Strategic Theme 3 Support and encourage the local supplier market			
To support and encourage an effective local supplier market including the voluntary sector and the promotion of local social value in contracts.			
Action	Responsibility	Target Date	Update April 2025
Revise guidance on Council’s website about selling to the Council.	Procurement Manager	Dec. 2019	Updated April 2025
	Accountable	There after on an annual basis	
	Procurement Manager		
	Consult		
	Procurement Matters Group		
	Inform		
	Strategic Director (Partnership & Performance)		
Refresh and publish online schedule of proposed procurements to promote future contract opportunities.	Responsibility	As part of the procurement annual report and as per capital budget as agreed by Council February / March each year	Ongoing
	Procurement Manager		
	Accountable		
	Heads of Service		
	Consult		
	All Services		
	Inform		
	All Stakeholders		
Where possible, utilise the Public Contract regulations to enable Officers to place contracts with supported businesses more readily without having to resort to full tendering exercises, e.g. - Identify third sector suppliers that meet ‘Supported Business’ criteria; and - Identify opportunities to make use of reserved contracts for local supported businesses at monthly CTSI meetings.	Responsibility	Ongoing	Utilising APEX All Cleaned Up (Scotland) Ltd Alloa Community Enterprises Lady Haig Poppy Factory Royal National Institute for the Blind GTS Solutions CIC Scott Direct Limited
	Purchasing Staff		
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager		
	Inform		
	Procurement Matters group		
For non regulated procurement exercises officers will purchase via local suppliers and will include at least one local supplier to tender where there is one available.	Responsibility	Every procurement journey route 1 procurement	Still being maintained and managed via quick quote process and Procurement governance documents form 1
	Purchasing Staff		
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager		
	Inform		
	Procurement Matters group		

Support businesses local to Clackmannanshire through a range of initiatives including: • Making it simpler to do business with the Council; • Reduce to a minimum the bidding burden on suppliers; • Have regard to the impact on small/local firms of the way in which a procurement is structured and how they are paid; • Provide clear information about selling to the Council on the Council's website. • Production of a clear and concise guide for Third Sector suppliers that includes guidance with regard to partnership/consortia bids • Run a series of 'Meet the Supplier' events to encourage greater engagement from the third sector with the procurement process, and to create greater understanding of Third sector suppliers amongst council officers	Responsibility	Throughout each year and reported in the procurement annual report	Ongoing
	Procurement Manager Supplier Development programme CTSI		
	Accountable		
	Procurement Manager		
	Consult		
	Stakeholders		
	Inform		
Take in to account and align with the Council's Local Outcome Improvement Plan (LOIP) and that communication of its purpose, priorities and outcomes are better communicated across departments. Where possible align the procurement journey so that procurement exercises are attractive to local businesses and people and ensure fair opportunities for all.	Responsibility	Every procurement exercise	Written into all procurement Governance documentation
	Purchasing Staff		
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager		
	Inform		
Extend awareness of implications of Public Procurement Reform legislation through; • Workshop discussions to brief third sector on Council procurement policy and changes in legislation; and • Establish monthly communication between Council procurement manager and CTSI.	Responsibility	March 2025	No progress - early discussions taken place. Delayed due to capacity issues
	Procurement Manager CTSI		
	Accountable		
	Procurement Manager CTSI		
	Consult		
	Procurement Manager CTSI		
	Inform		
	Procurement Manager CTSI		

Better Align Service Level Agreements with Alliance Priorities by: - Mapping grant-aid and commissioned Expenditure from the Council to the local third sector; and - Initiating a review and appropriate changes to Service Level Agreements based on Alliance policy priorities.	Responsibility	March 2025	No progress - Delayed due to capacity issues
	Purchasing staff		
	Accountable		
	Heads of service		
	Consult		
Advise and work in partnership with the Integration Joint Board (IJB) in line with The Public Bodies (Joint Working) (Scotland) Act 2014 as the IJB are not able to contract or hold contracts with third parties as contractual arrangements remain with the local authority.	CMT Elected members	Every adult commissioning exercise	Ongoing work to be done on Awareness of individual procedures
	Inform		
	All grant aid funded suppliers		
	Responsibility		
	Social Services Commissioning IJB		
Increase local procurement expenditure by 2.5% per year from 14% to 21.5% or greater over the life of the strategy	Accountable	23.36% financial year 2020/21 25.40% financial year 2021/22 26.16% financial year 2022/23 23.01% Financial year 2023/24	24.41% financial year 2024/25
	Social Services Commissioning IJB		
	Consult		
	Procurement Manager		
	Inform		
	CMT		
	Responsibility		
	Purchasing Staff		
	Accountable		
	Procurement Manager		
	Consult		
	All Stakeholders		
	Inform		
	Elected Members		

PROCUREMENT ACTION PLAN March 2019 – March 2025			
Strategic Theme 4 Sound procurement practices and innovative solutions			
To use sound procurement practices and innovative solutions to promote sustainability and value for money, making use of clear and detailed procurement/purchasing data, collaboration and partnership opportunities where this accords with the Council's Principles of partnership working.			
Action	Responsibility	Target Date	Update April 2025
Ensure that all regulated procurements comply with the sustainable procurement duty and in the case of commissioning ensure these are aligned to the Integration Joint Board joint strategic commissioning plans which pull together the forecast of overall need across the local authority area, together with the availability of services or resources to meet that need and makes recommendations following an option appraisal for how these should be met	Responsibility	All regulated procurement exercises	Ongoing
	Purchasing Officers		
	Social services commissioning		
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager		
Establish systems to record the impact of procurement policies and practices on the council's climate change duties.	IJB	March 2025	No progress - Delayed due to capacity issues
	Inform		
	CMT		
	Responsibility		
	Procurement Manger		
	Accountable		
	Heads of Service		
Review scope for and deliver further corporate contracts to consolidate Expenditure.	Consult	Ongoing agenda item with the Procurement Matters Group	Ongoing
	CMT		
	Inform		
	Elected members		
	Responsibility		
	Procurement Matters Group		
	Accountable		
Revise template documents and guidance with intention of promoting scope for innovation by the market in appropriate procurements.	Heads of Service	Ongoing agenda item with the Procurement Matters Group	Ongoing
	Consult		
	CMT		
	Inform		
	CMT		
	Responsibility		
	Procurement Manager		
	Accountable		
	Procurement Manager		
	Consult		
	Procurement Matters Group		
	Inform		
	Purchasing Staff		

When exploring outsourcing and private partnership solutions, these will not be procured in insolation and consultation with staff, service users, unions and stakeholders will be undertaken when market testing.	Responsibility	When required	Ongoing
	Heads of Service		
	Accountable		
	CMT		
	Consult		
	All Stakeholders		
	Inform		
Utilise the Scottish Government's sustainable prioritisation tool to identify and prioritise procurement activity.	Elected Members	March 2025	Tool being revised to web format Not Started Delayed due to capacity issues
	Responsibility		
	Purchasing Staff		
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager		
Utilise the Flexible Framework Self-Assessment Tool (FFSAT) to provide a Sustainable Action Plan to establish the performance level of sustainable procurement across the council.	Inform	March 2025	Tool being revised to web format Not Started Delayed due to capacity issues
	CMT		
	Responsibility		
	Purchasing Staff		
	Accountable		
	Heads of Service		
	Consult		
Create and manage a sustainable register to capture, monitor and report on the sustainable outcomes achieved via procurement activity, and link to related internal and external reporting requirements.	Procurement Manager	March 2025	Not Started Delayed due to capacity issues
	Accountable		
	Procurement Manager		
	Consult		
	All stakeholders		
	Inform		
	CMT		

Explore innovative solutions through greater collaborative approaches between the Council and the local Third sector	Responsibility	March 2025	No progress - early discussions taken place. Delayed due to capacity issues
	Purchasing Staff		
	CTSI		
	Accountable		
	Purchasing Staff		
	CTSI		
	Consult		
Explore the development of a subcontractor community benefit directory	Procurement Matters Group	December 2020	Completed https://ctsi.org.uk/community-benefits
	CTSI		
	Inform		
	CMT		
	Responsibility		
	CTSI		
	Accountable		
	CTSI		
	Consult		
	Procurement Manager		
	Inform		
	Procurement Matters Group		

PROCUREMENT ACTION PLAN March 2019 – March 2025			
Strategic Theme 5 Fair procurement			
To ensure that, contractors comply with our Living Wage and Blacklisting Policies and to ensure that we take account of the possible impact that our approach to major projects might have on different groups of people.			
Action	Responsibility	Target Date	Update April 2025
Ensure that all procurement follows the fundamental principles of (transparency, equal treatment and non-discrimination, proportionality and mutual recognition), the legal requirements of the Procurement Reform (Scotland) Act 2014, The Public Contracts (Scotland) Regulations 2015, The Procurement (Scotland) Regulations 2016, statutory guidance issued under the Act and Scottish public procurement policy generally and including the Scottish specific equality duty.	Purchasing Staff	Every Regulated procurement exercise	Ongoing
	Accountable		
	Heads of Service		
	Consult		
	Procurement Manager		
	Inform		
Establish simple methodology for assessing best value case for using the Living Wage requirement in service and works contracts,	CMT	July 2022	Completed Living wage accreditation Obtained 2021 – extensive procurement data mining exercise and correspondence has been undertaken
	Responsibility		
	Procurement Manager		
	Accountable		
	Procurement Manager		
	Consult		
Procurement will also foster and adopt the Fair Work directive where legally permissible by removing contractors who use Zero Hour Contracts and contractors who do not provide a minimum of pay in line with the living wage	Procurement Matters Group	Where Identified	Ongoing
	Inform		
	CMT		
	Responsibility		
	Procurement Manager		
	Accountable		
	Procurement Manger		
	Consult		
	Procurement Matters group		
	Inform		
	Purchasing Staff		

Embed Blacklisting protocols in procurement processes for construction contracts.	Responsibility	Ongoing	Ongoing
	Procurement Manager and Works purchasing officers		
	Accountable		
	Procurement Manger		
	Consult		
	Procurement Matters group		
	Inform		
Procurement will encourage, through the tender process and support to contractors, provision of apprenticeships and promote health and safety and utilise environmentally sustainable solutions	Purchasing Staff	Every appropriate regulated procurement exercise	Ongoing
	Responsibility		
	Purchasing officers		
	Accountable		
	Purchasing officers		
	Consult		
	Procurement Manager		
Ensure that where appropriate EQIA's are completed for regulated procurements.	Inform	Every appropriate regulated procurement exercise	Ongoing
	Procurement Matters group		
	Responsibility		
	Purchasing officers		
	Accountable		
	Purchasing officers		
	Consult		
	Stakeholders		
	Inform		
	Procurement Manager		

PROCUREMENT ACTION PLAN March 2019 – March 2025

Strategic Theme 6 Compliance

Procurement will continue to identify, manage and control risk by developing policy and procedures which consider risk, and balance operational effectiveness and compliance.

Action	Responsibility	Target Date	Update April 2025
Update Council Contract Standing Orders to support compliance with the new procurement rules and cascade changes to informed clients and key stakeholders.	Responsibility	March 2026	UK Legislation (English, Welsh and Northern Irish authorities) changed February 2025 – no requirement to amend systems or process to comply To be updated for 25/25
	Procurement Manager		
	Accountable		
	Strategic Director (Partnership & Performance)		
	Consult		
	Elected Members, CMT and procurement Matters group		
	Inform		
	Purchasing Officers		
Adapt internal procedures, processes and documentation to reflect the required legislative changes.	Responsibility	On going	On going
	Procurement Manager		
	Accountable		
	Procurement Manager		
	Consult		
	Procurement Matters group		
	Inform		
	Purchasing Officers		
Produce a procurement workforce plan to consider what skills and development requirements will be necessary within the Council to comply with the procurement rules.	Responsibility	March 2025	Not Started Delayed due to capacity issues
	Procurement Manager		
	Accountable		
	Procurement Matters Group		
	Consult		
	Purchasing Officers OD Officer		
	Inform		
	CMT		
Implement measures in conjunction with Internal Audit to ensure that the opportunity for procurement fraud is minimised	Responsibility	Ongoing	Ongoing
	Procurement Manager and Internal Audit		
	Accountable		
	Heads of Service		
	Consult		
	Heads of Service		
	Inform		
	CMT		

Produce an annual procurement report in line with legislative requirements as soon as possible after the financial year end.	Responsibility	Quarter 3 Annually	Ongoing
	Procurement Manager		
	Accountable		
	Strategic Director (Partnership & Performance)		
	Consult		
	CMT and Elected members		
	Inform		
	Scottish Government		