
Report to Audit Committee

Date of Meeting: 6th December 2018

Subject: Procurement Annual Report

Report by: Strategic Director Partnership & Performance

1.0 Purpose

- 1.1. 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.
- 1.2. This report also updates the committee on key procurement activity and statistical performance during the Financial Year 2017-18 and provides an overview of the resources that are available to deliver effective procurement.

2.0 Recommendations

- 2.1. It is recommended that Committee notes the report, commenting and challenging as appropriate.

3.0 Considerations

- 3.1. The report, attached at Appendix 1, is the fourth report presented to the Committee to comply with the statutory requirement in the 2014 Act and to provide Committee with greater visibility of all the Council's procurement activity.
- 3.2. The report gives a snap shot on how procurement is organised within Clackmannanshire Council and resources are being utilised to deliver effective procurement.
- 3.3. The financial analysis has been carried out using the Spikes Cavell tool (observatory) with financial data supplied from the Council's finance system for the 2017-18 financial year. The observatory is a unique collaborative project designed to enable public sector organisations across Scotland to gather comprehensive supplier, spend and performance information.
- 3.4. In addition the report provides:
 - a summary of the regulated procurements that have been completed during the year covered by the report,

- a review of whether those procurements complied with the authority's procurement strategy,
- the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply,
- a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- a summary of the regulated procurements the authority expects to commence in the next two financial years,
- Exception reports
- Procurement Savings
- Spike Cavell Charts detailing key statistics

3.5 Key issues identified in the report are:

- The Council is continuing to implement and enhance the functionality of the finance system which is helping to automate and streamline the entire procurement lifecycle and generate efficiencies; from a request for a quote and creation of a procurement contract, through to requisition, order transmission and payment. to enhance the procurement and finance governance arrangements.
- 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. Whilst the share of spend in the local area is relatively low, it is also recognised that there is a fairly limited local supplier base but work continues with local suppliers to provide opportunities to work with the Council

4.0 Sustainability Implications

- 4.1. The report refers to maximising the local benefit of procurement by engaging with local businesses to increase awareness of opportunities to provide the council with services or supplies.
- 4.2. Figures suggest that we have decreased the annual share of spend with local suppliers from 14.55 to 14.01 % a decrease of 0.54% in the last financial year. Greater detail of this is shown per business sector in table 8 of the report

- 4.3. We will continue to provide support to local businesses and the third sector to ensure they are able to respond to opportunities to provide the council with services or supplies.

5.0 Resource Implications

5.1. *Financial Details*

- 5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes

- 5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes

5.4. *Staffing*

6.0 Exempt Reports

- 6.1. Is this report exempt? Yes (please detail the reasons for exemption below) No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

- (1) **Our Priorities** (Please double click on the check box
Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all
Our families; children and young people will have the best possible start in life
Women and girls will be confident and aspirational, and achieve their full potential
Our communities will be resilient and empowered so that they can thrive and flourish

- (2) **Council Policies** (Please detail)

8.0 Equalities Impact

- 8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?
Yes NA

9.0 Legality

- 9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix 1: Procurement Annual Report

11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

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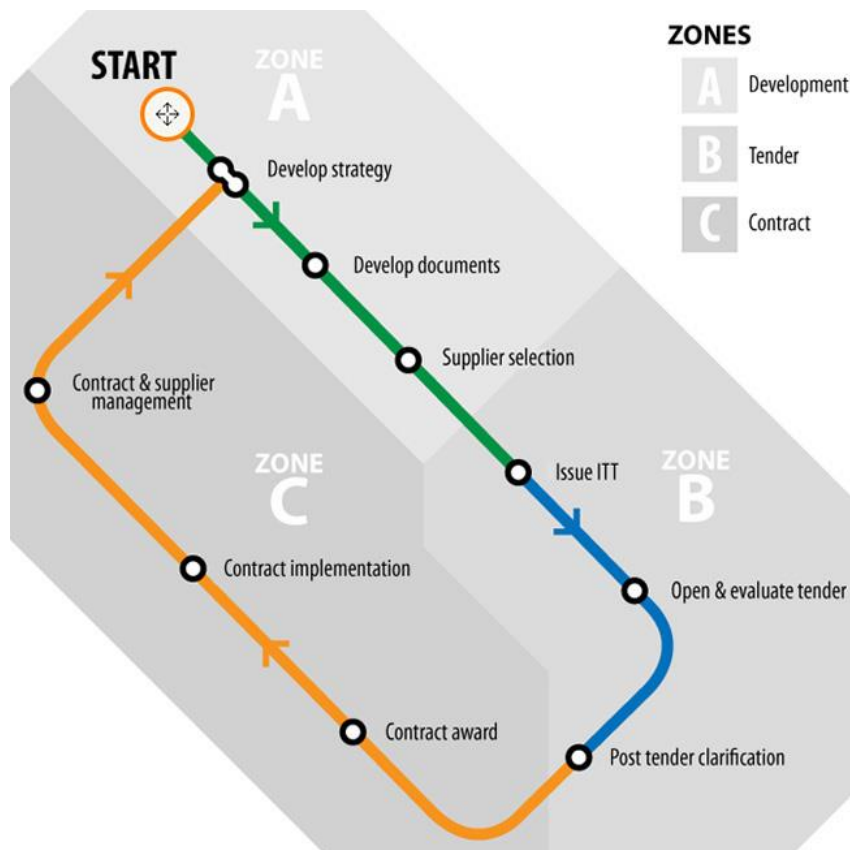
Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director Partnership & Performance	
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Resources and Governance Annual Procurement Report

Financial Year 2017 - 2018



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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 19
- a review of whether those procurements complied with the authority's procurement strategy, page 19
- to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply, page 19
- 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 21
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report, page 24
- a summary of the regulated procurements the authority expects to commence in the next two financial years, page 25

2. Introduction

Since 2006, Scottish Government and Scotland Excel initiatives have led to significant changes in Councils' procurement practices. In March 2006, the Scottish Government published the Review of Public Procurement in Scotland (The McClelland Report). The report concluded that public sector structures, people and technology were not in place to improve how the public sector buys goods and services and that the public sector needed to improve quickly.

Procurement today plays a key part in delivering Scotland's economic strategy, focussed on sustainable economic growth and delivering better outcomes for Scotland. The truly collaborative partnership approach between public sector, business and the third sector has resulted in a transformed public sector landscape, with procurement today a lever for economic change.

The Scottish Model of Procurement realises the key components of the Scottish Government's drive towards a more dynamic, sustainable and inclusive economy, where high quality public services play a vital role in making Scotland stronger and fairer, and increasing economic growth.

Scottish Procurement



Scottish Model of Procurement



The impact and benefits of the changes in legislation will support improved economic, social and environmental wellbeing, reduce inequality, promote innovation, and increase access to opportunities for small businesses, the voluntary sector and disadvantaged

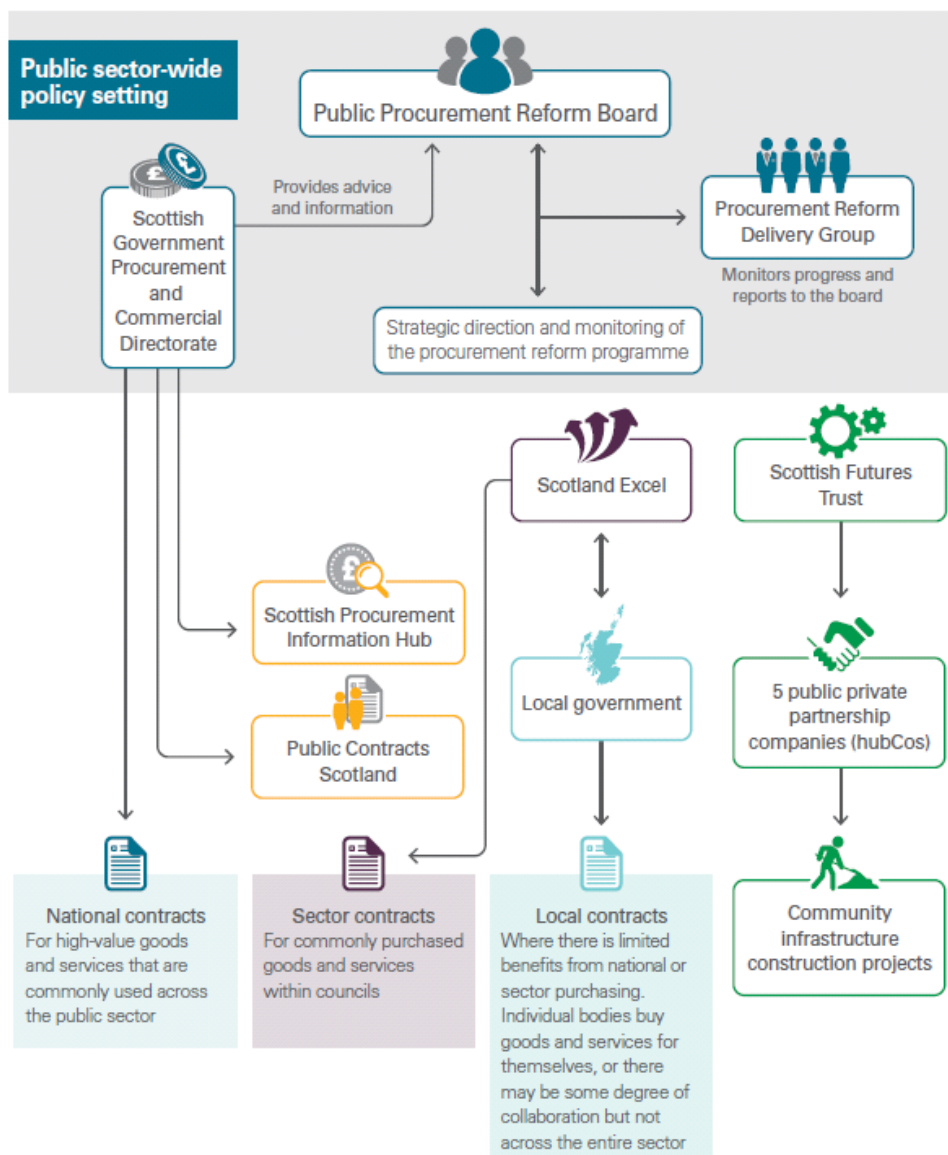
individuals across the country.

The changes will maximise the impact of annual procurement spend and ensure that public procurement in Scotland delivers environmentally sustainable, socially responsible and innovative goods, services and works.

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 spend has been carried out using The Scottish Procurement Information Hub (The Hub) supported by Spikes Cavell with financial data supplied from the Council's finance system One Council commonly known as TechnologyOne for 2017/18. The Hub is a unique collaborative project designed to enable Scottish public sector organisations to gather comprehensive supplier, spend 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 2017/18 on the Council spend on goods, services and works with trade creditors.

Table 1: Key Statistics

2017/18 Published Data Overview

£60,230,989 Total Spend			£56,631,333 Core Trade Spend	
2190 Input Suppliers	2054 De-duplicated Total Suppliers	136 Duplicate Suppliers	694 SME Suppliers	109 Local Suppliers
32359 Transactions	£29,323 Avg. spend per supplier	0.96% Purchase Card Spend	66.44% SME Spend	14.01% Local Spend

Key:

Total Spend – The total amount of spend for the financial year 2017 /18

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 from last annual reports

	15/16	16/17	17/18	Variance
Number of Suppliers - Trade Creditors	2130	2070	2054	-60
Total Value of Procurement Spend	£57,744,58	£ 56,258,385	£56,631,333	£ 372,948
Number of Invoices	41,420	32,063	30,127	-1,936
% Spend with SMEs	62.22%	64%	66.44%	2.44%
% Spend Locally	21%	15%	14.01%	-0.9%

Procurement expenditure had been decreasing over the previous two years but stabilised in 2017/18 showing only a small increase of £372k against the previous year

Number of Invoices dropped by 1298 in the 2015/16 report and reduced by a further 9357 in 2016/17. In 2017/18 a further reduction of 1,936 was achieved

% spend with SME's had increased by 2.44% showing a 4.22% increase over the three years.

% Spend locally dropped by 6% between 2015/16 and has reduced further by 0.9% on last years figure. This is shown in more detail in Table 8

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

	2016/2017	2017/2018
Contract Notices Published	25	13
Contract Award Notices	53	37
Number of Quick Quotes Published	32	34
Number of Invitations Sent	292	202
Number of Unique Suppliers Invited	187	192
Average Number of Invitations per Quick Quote	9.13	5.94

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

Overall Spend in %	2015 / 2016	2016/ 2017	2017/2018	Variance
Social Community care	32.78%	31.34%	31.75	
FM Services	15.15%	15.87%	16.39	
Construction	13.83%	16.37%	14.37	

Table 4: Overall Expenditure

Proclass 10.1 Level 1	Total Spend	Total Transactions	Total Suppliers	% Of Spend	% Of Invoices	% Of Suppliers
Social Community Care	£17,974,553.95	3,063	115	31.75	10.51	12.53
Facilities & Management Services	£9,278,500.35	1,651	59	16.39	5.66	6.43
Construction	£8,135,947.27	1,902	88	14.37	6.52	9.59
Construction Materials	£3,865,141.27	7,170	77	6.83	24.59	8.39
Consultancy	£3,019,462.15	134	21	5.33	.46	2.29
Utilities	£2,273,119.59	317	11	4.01	1.09	1.20
Information Communication Technology	£2,127,449.99	923	80	3.76	3.17	8.71
Environmental Services	£1,675,151.39	429	40	2.96	1.47	4.36
Public Transport	£1,423,779.69	591	27	2.51	2.03	2.94
Vehicle Management	£1,394,827.52	1,182	48	2.46	4.05	5.23
Financial Services	£1,132,814.01	962	27	2.00	3.30	2.94
Human Resources	£1,025,425.55	1,754	55	1.81	6.02	5.99
Catering	£836,690.96	2,932	28	1.48	10.06	3.05
Cleaning & Janitorial	£535,438.31	1,729	13	.95	5.93	1.42
Education	£322,934.99	776	51	.57	2.66	5.56
Healthcare	£318,363.07	747	38	.56	2.56	4.14
Furniture & Soft Furnishings	£302,075.42	407	15	.53	1.40	1.63
Mail Services	£152,615.49	168	4	.27	.58	.44
Highway Equipment & Materials	£151,518.88	165	10	.27	.57	1.09
Arts & Leisure Services	£109,604.01	85	14	.19	.29	1.53
Horticultural	£91,110.87	211	15	.16	.72	1.63
No Summary Category	£83,285.15	243	12	.15	.83	1.31
Sports & Playground Equipment & Maintenance	£81,623.82	115	20	.14	.39	2.18
Legal Services	£78,624.53	120	16	.14	.41	1.74
Clothing	£70,276.30	613	12	.12	2.10	1.31
Street & Traffic Management	£65,976.58	88	7	.12	.30	.76
Stationery	£53,378.86	618	6	.09	2.12	.65
Health & Safety	£25,777.00	28	4	.05	.10	.44
Domestic Goods	£10,208.89	19	4	.02	.07	.44
Housing Management	£3,300.00	11	1	.01	.04	.11

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

Table 5 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. However, analysis of the lower value spend shows that consolidation of smaller payments of fewer invoices with suppliers is now coming through in the figures with an overall drop in invoice processed over two years of 10,000.

Table 5:

Invoice distribution by range of invoice values 2016/2017

Invoice Range	Volume	% of Invoices	Value	% of Spend
More than £250,000	22	.07	10,277,739.97	16.90
£50,001 to £250,000	143	.48	13,959,675.35	22.96
£10,001 to £50,000	927	3.11	19,504,201.09	32.08
£1,001 to £10,000	4,442	14.88	12,863,404.25	21.15
£501 to £1,000	2,936	9.84	2,182,125.85	3.59
£101 to £500	8,664	29.03	2,031,942.16	3.34
£51 to £100	3,756	12.58	277,646.73	.46
Less than £51	8,087	27.09	181,903.55	.30
Credits	870	2.91	-472,921.87	-.78

Invoice distribution by range of invoice values 2017/2018

Invoice Range	Volume	% of Invoices	Value	% of Spend
More than £250,000	22	.07	13,262,775.96	22.13
£50,001 to £250,000	121	.40	11,264,753.47	18.80
£10,001 to £50,000	916	3.04	18,189,665.43	30.36
£1,001 to £10,000	4,786	15.89	15,074,343.02	25.16
£501 to £1,000	2,865	9.51	2,098,823.53	3.50
£101 to £500	8,840	29.34	2,103,863.34	3.51
£51 to £100	3,590	11.92	263,080.39	.44
Less than £51	8,069	26.78	179,433.24	.30
Credits	918	3.05	-2,516,670.52	-4.20

Overall, spend is relatively evenly distributed amongst small and medium sized enterprises and performance compares favourably with other Local Authorities. Spend with SME's compared to last year shows a small improvement of 3.82%

Table 6: Percentage of spend by supplier size.

Supplier Size (Composite)	% Of Spend 16/17	% Of Spend 17/18	% Of Invoices 16/17	% Of Invoices 17/18	% Of Suppliers 16/17	% Of Suppliers 17/18
Large Company	37.38	33.56	39.56	40.63	22.01	23.00
Medium Company	34.23	33.75	31.67	31.32	31.15	32.04
Small Company	28.40	32.69	28.77	28.05	46.84	44.95
SME Total	62.62	66.44	60.44	59.37	77.99	77.00

% Spend locally has decreased by 0.51% in this financial year.

Table 7: Percentage of spend by Locality.

Proximity	% Of Spend 16/17	% Of Spend 17/18	% Of Invoices 16/17	% Of Invoices 17/18	% Of Suppliers 16/17	% Of Suppliers 17/18
Elsewhere	85.45	85.99	81.43	80.77	87.75	87.79
Local	14.55	14.01	18.57	14.01	12.25	12.21

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 spend 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 spend information from suppliers and applies the expected percentage saving to the actual spending 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 & Commercial Improvement Programme (PCIP)

The Scottish Government introduced the Procurement Capability Assessment (PCA) to assess procurement capability in important areas against common criteria and standards and to help councils continuously improve. This process involved an annual assessment visit by Scotland Excel staff.

The Procurement & Commercial Improvement Programme (PCIP) is a new assessment, which was launched in 2015, and replaced the PCA.

This new assessment focuses on the policies and procedures driving procurement performance and importantly, the results they deliver.

While the assessment replaces the previous PCA, the assessment results are not comparable because of new assessment methods, different question sets, and a new scoring regime.

On the 30th March 2017 Scotland Excel carried out a PCIP as part of the first round of such assessment of local authorities .

The overall score in the assessment was 46%. This places Clackmannanshire Council in the F6 banding with regards to procurement performance according to the Scottish Government bandings, as depicted in the table below:

Full Assessment Performance Bandings

Current Performance Band	% Score
F1	>70%
F2	66<>69%
F3	61<>65%
F4	56<>60%
F5	51<>55%
F6	46<>50%
F7	41<>45%
F8	36<>40%
F9	31<>35%
F10	26<>30%
F11	20<>25%
F12/Non-Conformance	<19%

The assessors were encouraged that the Council was able to demonstrate a number of improvements in performance from the previous assessment. These improvements are the outcome of the continued transition in procurement over the past few years.

The PCIP identified a number of areas where the Council is performing strongly, such as:

- Procurement Representation and Leadership
- Internal Control Systems
- Goods Receipt and Purchase to Pay Automation

The PCIP identified a number of areas where there is room for further improvement, such as:

- Spend Analysis
- Evaluation Criteria
- Contract & Supplier Management
- Lessons Learned

The Next Council PCIP Assessment will take place in March 2019

6. Procurement strategy

The Procurement Strategy is aimed at promoting effective procurement across the Council. The Strategy sets out how the Council will:

- make procurement easier for suppliers and the Council alike
- increase the professionalism and commercial skill of those carrying out procurements for the Council
- give opportunity to local and SME suppliers to participate by increasing visibility of the Council's procurement plans and opportunities
- maximise innovation, sustainability and collaboration in procurement activities

The Council developed an Interim Procurement Strategy to comply with the requirement to prepare and publish a procurement strategy by 31 December 2016. The overarching purpose of the Strategy is to support the delivery of high quality public services that offer value for money and, in a sustainable way, take account of best practice and EU and Scottish procurement legislation.

The Council produced an interim procurement strategy to cover the latter part of the 2016/17 financial year and the full 2017/18 financial year.

During 2017/18 the Council undertook a consultation exercise in order to prepare the full procurement strategy. The Consultation was undertaken using the Council consultation hub and took place between August and September 2017. Correspondence was also sent to a number of external stakeholders making them aware of the consultation and seeking views from their members and extended networks.

The purpose of the Consultation was to ensure that the Council's approach and procurement strategy takes account of stakeholders' views and those stakeholders had the opportunity to engage and contribute to development of the strategy. The Council wanted to gain a better understanding of the needs of the area and tailor the strategy to reflect those needs. One of the key areas that the strategy addresses is the Council's policy on consulting and engaging with those affected by its procurements.

Following on from the interim procurement strategy approved by Council on 15th December 2016, approval will be sought from the Council to adopt the procurement strategy to cover the period from 2018/19 to 2020/21 to comply with the requirements of the Procurement Reform (Scotland) Act.

7. 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

Whilst the share of spend in the local area is relatively low, it is also recognised that there

is a fairly limited local supplier base but work continues with local suppliers to provide opportunities to work with the Council.

The relatively small geographic areas covered by Clackmannanshire and small number of companies within the local area are likely to be key factors in the low share of spend.

Local spend by Clackmannanshire Council is dominated by Social Care & Services where spend is £5,947,282, followed by Travel & Accommodation £882,435, and Construction £595,220

The majority of Social Care & Services is spent on Adult Services £5,207,825 and for Travel & Accommodation the spend is only on Travel .

Table 8: Spend Summary by Business Sector Locally.

vCode Business Sector	Total Spend 17/18	vCode Business Sector	Total Spend 16/17	Difference
Social Care & Services	5,947,282.05	Social Care & Services	4,714,918.42	£ 1,232,363.63
Travel & Accommodation	882,435.40	Travel & Accommodation	1,177,656.05	-£ 295,220.65
Construction	595,220.89	Construction	978,058.68	-£ 382,837.79
Waste & Environmental Services	121,897.82	Waste & Environmental Services	473,796.13	-£ 351,898.31
Facilities Management	97,794.02	Facilities Management	90,198.61	£ 7,595.41
Arts, Sport & Leisure	68,615.28	Arts, Sport & Leisure	132,285.92	-£ 63,670.64
Transport	36,921.11	Transport	26,264.17	£ 10,656.94
Animals & Farming	32,138.87	Animals & Farming	13,944.00	£ 18,194.87
Human Resources	30,218.09	Human Resources	43,322.49	-£ 13,104.40
Marketing & Media	25,525.33	Marketing & Media	49,134.05	-£ 23,608.72
Other Goods & Services	17,750.00	Other Goods & Services	80,227.83	-£ 62,477.83
Food, Beverage & Catering	15,245.47	Food, Beverage & Catering	93,666.91	-£ 78,421.44
Retail & Wholesale	12,083.60	Retail & Wholesale	63,916.41	-£ 51,832.81
Clothing	8,719.44	Clothing	27,696.98	-£ 18,977.54
Legal	7,113.60	Legal	52,989.67	-£ 45,876.07
Personal Care	6,000.00			£ 6,000.00
ICT	1,900.00	ICT	13,618.13	-£ 11,718.13
Financial Services	1,470.00	Financial Services	1,030.00	£ 440.00
		Vehicles	42,052.69	-£ 42,052.69
		Utilities & Energy	4,140.00	-£ 4,140.00
				£ -
	£ 7,908,330.97		£ 8,078,917.14	-£ 170,586.17

Strong supply chain linkages with nearby local authority areas in Forth Valley and particularly Glasgow and Strathclyde are evident as part of a wider pattern of supplier use across Scotland and the rest of the UK.

There have been a number of events to assist suppliers including training provided by The Supplier Development Program, and the National Meet the Buyer event that have all met with positive feedback

8. 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 spending of public money and ensures that the Council is fair and accountable in its dealings with contractors and suppliers.

CSO's are due for a full review in the 2018/19 financial year and a report will be submitted to Council for consideration and approval.

Exceptions to CSO's are documented and a full report on the exceptions noted in 2017/18 are at Appendix 8.

9. Purchasing system

Last year saw the replacement of the Council's finance system which is realising benefits of end to end processing by fully supporting the e-procurement (purchase to pay process) and is enhancing procurement and finance governance arrangements.

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

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

10. 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 spend and transactions. Further benefits will be realised when the Purchase Card module is implemented within the finance system.

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 SME's 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

Since 2014/15 purchase card transactions have reduced by 32,684 and spend by £1.6m.

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.

Table 9: Purchase Card transactions summary

	2014 / 2015	2015 / 2016	2016/2017	2017/2018	Variance
Purchase Card Transactions	35,949	23,054	3,678	3,265	-32,684
Spend	£2,214,250.59	£1,084,321.62	£801,608	£582,849	-£1,631,401
Cardholders	41	37	31	31	-10

11. The Scottish procurement agenda

Several new pieces of legislation have changed the regulatory framework for public procurement across the Scottish public sector:

- Procurement Reform (Scotland) Act 2014

This introduced a new procurement regime in Scotland that sits alongside European procurement rules.

These apply to Local Authorities as “contracting authorities” and “regulated contracts”: which are works contracts with value equal to / greater than £2m & services / supplies contracts with value equal to / greater than £50k

There are new duties and obligations under the 2014 Act, which include:

- Sustainable procurement duty
- Organisational procurement strategies
- Annual procurement reports
- Community benefits
- Selection of tenderers and contracts

These are separate statutory duties but are all intrinsically linked and the Council need to take a holistic approach to compliance. In addition, as the guidance published by Scottish Government is a statutory requirement, the Council must have regard to it.

The public sector also has three new EU Directives to comply with:

- EU Procurement Directive (Classic) – on public procurement
- EU Procurement Directive (Concessions) - on the concession contracts
- EU Procurement Directive (Utilities) - on procurement by entities operating in the water, energy, transport and postal services sectors

In addition to this, Scottish Procurement published information on the implementation of the EU Directive for [electronic invoicing in public procurement](#) which came into effect 16 April 2014 and become law by the Scottish Public Contracts (Scotland) Regulations 2015.

While central government and the NHS must comply by this deadline, The Council has up to a further 12 months.

The directive requires that contracting authorities are able to receive e-Invoices and make payment electronically for all contracts regulated under the EU procurement directives. However, while the acceptance of e-Invoices by all contracting authorities is mandatory, the exchange of invoices in other formats will still be allowed if both the contracting authority and supplier agree.

Guidance will be developed for contracting authorities, suppliers and others affected by the directive e.g. trade bodies, buyer community, etc. The guidance will be designed to

aid compliance with the new legislation. This will lead to further changes to the regulatory framework for public procurement across the Scottish public sector.

12. Other activities - Looking forward

Changes in the Procurement regulations

- The Council is reviewing and updating 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 sustainable procurement duty which will underpin all Council procurement activities
 - 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
 - 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

Finance system replacement

The Council is continuing to implement and enhance the functionality of the finance system which is helping to automate and streamline the entire procurement lifecycle and generate efficiencies; from a request for a quote and creation of a procurement contract, through to requisition, order transmission and payment.

The procurement and expense management process will enable implementation of procurement-related policies by providing a facility to record delegations, record authorisations and execute workflows, while streamlining accounts payable processes and providing visibility of outstanding debt.

The procurement and expense management module will enable the Council to:

- Control expenditure
- Manage business expenses simultaneously on both an accrual and cash basis, and report on committed funds to understand the expenditure before it is recorded on the actuals ledger
- Gain visibility and control of inventory processes, from ordering and replenishment to issuing of stock

- Optimise stock holdings, automate replenishment, manage multiple locations and maintain flexible catalogues for total inventory management
- Manage all aspects of contracts and purchasing in one central place by using preferred supplier arrangements and automated approvals to optimise purchasing spend to ensure policy compliance
- Improve visibility of expenditure; prevent budget overruns with an accurate and real-time view of committed and actual expenditure
- Track costs to business units, assets, projects, suppliers and contracts
- Streamline the entire procure-to-pay process, from initial requisition, order approval and receipt of goods and services through to payment

The Council will also be able to manage more efficiently the:

- Maintenance of creditor information (including payment methods, trading status, trading terms, etc.)
- Management of purchase orders for catalogue-only items, non-stock items, capital assets and inventory items
- Use of purchase cards and provide an electronic, integrated and efficient solution to the reconciliation of corporate credit cards

Contract register

The contract register is now publically available and is updated on a regular basis and can be accessed via Public Contracts Scotland

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

Table 10: Regulated procurement summary

Document ID	Title	Total Value	Complied with Strategy	Community Benefits
1235	Quick Step Service	£ 284,774.70	Yes	No
1394	Hiring of Mini-Tractors 2017 (mini comp through Scotland Excel - Vehicle & Plant Hire	£ 94,950.00	Yes	No
1397	Office Equipment	£ 432,183.99	Yes	No
1423	LED Street Lighting Lanterns (Scotland Excel)	£ 650,000.00	Yes	No
1513	Streetscape Enhancements Tron Court, Tullibody	£ 492,622.00	Yes	Yes
1513	Streetscape Enhancements - Main Street, Clackmannan	£ 552,127.60	Yes	Yes
1516	Surface dressing of carriageways	£ 173,146.23	Yes	No
1518	Transport for Education and Social Care Requirements	£ 8,117,000.00	Yes	Yes
1522	Citrix Licence Renewal	£ 73,976.60	Yes	No
1524	Council Tax/ Non Domestic Rates/Housing Benefits Processing System	£ 312,812.00	Yes	No
1528	Superimposed Road Markings	£ 148,000.00	Yes	No
1529	Auld Brig, Tullibody (Site 1) & Fishcross Bridge, Fishcross (Site 2) Masonry Repairs	£ 57,374.42	Yes	No
1530	Guest WIFI	£ 86,081.39	Yes	No
1532	Conversions and Upgrade Multi Trade Contract 2017-19	£ 1,000,000.00	Yes	Yes
1535	Demolition of Old Printworks and Two Shop Units – Clackmannan	£ 59,650.00	Yes	No
1537	Family support	£ 54,400.00	Yes	Yes
1539	Central Heating Replacement	£ 1,333,333.34	Yes	No
1554	Provision of Local Bus Services in Clackmannanshire	£ 2,198,802.00	Yes	Yes
1569	Contract for Supply and Erection of Scaffold for Maintenance and Refurbishment 2017-2021	£ 160,000.00	Yes	No
1570	Energy Efficiency HEEPS ABS - 2017-18	£ 970,930.62	Yes	Yes
1573	Provision of Modular Building Kitchen and Dining Area at Sauchie Nursery	£ 179,167.02	Yes	No
1573	Modular Buildings	£ 249,701.45	Yes	No
1582	Functional Family Therapy Services	£ 84,000.00	Yes	No

1593	Primary Schools Early years bundle	£ 7,719,000.00	Yes	Yes
1594	Salt	£ 72,500.00	Yes	No
1595	iTrent Hosting Cloud 9	£ 99,824.00	Yes	No
1599	Occupational Health Services and Employee Assistance Programme	£ 421,100.00	Yes	No
1599	Occupational Health Services and Employee Assistance Programme Lot 3	£ 17,500.00	Yes	No
1606	Heating Services	£ 400,000.00	Yes	No
1607	Road Sweepers	£ 273,555.00	Yes	No
1607	Sweeper	£ 173,208.00	Yes	No
1609	Trade Materials	£ 540,000.00	Yes	No
1615	Therapeutic listening, counselling, advocacy and signpost services for children	£ 80,000.00	Yes	Yes
1620	PvcU Window and Door Products	£ 1,360,000.00	Yes	Yes

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 two contracts during this year that required consideration as part of the regulation.

REF: 1518 - TRANSPORT FOR EDUCATION AND SOCIAL CARE

REF: 1593 - EDUCATION PRIMARY SCHOOLS AND EARLY YEARS (1140HRS)

However, the Council has also imposed the following Community benefits as part of the procurement exercises listed detailed below.

REF:1513 - STREETScape ENHANCEMENTS

This contracts has been developed with full community collaboration giving the local community an opportunity to express an opinion and influence the design and delivery of the project Targeted recruitment training for the council's own workforce to provide 2 individuals for a 2 week period on a rota which will include 2 weeks training for 8 people. A modern day apprentice engaged as part of Scotland's youth employment strategy.

REF: 1518 - TRANSPORT FOR EDUCATION AND SOCIAL CARE

Education and social care transport is, in itself a community benefit. Most of the suppliers are micro-businesses embedded in local communities, employing locally-based drivers. Midland Bluebird Ltd, a wholly-owned subsidiary of FirstGroup plc, is the only bidder which is not an SME. However, this operator employs, as at 20 December 2016, 145 drivers, mechanics and management/ supervisory staff at its Bannockburn Depot, of whom 42 (29%) live in Clackmannanshire (postcode areas FK10-FK14). Midland Bluebird Ltd is a scale of business that can employ modern apprentices and offer formal training with a career path. The SMEs - especially the micro-businesses - are rarely, if ever, in a position to do this on any kind of formal basis. To attach a significant score to community benefits would tend to favour the large operator over the small, an aspect that has been pointed out to us by several small operators in the past. In order to be fair to all sizes of business, bidders were asked to state whether they would provide community benefits if they were to secure at least £1M of business during the course of the DPS. This will become a 'trigger point'

REF: 1528 - FRAMEWORK FOR SUPERIMPOSED ROAD MARKINGS & ASSOCIATED SERVICES CLACKS & FALKIRK COUNCILS

The annual level of spend by Clackmannanshire council does not warrant inclusion of a community benefit to this Council, however there will be a gain to our partners, Falkirk Council in the form of Modern apprenticeship engagement up to a maximum of two Modern apprentices.

REF: 1532 - MAINTENANCE AND CONVERSION MULTI-TRADE FRAMEWORK

Supplier has committed to utilising local supply chains and local labour

REF: 1537 - FORTH VALLEY FAMILY SUPPORT

Individuals using the service will have access to a range of training opportunities which may enhance personal and or professional development. The supplier has committed to provide

training for professionals working in the local area this increasing the competences in supporting individuals and families affected by substance misuse.

REF: 1554 - PROVISION OF LOCAL BUS SERVICES IN CLACKMANNANSHIRE

Midland Bluebird offers an apprenticeship programme and will undertake visits to schools to educate pupils in the safe use of buses. They will also provide work experience placements and participate in employment workshops. Hunters Executive Coaches Ltd have detailed various means by which they will support communities through recruitment and training, supply chain management using local suppliers, community consultation, educational support making facilities available to local businesses and charitable groups and local sponsorship. Both suppliers a significant local employers.

Ref: 1570- HEEPS ABS Programme

Offered training placements to 2 local individuals for the first phase of works. This could be long term unemployed individuals or a recent school leaver
Sub contractors using local suppliers for goods and services

REF: 1593 - EDUCATION PRIMARY SCHOOLS AND EARLY YEARS (1140HRS)

Work Placements – providing 6 work placements of a minimum of 5 working days for pupils aged 16+ years an 1 work placement for a minimum of 5 days for a pupil aged 14-16
Construction Curriculum Support Activities
Providing a minimum 4 Construction Curriculum Support Activities including careers presentations and mock interviews
SME/ Third Sector supply chain development
They have identified specific SME's and Third Sector organisations with whom they have a previous trading records that Would be specifically interested in opportunities
Providing Sponsorship of a local community group and event.

REF: 1615 - THERAPEUTIC LISTENING & HOLISTIC WELLBEING SERVICE

The identified service will work to build children and young people's resilience through talking, listening and creative work, helping them to cope with wide-ranging and often complex social issues including their own anxiety, distress and issues relating to parental substance misuse, bullying, bereavement, domestic violence, family breakdown, neglect and trauma. The bespoke roles of qualified workers will involve collaboration and signposting to existing services across Clackmannanshire, providing advocacy and support to engage in programmes and approaches out with schools to promote wellbeing and thus address identified issues, to work.

REF: 1620 - SUPPLY AND INSTALLATION OF Pvc-U WINDOWS AND DOOR PRODUCTS

Employment of Local labour 58% of the contractors workforce now live in the Clackmannanshire area.

HUB EAST CENTRAL SCOTLAND CLACKMANNANSHIRE COUNCIL COMMUNITY BENEFITS SUMMARY

Below is a summary of some of the community development activities for the Tullibody School Construction.

- 10 x Apprentice/Graduate jobs created.
- 13 x Work Placements for both Under 18's & Over 18's in conjunction with local secondary schools, Forth Valley College & DYW.
- 246 weeks' worth of onsite training for apprentices.
- Safety Talks featuring CCS Ivor & Honor to all Nursey to P4 students at both Abercromby & St Bernadette's.
- Giant Tetrahedron construction to all P5 – P7 students at both Abercromby & St Bernadette's.
- Site visit for all pupils from both schools throughout the various phases .

There may be further assistance provided to both schools with the delivery of additional STEM activities.

Local additional events in the area may also be attributed to the construction.

Roads and Transportation

Officers from the Roads department are assisting with Green Travel Plan and engaging with staff, pupils and parents as regards Safe Routes to Schools

Land Services and Grounds for learning

Activities planned with staff and pupils to look at landscape for learning across whole campus.

Nursery and primary

Education Assets

Staff and pupil activities regarding an overview of design, requirements and specifications, consultation process and establishment of Stakeholder's Group already undertaken in 2016/17 and 2017/18. Talks planned with the relevant contractors and specialists for 2018/19.

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 currently using:

- Haven Sign Factory
- Haven Recycling
- Lady Haig Poppy Factory

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 procurements page 123 <https://www.clacks.gov.uk/document/meeting/1/823/5859.pdf>

The listing below are contracts due for renewal within the next two financial years. Please note some of these arrangements have the option for an extension period.

TITLE	END DATE	VALUE
iTrent Hosting Cloud 9	22/12/2019	£ 99,824.00
Supply & Delivery of Plumbing & Heating Materials	01/12/2019	£ 800,000.00
Money & Welfare Benefits Advice & Support	30/11/2019	£ 19,500.00
Independent Advocacy Services	01/11/2019	£ 259,168.00
Leisure Bowl management	30/09/2019	£ 4,908,383.00
Conversions and Upgrade Multi Trade Contract 2017-19	04/09/2019	£ 1,000,000.00
Framework Agreement for the Purchase of Double Glazed Units, Glass, Glazing Accessories & Consumable	01/09/2019	£ 170,000.00
Fire Risk Assessment and Fire Safety Training	25/08/2019	£ 39,753.00
Treatment Of Recyclable And Residual Waste	15/08/2019	£ 1,990,000.00
Clackmannanshire and Stirling Council's Road Lighting Framework Contract 2015-2017	01/08/2019	£ 1,600,000.00
Framework agreement for early childhood education - partner services	01/08/2019	£ 11,680,000.00
Tender for Mental Health Counselling Service for Adults with Mild/Moderate Mental Health Problems	01/07/2019	£ 318,454.69
Therapeutic Listening and Holistic Wellbeing Service	16/06/2019	£ 272,338.24
Energy Efficiency HEEPS ABS - 2017-18	31/05/2019	£ 970,930.62
VMware vSphere 6 Enterprise Plus with Operations Manager Licenses	29/05/2019	£ 41,759.28
Heating Maintenance and Servicing	14/05/2019	£ 400,000.00
Supply, installation of stair lifts, through floor lifts, external step lifts, incline platform lift	30/04/2019	£ 250,000.00
Render and Roof Upgrading 2015 - 2019	15/04/2019	£ 464,815.37
Central Heating Replacement	03/04/2019	£ 1,333,333.34
Short Term Residential Care Service	01/04/2019	£ 104,713.00
Waste Disposal Equipment - Supply and Delivery	01/04/2019	£ 38,450.00
Screening crushing and recycling of inert material Framework agreement 15 -19	01/04/2019	£ 255,750.00
Floor Coverings to Properties Throughout Clackmannanshire - Contract 424700	01/04/2019	£ 345,550.31
Universal Credit Universal Support 2018/19	31/03/2019	£ 35,920.00
Framework Contract For The Provision of Ready Mixed Concrete to Clackmannanshire Council...	31/03/2019	£ 40,000.00
Framework Contract for the Provision of Traffic Management Services to Clackmannanshire ...	31/03/2019	£ 45,000.00
Health & Safety Training	31/03/2019	£ 38,880.00
Veeam Backup, Clearswift Email and Clearswift Web software renewal	31/03/2019	£ 21,979.76
Citrix Licence Renewal	31/03/2019	£ 73,976.60
Lotus Notes Domino Sametime Reissue	31/03/2019	£ 130,498.33
Backup storage, tools and software maintenance	31/03/2019	£ 123,486.91
Light Vehicles	31/03/2019	£ 724,352.00
Administrative And Enabling Works Associated With The Council's Home Energy Efficiency Programme	31/03/2019	£ 490,140.00
Supply and delivery of kitchen cabinets, worktops and associated products	31/03/2019	£ 468,750.00
Provision of Modular Building Kitchen and Dining Area at Sauchie Nursery	29/03/2019	£ 179,167.02
Heating Services	01/03/2019	£ 400,000.00
Removal and Storage Services	01/01/2019	£ 104,725.00
Alterations and Extensions, Clackmannan Primary	25/12/2018	£ 671,232.00
The Provision of Temporary Accommodation via a Framework Agreement	14/12/2018	£ 440,000.00
Consultancy Services for Refurbishment & New Build Projects 2017-18	03/12/2018	£ 49,999.00
Salt	13/11/2018	£ 72,500.00
Vehicle - Tipper up to 3.5 tonne	13/11/2018	£ 163,500.00
Functional Family Therapy Services	06/11/2018	£ 84,000.00
Telephony Support and Maintenance	31/10/2018	£ 57,143.02

Traffic Equipment Maintenance and Ancillary Support Services	31/10/2018	£	32,724.00
Payment Processing Services	19/10/2018	£	96,800.00
Office Equipment	01/10/2018	£	972,000.00
Electrical Materials Supply & Deliver	01/10/2018	£	612,500.00
Printing Services Framework	01/10/2018	£	172,500.00
Demolition of Old Printworks and Two Shop Units - Clackmannan	30/09/2018	£	59,650.00
Property Consultancy, CDM & Compliance Services 2016-2018	30/09/2018	£	40,000.00
GIS Software as a Service (SaaS)	30/09/2018	£	100,000.00
Modular Buildings	26/09/2018	£	249,701.45
Sweeper	18/09/2018	£	173,208.00
Family support	01/09/2018	£	54,400.00
Risk Management Consultancy and Insurance Brokerage Service	31/08/2018	£	22,000.00
Provision of Market Research for Focus Groups	02/08/2018	£	19,418.00
Surface dressing of carriageways	01/08/2018	£	137,311.36
Treasury Management Consultancy Services	01/08/2018	£	68,000.00
Consultancy Services Term Commission for Roads, Transport and Environmental Related Professional Ser	18/07/2018	£	400,000.00
Microsoft OVR Agreement	01/07/2018	£	40,115.50
Provision of Local Bus Services C64-C71	01/07/2018	£	1,342,178.00
Hire of Gritting Vehicle	30/06/2018	£	13,200.00
LED Street Lighting Lanterns (Scotland Excel)	30/06/2018	£	650,000.00
LED Street Lighting Lanterns 2016 (Scotland Excel)	30/06/2018	£	1,200,000.00
Provision of Legal Services	30/06/2018	£	1,600,000.00
Biomass Fuel for Redwell Primary School 2014-2018 - 2/6/1297	30/06/2018	£	67,000.00
Quick Step Service	31/03/2018	£	284,774.70
Street Lighting Materials	20/07/2016	£	650,000.00

Appendix 5. Top 30 categories of spend by total expenditure

The Thomson classification is based on the core business of the supplier

Trade Classification (Thomson)	Total Spend	Total Transactions	Total Suppliers	% Of Spend
Facilities Management	8,384,841.20	60	5	14.81
Nursing Homes	5,067,644.99	575	27	8.95
Home Care Services	4,095,002.97	603	5	7.23
Project Management	2,815,045.29	15	1	4.97
Residential Care Homes	2,754,067.86	488	25	4.86
Civil Engineers	1,880,400.90	69	5	3.32
Adoption & Fostering	1,586,403.36	440	12	2.80
Construction Contractors - General	1,533,692.88	60	4	2.71
Pvc-u Products - Mnfrs & Suppliers	1,520,262.44	133	1	2.69
Social Services	1,338,056.08	373	14	2.36
Childcare Services	1,189,566.06	148	4	2.10
Electricity Companies	1,147,804.70	184	4	2.03
Building Refurbishment & Restoration Contractors	1,113,866.24	30	3	1.97
Disability & Special Needs - Services	999,537.25	238	13	1.77
Electrical Wholesalers	998,621.33	902	7	1.76
Waste Disposal Services	831,174.86	40	4	1.47
Insurance - Other	795,808.18	21	2	1.41
Property Maintenance & Repairs	754,767.68	37	3	1.33
Computer Systems & Software (development)	747,439.13	294	35	1.32
Car Dealers	718,891.28	69	3	1.27
Employment & Recruitment Agencies	646,991.24	1,433	13	1.14
Insulation Installers	608,400.00	3	1	1.07
Taxis & Private Hire	492,236.91	305	18	.87
Coach Hire	490,295.00	153	5	.87
Lighting Contractors	489,708.59	105	1	.86
Catering Food & Drink Suppliers	474,930.37	714	3	.84
Children's Homes	464,684.45	110	1	.82
Bus & Coach Operators & Stations	393,573.16	66	2	.70
Water Companies	379,925.69	26	3	.67
Oil Fuel Distributors	379,386.92	59	1	.67

Top 30 Suppliers by total expenditure

Supplier Name	Aggregate Spend	Transactions	Trade Classification (Thomson)
Clackmannanshire Educ Partnership Ltd	7,870,733.75	22	Facilities Management
Caring Homes Group Ltd	3,451,640.83	223	Nursing Homes
HUB EAST CENTRAL SCOTLAND LTD	2,815,045.29	15	Project Management
Mears Care (Scotland) - ILS	2,479,416.73	172	Home Care Services
Sidey Solutions Ltd	1,520,262.44	133	Pvc-u Products - Mnfrs & Suppliers
EDF Energy 1 Ltd	1,123,740.96	71	Electricity Companies
Hadden Construction Ltd	1,071,499.80	2	Construction Contractors - General
Ailsa Building Contractors Ltd	1,010,984.81	6	Building Refurbishment & Restoration Contractors
HC-One Limited Orchard NH	930,199.25	91	Nursing Homes
John MacLean & Sons Electrical Ltd	885,631.33	57	Electrical Wholesalers
AVONDALE ENVIRONMENTAL LIMITED	824,825.16	16	Waste Disposal Services
J H Civil Engineering Ltd	778,540.27	24	Civil Engineers
Scottish Autism Central Area Office	736,060.74	151	Residential Care Homes
Arthur J Gallagher	719,539.18	16	Insurance - Other
Aberlour Child Care Trust	716,682.72	54	Childcare Services
IKL CARE	711,984.59	263	Home Care Services
Everwarm	608,400.00	3	Insulation Installers
Parklands Care Home	605,248.64	41	Residential Care Homes
Citroen UK Ltd	592,540.89	50	Car Dealers
Maclay Civil Engineering Ltd	590,448.95	17	Civil Engineers
P H JONES LTD	588,837.12	11	Property Maintenance & Repairs
Lightways (Contractors) Ltd	489,708.59	105	Lighting Contractors
RJ McLeod	483,986.68	7	Civil Engineers
Care Visions Group Ltd Residential	464,684.45	110	Children's Homes
Flourish Home Support Services Ltd	451,037.86	98	Home Care Services
Carewatch (Forth)	447,559.35	59	Home Care Services
Crossroads Caring Scotland Clackmannanshire	441,816.46	156	Social Services
Brake Bros Foodservice Ltd	433,268.12	635	Catering Food & Drink Suppliers
Skanska UK	432,300.38	49	Construction Contractors - General
NAS Services Limited	397,881.23	6	Disability & Special Needs - Services

Appendix 6. Participation in National Contracts

Scottish Government procurement (Cat A)

Summary of contracts used spend and savings

Contract	Supplier	2017/2018 Spend	2017/2018 Cash Saving
Desktop Client Devices	Hewlett Packard UK Ltd	£72,409.50	£29,669.67
Electricity	EDF Energy Ltd	£1,091,438.68	£52,309.67
General stationery and office paper (2016)	Lyreco UK Ltd	£57,670.26	£12,998.88
IT Consumables (2016)	Banner Group Ltd	£1,869.45	£130.30
IT Peripherals (2014)	Misco (UK) Ltd	£25,957.25	£7,493.86
Liquid Fuel - Automotive fuel (Central)(2015)	Scottish Fuels	£351,104.88	£6,671.13
Liquid Fuel - Heating oil (Central)(2015)	Scottish Fuels	£33,007.00	£835.00
Mobile Client Devices	Hewlett Packard UK Ltd	£154,114.61	£129,923.11
National Framework for Tablet Client Devices	XMA Limited	£126,270.76	£51,198.35
Natural Gas	Total Gas & Power Ltd	£235,870.23	£24,941.03
Office Equipment - Multi-functional Devices & Services	Canon (UK) Ltd	£1,863.11	£539.18
Office Equipment - Multi-functional Devices & Services	Ricoh (UK) Ltd	£94,741.32	£27,418.14
Postal Services - Ad-hoc and hybrid mail (2016)	Royal Mail Group	£7,888.34	£512.74
Postal Services - Scheduled/Regular Bulk Mail (2016)	Royal Mail Group	£47,062.80	£3,059.08
Print and Associated Services - litho/ digital print services	Harlow Printing Ltd	£775.31	£112.42
Print and Associated Services - litho/ digital print services	Pandaprint	£631.00	£91.50
Supported Factories and Businesses - Signage	The Sign Factory	£6,990.46	£0.00
Temporary and Interim Staff - Administration East	Pertemps Recruitment	£10,728.00	£718.69
Temporary and Interim Staff - Administration West	Pertemps Recruitment	£40,773.03	£2,753.82
Temporary and Interim Staff - Catering/Manual East	Pertemps Recruitment	£75,405.00	£5,068.07
Temporary and Interim Staff - Catering/Manual East	BRIGHTWORK LTD	£53,903.06	£3,592.63
Temporary and Interim Staff - Catering/Manual West	Pertemps Recruitment	£130,175.76	£8,741.59
Temporary and Interim Staff - Catering/Manual West	BRIGHTWORK LTD	£26,132.37	£1,743.09
Temporary and Interim Staff - Interim Professionals	Parity Professionals Limited	£99,244.71	£6,316.87
Temporary and interim staff (2010)	All Suppliers (Temp and Interim)	£9,149.34	£777.69
Water and Waste Water Services	Anglain Water Business (National) Ltd	£293,401.31	£21,418.29
Web Based & Proprietary Client Devices	XMA Limited	£3,521.50	£1,011.70

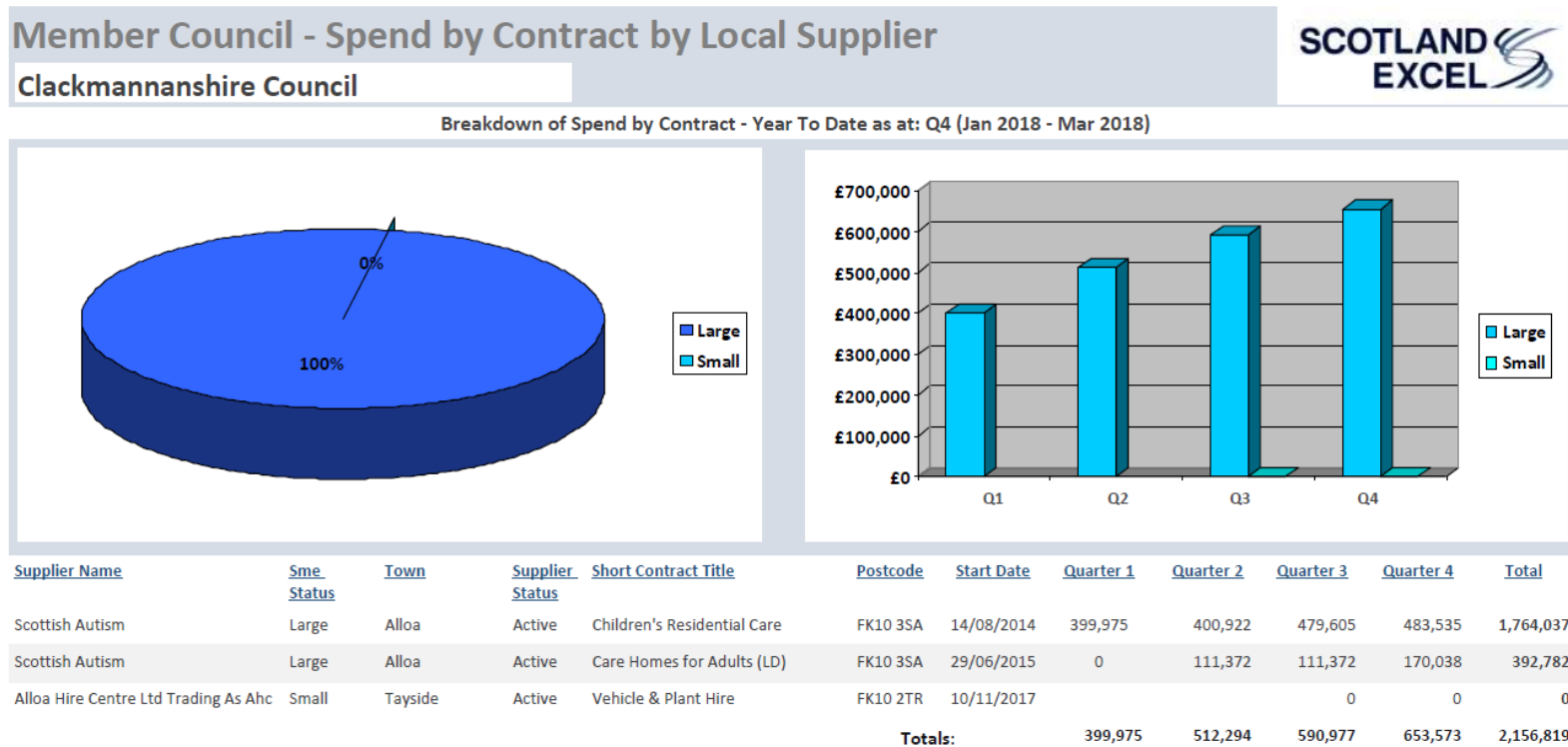
Participation in National Contracts

Scotland Excel - Local Authority sector contracts (Cat B)

Of the 54 contracts available to Clackmannanshire Council during this period:

- 52 contracts were adopted and in were in use
- 2 contracts are not being used as existing arrangements are in place – Community Meals and Customer Service platform
- This represents a 96% participation level

The following table shows the suppliers awarded onto the Scotland Excel live portfolio of contracts from Clackmannanshire Council region along with any associated spend over the last available four quarters:



Member Contract Spend and Estimated Savings Report

Clackmannanshire Council

Breakdown of Spend by Contract - Year To Date as at: Q4 (Jan 2018 - Mar 2018)



Contract	Contract Start Date	Join Date	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total			
			Actual Spend (£)	Estimated Saving (£)	Actual Spend (£)	Estimated Saving (£)	Actual Spend (£)	Estimated Saving (£)	Actual Spend (£)	Estimated Saving (£)	Actual Spend (£)	Estimated Saving (£)	Forecast Spend (£)	Actual v Forecast %
Children's Residential Care	14/08/2014	14/08/2014	299,576	0	280,533	0	230,898	0	203,026	0	1,014,033	0	1,532,850	66.2%
Street Lighting Materials	01/07/2014	01/01/2016	326,811	10,108	328,952	10,174	14,819	458	227,352	7,032	897,934	27,771	0	
Recyclable & Residual Waste	07/07/2014	07/07/2014	230,371	0	223,865	0	299,127	0	88,939	0	842,302	0	326,514	258.0%
Fostering	25/03/2017	25/03/2017	20,972	0	36,947	0	166,561	0	166,388	0	390,867	0	867,298	45.1%
Security (Services)	01/04/2015	01/04/2015	75,015	0	80,391	0	69,022	0	67,542	0	291,970	0	200,000	146.0%
Energy Efficiency Contractors	01/05/2017	01/05/2017	0	0	0	0	0	0	246,935	7,637	246,935	7,637	656,455	37.6%
Groceries & Provisions	01/05/2016	01/05/2016	50,886	3,948	47,446	3,681	61,065	4,738	59,466	4,614	218,863	16,981	178,843	122.4%
Plumbing and Heating Materials	01/12/2015	01/12/2015	38,525	5,303	44,934	6,185	43,601	6,002	52,472	7,223	179,531	24,714	351,600	51.1%
Care Homes for Adults (LD)	29/06/2015	29/06/2015	29,100	0	29,400	0	29,400	0	89,417	0	177,317	0	586,000	30.3%
Frozen Foods	01/07/2017	01/07/2017			47,884	2,948	61,304	3,775	58,508	3,602	167,696	10,325	200,541	83.6%
Trade Materials (ironmongery, trade tools, pai	03/03/2014	03/03/2014	33,975	2,323	33,092	2,263	21,895	1,497	25,679	1,756	114,641	7,839	91,351	125.5%
Light Vehicles	16/07/2013	16/07/2013	113,740	2,321							113,740	2,321	63,700	178.6%
Vehicle Parts	13/01/2017	16/01/2017	21,711	787	27,717	1,005	24,494	888	32,932	1,194	106,855	3,876	173,700	61.5%
Vehicle Purchase RM1070	01/06/2017	01/06/2017	0	0	0	0	0	0	105,924	0	105,924	0	260,000	40.7%
Presentation & Audio Visual Equipment	01/04/2015	01/04/2015	7,999	602	34,599	2,604	40,720	3,065	21,694	1,633	105,012	7,904	19,809	530.1%
Street Lighting Bulk Renewal of Luminaires	21/07/2016	21/07/2016	56,957	23,605	0	0	32,151	13,324	0	0	89,108	36,929	18,736	475.6%
Milk	01/03/2014	01/03/2014	28,437	-2,372	16,803	-1,402	26,924	-2,246	14,873	-1,241	87,037	-7,260	82,986	104.9%
Salt	01/07/2014	01/12/2014	0	0	0	0	0	0	75,463	0	75,463	0	0	
Telecare and Telehealth Technologies	01/01/2015	01/01/2015	35,975	1,262	10,114	355	7,445	261	12,663	444	66,197	2,323	57,966	114.2%
Janitorial Products	01/03/2015	01/03/2015	14,393	4,239	16,349	4,815	19,431	5,722	12,837	3,780	63,009	18,556	64,654	97.5%
Education Materials	01/08/2017	01/08/2017			9,586	38	20,411	82	32,299	130	62,296	250	90,864	68.6%
Meats - Fresh, Prepared & Cooked (inc. Fresh	01/11/2014	01/11/2014	11,319	3,192	12,147	3,426	18,343	5,174	17,517	4,941	59,325	16,733	46,465	127.7%
Frozen Foods	01/07/2013	01/07/2013	58,454	2,189							58,454	2,189	40,966	142.7%
Domestic Furniture and Furnishings	01/11/2016	01/11/2016	0	0	0	0	0	0	55,851	112	55,851	112	380,238	14.7%
Electrical Materials	01/04/2016	01/04/2016	14,256	798	12,867	720	8,299	464	17,439	976	52,860	2,958	153,291	34.5%
Organic Waste	01/08/2017	01/08/2017			16,163	1,796	16,323	1,814	16,124	1,792	48,611	5,401	101,773	47.8%
Vehicle & Plant Hire	05/12/2013	05/12/2013	23,124	297	20,248	260	0	0	0	0	43,372	558	22,214	195.2%
Asbestos	01/04/2015	01/04/2015	14,832	2,882	16,326	3,172	6,722	1,306	4,891	950	42,771	8,311	41,865	102.2%
Personal Protective Equipment	01/03/2017	01/03/2017	5,755	49	18,307	157	9,919	85	7,359	63	41,340	354	52,862	78.2%
Vehicle & Plant Hire	10/11/2017	10/11/2017					17,166	584	20,283	690	37,450	1,274	11,611	322.5%
Recycle And Refuse Containers	03/11/2017	03/11/2017					2,839	36	31,480	395	34,319	431	28,808	119.1%
Tyres for Vehicles & Plant	01/11/2013	01/11/2013	19,048	1,838	15,011	1,448	0	0			34,059	3,286	58,140	58.6%
Engineering Consultancy	18/03/2017	18/03/2017	0	0	0	0	31,571	1,522	0	0	31,571	1,522	52,470	60.2%
Building And Timber Materials	01/04/2015	01/04/2015	0	0	14,110	421	14,014	419	2,573	77	30,697	917	232,803	13.2%
Library Books & Textbooks	01/11/2013	01/11/2013	14,529	312	12,922	277	1,455	31			28,906	620	29,370	98.4%
Recycle and Refuse Containers	01/11/2013	01/11/2013	20,375	4,322	0	0	0	0			20,375	4,322	7,880	258.6%
Tyres for Vehicles & Plant	01/11/2017	01/11/2017					13,917	141	5,449	55	19,366	196	37,660	51.4%
Washroom Solutions	01/10/2014	01/10/2014	4,727	3,164	4,747	3,178	4,921	3,294	4,875	3,263	19,269	12,900	10,028	192.2%
Education And Office Furniture	01/03/2017	01/03/2017	654	30	4,975	229	4,487	206	8,520	392	18,636	858	35,699	52.2%
Catering Sundries	24/10/2016	01/11/2016	3,640	-29	3,609	-29	6,220	-49	4,335	-34	17,804	-141	46,541	38.3%
Agency Workers - Social Care	01/08/2014	01/08/2014	5,811	0	4,504	0	3,094	0	2,854	0	16,263	0	213,000	7.6%
Outdoor Play Equipment and Artificial Surface	01/05/2017	01/05/2017	5,303	0	4,788	0	2,788	0	0	0	12,879	0	25,000	51.5%
Road Maintenance Materials	01/07/2014	01/07/2014	6,267	879	2,751	386	1,977	277	1,290	181	12,285	1,723	13,458	91.3%
Milk	01/03/2018	01/03/2018							10,118	-197	10,118	-197	24,664	41.0%
Ground Maintenance	02/03/2015	02/03/2015	0	0	0	0	0	0	9,264	905	9,264	905	94,603	9.8%
Signage	01/12/2014	01/12/2014	278	4	8,481	122	0	0	0	0	8,758	126	2,408	363.7%

Member Contract Spend and Estimated Savings Report

Clackmannanshire Council

Breakdown of Spend by Contract - Year To Date as at: Q4 (Jan 2018 - Mar 2018)



Contract	Contract Start Date	Join Date	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total			
			Actual Spend (£)	Estimated Saving (£)	Actual Spend (£)	Estimated Saving (£)	Actual Spend (£)	Estimated Saving (£)	Actual Spend (£)	Estimated Saving (£)	Actual Spend (£)	Estimated Saving (£)	Forecast Spend (£)	Actual v Forecast %
Library Books & Textbooks	01/02/2018	01/02/2018							8,182	11	8,182	11	19,307	42.4%
Bitumen Products	01/03/2017	11/08/2017			2,311	0		1,755	0	2,552	0	6,618	0	0
Online School Payments	27/11/2014	27/11/2014	2,184	936	0	0	0	0	0	0	2,184	936	18,673	11.7%
Trade Materials	17/02/2018	17/02/2018							1,631	15	1,631	15	27,235	6.0%
Heavy Vehicles	13/01/2014	13/01/2014	0	0	0	0	0	0	0	0	0	0	225,000	0.0%
Roadstone	01/07/2014	01/01/2015	0	0	0	0	0	0	0	0	0	0	546,600	0.0%
Recyclable & Residual Waste (Income)	07/07/2014	07/07/2014	0	0	0	0	0	0	0	0	0	0	0	
Heavy Plant	02/03/2015	02/03/2015	0	0	0	0	0	0	0	0	0	0	93,503	0.0%
Security (Equipment)	01/04/2015	01/04/2015	0	0	0	0	0	0	0	0	0	0	86,000	0.0%
Buildings Related Engineering Consultancy	01/10/2015	01/10/2015	0	0	0	0	0	0	0	0	0	0	43,400	0.0%
Waste Disposal Equipment	01/04/2016	01/04/2016	0	0	0	0	0	0	0	0	0	0	9,500	0.0%
Demolition	04/01/2017	04/01/2017	0	0	0	0	0	0	0	0	0	0	156,470	0.0%
Secure Care	01/04/2017	01/04/2017	0	0	0	0	0	0	0	0	0	0	0	
Bottled Gas	06/11/2017	06/11/2017						0	0	0	0	0	0	0
Laundry Equipment	06/11/2017	06/11/2017						0	0	0	0	0	0	0
Pest Control Services	08/12/2017	25/01/2018							0	0	0	0	0	0
Steeplejack Services	08/12/2017	08/12/2017						0	0	0	0	0	0	0
Heavy Vehicles	01/01/2018	01/01/2018							0	0	0	0	37,000	0.0%
Swimming Pool Chemicals	08/01/2018	16/02/2018							0	0	0	0	0	0
Water Coolers	08/01/2018	15/01/2018							0	0	0	0	0	0
Catering Machines	16/01/2018	16/02/2018							0	0	0	0	0	0
Digital Publications and Services	01/02/2018	01/02/2018							0	0	0	0	0	0
Community Meals	01/09/2015												0	
Customer Service Platform	01/06/2016	01/06/2016											0	
Totals:			1,594,999	72,991	1,442,877	48,233	1,335,075	52,871	1,826,996	52,391	6,199,947	226,485	8,850,373	70.1%

Notes:

1. Spend data is unavailable for Electrical Materials and Plumbing Materials.
2. Actual Spend - Total actual spend (net of saving) on contracts during the reporting period compiled using spend data returns provided by contracted suppliers.
3. Saving - Calculated using the estimated forecast saving percentage figure attributed to each contract as per Executive Sub-Committee reports (or variation thereof subsequently agreed with the customer).
4. Forecast Spend - Estimated total spend anticipated in the reporting period.

Appendix 7. Clackmannanshire procurement (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 2017 up to March 2018.

File Number	Form 1 Estimated Spend	Form 2 Amount of Award	Savings	Requirement
2/6/1516	£230,000.00	£173,146.23	£56,853.77	SURFACE DRESSING OF CARRIAGEWAYS FOR CLACKMANNANSHIRE FALKIRK AND STIRLING COUNCILS 2017
2/6/1520	£46,000.00	£24,261.60	£21,738.40	SECURITY SERVICES AND EQUIPMENT
2/6/1522	£86,000.00	£73,976.60	£12,023.40	CITRIX LICENCE RENEWAL
2/6/1531	£26,000.00	£25,539.00	£461.00	GROUNDS MAINTENANCE
2/6/1533	£22,000.00	£16,000.00	£6,000.00	VIPRE - BUSINESS STANDARD - EDUCATION
2/6/1534	£44,000.00	£41,759.28	£2,240.72	VMWARE VSPHERE 6 ENTERPRISE PLUS WITH OPERATIONS MANAGER
2/6/1540	£20,025.00	£19,820.98	£204.02	APPOINT CAFÉ SOCIETY TO PROVIDE A FOODBANK FOR 1 YEAR - EXCEPTION REQUEST
2/6/1541	£31,706.00	£31,383.38	£322.62	APPOINT SAUCHIE ACTIVE 8 FOR 1 YEAR - EXCEPTION REQUEST
2/6/1552	£502,100.00	£492,622.00	£9,478.00	TRON COURT IMPROVEMENTS
2/6/1553	£250,000.00	£249,701.45	£298.55	BANCHORY PS ADDITIONAL CLASSROOMS
2/6/1557	£10,000.00	£6,000.00	£4,000.00	OUTDOOR PLAY EQUIPMENT AND ARTIFICIAL SURFACES
2/6/1557	£10,000.00	£4,119.20	£5,880.80	OUTDOOR PLAY EQUIPMENT AND ARTIFICIAL SURFACES
2/6/1561	£35,469.00	£34,404.93	£1,064.07	APPOINT COMMUNITY HOUSE FOR 1 YEAR - EXCEPTION REQUEST
2/6/1567	£308,000.00	£259,168.00	£48,832.00	JOINT COMMISSIONING OF INDEPENDENT ADVOCACY SERVICES
2/6/1568	£35,000.00	£20,790.93	£14,209.07	FIREWALL REPLACEMENT
2/6/1569	£160,000.00	£159,240.40	£759.60	SUPPLY AND ERECTION OF PROGRAMMED SCAFFOLDING 2017-2021
2/6/1573	£277,000.00	£220,000.00	£57,000.00	MODULAR KITCHEN AND DINING AREA - LOT 9
2/6/1575	£24,000.00	£22,000.00	£2,000.00	PROVISION OF SOFT SKILLS TRAINING
2/6/1576	£24,000.00	£21,244.52	£2,755.48	VEEAM BACKUP, CLEARSWIFT EMAIL AND CLEARSWIFT WEB SOFTWARE RENEWAL
2/6/1577	£42,000.00	£40,111.50	£1,888.50	OVS FOR EDUCATION AGREEMENT
2/6/1578	£31,000.00	£18,915.00	£12,085.00	PRODUCTION OF WASTE AWARENESS CAMPAIGN FROM EXISTING ARTWORK
2/6/1583	£694,000.00	£671,232.00	£22,768.00	CLACKMANNAN PRIMARY SCHOOL REFURBISHMENT
2/6/1584	£30,000.00	£22,610.00	£7,390.00	SUPPLY AND DELIVERY OF TOPSOIL
2/6/1585	£45,000.00	£32,972.53	£12,027.47	MENSTRIE FLOOD RISK ASSESSMENT OPTION APPRAISAL
2/6/1588	£35,000.00	£24,589.80	£10,410.20	GF REGENERATION PROJECT - HOUSING
2/6/1589	£45,000.00	£16,650.00	£28,350.00	CLACKMANNANSHIRE STRATEGIC SURFACE WATER MANAGEMENT PLAN (SWMP) 2018
2/6/1590	£45,000.00	£39,600.00	£5,400.00	INFRARED PERMANENT REPAIRS TO CARRIAGEWAY SURFACES 2017-18
			£346,440.67	

Appendix 8. Exception reports

Contract standing orders apply to all contracts entered into 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.

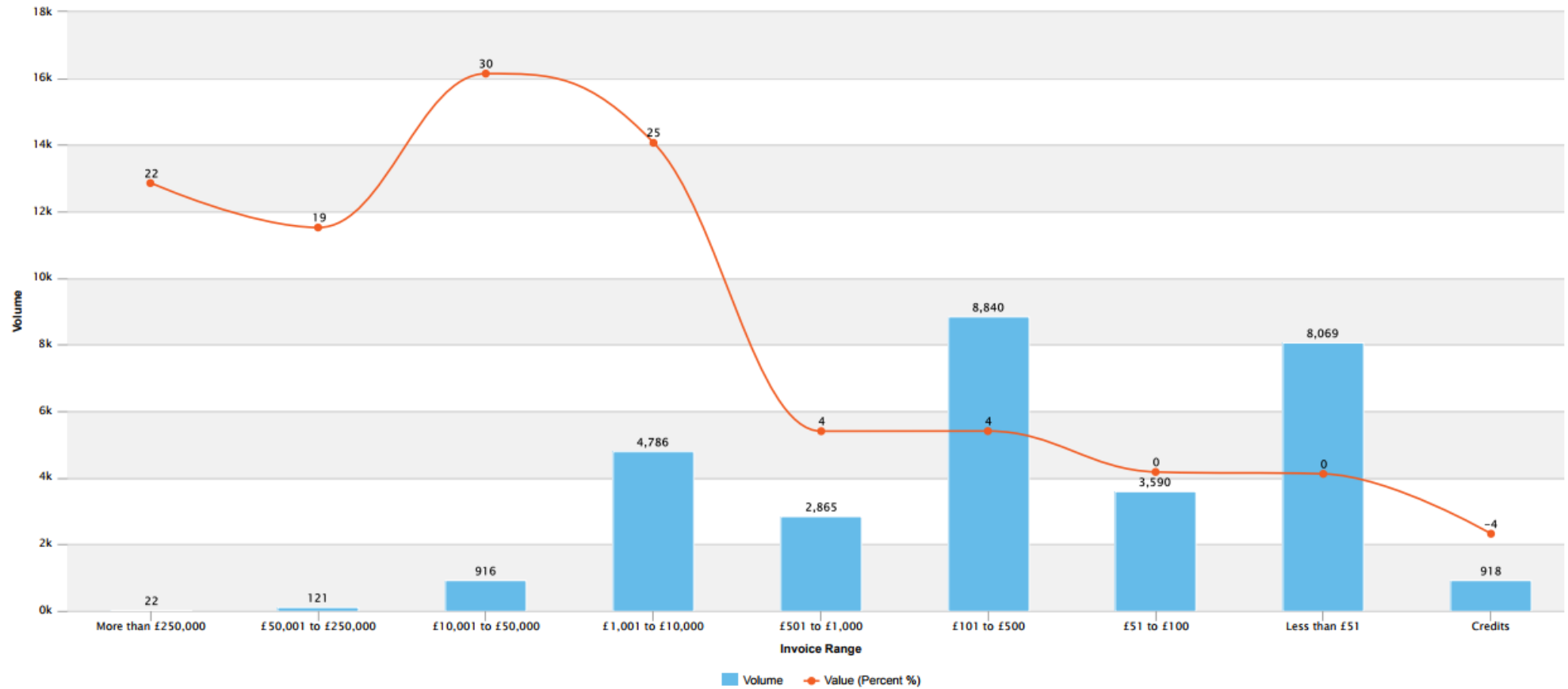
File No	Value	Description	Supplier	Service
2/6/1629	£161,442	APPOINT CLACKS WOMENS AID FOR 1 YEAR	WOMENS AID	SOCIAL SERVICE
2/6/1628	£16,000	APPOINT SAUCHIE ACTIVE 8 FOR 6 MTH PERIOD	SAUCHIE ACTIVE 8	SOCIAL SERVICE
2/6/1627	£12,903	APPOINT FV RAPE CRISIS FOR 6 MTH PERIOD	FV RAPE CRISIS	SOCIAL SERVICE
2/6/1626	£83,000	APPOINT SIGNPOST RECOVERY	SIGNPOST RECOVERY	SOCIAL SERVICE
2/6/1624	£19,437	SCUBA LEISURE BOOKING SYSTEM		STRATEGY & CUSTOMER SERVICE
2/6/1580	£7,059	PROVIDE PERFORMANCE MANAGEMENT SOFTWARE	COVALENT	SOCIAL SERVICE
2/6/1564	£70,002	APPOINT HOMESTART CLACKMANNANSHIRE FOR 1 YEAR	HOMESTART	SOCIAL SERVICE
2/6/1563	£125,655	APPOINT BARNARDO'S FOR THREE REQUIREMENTS FOR 1	BARNARDO'S	SOCIAL SERVICE
2/6/1562	£146,463	APPOINT ACTION FOR CHILDREN FOR 1 YEAR	ACTION FOR	SOCIAL SERVICE
2/6/1561	£34,404	APPOINT COMMUNITY HOUSE FOR 1 YEAR	COMMUNITY HOUSE	SOCIAL SERVICE
2/6/1559	£117,170	APPOINT CLACKMANNANSHIRE CAB FOR 1 YEAR	CAB	HOUSING & COMMUNITY SAFETY
2/6/1558	£163,107	APPOINT CLACKMANNANSHIRE WOMEN'S AID FOR 1 YEAR	CLACKMANNANSHIRE WOMEN'S AID	SOCIAL SERVICE
TOTAL	£779,200			

Appendix 9. Spikes Cavell (The Hub) charts

Invoice Distribution

Invoice Distribution - Invoice Distribution by Range of Invoice Values (Summary)

26/06/2018



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Top 50 spend by Cost Centre

Cost Centre Code	CostCentre Description	Total Spend	Total Value (%)	Suppliers	Transactions	Lines
0000	Balance Sheet	14,559,291.34	24.17	195	1,111	1,324
1149	Secondary Schools PPP	7,853,387.68	13.04	1	20	94
1419	Physical Disability Assessment & Care Management	5,320,920.82	8.83	40	897	6,514
1404	Learning Disability Assessment & Care Management	4,819,058.25	8.00	40	876	2,304
1414	Older People Assessment & Care Management	3,633,508.60	6.03	45	700	5,128
1473	Residential Schools	1,853,692.11	3.08	12	125	198
1434	External Foster Care	1,806,379.42	3.00	12	513	521
1406	Mental Health Assessment & Care Management	1,627,248.92	2.70	51	560	1,522
1398	HRA Operations	1,380,075.60	2.29	112	7,486	7,519
1072	Waste Treatment	1,291,555.78	2.14	16	152	155
1102	Fleet Operations	967,111.92	1.61	93	1,059	1,546
1100	Roads Operations	679,326.63	1.13	84	1,168	1,626
PCARD	PCARD	582,849.41	.97	487	3,265	13,428
1360	Homeless & Specialised Accom	544,387.89	.90	28	922	1,013
1264	ASSISTANCE TO PUPILS SPECIAL	540,227.37	.90	21	179	350
1515	Utilities Management	483,037.34	.80	12	31	650
1125	Heeps AB	435,394.94	.72	3	3	3
1208	Central IT Software Maintenance	420,486.40	.70	27	58	70
1175	Building Costs Secondary	360,770.18	.60	10	38	102
1174	Building Costs Primary	330,613.10	.55	30	148	894
1082	Street Lighting Power	315,387.28	.52	4	28	28
1431	Disability Team	303,585.25	.50	25	356	402
1432	Fostering Team	299,218.65	.50	34	107	119
1163	Catering Central	298,601.77	.50	22	596	3,989
1188	Building Costs Central	274,382.73	.46	35	115	288
1430	Long Term Team	256,180.84	.43	42	148	159

1252	ASSISTANCE TO PUPILS-SECONDARY	255,973.60	.42	13	78	110
1193	Building Costs Estates	243,802.73	.40	6	34	137
1496	HEEPS AB 2016-17	231,893.83	.39	2	3	3
1412	Internal Residential Care	230,426.21	.38	27	693	968
1070	Kerbside Recycling Contract	212,644.36	.35	14	119	141
1091	Bus Service Forth Valley Hospital	209,177.84	.35	1	13	13
1104	Grounds Maintenance	195,427.35	.32	91	449	1,221
1374	Scottish Welfare Fund	190,829.52	.32	5	309	1,541
1516	Building Repairs & Maintenance	184,539.17	.31	36	123	612
1209	Central IT Telephony	179,469.11	.30	5	42	225
Unknown Cost Centre	Unknown Cost Centre	177,927.88	.30	9	471	560
1228	Early Years Centrally Held	173,603.17	.29	24	93	112
1105	Street Care	167,594.52	.28	25	456	713
1508	Alloa Learning Community Pupil Equity Funding	158,925.10	.26	68	213	550
1081	Street Lighting Maintenance	158,590.11	.26	7	67	89
1089	Bus Services	156,480.00	.26	1	13	13
1405	Clackmannanshire Equipment Store	154,986.94	.26	47	477	482
1436	Early Years	146,463.00	.24	1	6	6
1375	Billing & Assessment	133,022.58	.22	6	41	395
1069	Waste Handling and Recycling	132,395.74	.22	26	270	297
1106	Refuse Collection	123,352.32	.20	16	349	476
1074	Winter Maintenance	114,105.80	.19	9	24	43
1212	Human Resources	112,875.33	.19	30	125	159
1240	Raising Attainment Primary	110,233.59	.18	21	37	50

Top 50 spend by Subjective Code

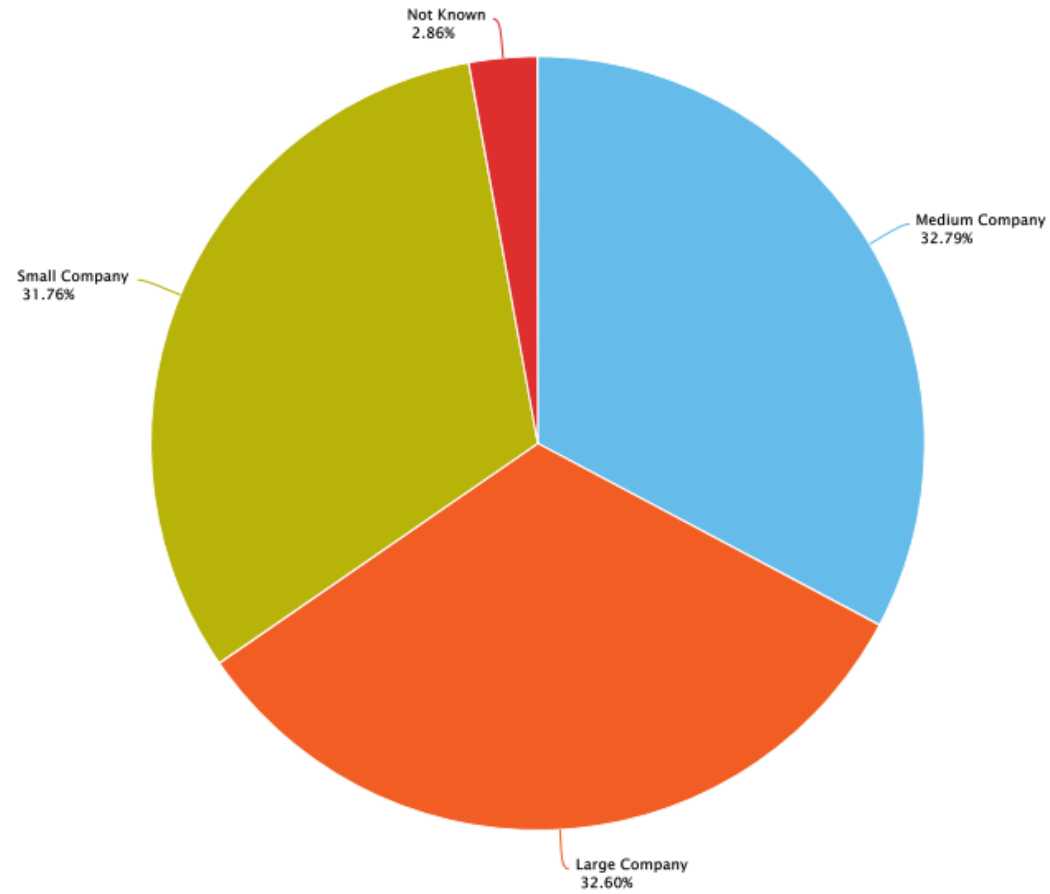
Subjective Code	Subjective Description	Total Spend	Total Value (%)	Suppliers	Transactions	Directorates	Departments	Cost Centres	Lines
40025	Payments To Contractors	10,255,279.51	17.03	149	620	2	1	70	837
40018	Private Nursing Homes	7,131,174.36	11.84	28	540	1	1	4	3,183
40021	Home Care	6,810,164.39	11.31	35	1,286	1	1	9	7,816
60005	Asset Additions - Other Land and Building	4,349,659.05	7.22	74	210	1	1	1	270
40017	Private Residential Homes	4,020,969.52	6.68	33	482	1	1	6	888
60004	Asset Additions - Council Dwellings	3,930,574.02	6.53	24	231	1	1	1	240
60006	Asset Additions - Infrastructure	2,976,425.09	4.94	53	337	1	1	1	392
40042	Fostering & Kinship Payments	2,023,162.42	3.36	12	567	1	1	4	582
40016	Educational Establishments Payment	1,194,032.06	1.98	26	207	1	1	5	217
20016	Electricity	1,142,976.31	1.90	17	159	3	1	32	1,931
60063	Clacks Regeneration LLP Temp Investment Advance	1,071,582.80	1.78	3	4	1	1	1	4
30006	Materials - Direct purchases from suppliers	1,064,191.68	1.77	204	4,633	3	1	62	5,977
20048	Pupil & Client Transport	934,479.76	1.55	31	426	1	1	23	763
60002	Asset Additions - Vehicle, Plant and Equipment	812,250.46	1.35	29	121	1	1	1	156
30005	Materials (issued from Stock)	785,119.48	1.30	71	2,817	2	1	12	2,866
10066	Agency Staff Costs	783,826.40	1.30	17	1,473	2	1	30	1,907
40015	Voluntary Organisations Payment	774,206.31	1.29	22	85	2	1	21	86
20007	Annual Maintenance External Providers	600,727.26	1.00	70	457	2	1	35	1,281
PCARD	PCARD	582,849.41	.97	487	3,265	1	1	1	13,428
40036	Other Agencies Payment	542,706.20	.90	96	242	1	1	60	316
30000	Purchase Of Equipment	492,649.57	.82	189	637	3	1	91	1,169
30069	Provision Of Food	455,309.73	.76	18	1,214	1	1	11	5,896
30112	Computer Software Maint.	448,870.26	.75	31	63	2	1	9	79
40026	Waste Contractors - Landfill	415,579.76	.69	2	9	1	1	1	9
30001	Purchase Of Furniture	395,030.02	.66	22	812	2	1	27	2,162

40030	Waste Contractors - Material Recovery Facility (MRF)	365,193.06	.61	2	10	1	1	1	10
20023	Water Charges	364,572.55	.61	7	24	2	1	5	436
20013	Gas	362,641.80	.60	12	109	3	1	21	1,027
40024	Day Care	355,574.49	.59	20	220	1	1	9	351
20036	Vehicles - Diesel	355,552.96	.59	2	32	1	1	3	32
40034	Payment To Subcontractor	333,990.47	.55	37	392	2	1	6	395
40019	Supported Accommodation	332,855.32	.55	6	71	1	1	3	98
60007	Asset Additions - Intangible	313,861.10	.52	14	54	1	1	1	88
90048	Material Damage Insurance Premiums Paid	299,109.65	.50	1	4	1	1	1	4
30076	Printing & Photocopying	292,099.52	.48	22	105	2	1	90	497
30082	Professional Fees	284,615.46	.47	56	172	2	1	45	240
90039	Liabilities Premiums Paid	280,622.10	.47	2	8	1	1	1	8
30008	Per Capita Teaching Materials	277,814.58	.46	160	1,044	2	1	44	4,495
40020	Respite Care	262,325.46	.44	23	148	1	1	6	180
20051	Vehicles - Purchase	257,780.11	.43	8	74	1	1	2	166
10091	Staff Training	181,502.16	.30	102	222	2	1	71	289
Unknown Subjective	Unknown Subjective	177,927.88	.30	9	471	1	1	1	560
40031	Waste Contractors - Recycling	174,812.68	.29	10	74	1	1	2	76
30108	Computer Hardware Purchase	167,278.56	.28	11	78	1	1	22	170
20044	Short Term Vehicle Hire	164,663.80	.27	31	368	2	1	16	408
20038	Vehicles - External Maintenance	156,314.72	.26	47	404	1	1	5	509
30049	Equipment Maintenance	153,864.94	.26	106	550	2	1	29	771
30100	Grants & Donations	130,415.68	.22	18	35	1	1	7	41
20011	Cleaning & Hygiene Materials	128,532.26	.21	13	814	2	1	52	1,955
20043	Vehicles - Materials Direct	113,767.27	.19	33	334	1	1	2	493

Spend Summary by Supplier Size (Core Trade)

Size - Spend Summary by Supplier Size (Core Trade)

26/06/2018



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Spend by Local Authority Area

