



**COUNCIL EXECUTIVE**

**ANNUAL PROCUREMENT REPORT**

**REPORT BY THE HEAD OF CORPORATE SERVICES**

**A. PURPOSE OF REPORT**

To present the Annual Procurement Report for the period 1 January 2017 to 31 March 2018, attached at Appendix 1.

**B. RECOMMENDATION**

It is recommended that the Committee notes the Annual Procurement Report.

**C. SUMMARY OF IMPLICATIONS**

<b>I</b>	<b>Council Values</b>	Focusing on our customers' needs; being honest, open and accountable.
<b>II</b>	<b>Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None
<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	None
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Procurement Reform (Scotland) Act 2014 reporting requirements.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Our economy is diverse and dynamic and West Lothian is an attractive place for doing business.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	None
<b>VII</b>	<b>Consideration at PDSP</b>	None
<b>VIII</b>	<b>Other consultations</b>	None

## **D. TERMS OF REPORT**

The Procurement Reform (Scotland) Act 2014 requires that all Contracting Authorities, who are eligible to prepare and publish a procurement strategy, must publish an annual procurement report which reports on:

- actual and planned regulated procurement activities;
- achievement of community benefits;
- activity with supported businesses; and
- any regulated procurement, i.e. above £50,000 for goods and services and £2,000,000 for works contracts, that did not comply with the procurement strategy.

This is a new requirement and the first time that the Council has prepared such a report. This first report covers the period 1 January 2017 to 31 March 2018, however, future reports shall cover a specific financial year.

The report sets out the number and value of the Council's regulated procurements over the period and reinforces the council's commitment to achieving superior procurement performance through advanced sustainable procurement practices for the benefit of the council and its stakeholders.

The report confirms that all regulated procurement activity across the Council is undertaken in accordance with Contract Standing Orders for the Regulation of Contracts, the Corporate Procurement Procedures and relevant legislation, ensuring that all regulated procurements are compliant with the Corporate Procurement Strategy.

The report must be published on the Council's internet page. On publication, the Council must also notify the Scottish Government.

## **E. CONCLUSION**

It is recommended that the Council notes the content of the Annual Procurement Report.

## **F. BACKGROUND REFERENCES**

None.

Appendices/Attachments: One

- Appendix 1 – Annual Procurement Report for 1 January 2017 to 31 March 2018.

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**Head of Corporate Services**

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