

Annex 2 – Topics to be addressed via Annual Procurement Report

Minimum expected content as prescribed by Section 18(2) of the Procurement Reform (Scotland) Act 2014.

A summary of the regulated procurements that have been completed during the year covered by the report.

For the purposes of this section, a regulated procurement is completed when the award notice is published or otherwise comes to an end.

A review of whether those procurements complied with the contracting authority's procurement strategy.

A contracting authority is required by section 17 of the Act to ensure that its regulated procurements are carried out in accordance with its strategy.

A contracting authority should include, for example, details of how its procurement activity achieved the policies set out in its procurement strategy, how these contributed to its wider organisational aims and objectives and highlight any other positive impacts resulting from its procurement activity.

A contracting authority should include details of policies which were not met and how these can be better achieved in future procurements.

Within its annual procurement report, a contracting authority should also include a brief statement detailing the methodology used to review its regulated procurements in relation to the requirements in section 15(5)(a)-(d) of the Act.

To the extent that any regulated procurements did not comply, a statement of how the contracting authority intends to ensure that future regulated procurements do comply.

A contracting authority should consider including information on how improvement activities will address identified shortfalls and how these will be monitored and reported.

A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the financial 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.

Section 9(1) of the Act sets out the specific requirements of the sustainable procurement duty on a contracting authority. This duty includes considering, before starting a procurement competition, how, by the way in which it conducts the procurement process, it might facilitate the involvement of supported businesses.

A summary of the regulated procurements the authority expects to commence in the next two financial years.

Whilst it is acknowledged that at the time a contracting authority prepares its annual procurement report, it is unlikely to know what its precise requirements will be over the course of the next two financial years, it should be in a position to provide a brief forward plan of anticipated procurements relevant and proportionate to the contracting authority's size and spend. It is expected that a summary should include the subject matter, whether it is a new or re-let procurement, the expected contract notice date, expected award date and expected start date. This information gives economic operators advance notice of future opportunities that may be offered by an authority to assist with planning.