

DHD: 1290722

19 July 2022

Dear

Thank you for your request for information under the Freedom of Information (Scotland) Act (2002).

I now respond to your request as follows:

“Could you please provide data on Glasgow Kelvin College’s total annual spend on fair trade goods throughout each of the past two annual accounts? (i.e. data from both 2020-2021 and 2021-2022). Could you break it down by vendor name; whether they were contracted/non-contracted; description of item(s) purchased;.... Could you also include items purchased for resale?”

2020-21

Nil

2021-22

Vendor	Contracted/Non-contracted	Description	Total (£'s)
Matthew Algie	Contracted	Filter coffee and coffee beans	376.00
Faite Foods	Contracted	Cadbury drinking chocolate	68.95
Grand Total			444.95

“As a final request, could you also attach your current general policy on the procurement of fairly and ethically traded goods and services, in line with section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014?”

The following paragraph is contained in the College Procurement Strategy in line with section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014. A copy of our Procurement Strategy is enclosed as requested.

6.11 The procurement of fairly and ethically traded goods and services –

The College supports the sourcing of goods that are fairly and ethically traded. Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent

offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.

I trust the above response meets your request for information in full.

Should you be unhappy with the College's response you are entitled to seek a review. Review requests should be submitted, in writing, to Derek Smeall, Principal, stating the grounds for seeking a review.

I also wish to advise you that the Scottish Information Commissioner has launched an online appeals service via their website – the link is as follows:

www.itspublicknowledge.info/appeal.

Other contact information for the Scottish Information Commissioner is listed below:

Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Thank you for your interest in the College.

Yours sincerely

Donald Higgins – Durnan
Corporate Support and Administration Manager

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Procurement Strategy & Action Plan 2020-2022



Document Control Information	
Reviewed by the Board of Management	December 2020
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The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives.

Glasgow Kelvin College Procurement Strategy and Action Plan 2020 - 2022

Foreword by Vice Principal – Operations

The Procurement Strategy has been designed to ensure legislative compliance with the Procurement Reform (Scotland) Act 2014¹ and other relevant legislation and is aligned with the Glasgow Kelvin College's ("College") and the Scottish Funding Council's key strategic outcomes as detailed in our Regional Outcome Agreement² and the College Strategic Plan³.

The key elements of this legislation are noted below:

- *require us to publish a procurement strategy and action plan⁴*
- *require us to maintain a public contract register on our external website⁵*
- *increase the scope of our regulated procurements⁶*
- *require us to publish an annual procurement report⁷*
- *require us to meet the sustainable procurement duty⁸*

The Procurement Strategy sets us challenging but realistic goals for the development of our procurement activities over the next 2 years which will be subject to regular and transparent review.

The Procurement Strategy take cognisance of the account management model provided by APUC and the shared service regional procurement model. This model has been developed over a number of years with City of Glasgow College and Clyde College. The College believes this way of working will continue to offer excellent value for money, will be effective in meeting the challenges associated with the legislation and, through coordinated, collaborative procurement it will avoid unnecessary duplication of effort across the three Glasgow Colleges.

The successful implementation of the Procurement Strategy can only be achieved by all of us involved in the procurement of goods and services on behalf of the College working in partnership with our Procurement Manager, Regional Procurement service, APUC and collaboratively with our partners across the wider education and public sector.

Working together we can significantly contribute to the future sustainability of the College through the reinvestment of resulting savings and efficiencies from our procurement activities to enhance our students learning experiences and outcomes and meet our aspirations as set out in our College's, Mission, Vision and Strategic Plan⁹.

¹ [Procurement Reform \(Scotland\) Act 2014](#)

² [Glasgow Colleges - Regional Outcome Agreement](#)

³ [Glasgow Kelvin College Strategic Plan](#)

⁴ [Procurement Strategy](#)

⁵ [Contracts Register](#)

⁶ [Regulated contracts](#)

⁷ [Annual Procurement Report](#)

⁸ [The sustainable procurement duty](#) is a new requirement of the Procurement Reform (Scotland) Act 2014

⁹ [College Mission Statement](#)

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1 Formation and Approval of our Procurement Strategy

The formation of this Procurement Strategy has been guided throughout by the APUC Glasgow Regional Procurement Team and is the culmination of consultation and engagement with a wide range of staff involved in procurement as well as external stakeholders.

This Procurement Strategy has also been informed by the Scottish Procurement's statutory guidance¹⁰ under the Procurement Reform (Scotland) Act 2014 with the support of APUC¹¹, the procurement centre of expertise for all of Scotland's colleges and universities.

The Procurement Strategy was approved by the College's Board of Management in August 2016 and subsequently published on our external facing website.

The APUC Glasgow Regional Procurement Team will, as a minimum, review this strategy bi-annually in compliance with the Procurement Reform (Scotland) Act 2014, thus maintaining the alignment of our procurement activity with our broader priorities and allow the College, where necessary, to revise the Strategy and its related Action Plan.

Annex A at the end of this document provides a concise summary of the application of the Procurement Reform Act and Public Contracts (Scotland) Regulations 2016 and the key strategic and operational requirements therein.

2 Context

This Procurement Strategy provides the framework within which the procurement activities of the College can develop and help support our strategic objectives and outcomes. It can also be understood as a procurement improvements journey based on a clear understanding of where the College is currently, in terms of our procurement practice, where we want to be, and how we should get there.

As above, the College is legally required to have, and maintain, a Procurement Strategy as part of the requirements of the Procurement Reform (Scotland) Act 2014, which provides a national legislative framework for sustainable public procurement that supports Scotland's economic growth through improved procurement practice.

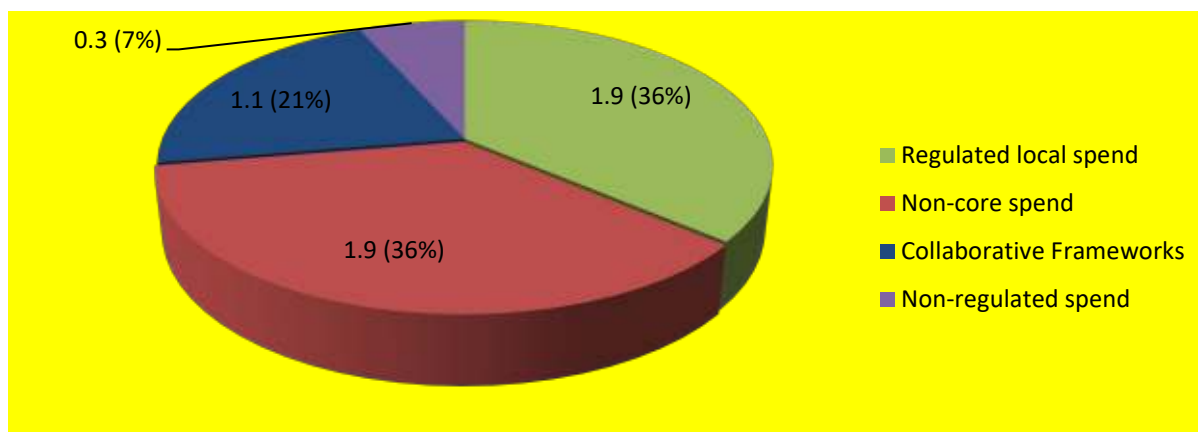
The Act focuses on a small number of general duties on contracting authorities regarding their procurement activities and some specific measures aimed at promoting good, transparent and consistent practice in procurement processes detailed in section 6 below.

¹⁰ [Statutory Guidance under the Procurement Reform \(Scotland\) Act 2014](#)

¹¹ [APUC \(Advanced Procurement for Universities and Colleges\)](#)

The College's annual spend profile is displayed below with a total non-pay spend in the region of £5.7m of which circa £1.97m is non-core or non-influenceable spend.¹²

Glasgow Kelvin College Spend Profile (£M's)



Thus our annual influenceable procurement spend is approximately £5.33m made up of £1.93m of regulated spend¹³ (above threshold), £1.9m non-core, £1.1 collaborative spend and £355k of non-regulated spend.

This Procurement Strategy recognises that our procurement practice is based on the Scottish Model of Procurement¹⁴ which sees procurement as an integral part of policy development and service delivery and is essentially about achieving the best balance of cost, quality and sustainability.

A key element of this Procurement Strategy is about ensuring a balance of procurement effort in relation to the buying/tendering phase and towards a greater emphasis on the planning and post contract phases of procurement. Included in this is an increasingly greater engagement with our stakeholders both internal and external.

3 Procurement Mission

Our procurement mission is to support the College's wider mission¹⁵ by enabling and supporting the College community in achieving value for money through continually improving our sustainable procurement practice.

¹² For example, spend on statutory requirements (tax etc.) and other expenditure not covered by procurement legislation

¹³ Regulated contracts

¹⁴ The Scottish Model of Procurement

¹⁵ College Mission Statement

4 Procurement Policy

Our Procurement Policy sets out the operational framework of how we conduct procurement and is largely based on the Scottish Government's Procurement Journey¹⁶. This will facilitate our regulated procurements being conducted in accordance with best practice in a legally compliant manner that is consistent with the rest of the Scottish public sector in achieving value for money for our stakeholders.

Policy is essentially about maintaining the integrity of process and, combined with this Procurement Strategy, will set out the College's strategic approach to procurement.

5 Strategic Procurement Objectives

Our strategic procurement objectives, as defined below, form the core of our Procurement Strategy. Each objective is mapped to the five strategic areas defined by the Public Procurement Reform Act; Sustainability, Access, Efficiency and Collaboration, Savings and Benefits and Capability which in turn have been aligned with Scottish Funding Council's (SFC) Strategic Aims as further detailed in the College's Regional Outcome Agreement¹⁷, namely:

- Ensuring an efficient regional structure
- Delivering high quality and efficient learning
- Providing access to people from the widest range of backgrounds
- Delivering the right learning in the right place
- Creating a developed workforce for the region and
- Creating a sustainable institution.

Figure 5 Aligning Key Outcomes

	Sustainability	Access	Efficiency and collaboration	Savings and benefits	Capability
Ensuring an efficient regional structure	✓		✓	✓	
Delivering high quality and efficient learning					✓
Providing access to people from widest range of backgrounds		✓			
Delivering the right learning in the right place		✓			✓
Creating a developed workforce for the region	✓				
Creating a sustainable institution	✓		✓	✓	

¹⁶ [Scottish Government's Procurement Journey](#)

¹⁷ [Glasgow Colleges - Regional Outcome Agreement](#)

- 5.1** To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.
[Access; Efficiency and collaboration; Savings and benefits]
- 5.2** To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the teaching and learning, and service support communities, through the development of an effective and co-ordinated purchasing effort within the College.
[Access; Efficiency and collaboration; Savings and benefits]
- 5.3** To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.
[Savings and benefits; Efficiency and collaboration]
- 5.4** To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.
[Capability; Savings and benefits]
- 5.5** To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of corporate planning conducted through a fair and transparent process.
[Efficiency and collaboration; Access]
- 5.6** To embed sound ethical, social and environmental policies within the College's procurement function and to comply with relevant Scottish, UK and EU legislation in performance of the sustainable procurement duty.
[Sustainability; Capability]

These objectives are measured and supported in three ways; through the Procurement Action Plan within this Strategy (section 8), through our involvement in the Scottish Government's Procurement and Commercial Improvement Programme (PCIP)¹⁸ and through the publication of an Annual Procurement Report (section 7).

¹⁸ PCIP focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver and replaces the previous Procurement Capability Assessment regime.

6 Ensuring Compliance with General Duties and Specific Measures of The Procurement Reform (Scotland) Act 2014

6.1 Introduction – as required by the Act the College must comply with a small number of general duties and some specific measures which will be embedded in Procurement Policy or in our Action Plan (section 8) but for clarity and to ensure full compliance with the Act are stated below:

6.2 Contribute to the carrying out our function and the achievement of our purposes – the College will analyse its third party expenditure, identify ‘EU regulated procurements’ [Goods and Services worth more than £189,330 and Works worth more than £4,733,252 (OJEU Thresholds that apply to the College as an “other public sector contracting authority”)¹⁹ and ‘lower value regulated procurements’ [Goods and Services worth more than £50,000 and Works worth more than £2 million (Procurement Reform Act 2014)]²⁰.

In addition, the College will sort regulated procurements into procurement categories and give consideration to appropriate and effective consultation that aligns individual procurement strategies with the College’s own aims and objectives and in turn their contribution to the National Outcomes as detailed in the College’s Regional Outcome Agreement.

Finally, the College will consider where appropriate the effective use of contract and supplier management to monitor and further improve the regulated procurement contract outcomes.

6.3 Deliver value for money – value for money as defined by the Scottish Model of Procurement is not just about cost and quality, but about the best balance of cost, quality and sustainability.

The College through its Procurement Policy and practice will seek to consistently apply the above principle albeit the balance of cost, quality and sustainability will vary for a regulated procurement depending on the particular commodity, category and market.

The College will consider the whole-life cost of what is being procured and when applying the above principle of value for money, ensure that it does so in a clear, transparent and proportionate manner; in line with the Treaty on the Functioning of the European Union of equal treatment, non-discrimination, transparency, proportionality and mutual recognition and in complying with the general duties²¹ of the Act as well as the sustainable procurement duty – see 6.6 below

¹⁹ EU Thresholds subject to review every two years – current thresholds in until 31st December 2021

²⁰ Scottish lower value regulated threshold subject to periodic review by the Scottish Government

²¹ [Section 8 Procurement Reform \(Scotland\) Act 2014](#)

6.4 Treating relevant economic operators equally and without discrimination - The College will conduct all its regulated procurements in compliance with the principles of the Treaty on the Functioning of the European Union²²; equal treatment, non-discrimination, transparency, proportionality and mutual recognition and will consider early engagement with the supply market where relevant prior to the publication of a contract notice.

All regulated procurements will be posted on portals such as Public Contracts Scotland²³ (PCS) and Public Contracts Scotland-Tender²⁴ (PCS-T) and shall strive to ensure the appropriate use of separate lots with straightforward output based specifications and clear evaluation criteria to ensure the procurement is accessible to as many bidders as possible.

6.5 Acting in a transparent and proportionate manner – the College will ensure it engages widely with its local supply market on an ongoing basis and though the College’s Procurement Policy will mandate the use of clear and precise language in its specifications and ensure contracts are awarded using appropriate quality, risk and sustainability factors as well as cost according to declared score weightings specific to each contract.

The College will actively take steps to make it easier for smaller and local businesses to bid for contracts through; the use of Public Contracts Scotland and Quick Quotes, the provision of training and/or provide information on third party training opportunities²⁵ to build suppliers capacity to better navigate the public tender process and by publishing a contracts register to highlight contracts that local suppliers may be interested in bidding for.

6.6 The Sustainable Procurement Duty – in compliance with the Act the College will give consideration to the environmental, social and economic issues relating to all regulated procurements and how benefits can be accrued, on a contract-by-contract basis by taking proportionate actions to involve SME’s, third sector bodies and supported businesses in our procurement activities and in so doing benefit not only the College but the wider Greater Glasgow region.

To support compliance with the duty the College will endeavour to make use of available tools and systems²⁶ such as the Scottish Public Procurement Prioritisation Tool, the Sustainability Test, Life Cycle Impact Mapping, the Scottish Flexible Framework as well as APUC’s²⁷ Supply Chain Code of Conduct, Sustain and Electronics Watch where relevant and proportionate to the scope of the procurement.

²² [Principals deriving from the treaty on the function of the European Union](#)

²³ [Public Contracts Scotland](#)

²⁴ [Public Contracts Scotland - Tender](#)

²⁵ [Supplier Development Programme](#)

²⁶ [Sustainable Procurement Processes \(section 3.4.1 Statutory Guidance](#)

²⁷ [APUC toolset for sustainability](#)

The College will seek to ensure procurement matters are considered by its Estates and Sustainable Development Committee which has overall responsibility for the College's approach to sustainability and the development of the Climate Change Action Plan.

The College recognises its responsibilities with the publication of its Modern Slavery Act Statement, and affirms the College's commitment to understanding potential Modern Slavery risks related to its activities, and to minimising the risk of slavery and human trafficking in relation to its procurement activities and associated supply chains.

6.7 Policy on the use of community benefits – although not a requirement for procurements under £4m²⁸, the College does consider, during all procurement exercises, how it can improve the economic social or environmental wellbeing of the Glasgow region. This is done through the inclusion of community benefit clauses²⁹ aligned with the College's own strategic outcomes as well as a number of the Scottish Government's National Outcomes³⁰ namely outcomes 2, 3, 4 and 7: (2) We realise our full economic potential with more and better *employment opportunities* for our people, (3) We are better educated, more skilled and more successful, renowned for our *research and innovation*, (4) Our young people are successful learners, confident individuals, effective contributors and responsible citizens; and (7) We have tackled the significant inequalities in Scottish society.

Examples of the scope of community benefits clauses will include the delivery of training opportunities or subcontracting opportunities within the Glasgow region relevant and proportionate to the particular procurement. The College will strive to engage with internal stakeholders including students where relevant as well engage with the local and wider supplier community to ensure suppliers understand the use of community benefits and how to respond where they are included.

6.8 Consulting and engaging with those affected by its procurements – the College will take note of available good practice/principles of engagement including those detailed in the National Standards for Community Engagement³¹ as well as ensuring procurement staff have or will be developed to have the relevant communication and engagement skills. The College will consider each procurement, the community affected by the resultant contract and ensure any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institution's needs). Such consultation will always be on a scale and approach relevant to the procurement in question. All of the above will be embedded in the College's procurement practice.

²⁸ [Section 25\(1\) community benefit requirements in major contracts](#)

²⁹ [Community Benefit Clauses](#)

³⁰ [National Outcomes](#)

³¹ [National Standards for Community Engagement](#)

6.9 The Scottish Living Wage – the College recognises the value of a well-motivated and dedicated workforce both in its own organisation and in those of its suppliers. Glasgow Kelvin College is an accredited Scottish Living Wage employer. In compliance with the Act the College will consider, before undertaking a procurement, whether it is relevant and proportionate to include a question on fair work practices along with other relevant criteria, whilst ensuring the appropriate balance between quality and cost of the contract, paying regard to the statutory guidance³² including the application of the Scottish living wage.³³

6.10 Promoting compliance with the Health and Safety at Work Act 1974
The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation, including Health and Safety legislation.

Where appropriate, and on a contract by contract basis, the institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with such legislation. Where proportionate, the College also seek to assess the compliance of subcontractors.

6.11 The procurement of fairly and ethically traded goods and services
- The College supports the sourcing of goods that are fairly and ethically traded.

Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.

6.12 The provision of food and improving the health, wellbeing and education of communities in the College's area, and the promotion of the highest standards of animal welfare - The College will find practical ways to supply healthy, fresh, seasonal, and sustainably grown food which represents value for money whilst improving the health, wellbeing and education of our teaching and learning communities, coupled with promoting the highest standards of animal welfare.

The College will continue to utilise APUC and TUCO framework agreements for the majority of its food and catering requirements. The products and services under these agreements comply with all relevant legislation and standards.

³² [Statutory Guidance on the Selection of Tenderers and Award of Contracts - Addressing Fair Work Practices including the Living Wage, in Procurement](#)

³³ [Scottish Living Wage](#)

The College will work to put in place affordable contracts, which meet the nutritional requirements for food for all users of our catering services and will use available good practice and guidance such as “Catering for Change – Buying food sustainably in the public sector”³⁴

6.13 Payment terms - The College recognises the importance of paying suppliers promptly once a service has been performed or goods delivered and that late payment is particularly detrimental to SMEs, third sector bodies and supported businesses.

The College will comply with the Late Payment legislation³⁵ and will review on a contract by contract basis whether such obligations should be enforced and monitored further down its supply chain.

7 Annual Procurement Report

7.1 Statutory Requirement

In accordance with requirement of the Procurement Reform (Scotland) Act 2014 the College will publish an Annual Procurement Report as soon as practicable after College’s financial year end and will describe as required by the Act how it has discharged its obligations under the Act and how it has exercised discretion and judgement as permitted by the public procurement rules to secure strategic objectives in compliance with the Act.

This report will also provide a commentary on the progress of this Strategy and its Action Plan.

7.2 Contents of our Annual Procurement Report

The Annual Procurement Report in compliance with the Act will contain as a minimum the following:

- A summary of the regulated procurements that have been completed during the year covered by the Report;
- A review of whether these procurements complied with this Strategy;
- The extent that any regulated procurements did not comply, a statement of how the College intends to ensure that future regulated procurements do comply;

³⁴ Catering for Change – Buying food sustainably in the public sector

³⁵ The Late Payment of Commercial Debts (Scotland) Regulations 2015

- A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year of the Report including for example; apprenticeships completed, curriculum support activities, business support activities, support to communities and resource efficiencies achieved in terms of materials, waste or water;
- 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 College expects to commence in the next two financial years;
- Such other information as the Scottish Ministers may by order specify and where applicable that demonstrate compliance with other legislation that places specific requirements on the College with respect to its procurement activities and the College will also consider including:
 - What it has learned from its consultation and engagement with stakeholders and those affected by its procurements, and what it is doing to respond to these views;
 - What it is doing to improve its performance and impact, drawing on relevant information – for example spend analysis – and what improvements have been achieved since its last report; and
 - How it is working with other bodies – for example procurement centres of expertise – to maximise effectiveness and efficiency.

The College will seek to publish its annual procurement report in an inclusive way that takes into account equality and accessibility issues and allows stakeholders to form a clear view of the College's performance.

8 Procurement Action Plan

8.1 Introduction

The Procurement Action Plan as outlined at 8.2 consists of a number of specific actions and commitments in relation to each of the strategic objectives and their desired outcomes.

Progress against the Procurement Action Plan will be regularly monitored by the APUC Regional Procurement Team.

As part of the formal bi-annual review of this Strategy the Procurement Action Plan will be reviewed and updated, as required, to maintain alignment of the College's procurement activity with its broader priorities.

8.2 Procurement Action Plan

Objective (Reference 5.1)

To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.

Outcome Ref	Outcomes	Main Actions & Commitments	Key Performance Indicators/Benchmark Data	Completion Date	Responsibility	Priority - H/M/L	RAG STATUS	Status as at July 2020
1	Optimised use of Cat A, B and C1 collaborative contracts and extension of early procurement contributions of value to all areas of influenceable expenditure	Scrutinise annual expenditure analysis to improve its utility. Identify collaborative regulated procurements and categorise Establish contracts register	Numbers and values for A B and C1 business as % of totals Number and value of contracts covered by register	Annually by March	APUC HoP, APUC Account Manager, Procurement Officer	HIGH	G	Analysis of 2018/19 spend data is complete and additional tendering has been identified which has been added to the forward contracting plan.
2	Established network with APUC, other sector consortia, sector representative bodies for collaborative and professional development	Benchmarking of good practice standards and procurement performance standards	Use of BPIs	Per APUC PCIP Timescales	APUC (via PCIP)	MEDIUM	G	PCIP completed in December 2019 and achieved 87%.
3	Extension of best practice methods and ethical values to all phases of the procurement process	Processes mapped to the Procurement Journey using internal and external training resources	Details of training delivered and numbers involved	As and when required	APUC HoP & APUC Account Manager	MEDIUM	G	College procedures and related guidance are available on intranet and the Procurement team provide advice and support as required.
4	Development of a shared, integrated procurement strategy development process	Develop forward contracting plan and strategies and relate these to sectoral, regional and national contracting plans. Analyse contract spend and advise of non-contracted spend to inform the forward contracted plan for the college and the region.	Number and value of contracts covered by contracting strategies expressed as % of totals	Annually by March	APUC HoP & APUC Account Manager	MEDIUM	G	2 year tendering plan established which was added to the annual report published in December 2019. Plan updated 2020.

Objective (Reference 5.2)

To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the Institution.

Outcome Ref	Outcomes	Main Actions & Commitments	Key Performance Indicators/Benchmark Data	Completion Date	Responsibility	Priority - H/M/L	RAG STATUS	Status as at July 20
5	Procurement information routinely communicated to people who need to know	Co-ordinate procurement initiatives and disseminate procurement information from external sources e.g. APUC contract and advisory information. Optimise use of intranet to communicate	Record of number, frequency and forms of communications	College Head meetings as and when required. GRPT annually June	APUC HoP, APUC Account Manager, Procurement Officer	MEDIUM	G	College procedures and related guidance are available on intranet and the Procurement team provide advice and support as required. Procurement staff meet as required with College Heads in line with the forward contracting plan. GRPT steering group ensures strategic oversight of procurement function.
6	Procurement training and/or guidance systematically applied to points of need	Ensure all staff involved in procurement process can receive appropriate training	Record of staff attending individual training events, also to include counter fraud and conflict of interest issues	Annually by June	Finance & Procurement teams. Organisational Development	LOW	G	The finance team attended Cyber Security training on 27 November 19. GRPT procurement staff undertake APUC training including counter fraud and conflict of interest training.
7	Suppliers and potential suppliers provided with guidelines and advice on doing business with Institution and with APUC	Clear communication on procurement issues and links on website	Outputs of stakeholder and supplier satisfaction surveys	As and when required throughout the year	APUC HoP, APUC Account Manager, Procurement Officer	HIGH	G	Guidance is available on the Procurement section of the College website. This is scheduled for review by the Procurement team by March 2021. Supplier satisfaction surveys were issued October 2019.

8	Implementation of efficient procurement processes e.g. tendering, requisitions, approvals, order and invoicing processes.	Review processes and optimise use of e-tools Including PCS for all regulated procurements & PCS-T	Record number and types of etransactions quarterly/annually and as % of total transaction type and total value of transaction type e.g. orders, invoices and monitor over time. Total number of notes of interest and bids submitted in PCS or PCS-T, plus total No. of bids submitted from SMEs in last FY	Quarterly	APUC HoP, APUC Account Manager, Procurement Officer, Finance Manager	MEDIUM	G	P2P training to relevant staff was completed at intervals through the period. Refresher training is undertaken as and when required.
9		Robust internal control systems for procurement processes and systems	Clean audit report	Annually Internal Audit August	APUC HoP, APUC Account Manager, Procurement Officer, Finance Manager	MEDIUM	G	2019 Procurement and Creditors internal audit report concluded that there is a good level of assurance in this area with the system meeting the control objectives. Knowledge about procurement processes and related templates is maintained through ongoing APUC training.

Objective (Reference 5.3)

To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.

Outcome Ref	Outcomes	Main Actions & Commitments	Key Performance Indicators/Benchmark Data	Completion Date	Responsibility	Priority - H/M/L	RAG STATUS	Status as at July 20
10	<p>Clear specifications and procurement strategies agreed with stakeholders</p> <p>Regular review of the need for and performance of contracts prior to developing replacement procurement strategies</p>	<p>Review organisational expenditure data to identify contracts in place,</p> <p>Expenditure data sorted into categories as part of contract plan</p> <p>Contracts with stakeholder agreed strategies, regulated procurements.</p> <p>Training of organisational staff on best procurement practice including appropriate approaches to regulated procurements in use of specifications, selection and award criteria.</p>	<p>Total expenditure on projects, goods and services and % of total expenditure influenced by procurement,</p> <p>Totals of maverick and compliant spend in last FY. Increase % of contract uptake on collaborative frameworks</p> <p>Record % of savings-cash and non-cash</p>	Per Timescales Outlined in Forward Contracting Plan	APUC HoP, APUC Account Manager, Procurement Officer	HIGH	G	Procurement staff meet as required with College Heads in line with the forward contracting plan.
11	Periodic and annual savings and benefits reports to SMT and stakeholders	<p>Recorded savings and benefits calculated according to agreed sector and national criteria</p> <p>Reports to Management & stakeholders</p>	<p>Savings monitored through GRPT Procurement report/Hunter database</p> <p>APUC Annual benefits statement and collaborative uptake%</p>	Annually by December	APUC Finance & Infrastructure	HIGH	G	<p>APUC 2018/19 Benefits Statement was analysed and the collaborative uptake for the college was submitted to SMT and relevant Board Committee.</p> <p>2018/19 Annual Procurement Report was submitted to SMT in Dec 19 and subsequently published on College website.</p>

Objective (Reference 5.4)

To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.

Outcome Ref	Outcomes	Main Actions & Commitments	Key Performance Indicators/Benchmark Data	Completion Date	Responsibility	Priority - H/M/L	RAG STATUS	Status as at July 20
12	A high calibre procurement team with competency based training and skills development programmes. Structured recruitment, career development and retention programmes	Conduct high level analysis of procurement competencies and skills profiles required at different levels of procurement engagement and conduct gap analysis	Number of people in the procurement team Number of procurement officers with MCIPS or MSc per £m of influenceable expenditure	Per APUC training plan	APUC HoP	MEDIUM	G	Procurement staff undertake APUC training in line with APUC training plans.
13	Devolved procurement competencies assessed across the institution Procurement induction programmes for all new appointees	Address shortfall by encouraging involvement with or attendance at training and development courses and events with results monitored and recorded	Number of authorised or delegated purchasing staff outside Procurement per £m of influenceable expenditure Number of procurement officers to have undertaken formal training & development in the past year	Annually by June	APUC HoP, APUC Account Manager	MEDIUM	G	College procedures and related guidance are available on intranet and the Procurement team provide advice and support as required. The Procurement Team review the documents annually and make changes as and when required throughout the year.

Objective (Reference 5.5)

To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.

Outcome Ref	Outcomes	Main Actions & Commitments	Key Performance Indicators/Benchmark Data	Completion Date	Responsibility	Priority - H/M/L	RAG STATUS	Status as at July 20
14	Supplier/customer positioning, development and leveraging to assure optimum value delivery while managing supply side risks and opportunities	Obtain regular customer input/feedback Obtain regular supplier input /feedback	Survey trend analysis Include in annual reports	Annually by December	APUC HoP	MEDIUM	G	Customer surveys were issued to relevant College Leads in November 2019.
15	Improved management of suppliers by means of performance review with key suppliers	Gather data on supplier performance. Compare supplier performance using data from internal audits and benchmarking information from other organisations of a similar size	Cost reduction and service improvements reports	Annually various dates over the period linked to contract review dates	Relevant College Contract Lead, HoP & APUC Account Manager	MEDIUM	G	Currently the College has regular contract management reviews with key strategic suppliers, such as catering, cleaning, MFDs, waste management etc. APUC contract management templates are available for use as required. The College will continue to expand this process to apply to other relevant contracts as required.
16	A robust procurement risk register	Develop weighted impact-and-probability procurement risk assessment methodology	Data drawn from risk criticality rating matrix	Feb 21	APUC HoP + AP Finance and Infrastructure	HIGH	G	Procurement should be reviewed on a quarterly basis.

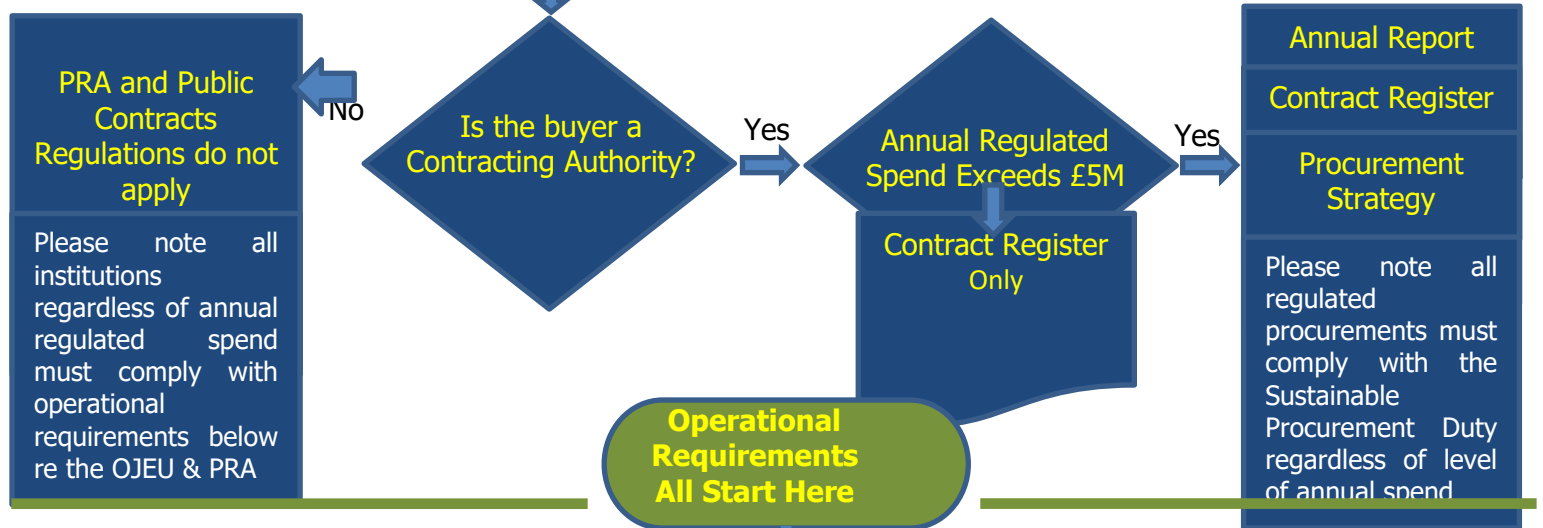
Objective (Reference 5.6)

To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.

Outcome Ref	Outcomes	Main Actions & Commitments	Key Performance Indicators/Benchmark Data	Completion Date	Responsibility	Priority - H/M/L	RAG STATUS	Status as at July 20
17	Use of benefits measurement to record efficiencies generated by procurement activity	Record efficiencies within Hunter, GRPT steering group reports and recommendation reports	Measures of <ul style="list-style-type: none"> • Price reduction. • Added value. • Risk reduction. • Process re-engineering. • Sustainability. 	Per Timescales Outlined in Forward Contracting Plan	APUC HoP, APUC Account Manager	HIGH	G	Recommendation reports are produced for key tenders detailing savings achieved and added value delivered. For example, the waste contract has key sustainability measures including percentage of recycling.
18	Appropriate use of tools to embed relevant and proportionate requirements into contracts, encourage good practice and analyse opportunities to maximise social, economic and environmental outcomes through procurement action	Set out the organisational policy on how regulated procurements are to be undertaken in compliance with the sustainable procurement duty Apply the prioritisation methodology, Flexible Framework, to develop action plans, contracting strategies and to focus resources	Number and value of relevant contracts as % of total regulated contracts	Ongoing	APUC HoP, APUC Account Manager	HIGH	G	The College embeds sustainable procurement in commodity and category strategies, tender documentation, and evaluation criteria. Manages sustainability KPIs on a contract by contract basis. The College uses APUC framework agreements where appropriate and many of these suppliers have completed Sustain and are members of Electronics Watch. The College requests suppliers to complete the Sustain Supply Chain Code of Conduct document.

19	Reduce demand for goods and services by cutting down on waste, encouraging re-use, recycling and use of the least environmentally damaging goods and services	Develop internal training and guidance	Maintain a waste hierarchy record – <ul style="list-style-type: none"> waste prevention, reused, recycled, recovered including energy recovery safe disposal. 	Per Timescales Outlined in Forward Contracting Plan	APUC HoP, APUC Account Manager	MEDIUM	G	The Procurement Team assess requirements based on the College Forward Contracting Plan.
20	Suppliers led to: <ul style="list-style-type: none"> promote awareness of sustainability objectives adopt sustainable approaches in production of goods/services within their own supply chains improve their performance in relation to sustainability objectives address barriers to entry of SMEs and local suppliers 	Organise supplier engagement and supplier 'conditioning' sessions to advise on organisational objectives under the sustainable procurement duty	Number of suppliers engaged. Improved outcomes recorded and reported Forward targets and strategies in place	Dec 2020	APUC HoP, APUC Account Manager	MEDIUM	G	The Scottish Government funded Supplier Development Program (SDP) provides training to suppliers. The Procurement team will add the relevant link to the Procurement section of the College website by Dec 2020.

Strategic Requirements All Start Here



Operational Requirements All Start Here

