



Scottish Courts
and Tribunals Service



Annual Procurement Report

2021 - 2022

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Introduction

The Procurement Reform (Scotland) Act 2014 sets out the requirements of Scottish public bodies, including the Scottish Courts and Tribunals Service (SCTS), to prepare a procurement strategy setting out how it intends to ensure its Regulated procurements will deliver value for money and contribute to the achievement of the body's broader aims and objectives, in line with Scotland's National Outcomes. The Act also requires SCTS to prepare an annual procurement report on its Regulated procurement activity and compliance with its procurement strategy.

This fifth annual procurement report covers the financial year 1 April 2021 to 31 March 2022 and summarises the activities that have been carried out at SCTS in delivering its Procurement Strategy.

Foreword from the Head of Procurement

I am delighted to publish the Scottish Court and Tribunal Service (SCTS) 2021-22 Annual Procurement Report (APR) which demonstrates the outstanding work carried out by the team and the wider organisation during a year that has continued to be dominated by the Covid-19 pandemic. Supply chain disruption and inflationary pressures have been felt throughout the year and indeed continued into the new 2022-23 financial year.

Post COVID labour shortages, Brexit, shipping industry disruptions, global weather events, blockage of the Suez Canal and more latterly devastating conflict in Ukraine have introduced new challenges to public sector procurement.

SCTS have responded to these challenges by introducing innovative and digital solutions to allow us to continue to serve our purpose in **supporting justice** across Scotland.

The significant and rapid change to develop new ways of working in collaboration with our justice partners continued into 2021 and 2022 with an increasingly digital service transforming the way we operate the courts, tribunals and Office of the Public Guardian (OPG). This transformation has seen over 2,000 custody hearings being successfully held using an entirely virtual model.

The work carried out by the Procurement team during the year to support our internal stakeholders and to work collaboratively with our supply base helped monitor potential supply issues and minimise the impact to the organisation. The team have been responsive to changing organisational priorities and reprioritisation of projects, which has required swift action to identify efficient routes to market.

Denise Donaldson
Head of Procurement

About the Scottish Courts and Tribunals Service

The Scottish Courts and Tribunals Service (SCTS) was established on 1 April 2015, following the merger of the Scottish Court Service (a Non-Ministerial Department established on 1 April 2010 by the Judiciary and Courts (Scotland) Act 2008) with the Scottish Tribunals Service (previously a delivery arm of the Scottish Government).

We operate from 51 distinct locations across Scotland. We have 23 remote witness sites and Tribunals make use of up to 70 further venues for hearings.

The function of the SCTS is to provide or ensure the provision of the resources to support:

- the Scottish courts, devolved tribunals and their judiciary;
- the Lord President or his delegates in respect of his functions as Head of the Judiciary;
- the sheriffs principal in respect of their functions under the relevant provisions of the Courts Reform (Scotland) Act 2014;
- the Office of the Public Guardian and Accountant of Court; and
- the Scottish Sentencing Council, Scottish Civil Justice Council and the Criminal Courts Rules Council

The purpose of the SCTS is supporting justice. The SCTS fulfils this purpose by providing the people, buildings and services needed to support the work of Scotland's courts and devolved tribunals, of the judiciary and the Office of the Public Guardian and Accountant of Court.

In delivering its purpose, the SCTS must take account of the needs of the judiciary, of the people involved in proceedings and the wider public.

Our work focuses on improving access to justice, reducing delay and cost within the justice system and maximising the use of technology to improve our services. Due to the impact of COVID-19, our work this year has balanced those priorities with supporting the public health response to the outbreak – protecting the life and safety of all staff, court and tribunal users; while maintaining all essential business so far as possible – and; minimising the accumulation of case backlogs so far as possible – to facilitate the most effective recovery.

The SCTS sets out its strategic priorities and objectives in a three year [Corporate Plan](#) which is published on the SCTS website "[reports and data](#)" pages.

Procurement at the Scottish Courts and Tribunals Service

As laid out in our Procurement Strategy, the vision for Procurement in SCTS is:

"To become a trusted and valuable partner for all areas of the business for procurement and commercial matters."

To deliver this we will:

- Promote and champion the role of Procurement in the business,
- Provide advice and support to the Executive Team and Senior Managers,
- Provide advice, guidance and support to colleagues on procurement and tendering requirements for the business,
- Develop and promote environmental, social and governance policies and practices that encourage equality and diversity, fair work practices and sustainability to be incorporated in to how we procure and manage contracts over their lifecycle,
- Identify and implement procurement approaches that are best for the business, compliant and deliver value for money,
- Reduce the risk to the business through better, more compliant, procurement that fully addresses the needs of the business,
- Support and help deliver climate emergency targets and improve sustainability through appropriate procurement and contract management,
- Engage constructively with suppliers, contractors and specialist providers,
- Maximise community benefit opportunities and engagement with SMEs and supported businesses.

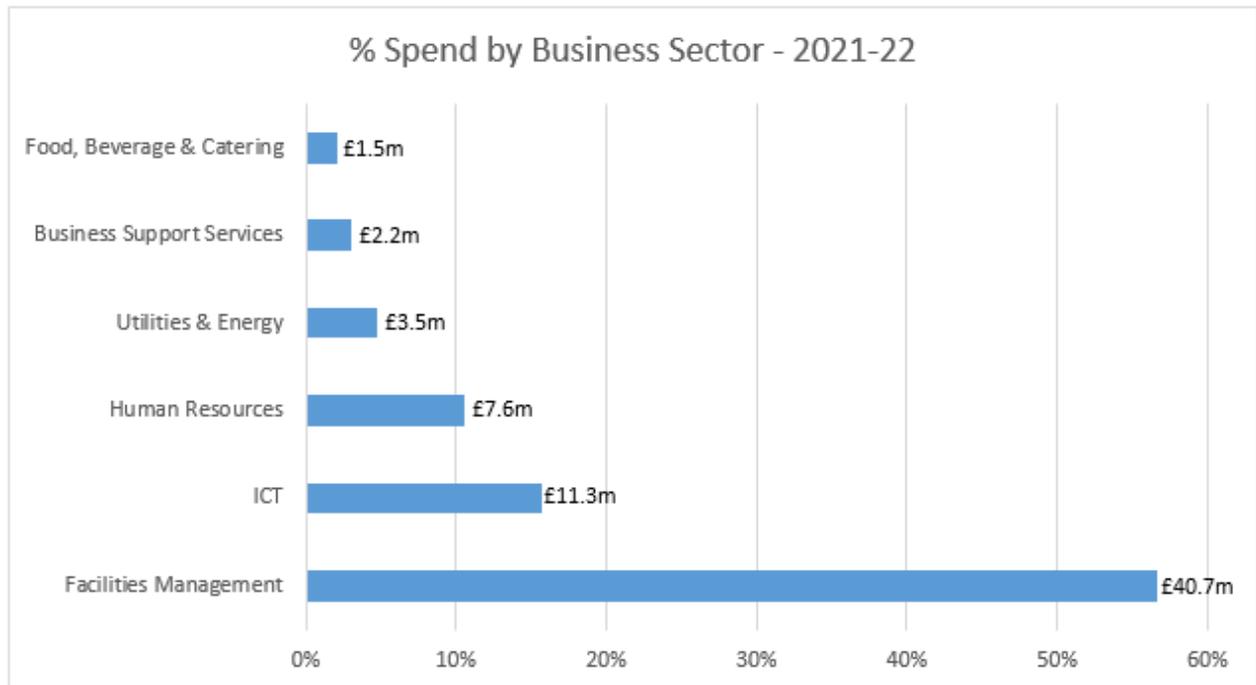
We have a strong team of procurement professionals with extensive and wide-ranging experience of public and private sector procurement. We pride ourselves in our passion for delivering a high quality service and striving to continually develop our skills and refine our processes. Only staff who have been granted Delegated Purchasing Authority by our Chief Executive can award contracts on behalf of the organisation.

The SCTS centralised Procurement team is led by the Head of Procurement and the Director of Finance and Procurement. The Procurement team comprises contract development, contract management and undertaking the full end-to-end procurement cycle for the majority of the SCTS external expenditure (£72m in 2021-22).

In the reporting period covered by this report:

- 80% of our spend was concentrated with less than 15 suppliers
- 16% of our spend, or £11.2m, was with small and medium-sized enterprises (SMEs)
- Third sector spend increased by 24%
- Of the 99 Regulated contracts awarded, 66% were awarded to SMEs with a contract value of £16m.
- A further 27 lower-value procurement exercises were conducted leading to contract awards totaling £563k, 67% of which were awarded to SMEs.

The largest categories of spend in SCTS are Facilities Management and ICT sectors.



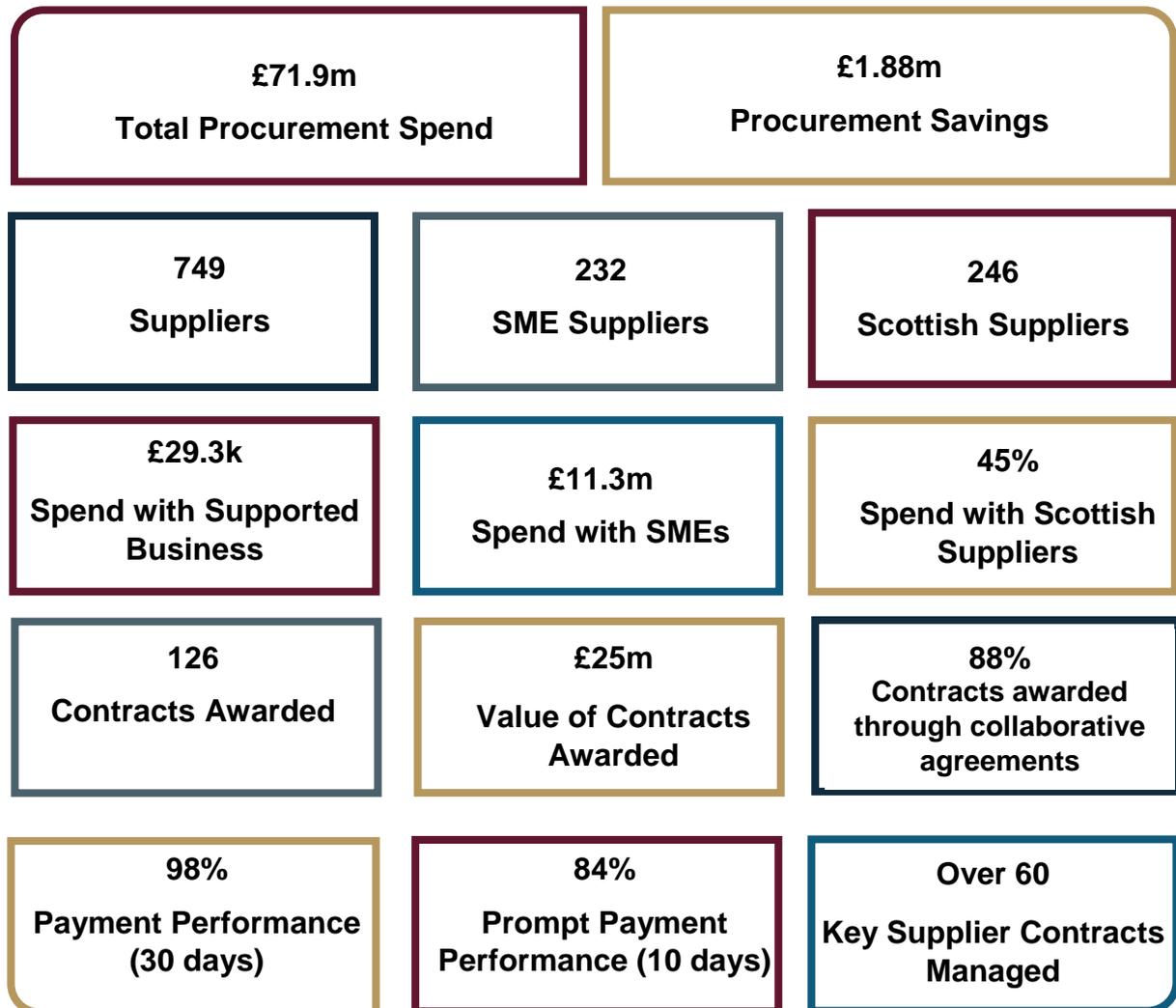
The Procurement team follow the 'Scottish Model of Procurement' and use the Scottish Government's Procurement Journey as a framework to conduct our procurement activity for goods and services, with the Construction Procurement Handbook guiding our works procurement. Our policy is to advertise all Regulated Procurement activity on the Public Contracts Scotland (PCS) portal and facilitate the procurement exercise on PCS-Tender, where appropriate. Additionally the team utilise the PCS Quick Quote functionality to undertake Non-Regulated procurement over £25,000 and framework agreement mini-competitions.

The Procurement team has a strong ethos in respect to education, learning and skills developed of its staff. We have continued to invest in staff knowledge and professional skills by supporting formal CIPS qualifications and procurement training in addition to development in soft skills. There are six members of the Procurement team working towards MCIPS and one member fully qualified.

The SCTS offers an annual procurement undergraduate placement, in partnership with Napier University, which is now running in its third year. After successfully completing their placement years at SCTS our undergraduates remained in post on a part-time basis throughout their final year at university. Both have since gone on to secure permanent Procurement Officer roles in public sector procurement teams.

The advantages gained in receiving this valuable practical procurement experience and developing their knowledge and skills demonstrates the opportunities available at SCTS in support of the [Procurement People of Tomorrow programme](#).

SCTS Procurement Annual Summary 2021-22



Section 1- Regulated Procurement Activity

Under the Procurement Reform (Scotland) Act 2014 a contract is Regulated if its anticipated value is over £50,000 for goods and services or over £2m for public works (excluding VAT). Regulated procurements can refer to new contracts and framework agreements but also to mini-competitions and call-offs from existing framework agreements.

During the period covered by this report, the SCTS awarded 99 new Regulated contracts to a total value of £24.5m. The contracts advertised on the Public Contracts Scotland website or awarded under a Framework agreement are detailed in [Annex 1](#). Those recorded as Non-Competitive Actions (NCAs) are detailed in [Annex 2](#). Details of our contract awards are available on the Public Contracts Scotland website.

Collaboration

SCTS supports and encourages the use of existing national and local collaborative procurement contracts and framework agreements. This partnership working allows SCTS and the wider public sector to achieve value for money and a wide range of economic benefits through efficient procurement activity.

SCTS actively engage and feed into relevant User Intelligence Groups (UIGs) with the Scottish Government, Scotland Excel (Associate member since August 2019) and other public sector organisations during the development of collaborative procurements and throughout the life of the contract.

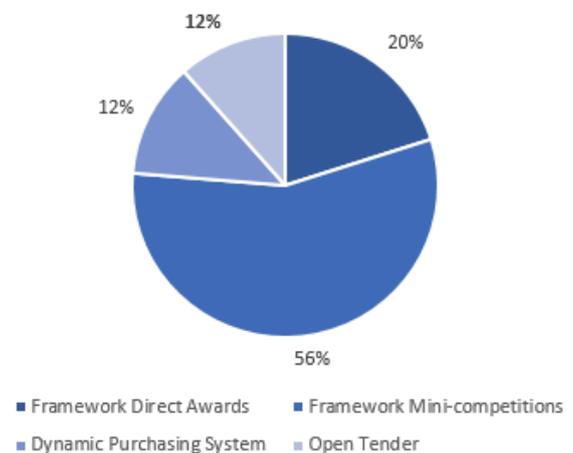
Spend on collaborative procurement continues to represent the highest of procurement spend. During the reporting period, SCTS expenditure went through collaborative agreements offered by:

- Scottish Procurement and Property Directorate
- Crown Commercial Services (CCS)
- Scotland Excel
- Eastern Shires Purchasing Organisation (ESPO)
- Scottish Prison Service
- Scottish Police Authority

SCTS have commenced the re-tender of our largest contract, Facilities Management services, which is a C1 collaborative contract in partnership with the Crown Officer and Procurator Fiscal (COPFS). With a previous contract value of £90m this is a complex and strategically important project for both the SCTS and COPFS.

Contracts Awarded Through Collaborative Agreements

88% of the Regulated contracts awarded by the SCTS in the period 2021-22 were awarded through collaborative agreements.



Section 2- Review of Regulated Procurement Compliance

All Regulated procurement in SCTS is undertaken within the following regulatory and policy framework:

- Procurement Reform (Scotland) Act 2014
- Public Contracts (Scotland) Regulations 2015
- Procurement (Scotland) Regulations 2016
- Scottish Government's Public Finance Manual
- Scottish Government's Procurement Journey
- SCTS Procurement Policy and Procedures
- SCTS Scheme of Financial Delegation

The SCTS Financial Scheme of Delegation requires all goods and service contracts over £50k (during the life of the contract) to be awarded by the Procurement team ensuring compliance to the regulations and in-line with our Procurement Strategy. The Procurement team are also increasingly awarding contracts for values below £50k in support of growing requests from colleagues for professional procurement support.

The SCTS Procurement Strategy 2021-24 defines how Procurement will be managed within the business to provide a compliant approach, obtain value for money contracts, how improvements will be introduced to procurement, and how the business will benefit from a more sustainable, environmentally friendly and socially responsible approach.

Our approach is to be objective, transparent and sustainable to meet the expectations of all stakeholders to provide better performance through well-specified, procured and managed contracts that will meet the needs of the business.

This year, the majority of our Regulated procurement activity has met the requirements of the relevant Procurement regulations and internal policies we have established. There were two Regulated contracts which for reasons detailed in [Annex 2](#) were not compliant with our internal policies. However, as set out in Annex 2, this represents less than 1% of the total procurement spend for this period and analysis supports the conclusion that use of NCAs remains exceptional.

Our Strategic Aims, Objectives and Key Priorities will reflect at all times the regulatory requirements in the public sector market place. This includes all policy, regulations and guidance provided by the Scottish Government as the terms of reference for how we plan, manage and deliver procurement activity.

Our key priorities are to improve procurement processes and policies. SCTS will do this by:

- Increasing levels of contracted spend throughout the organisation;
- Supporting a mixed economy of provision and developing markets, particularly local/rural markets, Small and Medium Sized Enterprises (SMEs), Third Sector organisations, and enterprises involving minority groups and those with protected characteristics under the Equality Act 2010;
- Reducing bureaucracy – ensuring our processes and templates are accessible as well as standard, simple, transparent and consistent in line with best practice;
- Protecting public spending – ensuring tax payers money is spent properly, ensuring integrity and accountability;
- Regular reporting of procurement performance and compliance in relation to regulated procurements;

- Categorising areas of spend and managing the procurement supporting those areas strategically coherently to ensure we achieve the best balance of quality and price for our regulated procurements;
- Working collaboratively with other public sector organisations on regulated procurements where appropriate, ensuring that our partner organisations are committed to equality of opportunity for all sectors of society, and that their commitments reflect the SCTS' [Public Sector Equality Duty](#) and its general equality duty; and
- Increase expertise, capacity and effectiveness.

Section 3- Community Benefit Summary

The realisation of community benefits is integral to not only the Scottish Courts and Tribunals Service's Procurement Strategy, but also underpins our core purpose of supporting justice. By providing the people, buildings and services needed to support the judiciary, courts, tribunals and the Office of the Public Guardian in 51 geographical locations with a further 23 remote witness sites and Tribunals make use of up to 70 further venues for hearings.

Section 24 of the Procurement Reform (Scotland) Act 2014 defines a community benefit requirement as a contractual requirement relating to training and requirement; the availability of sub-contracting opportunities; or, other actions intended to improve the economic, social or environmental well-being of an area served by a public body, additional to the main purpose of a contract's subject matter. For the purposes of the Act, an initial threshold value of £4 million has been set by The Scottish Ministers at or above which community benefits must always be considered.

As detailed in the SCTS Procurement Strategy, one of our key deliverables to achieve our vision is to 'Maximise community benefit opportunities and engagement with SMEs and supported businesses. '

For every procurement over GPA thresholds, SCTS will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement.

The Procurement team are developing guidance and improving our processes for reporting and tracking benefits secured through procurement exercises.

CASE STUDY- Legal Services Contract

Our Legal Services provider, Edinburgh based Anderson Strathern, have been helping the local community during the year by allowing everyone in the paid time off to take part in a Corporate Social Responsibility (CSR) activity of their choice. Listed below are some of their CSR/Pro Bono/Community Benefit/Net Zero activities in 2021-22 which benefitted Scottish groups and charities:

- Developing the Young Workforce in Braes High School
- Race for Life for Cancer Research UK
- TrustLaw pro bono 'Street League' – Life-changing sport to help the most disadvantaged
- Social Bite's Festival of Kindness
- Business Fives Football for SAMH
- Scottish Wildlife Trust Tree Planting Day

CASE STUDY- Estates Management Services

Our Estates Management Services provider, Avison Young, runs a Global ‘Day of Giving’ which involves all staff committing a full day to assist in a variety of projects within local communities.

Their most recent ‘Day of Giving’ involved staff from our Glasgow and Edinburgh offices assisting in a number of projects across the central belt. One of these projects was at Lambhill Stables in Glasgow, a community owned organisation that has become a vibrant, welcoming community hub, with award winning volunteer run Community Café and Garden as well as a host of activities set in and around the site. Their building surveyors carried out a roof survey and 24 of our staff completed a variety of tasks for a day. The activities included willow harvesting, landscaping work area clearance, verge clearance and weeding/clearing of growing spaces. This enabled their regular volunteers to focus on their food growing programme and assist in maintaining their community activities in a safe and inviting environment.

CASE STUDY- Corporate Catering Services

Our corporate catering supplier, BaxterStorey, have developed their own in-house coffee brands Coffee Society and Down to Earth, working in close partnership with the Sol & Café partnership in Peru where the beans are grown, picked and roasted for their baristas to craft into delicious coffee. What’s more, 1p from every cup sold goes to the BaxterStorey Foundation supporting the Sol & Café partnership, helping 1100 local coffee farmers create a sustainable coffee production and farming future.

Baxterstorey are supporting the future generation of springboard future chef competition, our regional chef teams are helping guide the students through the competition and their future career in catering. The regional chefs also judge the completions, looking out for their next star.

To support their commitment to the STV Children’s appeal, Keith Donaldson their special projects chef visited a nursery in one of the most deprived areas in Scotland to donate selection boxes to the children during the festive period.

Section 4- Supported Businesses

Supported Businesses are social enterprises whose main aim is to integrate disabled or disadvantaged people socially and professionally. Supported businesses make an important contribution to the economy and through meaningful employment to those they support. Their workforce must be at least 30% disabled or disadvantaged. It is the policy of the Scottish Government that every public body should have at least one contract with a supported business.

SCTS procurement procedures instructs that consideration must be given to the inclusion of supported businesses in all regulated procurements.



Through the Scottish Governments Support Business and Factory Framework SCTS awarded a contract to Haven Products Ltd in 2019 for Document Scanning Solutions. Spend on this contract during 2021-22 was £39,800.

During the reporting period there were no regulated procurements awarded to supported businesses. The reason for this is that the goods, services or works associated with these procurements are not provided by existing supported businesses.

The organisation continues to facilitate and encourage the involvement of SMEs, third sector bodies and supported businesses to participate in regulated procurement activities.

Section 5- Future Regulated Procurement Summary

Under the Procurement Reform (Scotland) Act 2014 a contract is Regulated if its anticipated value is over £50,000 in value for goods and services or over £2m in value for public Works (excluding VAT).

SCTS is keen to encourage competition for our contracts and we seek to advertise tendering opportunities to the market with sufficient advance notice. In considering our route to market, through our commodity strategies, we consider access to local suppliers, SMEs, the third sector, and supported businesses.

SCTS advertise all open tendering opportunities on the [Public Contracts Scotland \(PCS\)](#) tendering portal.

The SCTS maintain a Procurement Pipeline of planned and forecast new contracts and contract renewals. Throughout the year, new requirements and changing needs of the business may identify new projects which require to undertake Regulated procurement activity and may influence the timelines and priority of projects.

[Annex 3](#) offers a full list of regulated procurements that are expected to commence over the next two financial years.

Section 6- Contract and Supplier Management

The procurement Contract and Supplier Management (CSM) team is responsible for the delivery of the contract management strategy and ensuring that we are effectively managing and monitoring supplier performance and supply chain risks. The centralised team oversee the organisations active contracts, which include the collaborative contracts in which we participate.

The main functions of the CSM team include:

- Ensuring successful implementation and execution of contracts
- Designing a formalised method of monitoring supplier performance against contract requirements based on the contract risk profile and value.
- Monitor contract performance against agreed Key Performance Indicators, Service Level Agreements, Community Benefit delivery and other specified performance indicators.
- Lead supplier contract review and performance meetings in partnership with key stakeholders.
- Develop and maintain symbiotic supplier relationships to extract the maximum value from our contracts while driving continuous improvement initiatives and embedding industry best practice.
- Address and manage any issues that may arise and where appropriate initiate escalation meetings between suppliers and key stakeholders.
- Proactively identify and manage contract risks and review business contingency planning.
- Review and manage contract exit strategies.

During 2021-22, the team continued to expand their portfolio further and focus on over 60 key contracts whilst continuing to provide advice and support to contract owners for lower value / lower risk contracts.

Section 7- Sustainable Procurement and Climate Change

Sustainable Procurement

SCTS are committed to considering and integrating sustainability into our Procurement Strategy, Category Strategies then individual commodity/ contract strategies.



CASE STUDY- Facilities Management

During the financial year 2021-22 in collaboration with our facilities management supplier, Atalian Servest, SCTS has continued to make improvements to our buildings and estate. A key objective of the contract is to focus on energy and sustainability to reduce consumption and carbon emissions. A number of sustainability led capital projects were completed during the year including:

- Lighting upgrades- installation of LEDs across various sites
- Heating upgrades- boiler replacement programme
- Building insulation programme
- Solar panels- installation of solar panels in two further locations

Many of these estate upgrades were possible because of successful sustainability grants applications to the Scottish Government. This allows these sites to be powered in part by renewable, clean energy thus contributing to reduced emissions and cost cutting. Further efforts to achieve sustainability objectives have included ventilation and pipe checks to identify faults, which has led to the reduction of water and heat loss.

A successful grant application from Transport Scotland enabled SCTS to install 63 electric vehicle chargers across 27 sites.

2021-22- Energy and Sustainability Overview

Driving forward energy and carbon performance

Strategic Management and Performance Improvement

- Low carbon buildings strategy development and building performance review
- Legislative compliance and best practice advice
- Monthly carbon and energy performance monitoring from 49 buildings and 152 utility meters.
- Business Energy Intelligence system maintain - pulling in data from all buildings and meters, 2.6 million values.
- Budget forecasting for energy budgets of £3.6 million
- Building energy management system maintenance and management (46 sites)
- Scottish Public Sector Climate Change Report
- Senior Management Team / Estates board management reports and annual financial report contribution
- Quarterly Key Performance Indicator (KPI) data
- Scottish Green Public Sector Estate Decarbonisation Scheme – successful grant application £333,000
 - Low carbon feasibility study – Falkirk Sheriff Court
 - Lighting, heating pumps, AHU upgrade designs
- Transport Scotland – successful grant application £1.67m
 - 63 EV chargers – 27 sites
- Energy Health Check (audits) completed for 11 buildings



Planned and Reactive Activities

- 1,860 bills utility invoices validated
- Building Energy Management System (BEMS) morning heating check reports - 256
- 900 BEMS actions (contact with SSE remote centre, maintenance, call outs etc)
- 152 utilities meters monitored and maintained to ensure continuous half-hourly communication – 31 issues dealt with and resolved.
- solar panel (PV) systems monitored for faults – 2 issues identified and resolved. 16 feed in tariff readings submitted.
- 14 water faults identified and addressed through careful consumption monitoring
- 104 Green Patrol Reports completed
- Monthly ventilation checks completed – 30 issues identified and resolved.
- Monthly CO2 checks completed – 163 BEMS points, 340 manual readings

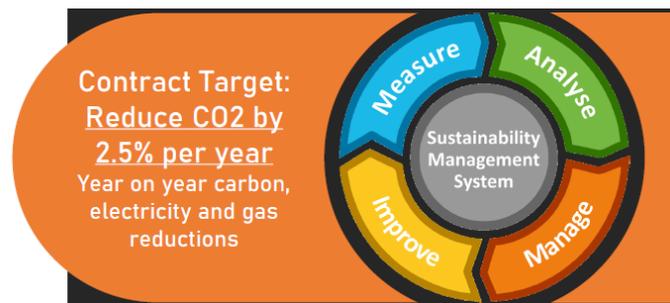


Projects



- Energy and Sustainability projects – approximate value £1,479,000
- Lighting upgrade projects 5 buildings – approximately 1400 panels - £570,100
 - Dumbarton SC, Dundee SC, Glasgow HC, Kilmarnock SC, Perth SC.
 - Perth SC – predicted savings 15,000 kWh, 4 tonnes CO2e, £3,000
- Heating upgrade projects 5 buildings – 20 boilers - £542,000
 - Glasgow HC, Hamilton SC, Paisley SC, Dunfermline SC, Edinburgh HC.
- Solar panel system 2 buildings – 268 panels
 - Airdrie SC – prediction generation – 53,600 kWh per annum
 - Paisley SC – predicted generation – 27,300 kWh per annum
- Transport Scotland – successful grant application £1.67m
 - 63 EV chargers – 27 sites
- Bespoke CO2 reading app developed.
- BEMS enhanced for CO2 and ventilation monitoring

SCTS work in conjunction with Atalian Servest to reduce waste where possible and one of the ways we are tackling this is weekly green energy patrols on static sites to highlight unnecessary energy consumption.



In 2018 SCTS were awarded the Carbon Trust Triple Standard for successfully cutting carbon emissions, water use and waste.

This was achieved through a variety of initiatives:

- Boiler upgrades
- Solar panels installation
- Window replacement
- Waste Management and improved recycling
- Energy and water efficient appliances
- Water recycling

CASE STUDY Corporate Catering

SCTS's managed service catering partner, BaxterStorey, provided jury meals in a COVID compliant manner in the form of delivered-in Bento lunch box to all Remote Jury Centre's (RJC's) across the SCTS estate, with the exception of Aberdeen and Inverness RJC's which are provided by local caterers.

We receive a quarterly Management Information (MI) pack, highlighting the reduction in single use disposables by using reusable coffee cups, giving a reduced price for the use of the cup over disposables, something that is already in place in the court cafes.

BaxterStorey encourage innovative ideas on increasing sustainability and link to the UN sustainable goals – in addition to this, they have introduced a 'second use for equipment' initiative and have partnered with a third-party supplier to pass on equipment not in use and no longer required, for upcycling and reuse.

Fair Work and Living Wage

The SCTS has been an Accredited Living Wage Employer since 2017 and pay rates are reviewed annually to ensure they meet the current Living Wage. In addition to paying our employees rates above the Living Wage we also promote Fair Work practices through our tender activities. Whilst we cannot mandate the payment of the Living Wage by our suppliers we do evaluate as part of the tender process suppliers approach to Fair Work Practices in their organisation. This is monitored continually as part of our Contract and Supplier Management processes.



Paying Our Suppliers

All SCTS contracts contain a clause in the terms in conditions committing to pay all suppliers within 30 days of receipt of a valid undisputed invoice. The SCTS is committed to the Scottish Government’s prompt payment policy and aims to pay suppliers within a shorter target of 10 days of any undisputed invoice being received. Through Contract and Supplier Management, we encourage our suppliers to pay their sub-contractors on similar prompt payment terms.

During the 2021-22, the financial year covered by this report,

- 98% of invoices received were paid within the 30 day payment term.
- 84.2% of invoices were paid within the 10 days of a valid invoice and supporting the Scottish Government prompt payment policy.

Procuring Food

Our catering contractor, BaxterStorey is ‘environmentally aware’ and acts responsibly in every way to source their ingredients from trusted local suppliers wherever possible and choose new suppliers based on their local knowledge, who are then vetted to ensure they meet stringent quality standards. They source all fresh produce through local Scottish suppliers. BaxterStorey run a “best of British” campaign, which highlights the use of local suppliers and individual products.

98% of nominated suppliers are local suppliers chosen for their sustainability and the ability to supply local produce including fish, meat, fresh fruit and vegetables.

We offer fresh, local, seasonal produce not just because we believe it tastes better, but because it has a significant environmental impact, from reducing food miles, to huge social benefits supporting local suppliers and businesses.

Over the past year BaxterStorey has made significant changes to the sustainability of the products and packaging used both in jury lunches and in our onsite café's.

- Driving down the usage of single use disposables in all restaurant facilities.
- Any single use disposables are plant-based compostable foodservice packaging
- Complete the removal of single sauce sachets from our services and moved to sauce bottles at pumps.
- New partnership with Mossgiel milk to supply milk into our facilities. Mossgiel use zero single use plastic in their business. This is producing award winning carbon negative organic milk.

Each quarter BaxterStorey issues a full marketing pack and initiatives to all their sites, such as Vegan month, which includes recipes to use onsite. It also contains National days from around the world with recipes they can use to support the promotion. They also promote the produce that is in season any particular month and detail where they can be purchased from the local suppliers.

SCTS has a Wellbeing strategy where its target is to help customers to make informed food choices through an innovative approach to health and wellbeing using scientific advice.

Catering Staff

BaxterStorey rely on their catering teams to offer a high quality dining experience for staff, third party agency staff and court visitors as well as jury members. They understand the importance of investing in staff training and development to retain a valued and loyal team and be confident those teams have the skills to deliver great food and an excellent service.

BaxterStoreys award-winning Chef Academy was set up in 2005 to empower their chefs through skills and qualifications to be bold and creative in their kitchens. Five of their Academy apprentices have done just that and introduced 'Food EQ', which has revolutionised the way BaxterStorey approach sustainable food.

The chef apprentices sparked a transformation to the way they source, cook, plate the dishes and prepare their menus in the business –making grains and vegetables the stars of the plate. Prioritising how the dishes can improve the health and wellbeing of their client's workforce, Food EQ also factors in the importance of sustainability from animal welfare, social impacts including community engagement, and maintaining the UK supply chain. BaxterStorey tell us:

“ It's a bold but exciting step, and we're proud our teams have led us to be part of a global movement making the wellness and sustainability of our planet a key stakeholder when it comes to nutritious and sustainable meals. ”

BaxterStorey are part of the following food accreditation schemes, along with currently undergoing the food for life accreditation, for both restaurant services and jury meal services.



Annex 1 - Regulated Procurement Activity 2021-22

The following table provides a high-level summary of the 97 regulated procurements awarded via the Public Contracts Scotland portal or awarded under a Framework agreement to a value of £24.3m.

Contract Reference	Subject Matter of the Contract	Supplier Name	Estimated contract value	Contract Start Date	Contract End Date excl. Extensions	SME Status
SCTS-2021-048	Provision of Test Manager	Edge Testing	£79,920	01/04/2021	30/09/2021	Medium
SCTS-2021-018	Cash Collection Services	G4S	£180,000	01/04/2021	31/03/2024	Large
SCTS-2021-196	Provision of Oracle Technical Support Services	Oracle	£71,202	06/04/2021	05/04/2022	Large
SCTS-2021-071	Provision of CPM Suite Professional for One Video	Softcat	£59,215	24/04/2021	23/04/2022	Large
SCTS-2021-123	Microsoft Licencing	Insight	£552,782	01/05/2021	31/04/2024	Large
SCTS-2021-022	Provision of Merchant Acquiring Services	Worldpay	£520,000	17/05/2021	16/05/2023	Large
SCTS-2021-099	Digital Expenses Payment System (DEPS): Hosting & Support	Storm ID	£67,000	25/05/2021	24/11/2021	Medium
SCTS-2021-077	Provision of Media Monitoring Services and Analytical Tools	Press Data Limited	£60,000	03/06/2021	02/06/2023	Medium
SCTS-2021-054	Integration Partner to Develop, Deliver and support the Social Security Chamber DTP	IJS Ltd	£2,767,000	07/06/2021	06/06/2024	Small
SCTS-2021-089	Provision of BT Conferencing Services	BT	£600,000	14/06/2021	14/06/2022	Large
SCTS-2021-003	Provision of Chauffeur Driven Services	West of Scotland Chauffeur Drive	£2,100,000	11/07/2021	10/07/2024	Small
SCTS-2021-197	Mobile Client Devices	HP	£117,000	16/08/2021	15/08/2023	Large
SCTS-2021-086	Provision of ICMS Support, Maintenance and API	Insight	£1,068,349	01/11/2021	31/08/2022	Large
SCTS-2021-001	VAT Services	Gardiner Theobald LLP	£280,000	17/11/2021	17/11/2024	Large
SCTS-L-2022-018	iServer365	Insight	£117,968	06/12/2021	06/12/2024	Large
SCTS-2021-086	Provision of ICMS Development	Insight	£95,979	13/12/2021	08/03/2022	Large
SCTS-2021-134	Provision of Staff Uniforms	Burlington Uniforms Ltd	£420,000	21/12/2021	21/12/2024	Medium

SCTS-2021-013	Sheriff Officers for Tribunals and OPG	Walker Love	£680,000	10/01/2022	10/01/2025	Medium
SCTS-2021-170	Supply of Asset Management Accounting Solution	MRI Software	£89,114	01/02/2022	31/01/2024	Large
SCTS-2022-016	Microsoft Unified Support	Microsoft Limited	£109,326	01/03/2022	28/02/2023	Large
SCTS-L-2022-001	Thousand Eyes - Enterprise Units Subscription	Insight	£275,798	21/03/2022	20/03/2025	Large
SCTS-L-2022-017	Collaboration Project - Webex VHS	Insight	£126,432	25/03/2022	24/03/2027	Large
SCTS-2022-046	Flexera Licence	Insight	£66,720	31/03/2022	30/03/2025	Large
SCTS-2021-184	Provision of Independent Security Testing	NCC Group Security Services	£200,000	01/04/2022	31/03/2024	Large

Interim Staff Contracts

Contract Reference	Subject Matter of the Contract	Supplier Name	Estimated contract value	Contract Start Date	Contract End Date excl. Extensions	SME Status
SCTS-2021-036	Interim Staff- Lead Infrastructure Engineer	ASA Recruitment	£260,000	01/04/2021	31/03/2022	Medium
SCTS-2021-038	Interim Staff- Security Specialist	Bright Purple	£257,390	01/04/2021	30/09/2021	Small
SCTS-2021-051	Interim Staff- Test Lead	Harvey Nash	£52,650	01/04/2021	30/09/2021	Large
SCTS-2021-047	Interim Staff- Business Analyst	Harvey Nash	£62,127	01/04/2021	30/09/2021	Large
SCTS-2021-043	Interim Staff- SQL/Oracle Developer	Hays	£58,500	01/04/2021	30/09/2021	Large
SCTS-2021-069	Interim Staff- Business Analyst	Hays	£58,500	01/04/2021	30/09/2021	Large
SCTS-2021-037	Interim Staff- Infrastructure Engineer	Hays	£117,000	01/04/2021	31/03/2022	Large
SCTS-2021-068	Interim Staff- Business Analyst	Lorien Resourcing	£56,859	01/04/2021	30/09/2021	Medium
SCTS-2021-035	Interim Staff- .NET/ASP Developer	Lorien Resourcing	£134,022	01/04/2021	31/03/2022	Medium
SCTS-2021-049	Interim Staff- Role System Integration Test Analyst	Lorien Resourcing	£54,143	01/04/2021	30/09/2021	Medium
SCTS-2021-050	Interim Staff- Performance Test Analyst	Lorien Resourcing	£58,050	01/04/2021	30/09/2021	Medium
SCTS-2021-066	Interim Staff- Business Analyst	Lorien Resourcing	£61,942	01/04/2021	30/09/2021	Medium
SCTS-2021-040	Interim Staff- Cyber Security Specialist	Lorien Resourcing	£281,736	01/04/2021	30/09/2021	Medium
SCTS-2021-044	Interim Staff- Web Developer	Parity	£60,109	01/04/2021	30/09/2021	Medium
SCTS-2021-041	Interim Staff- Unified Comms Tech Lead	Parity	£56,810	01/04/2021	30/09/2021	Medium

SCTS-2021-045	Interim Staff- a senior security analyst	Venesky-Brown	£107,865	07/04/2021	06/10/2021	Medium
SCTS-2021-147	Interim Staff- Infrastructure Engineer	Hays	£247,000	12/04/2021	19/10/2021	Large
SCTS-2021-148	Interim Staff- Infrastructure Engineer	Hays	£247,000	12/04/2021	19/10/2021	Large
SCTS-2021-097	Interim Staff- a Solution Architect	Hays	£58,500	14/04/2021	01/10/2021	Large
SCTS-2021-098	Interim Staff- a Solution Architect	Hays	£58,500	19/04/2021	01/10/2021	Large
SCTS-2021-149	Interim Staff- Business Analyst	Hays	£247,000	26/04/2021	08/10/2021	Large
SCTS-2021-198	Interim Staff- Project Support Officer	Hays	£107,640	28/04/2021	31/03/2022	Large
SCTS-2021-100	Interim Staff- Interim Corporate LAB lead	Insight	£118,965	01/05/2021	31/12/2021	Large
SCTS-2021-086	Interim Staff- Azure Architect	Insight	£174,200	31/05/2021	31/03/2022	Large
SCTS-2021-106	Interim Staff- a ASP .Net Analyst / Developer	Harvey Nash	£225,836	01/06/2021	03/12/2021	Large
SCTS-2021-105	Interim Staff- Interim Lab Lead	Lorien Resourcing	£80,011	01/06/2021	30/11/2021	Medium
SCTS-2021-104	Interim Staff- Interim Senior DevOps Engineer	Lorien Resourcing	£299,686	07/06/2021	07/12/2021	Medium
SCTS-2021-113	Interim Staff- an Agile Project Manager	Harvey Nash	£252,018	14/06/2021	14/12/2021	Large
SCTS-2021-206	Interim Staff- Developer	Hays	£115,700	21/06/2021	21/06/2022	Large
SCTS-2021-116	Interim Staff- an Infrastructure Engineer	Hays	£247,000	28/06/2021	28/12/2021	Large
SCTS-2021-199	Interim Staff- Developer	Lorien Resourcing	£303,680	28/06/2021	31/03/2022	Medium
SCTS-2021-200	Interim Staff- Business Analyst	Hays	£140,400	27/07/2021	27/07/2022	Large
SCTS-2021-181	Interim Staff- Head of Governance	Lorien Resourcing	£294,044	28/09/2021	14/10/2022	Medium
SCTS-2021-152	Interim Staff- Agile Project Manager	Venesky-Brown	£245,960	04/10/2021	31/03/2022	Medium
SCTS-2021-164	Interim Staff- Programme Manager	ASA Recruitment	£195,500	01/11/2021	31/10/2022	Medium
SCTS-2021-162	Interim Staff- Senior Functional & Automation Test Analyst	Harvey Nash	£223,288	01/11/2021	31/04/2022	Large
SCTS-2021-153	Interim Staff- .Net Developer	Lorien Resourcing	£240,437	01/11/2021	30/04/2022	Medium
SCTS-2021-154	Interim Staff- ASP .Net Analyst / Developer	Lorien Resourcing	£240,438	01/11/2021	30/04/2022	Medium
SCTS-2021-155	Interim Staff- Senior Test Analyst	Lorien Resourcing	£188,438	01/11/2021	30/04/2022	Medium
SCTS-2021-167	Interim Staff- Central Test Funcion Lead	Lorien Resourcing	£126,719	01/11/2021	30/10/2022	Medium
SCTS-2021-158	Interim Staff- Business Analyst	Lorien Resourcing	£58,809	14/11/2021	14/05/2022	Medium
SCTS-2021-159	Interim Staff- DevOps Engineer	Lorien Resourcing	£253,438	14/11/2021	14/05/2022	Medium
SCTS-2021-157	Interim Staff- Business Analyst	Venesky-Brown	£232,960	14/11/2021	14/05/2022	Medium
SCTS-2021-180	Interim Staff- Senior Developer	Insight	£56,907	15/11/2021	31/03/2022	Large
SCTS-2021-163	Interim Staff- Business Analyst	Lorien Resourcing	£107,219	15/11/2021	15/05/2022	Medium

SCTS-2021-165	Interim Staff- Cloud Engineer	Lorien Resourcing	£147,022	15/11/2021	15/05/2022	Medium
SCTS-2021-166	Interim Staff- Business Analyst	Lorien Resourcing	£107,219	15/11/2021	15/05/2022	Medium
SCTS-2021-178	Interim Staff- Systems Analyst	Harvey Nash	£169,377	22/11/2021	02/06/2022	Large
SCTS-2021-160	Interim Staff- Scrum Master	Lorien Resourcing	£60,109	22/11/2021	22/05/2022	Medium
SCTS-2021-168	Interim Staff- Solution Architect	Lorien Resourcing	£147,022	22/11/2021	22/04/2022	Medium
SCTS-2021-169	Interim Staff- Solution Architect	Lorien Resourcing	£147,022	22/11/2021	22/05/2022	Medium
SCTS-2021-177	Interim Staff- Scrum Master	Venesky-Brown	£203,970	22/11/2021	22/05/2022	Medium
SCTS-2021-189	Interim Staff- Business Analyst	Harvey Nash	£223,288	13/12/2021	13/06/2022	Large
SCTS-2021-187	Interim Staff- Scrum Master	Lorien Resourcing	£240,438	13/12/2021	13/06/2022	Medium
SCTS-2021-185	Interim Staff- Scrum Master	Venesky-Brown	£271,960	13/12/2021	13/06/2022	Medium
SCTS-2021-183	Interim Staff- Office 365 Engineer	Harvey Nash	£251,763	05/01/2022	05/07/2022	Large
SCTS-2021-186	Interim Staff- Office 365 Engineer	Lorien Resourcing	£240,438	05/01/2022	05/07/2022	Medium
SCTS-2021-188	Interim Staff- Business Analyst	Lorien Resourcing	£214,438	05/01/2022	05/07/2022	Medium
SCTS-2021-195	Interim Staff- Security Specialist	Lorien Resourcing	£261,238	10/01/2022	10/07/2022	Medium
SCTS-2021-192	Interim Staff- Head of Change Portfolio	Venesky-Brown	£373,360	10/01/2022	10/07/2022	Medium
SCTS-2021-193	Interim Staff- Business Analyst	Venesky-Brown	£245,960	10/01/2022	10/07/2022	Medium
SCTS-2021-194	Interim Staff- Business Analyst	Venesky-Brown	£245,960	10/01/2022	10/07/2022	Medium
SCTS-2022-004	Interim Staff- Agile Project Manager	Lorien Resourcing	£281,044	17/01/2022	17/07/2022	Medium
SCTS-2022-005	Interim Staff- UX Designer	Lorien Resourcing	£281,044	17/01/2022	17/07/2022	Medium
SCTS-2022-001	Interim Staff- Senior Functional & Automation Test Analyst	Lorien Resourcing	£224,838	17/01/2022	17/04/2022	Medium
SCTS-2022-002	Interim Staff- Senior Functional & Automation Test Analyst	Lorien Resourcing	£224,838	17/01/2022	17/04/2022	Medium
SCTS-2022-003	Interim Staff- Senior Functional & Automation Test Analyst	Lorien Resourcing	£214,438	17/01/2022	17/07/2022	Medium
SCTS-2022-032	Interim Staff- Lead Developer	Lorien Resourcing	£321,653	31/01/2022	31/07/2022	Medium
SCTS-2022-008	Interim Staff- Business Analyst	Venesky-Brown	£245,960	14/02/2022	14/08/2022	Medium
SCTS-2022-017	Interim Staff- Agile Project Manager	Venesky-Brown	£219,960	21/02/2022	19/08/2022	Medium
SCTS-2022-011	Interim Staff- Agile Project Manager	Lorien Resourcing	£268,044	28/02/2022	28/12/2022	Medium
SCTS-2022-020	Interim Staff- Solutions Architect	Harvey Nash	£337,486	07/03/2022	07/09/2022	Large
SCTS-2022-021	Interim Staff- Solutions Architect	Venesky-Brown	£321,360	07/03/2022	07/09/2022	Medium

Annex 2 - Non-Competitive Actions (NCAs) 2021-22

Non-Competitive Action (NCA) approval is the governance method by which the SCTS ensures that contracts are only awarded directly without competition in justified and exceptional cases. This is set out in the SCTS Scheme of Financial Delegation.

During the reporting period, the SCTS awarded two Regulated Contracts following NCA approval. Their combined value was £391,383. Details of each are given below. There were additionally five smaller value contract NCAs, non-regulated, to a total value of £132,611.

The Head of Procurement approved all NCAs with detailed justification recorded in each case in the Procurement NCA Register. COVID19 response and the ongoing impact of diverting resources to COVID response continued to be a feature of most NCA requests. It is expected that this will continue to be an issue in future years. Otherwise, technical compatibility / change impact featured as the reason in some requests. This is a market-driven issue. In each instance prior to award of contract, an options analysis was undertaken and a benchmarking exercise completed to ensure that best value principles were still adhered to.

The total value of all eight NCAs approved was £523,994. This represents approx. 0.7% of the total procurement spend for this period (£71,900,135). The low number and low overall value of NCAs approved support the conclusion that use of NCAs remains exceptional.

NCA Ref	Contract Reference	Contract Description	Supplier Name	Estimated contract value	Start Date	End Date excl. Extensions
SCTS-NCA-2021-020	SCTS-2021-076	Support & maintenance of existing SCTS applications	CS Consultants	£116,000.00	01/04/2021	30/09/2021
Justification for NCA:	Additional deliveries are required from an original supplier where a change would force SCTS to buy something with different technical characteristics which would result in incompatibility or disproportionate technical difficulties in operation and maintenance.					
Legal compliance ground:	Regulated procurement: Procurement Reform (Scotland) Act 2014, Section 14 and The Procurement (Scotland) Regulations 2016, Regulation 6(4)(b) and (5) <i>(Circumstances in which a contract can be awarded without competition - for additional deliveries by the original supplier which are intended either as a partial replacement of supplies or installations or as the extension of existing supplies or installations where a change of supplier would oblige the contracting authority to acquire supplies having different technical characteristics which would result in incompatibility or disproportionate technical difficulties in operation and maintenance; not to exceed 3 years other than in exceptional circumstances)</i>					

NCA Ref	Contract Reference	Contract Description	Supplier Name	Estimated contract value	Start Date	End Date excl. Extensions
SCTS-NCA-2021-021	SCTS-2018-041	Courtroom Technology stacks including support and maintenance	AVMI/Kinly Ltd	£275,382.87	01/09/2021	31/03/2022
Justification for NCA:	<p>AVMI/Kinly currently provide our courtroom technology stacks and maintenance and support on them. This contract has been live since 2015 and was due for re-tendering by September 2020. Due to Covid impact, this was not possible due to resources and the landscape for court hearings moving digital. SCTS extended the contract until September 2021, with the hope that Covid restrictions would become less after 12 months. This was not the case however and SCTS were only finally able to start the re-tender project in March 2021.</p> <p>Since March 2021, SCTS have initiated the Procurement strategy and started the specification – this also includes new processes, evidence by commissioner and remote jury trials. A Request for Information/Prior Information Notice was planned to be published by the July 2021 to pre-engage the market and we estimated a new contract to start by March 2022.</p> <p>As such, the current Courtroom Technology contract required a final NCA until March 2022 (7 months, 10% of the original contract value) to begin exit planning and finalise the new contract award.</p>					
Legal compliance ground:	<p>Higher value regulated procurement: The Public Contracts (Scotland) Regulations 2015, Regulation 72(1)(c). <i>(Modification of contracts during their term - where all of the following conditions are fulfilled— (i) the need for modification has been brought about by circumstances which a diligent contracting authority could not have foreseen; (ii) the modification does not alter the overall nature of the contract or framework; (iii) any increase in price does not exceed 50 % of the initial contract value or framework agreement)</i></p>					

Annex 3 - Future Regulated Procurements Summary

The following table presents a summary of the regulated procurements that the Scottish Courts and Tribunals Service intend to deliver over the forthcoming financial years of 2022-23 and 2023-24. Please note that this is indicative and may be subject to change.

Contract/ Subject matter	New or Re-let	Expected Contract Notice	Expected Start Date	Estimated Contract Value
Provision of a new HR and Payroll System	Re-Let	11/01/2022	06/01/2023	£519,000
Oracle Premier Support	Re-Let	05/12/2022	05/02/2023	£150,000
Employee Benefits	Re-Let	09/01/2023	20/02/2023	£300,000
Unified Communications and Associated Services	New	09/01/2023	26/02/2023	£700,000
Travel Services Framework (CTM)	Re-Let	04/03/2022	27/02/2023	£500,000
Microsoft Unified Support	Re-Let	02/09/2022	01/03/2023	£109,000
Employee Assistance Programme (EAP) & Welfare Service(s) Framework	Re-Let	31/01/2023	31/03/2023	£140,000
Parking, Bus Lane and Tribunal for Scotland - CMS	New	31/01/2023	31/03/2023	£282,000
Provision of Ergonomic Furniture	New	31/01/2023	31/03/2023	£150,000
Stationary and Paper	Re-Let	31/01/2023	31/03/2023	£900,000
DX Subscriptions Postage	Re-Let	06/04/2022	01/04/2023	£340,000
Employee Services	Re-Let	06/04/2022	01/04/2023	£300,000
Franking Machines & Associated	Re-Let	06/04/2022	01/04/2023	£500,000
Interim ICMS support contract	Re-Let	06/04/2022	01/04/2023	£2,000,000
Provision of A Learning Management System (LMS) -JI	Re-Let	03/10/2022	01/04/2023	£71,000

Provision of Audio Transcription Services	Re-Let	06/04/2022	01/04/2023	£300,000
Replacement of Roof Lights, Glasgow Sheriff Court	New	01/12/2022	01/04/2023	£2,200,000
Water and waste water services framework	Re-Let	06/04/2022	01/04/2023	£2,400,000
Load Balancing for Servers	Re-Let	15/02/2023	16/04/2023	£50,000
Provision of CPM Suite Professional for One Video	Re-Let	26/10/2022	24/04/2023	£60,000
Managed Service for Servers	Re-Let	28/02/2023	30/04/2023	£192,000
Criminal Case Management System (COPII)	Re-Let	06/05/2022	01/05/2023	£1,670,000
HRIS People System and Upgrade	New	01/03/2023	01/05/2023	£300,000
Provision of Merchant Acquiring Services	Re-Let	22/05/2022	17/05/2023	£520,000
Provision of Legal Services	Re-Let	06/06/2022	01/06/2023	£181,000
Printers, MFDs and Associated Products	Re-Let	08/06/2022	03/06/2023	£180,000
Provision of Media Monitoring Services and Analytical Tools	Re-Let	05/12/2022	03/06/2023	£60,000
BT Conferencing	Re-Let	19/06/2022	14/06/2023	£300,000
Courtroom Video Interoperability	New	01/05/2022	01/07/2023	£2,000,000
SIP Telephony (VoIP)	Re-Let	15/07/2022	10/07/2023	£150,000
Provision of SCTS' Wide Area Network	New	26/05/2023	26/07/2023	£99,000
Interim WAN contract	Re-Let	27/05/2023	27/07/2023	£300,000
Managed WAN	Re-Let	01/08/2022	27/07/2023	£1,140,000
Lift engineering Services	Re-Let	01/04/2023	01/08/2023	£60,000

Transportation and Storage Services	Re-Let	01/04/2023	01/08/2023	£376,000
Document Storage and Related Services	Re-Let	17/06/2023	17/08/2023	£250,000
Conference Booking Framework (ExecSpace)	Re-Let	06/09/2022	01/09/2023	£400,000
Palo Alto	Re-Let	01/07/2023	01/09/2023	£58,000
Provision of Vehicle Hire Services	Re-Let	06/09/2022	01/09/2023	£2,720,000
Collaboration Project - Flex Plan	New	27/09/2022	22/09/2023	£227,000
ICMS Development & Support	Re-Let	30/07/2023	30/09/2023	£2,000,000
Publishing, Print, Design, and Associated Services	Re-Let	04/04/2023	01/10/2023	£75,000
Supply Of Digital Audio Recording System & Associated Services	Re-Let	06/10/2022	01/10/2023	£380,000
The Supply of e-Learning Management Systems (eLMS)	Re-Let	04/04/2023	01/10/2023	£86,000
Implementation of VCM Solution	Re-Let	30/04/2023	27/10/2023	£128,000
Provision of Catering Services for Jury Meals at Aberdeen Sheriff Court	New	30/09/2023	30/11/2023	£150,000
Provision of Catering Services for Jury Meals at Inverness Justice Centre	Re-Let	04/06/2023	01/12/2023	£51,000
Provision of P2P Circuits	Re-Let	08/10/2023	08/12/2023	£175,000
Safenet Gemalto	Re-Let	25/12/2022	20/12/2023	£345,000
LAN Services	Re-Let	06/01/2023	01/01/2024	£225,000
Provision of Dell Hardware & Support	Re-Let	06/01/2023	01/01/2024	£260,000
Thousand Eyes - Endpoint Subscription	Re-Let	01/11/2023	31/01/2024	£125,000

Supply of Asset Management Accounting Solution	Re-Let	05/08/2023	01/02/2024	£90,000
British Sign Language Services	Re-Let	17/02/2023	12/02/2024	£240,000
Cash Collection Services	Re-Let	07/04/2023	01/04/2024	£180,000
Electricity framework agreement	Re-Let	07/04/2023	01/04/2024	£6,400,000
Facilities Management Services for the Scottish Courts and Tribunals Service and Crown office and Procurator Fiscal Service	Re-Let	01/09/2023	01/04/2024	£90,000,000
Independent Security Testing	Re-Let	01/02/2024	01/04/2024	£150,000
Provision of Independent Security Testing	Re-Let	07/04/2023	01/04/2024	£200,000
Staff Rostering System for Hearings & Tribunals	Re-Let	04/10/2023	01/04/2024	£128,000

Annex 4 – Annual Procurement Report Template (Annex A)

1. Organisation and report details	
a) Contracting Authority Name	Scottish Courts and Tribunal Services
b) Period of the annual procurement report	01 April 2021 – 31 March 2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report?	Yes
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period (See Annex 1 - Regulated Procurement Activity)	99
b) Total value of regulated contracts awarded within the report period	£24,452,658
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	28
i) how many of these unique suppliers are SMEs	13
ii) how many of these unique suppliers how many are Third sector bodies	0
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	94
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy (See Annex 2 - Non- Competitive Actions)	2

Note: As per Scottish Government guidance, the contract figures shown in (2) and (3) include where SCTS awarded or called-off in the year from a Framework Agreement such as those set up by the Scottish Government or the Crown Commercial Service (CCS), etc.

4. Community Benefit Requirements Summary	
a) Total Number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	N/A
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	4
Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	
d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	Information not held
e) Number of Apprenticeships Filled by Priority Groups	Information not held
f) Number of Work Placements for Priority Groups	Information not held
g) Number of Qualifications Achieved Through Training by Priority Groups	Information not held
h) Total Value of contracts sub-contracted to SMEs	Value not known
i) Total Value of contracts sub-contracted to Social Enterprises	Value not known
j) Total Value of contracts sub-contracted to Supported Businesses	Value not known
k) Other community benefit(s) fulfilled	Please see the Community Benefits section

5. Fair Work and the real Living Wage	
a) Number of regulated contracts awarded during the period that included a Fair Work criterion.	7
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	12
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	6
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	9
6. Payment performance	
a) Number of valid invoices received during the reporting period.	15,727
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	98%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	97
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
7. Supported Businesses Summary	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£39,860
i) spend within the reporting year on regulated contracts	£39,860
ii) spend within the reporting year on non-regulated contracts	£0

8. Spend and Savings Summary	
a) Total procurement spend for the period covered by the annual procurement report.	£71,900,135
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£11,270,057
c) Total procurement spend with Third sector bodies during the period covered by the report.	£29,346
d) Percentage of total procurement spend through collaborative contracts.	90%
e) Total targeted cash savings for the period covered by the annual procurement report	£500,000
i) targeted cash savings for Cat A contracts	Information not held
ii) targeted cash savings for Cat B contracts	Information not held
iii) targeted cash savings for Cat C contracts	Information not held
f) Total delivered cash savings for the period covered by the annual procurement report	£1,882,046
i) delivered cash savings for Cat A contracts	£1,117,228
ii) delivered cash savings for Cat B contracts	N/A
iii) delivered cash savings for Cat C contracts	£764,818
g) Total non-cash savings value for the period covered by the annual procurement report	£106,318
9. Future regulated procurements	
a) Total number of regulated procurements expected to commence in the next two financial years	60
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£124,542,000

