

ANNUAL PROCUREMENT REPORT



2023-2024

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Introduction

This report provides an overview of the Scottish Courts and Tribunals Service (SCTS) procurement activity during the financial year 2023-24.

The [Procurement Reform \(Scotland\) Act 2014](#) sets out the requirements of Scottish public bodies, including SCTS, to prepare a [Procurement Strategy](#) setting out how we intend to ensure our 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. We review our Procurement Strategy annually to ensure it aligns with Scottish Government objectives as detailed in the [Public Procurement Strategy 2023-28](#) and SCTS Corporate plans and objectives.

The Act also requires SCTS to prepare an **Annual Procurement Report** on our Regulated procurement activity and compliance with our Procurement Strategy. This Annual Procurement Report covers the financial year 1 April 2023 to 31 March 2024 and summarises the activities that have been carried out at SCTS in delivering our Procurement Strategy.



Head of Procurement's foreword

Denise Donaldson

I am pleased to present the Annual Procurement Report of the Scottish Courts and Tribunal Service (SCTS) for the period 1 April 2023 to 31 March 2024 which will cover the final year of the SCTS Procurement Strategy (2021-2024).

The Corporate Plan 2023-26 sets the strategic priorities and objectives for SCTS together with the role we must play in the significant reforms across Scotland's justice system. Procurement will have a vital part to play by engaging with the market and our inhouse experts to help deliver innovative and future proofed sourcing solutions.

This year marked the commencement of an ambitious project to transform the Office of the Public Guardian's case management system. The first phase aims to deliver a modern, efficient, and user-centric service, significantly reducing the registration time for Power of Attorney applications.

In July 2023, the Court of Session became the first Scottish court to maintain a live streaming service, attracting local and global users and improving transparency of the courts.

In August 2023 we secured approval to proceed with the creation of Dundee Justice Hub; comprising a digitally enabled civil court room, evidence by commission suite and two, trauma informed, vulnerable witness live link rooms. The Hub is located at Quadrant House in Dundee and officially opened in August 2024.

Our criminal court recovery programme continued in 2023-24, with our supply chain playing a key role in ensuring our buildings and facilities run smoothly. Our digital partners have worked collaboratively to develop innovative tools that expand our capacity and efficiency. The procurement team has worked well to drive continuous improvement and, through contract and supplier development, achieve our goals of delivering services in a more sustainable and environmentally considerate way.

In the coming year I look forward to presenting the new Procurement Strategy and launching our new Procurement Policies and Procedures.

About SCTS

Who we are

The Scottish Courts and Tribunals Service (SCTS) is a non-ministerial office established by the Judiciary and Courts (Scotland) Act 2008. Its statutory function is to provide administrative support to Scotland's courts, devolved tribunals and the Office of the Public Guardian (OPG). SCTS has a presence in many of Scotland's communities where court and tribunal business is conducted daily. In total the estate comprises 71 buildings made up of courts, vulnerable witness suites, tribunals and offices. We operate from 51 distinct locations across Scotland's six sheriffdoms, together with 13 remote video witness sites. Tribunals also make use of some 70 further venues across Scotland for hearings.

In addition to administering Scotland's courts and tribunals SCTS supports the OPG and Accountant of Court (AOC). The OPG provides guidance and undertakes investigations to protect vulnerable people under the terms of the Adults with Incapacity Act 2000. The Public Guardian is also the Accountant of Court. SCTS also provides the staff and administrative support to the:

- Scottish Civil Justice Council - which drafts rules of procedure for the civil courts, and advises the Lord President on the development of the civil justice system; and
- Scottish Sentencing Council - which is responsible for preparing sentencing guidelines, and for publishing guideline judgments and information about sentences imposed by the courts in Scotland.

Our purpose and values

The purpose of SCTS is **supporting justice**. We fulfil that purpose by providing the people, buildings and services needed to support the judiciary, the courts, devolved tribunals and OPG. Our work focuses on improving access to justice, reducing delay and cost within the justice system, modernising our services in line with reform, and using leading technology to improve our services for everyone.

Our values

To help direct us towards achieving our purpose successfully, we observe three **key values: respect, service and excellence**. These guide our behaviour, decisions and actions - in pursuit of fulfilling our purpose to the highest standard.

By setting our priorities, underpinned by strong values which we promote in pursuit of our purpose and a fair justice system, we aim to provide the best possible service to those who use our services and interact with us on a daily basis.

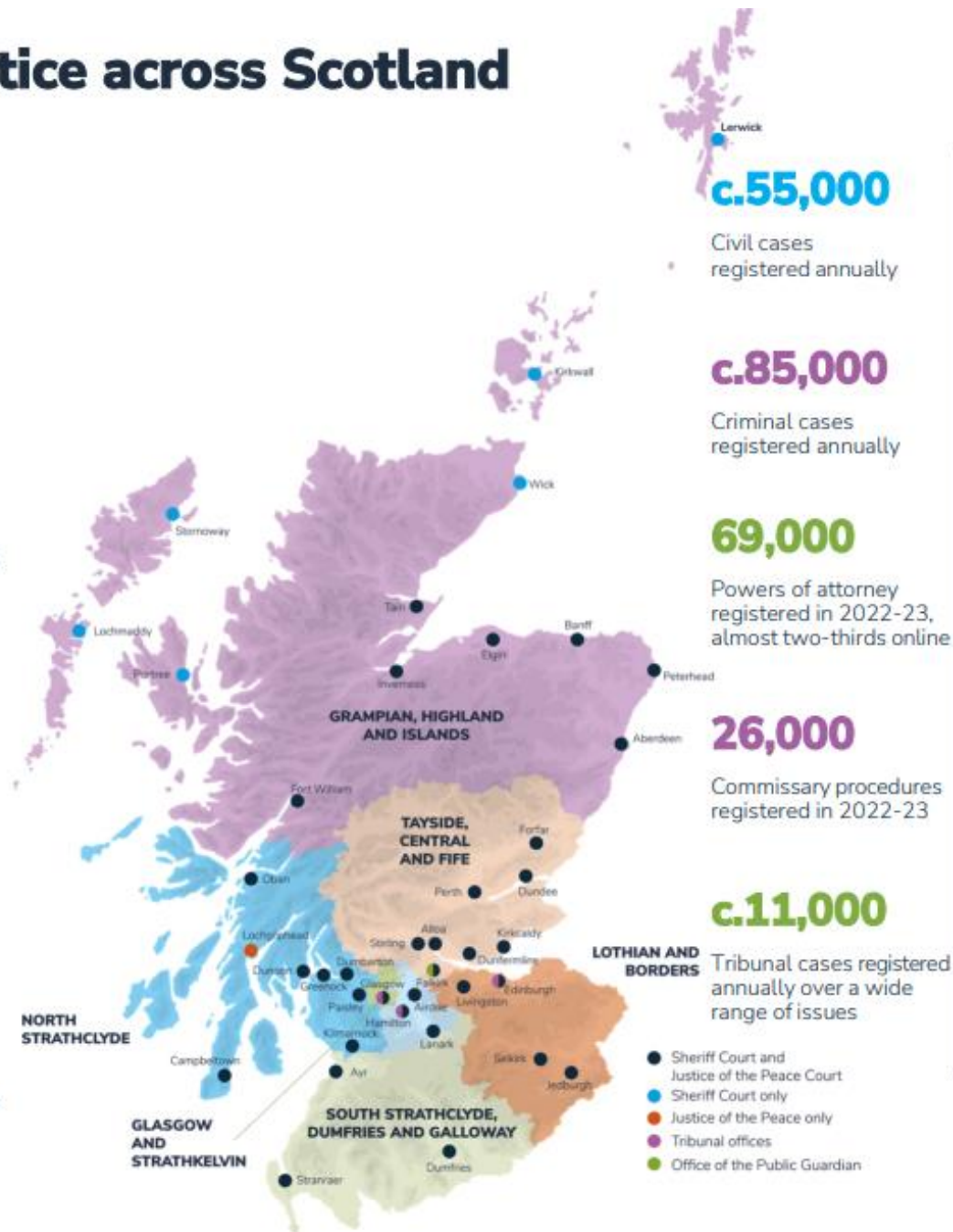
RESPECT	SERVICE	EXCELLENCE
<ul style="list-style-type: none"> • Be courteous • Be open and fair • Work as one team 	<ul style="list-style-type: none"> • Deliver a professional service • Learn in all we do • Set an example 	<ul style="list-style-type: none"> • Innovate • Collaborate • Be accountable

How we support justice across Scotland

The work of SCTS covers a broader range of issues than you may think. In providing support to Scotland's courts, devolved tribunals and the OPG, we touch the lives of many people on a daily basis – be that through formal court or tribunal business, fulfilling your civic duty as a juror, paying fees or fines, seeking help in managing the affairs of an incapable adult or dealing with the estate of a loved one who has passed away.

SCTS deals with over a quarter of a million cases and applications each year. Behind each one of these is an individual – looking to the system to help them assert their rights, address wrongs or provide support in a time of need. It is this work – which takes place every day in our courts, tribunals and administrative centres across Scotland – that consumes most of the time, energy and skill of our staff. We take pride in working as one team and providing high levels of service to all those who use the courts, tribunals and OPG.

We are always looking to improve the services we provide – through innovation and development. Whilst delivering our core services is our priority, considering how we can improve and develop is also crucial to keep delivering the highest quality service.



71 buildings

Across the length and breadth of Scotland

50%

Our reduction in CO2 emissions since 2010

60,000

Unique visits to the SCTS [website](#) each week

1,900 staff

Award winning carers and diversity policies

85%

Sheriff Court fines within collection rate

£209.3m (2023-24)

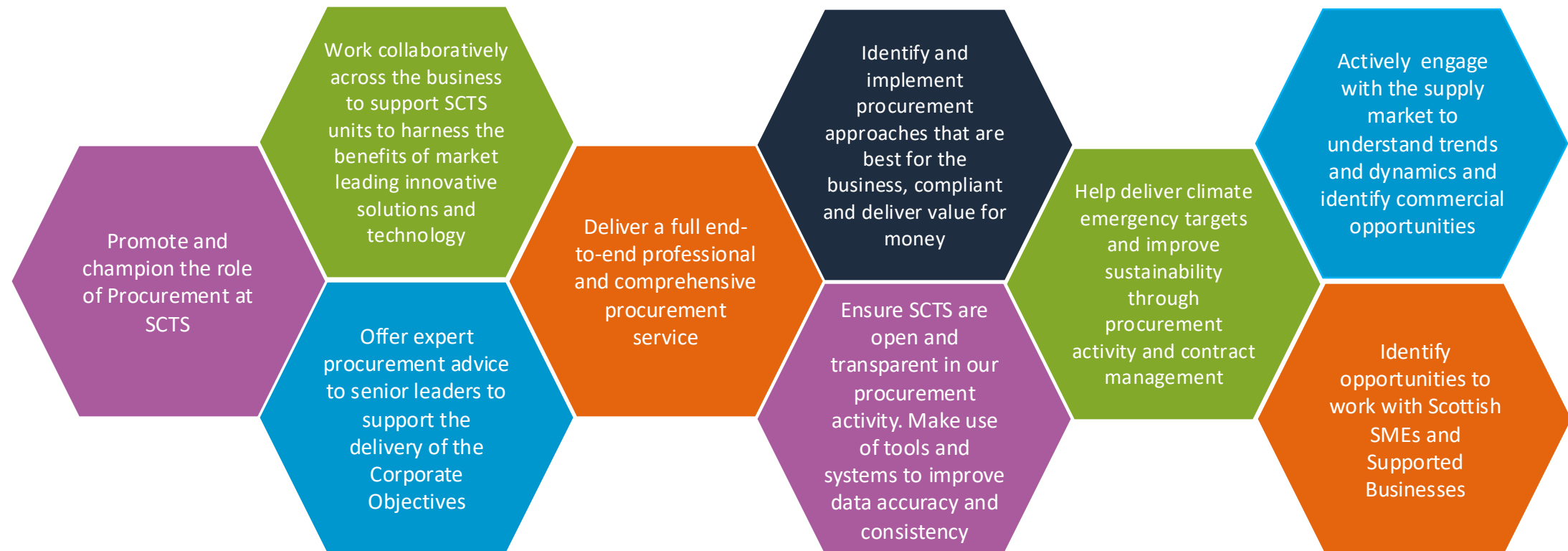
Total revenue and capital expenditure - over 84% invested in front line services and digital infrastructure

Procurement at SCTS

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:



Our People

“Develop, refresh and upgrade the capability and skills of the Procurement Team on an ongoing basis”

We have an accomplished 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 for continuous improvement and embracing change and innovation.

SCTS has a strong ethos in respect to education, learning and skills developed of its staff. Results from the Scottish National Procurement Development Framework (NPDF) assessment are used to identify the strengths and development needs of our Procurement team which then feed into the training plans to offer focused learning and development. SCTS continue to invest in staff knowledge and professional skills by fully supporting formal Chartered Institute for Purchase and Supply (CIPS) qualifications. In 2023-24, two members of the team are MCIPS qualified with a further three members of the team actively studying towards the qualification.

SCTS are involved in the Young Scotland Programme which exists to develop talent and broaden the horizons of people in the early stages of their careers. 2022 saw one of Procurements youngest team members participate and excel on the programme, they have since gone on to participate in the SCTS Talent Programme.

The SCTS procurement team consists of 12 members:

- Head of Procurement
- 3 x Senior Procurement Specialists
- 3 x Procurement Specialists
- Trainee Procurement Specialist
- 2 x Procurement Officers
- Procurement Assistant
- Central Purchasing Unit Manager

Technology

“Utilise the existing digital tools and techniques available to us as a Public Body including electronic publication of tender notices and public tendering portals provided by PCS and PCS-Tender as well as PeCOS to develop a more joined up approach to procurement and contract management across the business using the resources at our disposal.”

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 use the PCS Quick Quote functionality to undertake Non-Regulated procurement over £25,000 and framework agreement mini-competitions.

SCTS has been working collaboratively with the Scottish Government as one of the non-core partners to implement Oracle Fusion Cloud which is a single integrated cloud-based system to replace the existing SEAS Finance and the PeCOS Purchase-to-Pay system. The Shared Services Programme commenced in 2020 with the objective to deliver a solution that provides reporting, better management information and provides for data driven decision-making. The new system is due to go live in 2024.

The team, while making full use of new SharePoint functionality, completely redesigned the internal intranet sites to offer comprehensive and easy to read procurement information for staff across the organisation.

We use PCS, PCS-T Information Hub and other Scottish Procurement tools.

Collaboration

“Engage with other public sector bodies through Frameworks and the Centres of Excellence to participate in and create new Framework Agreements.”

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.

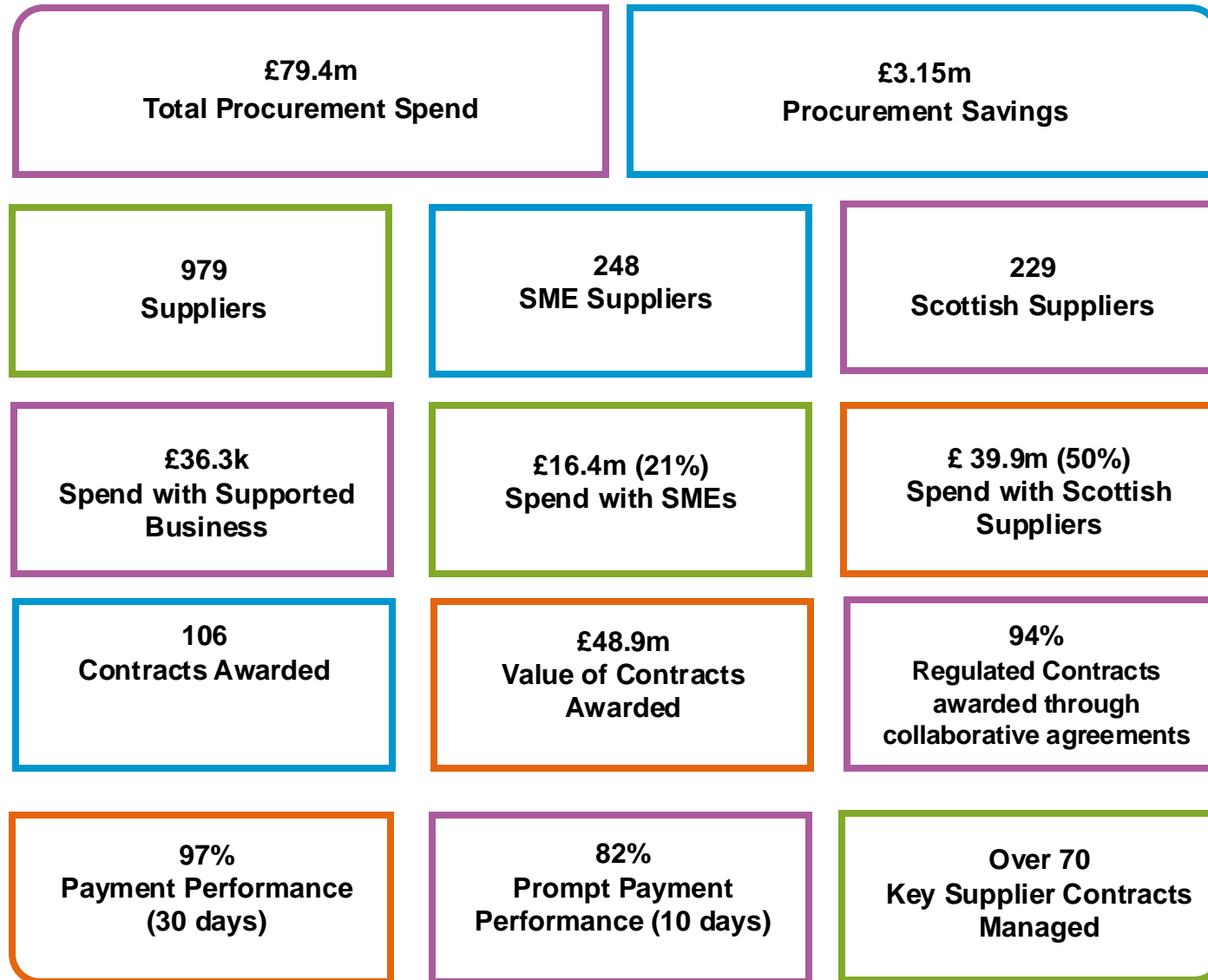
81% by value of contracts awarded by the SCTS in the period 2023-24 were awarded through collaborative agreements (2022-23- 80%).

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 Procurement Annual Summary 2023-24



SCTS Procurement Trends

[Annex 5](#) sets out a comparison data table with relative charts for the same performance metrics as are set out on page 9 of the Annual Procurement Report for the year 2023-24. They are grouped into categories as below. The following trends and conclusions are drawn from analysis of this data.

Spend & Savings	Suppliers	Spend with Supported Businesses	Economic Impact of SCTS Spend	Contracts	Payment Performance
<p>Chart 1 shows an increase in procurement spend but an even sharper proportional increase in procurement savings achieved. This suggests that SCTS’s investment in its Procurement Team is showing demonstrable gains.</p>	<p>Chart 2 indicates that the SCTS supplier base is volatile. This suggests scope for supplier rationalisation. The numerical proportion of both SMEs and Scottish suppliers in that supplier base is also volatile but shows a broadly downward trend. This suggests a potential need for supplier development in these areas. See Chart 4.</p>	<p>Chart 3 shows that the small proportion of SCTS procurement spend with supported businesses closely tracks the total spend figures. This suggests a static share of our spend with supported businesses. A targeted action plan is due to be drafted in 2025 and organisational support sought to review our supply base and consider what opportunities can be made available for Supported Businesses .</p>	<p>Chart 4 shows that the proportion of our spend with both SMEs and Scottish suppliers remains fairly steady. This suggests that, despite the fluctuation in numbers of such suppliers (Chart 2), SCTS procurement activity to encourage participation by Scottish / SME suppliers is effective.</p>	<p>Chart 5 shows contracts awarded. The number but even more so the value of contracts awarded show significant increases starting in 2021/22. This correlates with an increase in the size of the SCTS Procurement Team and suggests improved reach of the procurement function.</p> <p>Chart 6 shows collaboration and management. Again, these show sharp rises from 2022.</p>	<p>Chart 7 shows payment performance. Payment within 30 remains consistently at or just short of 100%. Prompt payment within 10 days, again, is steady just under / over 80%. These performance levels both suggest assumption of these levels of performance into business as usual.</p>

Section 1- Regulated Procurement Activity

Under the Procurement Reform (Scotland) Act 2014 a contract is Regulated if its anticipated value is over £50k 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.

A collaboration objective as set out in the SCTS Procurement Strategy encourages procurement specialists to engage with other public sector bodies and centres of expertise to participate in and utilise framework agreements to exploit the benefits of the economies of scale and efficiencies they offer. SCTS attends collaborative framework user intelligence groups to share best practice and industry insights to shape the future requirements of these frameworks. By utilising these frameworks, we have delivered value for money and avoided potentially lengthy and costly procurement exercises. This has allowed us to redirect our expertise towards other strategic and bespoke procurement projects.

All regulated procurement exercises are managed and delivered by the central procurement function.

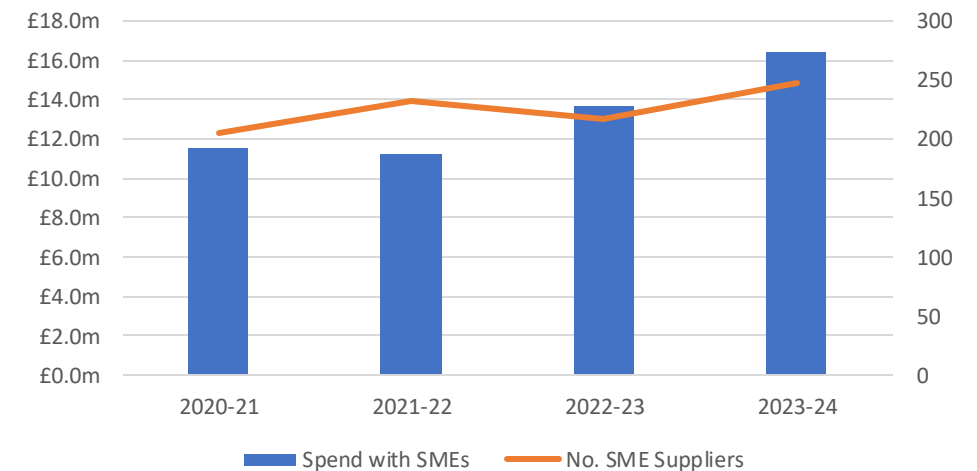
During the period covered by this report, the SCTS awarded **83 Regulated contracts** with a combined value of **£48.3m**. Of these:

- **5** were awarded to small and medium sized enterprises (SMEs) with a combined value of **£4.8m**.
- **76** were awarded via call-off or mini-competition through a public sector collaborative procurement framework with a combined contract value of **£26m**.

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](#).

The SCTS Contract Register is available on the [Public Contracts Scotland](#) website.

Number and Spend with SMEs





Case Study: Dundee Justice Hub



The Dundee Justice Hub Project, commissioned by the Property Services Unit of the Scottish Courts and Tribunals Service, and delivered by Clark Contracts, aimed to create a modern, fit-for-purpose facility serving the Sheriffdom of Tayside, Central, and Fife at a contract value of £1.65m. The state-of-the-art facility supports the delivery of justice in civil cases and the support of vulnerable witnesses with two digitalised civil courtrooms and two trauma informed vulnerable witness evidence suites. The new site also features a bespoke evidence by commission suite.

The Dundee Justice Hub Project succeeded in delivering a modern facility while integrating meaningful sustainability initiatives. From responsible waste management and carbon reduction strategies to economic support and community contributions, the project exemplifies how thoughtful, comprehensive procurement planning can generate long-term benefits for the environment, economy, and society.

The waste management strategy diverted 100% of waste from landfill, the team ensured that all materials were either recycled, reused, or responsibly disposed of which significantly reduced the environmental impact of the project. The project placed a strong emphasis on carbon emission reduction which was achieved by using a mains generator to power the site which helped cut down energy consumption. Material orders were placed with local supply chains further minimised emissions by reducing transportation distances. Encouraging the workforce to use public transport where possible also contributed to lowering the project's overall carbon footprint.

Resource efficiency was another cornerstone of the project's sustainability efforts. Thoughtful planning ensured no surplus materials were ordered, eliminating unnecessary waste. Deliveries were made using recyclable packaging materials such as timber pallets, cardboard, and biodegradable plastic, which further reduced the project's environmental impact. Carpets which were removed were sent for recycling or reuse, aligning with the project's zero-waste goals and reinforcing a commitment to sustainable practices.

In addition to environmental benefits, the project also had significant social and economic impacts. Two local labourers were hired, along with four trainees and two apprentices, providing valuable career development opportunities in the construction industry and supporting the local economy. The project also adhered to the prompt payment code, ensuring that 95% of supply chain payments were made within 60 days.

Further emphasising its commitment to the community, the project raised £4k for the Scottish Association for Mental Health (SAMH), demonstrating a focus on social responsibility beyond the construction site.

Case Study:

Office of the Public Guardian- Case Management System

The Office of the Public Guardian (OPG) initiated a project to appoint an experienced configuration and development partner to work with SCTS Change and Digital Innovation teams to replace a dated case management system with a new MS Dynamics solution. This project sought to revolutionise the public service offering for the administration and processing of Power of Attorney appointments, registration of guardianship orders and the ongoing supervision of financial guardians, and Intervention Orders.

A contract worth £4.24m was awarded to Goaco, UK SME with offices in Scotland, for the configuration, development and support of the new case management system commencing in January 2024 and expected to complete by August 2025. It is expected that the development of a new system and business model will deliver benefits in the form of substantial efficiencies within the business, significantly enhanced service to the Scottish public, and wider positive impacts for other public agencies, particularly the NHS.

With a new, faster and more efficient system in place, OPG will be well placed to promote greater use of forward planning provided by Powers of Attorney and reduce reliance on reactive, expensive, court-cased guardianship orders.

In addition to organisational cost savings the main benefits include:

- The elimination of the current backlogs and the delivery of much higher performance standards
- Data security and data management improvements
- Operational efficiencies, leading to further potential cost-savings



Case Study: Investment Management Services



The Accountant of Court, a key team of the Scottish Courts and Tribunals Service, is tasked with managing financial assets for children under the age of 16 as required by the Children (Scotland) Act 1995. This role involves overseeing funds from various sources, such as inheritances and insurance settlements. To improve the management of these assets, the Accountant of Court worked with Procurement to tender an open competition and awarding a 5-year contract valued at £250k to Evelyn Partners. This contract represents a strategic initiative to enhance the management and administration of these vital financial resources.

In addition to delivering value for money the contract will also deliver notable non-financial benefits. The successful supplier, Evelyn Partners, have a dedicated team with expertise in developing Investment Policy Statements and related documentation and this team will help tailor Investment Policy Statements and other essential documents. Their extensive experience will ensure that the Accountant of Court's investment strategies are well-documented and aligned with best practices. These services are provided at no additional cost, as part of Evelyn Partners' fee offering. This means the Accountant of Court benefits from high-quality, professionally prepared documentation without incurring extra charges.

Evelyn Partners offer free regional conferences and training seminars

Case Study: Social Enterprise Catering Services



As well as continuing to seek to work with supported businesses in line with our sustainable procurement duty, the Scottish Courts and Tribunals Service also supports social enterprises through our procurement activity. An example of this is the Spoon Café in Glasgow Tribunals Centre.

The Spoon Café is social enterprise café operated by Unity Enterprise, who are a Scottish Charity and Social Enterprise founded in 1989. They provide a variety of support services to people who are vulnerable, disadvantaged or a risk of exclusion across the West of Scotland. This includes support to and respite for carers, day services for adults and young people with learning disabilities and employability support working towards aims around future employment and citizenship. They also directly offer work experience and training to some of their service users.

The Spoon Café is based in the Glasgow Tribunal Centre. As well as offering commercial catering, the Spoon Café also provides free food, hot drinks and informal support to people in Glasgow City Centre who may be affected by homelessness and poverty or may otherwise be vulnerable, at risk of exclusion or just need a warm welcome.

SCTS is proud to be a key partner of the Spoon Café and invests some £17.2K annually in the commercial catering service it provides to the Glasgow Tribunal Centre.

Section 2- Review of Regulated Procurement Compliance

Strategic Context for SCTS Procurement

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
- SCTS Standing Orders

How we Procure at SCTS

The SCTS Financial Scheme of Delegation requires all goods and service contracts over £50k (during the life of the contract) to be managed and awarded by the central Procurement function ensuring compliance to the public procurement regulations and in-line with the SCTS 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.

The team are working in 2024-25 to review and update the Procurement Policies and Procedures documentation in line with best practice and new updated processes.

Section 3- Community Benefit Summary

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.

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 at 71 buildings across 51 geographical locations.

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 exceeding the GPA threshold, SCTS will consider how to enhance the economic, social, or environmental wellbeing of its area by including community benefit clauses. These clauses aim to promote sustainability in contract activities through targeted recruitment and training, small business and social enterprise development, and community engagement.

The Procurement team is developing the Community Benefit guidance and evaluation criteria and improving our processes for reporting and tracking benefits secured through procurement exercises.

SCTS awarded one contract over £4m in this reporting period which was for the Configuration, Development and Support of a replacement case management system for the Office of the Public Guardian, awarded to Goaco. [Please see the case study above](#). The tender secured the following community benefits:

- Commitment to work experience for young people through Goaco's Academy
- Recruitment of a new Scottish apprentice specifically learning the digital skills to support a Microsoft Dynamics skills
- Working with Scottish schools and colleges to support career day visits
- Investment in their Scottish branch in Dunoon



Case Study: Day of Giving

Our Estate Management Services provider, Avison Young, has run its annual Day of Giving for ten years. This involves all staff (worldwide) committing a full day to assist in a variety of projects within local communities.

Their most recent Day of Giving, Thursday 28th September 2023, proving more than 7,640 hours of service to local communities. Approximately 60 Avison Young offices spent the day volunteering with more than 80 community organizations in North America, the U.K. and Continental Europe.



“Our annual Day of Giving brings together two of the things that really make Avison Young special – our people and positive impacts. The events in each market are organized by young talent within the firm, enabling them to lead on a project that materially improves our communities,” said Mark E. Rose, Avison Young’s Chair and CEO. “This year marks a full decade of our Annual Day of Giving commitment. As we grow, we elevate our global impact. This isn’t about writing a check, this is about doing the work while experiencing and improving our places and communities. We are proud to support local organizations and look forward to doing it for another ten years.”



In the United Kingdom – Team members volunteered in Sue Ryder charity shops - sorting stock, cleaning and displaying seasonal gear. Other teams transformed a local Inspire Youth Hub through cleaning, painting and decorating, while still more cleaned up public spaces.



Staff from their **Glasgow and Edinburgh offices** assisting in several projects across the Scottish Central Belt. One of these projects was at Finlaystone Country Estate, Renfrewshire which is part of The Woodland Trust. Their staff were maintaining the general woodland/path areas and carrying out gardening work. As a guide, the annual Day of Giving from their Glasgow office alone, provided c.120 hours of pro bono time.

[Source- Avison Young News Article](#)

Case Study: Apprenticeship Programme



Our Estate Management Services provider, Avison Young, see the value in apprenticeships and offer a variety of opportunities.

Avison Young typically take students on to complete a Level 6 Degree Apprenticeship in surveying or planning. One student has worked in their Edinburgh office completing duties directly with SCTS that are aligned to their chosen professional qualification, with the support of a line manager and tutor. The apprentice spends approximately 80% of their time working in the office and 20% of their time at Edinburgh Napier University. The apprentice will be supported through to attaining their honours degree in 4 years, the same time as traditional full-time students, however they have the benefit of earning while they are learning in full time employment.

Case Study: Community Project- Women's Aid East and Midlothian



Women's Aid East and Midlothian (WAEML) is a charity. During the 1970s WAEML operated as part of Edinburgh and Lothian's Women's Aid; at the end of 1979 it was clear that the group was receiving enough referrals from the Midlothian area to warrant its own service and therefore a Dalkeith branch with its own office and refuge was established.

Our Facilities Management supplier, OCS, under their community benefit commitment undertook works to prepare empty properties, turning them into welcoming temporary homes. These works were to include emptying of the property, critical maintenance, deep and sparkle cleaning, ground maintenance, redecorating entire properties and servicing and upgrading CCTV systems.

“We can't thank Scott and the team from OCS enough for their hard work and commitment. We have received an excellent service from them which has helped our charitable organization. The team came in and painted and cleaned our refuge accommodations in Midlothian to a very high standard”. WAEML Midlothian Support Worker.

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 2023-24 was £36.3k.

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.

All awarded contracts are published on our [Contract Register](#) on PCS.

Section 6- Contract and Supplier Management

The SCTS Procurement Contract and Supplier Management (CSM) team is responsible for implementing the Contract Management Strategy to ensure maximum value is derived from public contracts and that they remain fit for purpose. Contract Managers actively monitor spend, deliverables, and supplier performance. Annual reviews provide an opportunity to assess contract requirements and objectives; realigning them with SCTS's needs and the services our suppliers can offer.

The Contract Managers also undertake formal reviews of contracts as they approach their expiry to determine if the contract continues to offer value for money, how the current arrangements sit in the sector they operate and the future needs of SCTS. The review concludes with a recommendation to exercise any available extensions which may be available or a new commodity strategy recommending a new route to market. Recommendations to extend contracts must follow internal governance and the approval of a Contract Extension Recommendation Report.

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 the period of this report the team managed a portfolio of **242** contracts with a combined value of **£157.4m**.



Case Study: Corporate Catering and Jury Meals

We aim for all our 'gold' categorised contracts to work in partnership with suppliers to achieve joint goals in innovation, value for money and efficiencies and to minimise costs and risk.

One of the key contracts which our procurement specialists manage is our Corporate Catering contract with BaxterStorey. In the provision of jury meals BaxterStorey prepare and deliver Bento box style lunch boxes to contracted courts throughout the SCTS estate. The single-use Bento boxes have been replaced with more environmentally considerate compostable alternatives. A quarterly Management Information (MI) pack is provided, showcasing the noteworthy reduction in single-use disposables achieved through the adoption of reusable coffee cups and sustainable wooden forks. This sustainable measure not only contributes to environmental preservation but also offers cost benefits compared to disposable alternatives, a practice already implemented in the court cafes.

BaxterStorey have also entered into a partnership with Olio, a food surplus sharing platform used to rescue and redistribute surplus food to the local community. BaxterStorey's partnership with Olio to rescue and redistribute surplus food plays a crucial role in the context of climate change. Food waste is a significant contributor to greenhouse gas emissions, as decomposing food in landfills releases methane, a potent greenhouse gas. By diverting surplus food from their operations to Olio's platform, BaxterStorey actively reduces the amount of organic waste that would otherwise contribute to climate-altering emissions. Additionally, by redistributing this rescued food to the local community, they help alleviate the need for additional food production and its associated environmental impacts, thus promoting a more sustainable and climate-friendly food system.



Case Study: Evidence by Commission Suites

SCTS secured funding to create new evidence by commission suites to further support vulnerable witnesses to pre-record their evidence in advance of the trial to minimise potential trauma.

The Vulnerable Witness (Criminal Evidence) (Scotland) Act 2019 legislation aims to provide additional support and protection to witnesses in criminal proceedings. This trauma informed approach makes use of technology for audio and visual recording of witness statements to be taken in advance of a trial.

The SCTS business plans support the further provision of evidence by commission suites in existing and new facilities. Service users will benefit from modern facilities which are closer to them to record their evidence which will reduce the impact on witnesses.

SCTS Facilities Management supplier, OCS, were instructed to install a bespoke suite within the Aberdeen Civil Annex Building. The main focus within the suite was the hearing room, this space had to allow for recording of evidence to the highest quality. OCS engineers were responsible for strip out, fabric, electrical, heating, plumbing and network element of works and our supply chain were tasked to carry out cooling, ventilation, flooring and decoration throughout the 160m² site.

All works and management of contractors had to be scheduled to minimise disruption to the building as the other floors were still in use as live court rooms and office space.

Section 7- Sustainable Procurement and the Sustainable Procurement Duty

The Sustainable Procurement Duty is outlined in section 9 of the Procurement Reform (Scotland) Act 2014. Sustainable procurement is a duty of each public sector body to make best use of public money whilst supporting the principal purpose and strategic objectives of our organisation and the Scottish Government. The Sustainable Procurement Duty requires SCTS to consider how the carrying out of a regulated procurement it can:

- improve the economic, social, and environmental wellbeing of the authority's area,
- facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and
- promote innovation

Considerations must be relevant and proportionate.

SCTS are committed to further developing and embedding sustainability into our Procurement Strategy, Category Strategies and individual Commodity Strategies. All regulated tenders must consider the environmental, economic and social impact. Using the [Scottish Government's sustainability tool](#) these impacts are identified, and consideration is given to the specification of goods, services and works which are sustainable and lead to an overall positive outcome.

Our Procurement Specialists ensure that consideration is given to how SMEs, third sector and supported business can access our contracting opportunities. The Public Contracts Scotland supplier finder can assist in identifying these organisations especial for sub-regulated procurement exercises.

Ever improving Contract and Supplier Management practices help SCTS to track the performance of our supply chains towards sustainability targets. We work collaboratively with suppliers to consider innovative ways to jointly minimise the impact of our contracts to the planet and increase our social value to the Scottish economy and the people of Scotland.

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.

In 2023-24 we awarded **59** contracts to 19 different suppliers who registered as accredited Living Wage employers at a contract value of **£14.6m**. This represents 30% of the total contracts awarded in the year.

23% of spend with our top 20 suppliers (by spend) is with accredited Living Wage employers.



Fleet

In 2019 SCTS replaced their full fleet with petrol plug in hybrid cars. We have also invested in our infrastructure to install vehicle charging points at our sites.

SCTS's progress towards promoting sustainable transportation has been strengthened by a successful grant application from Transport Scotland, enabling the installation of 63 electric vehicle chargers across 27 sites, thereby facilitating the adoption of cleaner transportation alternatives.

The fleet is due for replacement and consultation and research is being undertaken to plan vehicle investment and replacement.

Climate and Carbon Reduction

During the financial year 2023-24 in collaboration with our Facilities Management supplier, OCS, 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. Below are some of the main developments from 2023-24:

- Energy and Low Carbon Building Group
- Supporting SCTS with communication material for awareness raising
- Monthly carbon and energy performance monitoring report
- Successful grant applications from the Scottish Green Public Sector Estate Decarbonisation Scheme
- Innovations – wireless sensor and monitoring, lighting controls
- Heating and ventilation optimisation via building management system controls and advanced building analytics software

Facilities Management commitment to climate change

In collaboration with our facilities management supplier, OCS, SCTS has effectively progressed its commitment to climate change mitigation through continuous improvements to our buildings and estate. One of the major focuses of this contract revolves around energy efficiency and sustainability, with the goal of reducing consumption and carbon emissions. Several capital projects centred on sustainability were successfully undertaken, including the installation of LED lighting at various locations, the implementation of a boiler replacement program for improved heating, a comprehensive building insulation initiative, and the integration of solar panels in two additional sites. These upgrades have been made possible through strategic grant applications to the Scottish Government, enabling the use of renewable, clean energy sources, and subsequently, the reduction of emissions and operational costs. Furthermore, SCTS has taken steps towards achieving sustainability objectives, conducting thorough ventilation and pipe checks to detect and rectify faults, leading to the optimisation of water and heat conservation.

2023-24 Projects:

- Dunfermline Sheriff Court Solar PV Install
- Edinburgh High Court Sub-Metering
- Edinburgh High Court Vacuum Window Upgrade Phase 1
- Falkirk Sheriff Court Sub-Metering
- Falkirk Sheriff Court Solar PV Install
- Kilmarnock Sheriff Court Sub-Metering
- Kilmarnock Sheriff Court ventilation upgrade to high efficiency units.
- Peterhead Sheriff Court Boiler Upgrade
- Peterhead Sheriff Court LED upgrade
- Ventilation Settings Optimised
- Building Management System Analytics Software (Grid Edge)

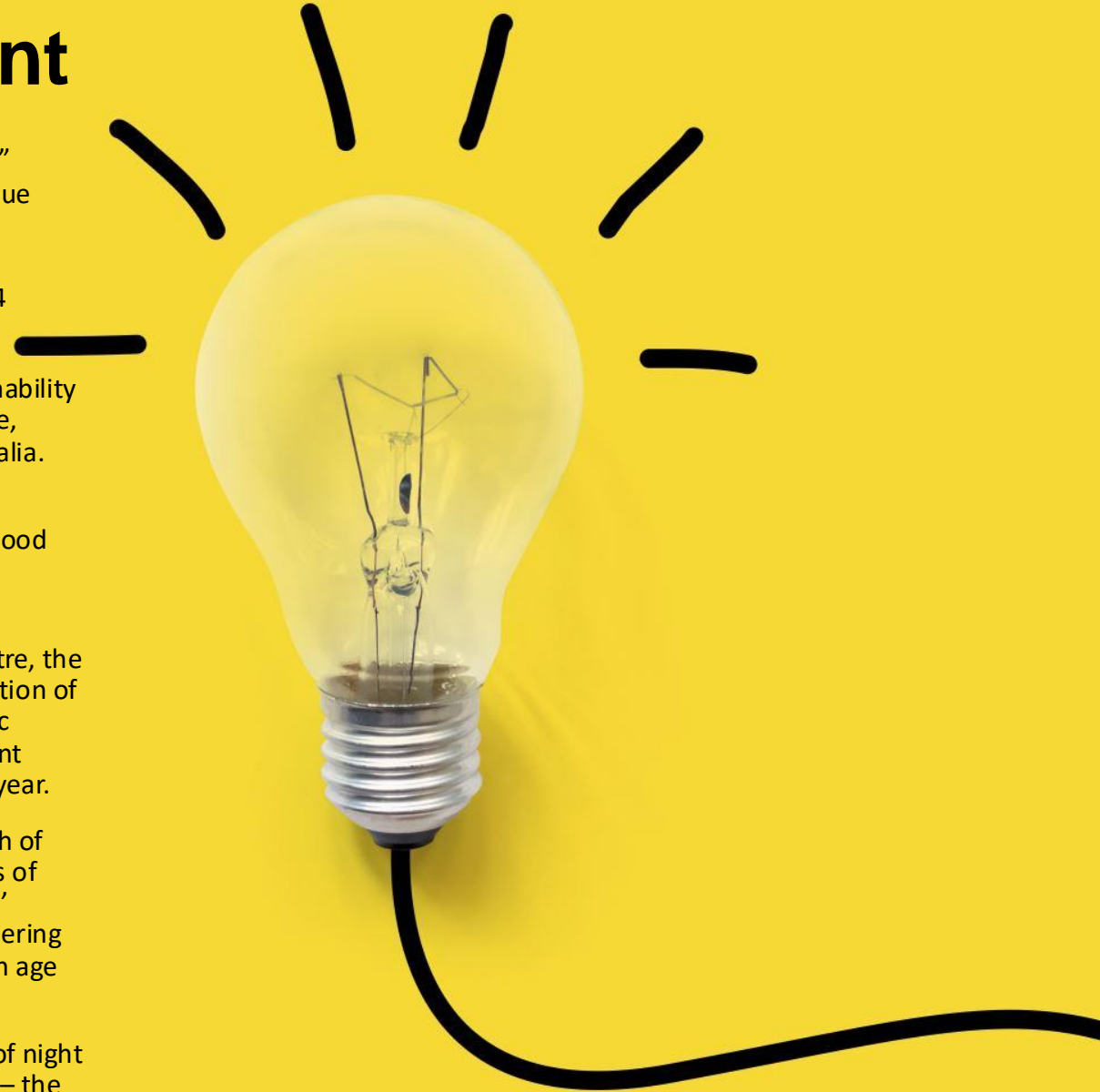
Case Study: CSM

FM Services- Energy Management

The FM Services contract is a key strategic contract for SCTS and our ethos is to cultivate a “one team” approach with the provider. The contract was extended with OCS (formerly Atalian Servest) to continue during the exercise for renewal of the contract in 2023/24 and that ethos was maintained.

Some key highlights specific to energy management in terms of delivery and performance in 2023/24 emanating from that one team approach throughout the year were:

- Embedding a four-stage (measure, analyse, manage and improve) environmental and sustainability performance system which delivered this year a 27% carbon reduction across the SCTS estate, saving over 5,700 tonnes of carbon – the equivalent of more than 800 return flights to Australia.
- Continuing the SCTS Low Carbon and Energy Working Group, chaired by OCS’s Energy and Sustainability Manager to drive the carbon management strategy and ensure learnings and good practice are shared.
- Using building optimisation technology to maximise performance and ensure that energy consumption issues are identified and treated early. For example, at Glasgow Tribunals Centre, the analysis of gas data resulted in a 15% reduction and almost zero gas use following the correction of HVAC strategy control issues, while at Hamilton Sheriff Court, the installation of an automatic reader on the water meter identified 1000 litres of excess water use per hour. The subsequent repair saved around £16,000, and the equivalent of 3.5 Olympic swimming pools of water a year.
- OCS completed eight LED projects, installing 3336 fittings, saving approximately 500,000 kWh of electricity (enough to power around 140 average houses for a year), £90,000 and 130 tonnes of CO2 emissions per annum. Over 60% of the SCTS estate buildings achieve the rating of ‘good’ against the CIBSE benchmarks for electricity consumption – a significant achievement considering the age and heritage of the majority of the SCTS estate (44% of the built estate is pre-1960 in age with 86% being historic, listed and pre-1900).
- Recognising that keeping courts sitting was an essential requirement, due to a combination of night shifts, double shifts, weekend work and backshifts – as well as early morning and lunchtime – the work was carried out without any disruption and zero lost court days.



Investment in reducing our carbon emissions

The Carbon Reduce eManage tool which we purchased from Achilles is part of a certification and verification programme designed to measure and manage carbon emissions. Achilles operates under licence to Toitū Envirocare which holds the authority and responsibility for the Carbon Reduce certification decision.

The Carbon Reduce scheme is aligned to the ISO 14064-1 standard which specifies principles and requirements at the organisational level for quantifying and reporting greenhouse gas emissions and removals. It also aligns with other financial and climate related reporting and disclosure schemes.

More specifically it helps us record and measure our greenhouse gas emissions, providing a useful resource to help us understand and manage the emissions and to record emission removals. This is done via the online eManage tool where data is input according to the ISO standard requirements including vehicles, business travel, fuel and electricity, paper, and waste.



SCTS achieves 'Carbon Reduce' certification

SCTS has achieved Carbon Reduce certification, which is an internationally recognised carbon reduction programme developed in New Zealand by climate scientists. It is aligned to international standards relating to the measuring and reporting of greenhouse gases.

To achieve the Carbon Reduce certification we calculated our carbon footprint with the help of a tool called Achilles emanage. The data was verified by an auditor and then submitted for certification.

The emanage tool allowed us to input data related to our activities such as electricity, gas, other fuels, business travel (air, train, ferry, car, taxi and bus) as well as our use of water and how we manage waste and recycling. While not mandatory, we also included information on working from home and paper purchased.

Paper use featured strongly in feedback from SCTS employees about sustainability and, because of that, paper use was included in the Sustainability Strategy. Recording it in emanage was a good opportunity to show our commitment to reducing paper.

The data used in our submission came from a number of teams within SCTS and the whole process gave a better understanding of how we can improve our data collection procedures. In the future, we will be required to report on more sources of emissions so this is a good starting point. Thanks are due to everyone in the organisation who contributed to achieving our Carbon Reduce certification by providing data and answering queries.

Continuing to calculate our carbon footprint through manage will allow us to keep a close eye on our progress in reducing emissions from all the sources listed above. It will also make it easier for us to report our carbon emissions to the Scottish Government, which we do annually as part of the Public Bodies Duty Climate Change Report.

The SCTS Procurement Team has actively contributed to compliance with our climate change contract management with suppliers.

Sustainability and Climate Change Case Studies

Legal Services

Anderson Strathern's commitment to Corporate Social Responsibility (CSR) activities, including their Net Zero initiatives, aligns with their efforts to address climate change and benefit the local community. One example is their participation in the Scottish Wildlife Trust Tree Planting Day. By providing their employees paid time off to engage in such activities, the firm actively contributes to reforestation efforts, enhancing carbon sequestration and combating greenhouse gas emissions. This not only supports the reduction of the firm's own environmental impact but also fosters a sense of collective responsibility in the fight against climate change within the local community.

Corporate Uniforms

The SCTS corporate uniforms contract, with Burlington Uniforms, takes strong steps to reduce environmental impact. The supplier minimises hanger usage and packaging, optimises logistics to minimise the number of delivery runs for reduced energy consumption and CO2 emissions, produces uniforms out of recycled materials and reuse or recycle incoming product packaging. Additionally, they are developing a recycling solution for uniforms from SCTS staff who have left the organisation, promoting a circular economy approach. Through these measures, the contract displays a commitment to climate change mitigation and sustainable practices.

Chauffeur Driven Services

The adoption of Euro V / VI compliant vehicles and the introduction of hybrid and fully electric vehicles into the fleet under the Chauffeur Driven Services Contract with West of Scotland Chauffeur Drive exemplifies the company's support for climate change mitigation. By adhering to these strict emissions standards, they demonstrate a proactive approach towards reducing environmentally harmful pollutants and greenhouse gases. The integration of low-emission and zero-emission vehicles reflects a concerted effort to foster sustainable transportation practices, thereby making a tangible contribution to reducing carbon emissions.

Edinburgh Justice Campus- Estate Rationalisation Project

Morris & Spottiswood Limited (M&SL) were successful in being awarded the works contract as part of the Edinburgh Estate Rationalisation project for Edinburgh Sheriff Court.

M&SL assessed their approved supply chain's approach to environmental sustainability and collected performance information monthly. They engaged the supply chain early on in this project, encouraging optimisation of design, incorporation of best practices, and consideration of sustainability methodologies. The supply chain was also involved in community-based carbon reduction and sustainability initiatives to deliver community benefits across M&SL projects, including this one.

M&SL prioritised the use of sustainable timber on all projects, requiring suppliers to provide evidence of their sustainable timber policy and FSC & PEFC accreditations before being added to their approved list. They sought suppliers with accredited EMS (e.g., ISO14001, BES 6001) to minimise the environmental impact of materials used. Staff and suppliers were encouraged to share transport or use public transport, and local supply chains were maximised to reduce CO2 emissions and support local economies. M&SL worked with suppliers to consolidate deliveries, reducing carbon emissions.

Waste minimisation efforts were made by carefully planning material transportation, storage, and usage on-site. Suppliers were asked to deliver materials without packaging or with reusable packaging. Lean strategies and accurate measuring were implemented to minimise wasted off-cuts. M&SL encouraged sub-contractors to remove their waste from site for reuse or recycling. Waste management processes were agreed upon within sub-contract orders, with specific targets relating to waste communicated through environmental site induction.

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 2023-24, the financial year covered by this report,

- 97% of invoices received were paid within the 30 day payment term (2022-23- 97%).
- 82% of invoices were paid within the 10 days of a valid invoice and supporting the Scottish Government prompt payment policy (2022-23- 83%).

The Scottish Government Scottish Procurement and Property Directorate issued a policy note, SPPN 2/2022 in April 2022, detailing how public bodies should embed prompt payment in their supply chains through procurement processes. SCTS reviewed the SPPN and prepared an improvement implementation plan. All tenders issued from May 2022 include a standard question to bidders regarding prompt payment of sub-contractors which is then managed through Contract and Supplier Management with the successful supplier.



Prompt
Payment Code

Section 8 – 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

“At BaxterStorey we are aware that the way in which our business operates should always take account of any subsequent social, economic and environmental impacts.

Our Corporate Social Responsibility Policy relates to voluntary actions that our business will take, often over and above compliance with minimum legal requirements, to address both its competitive interests and the interests of the wider society. We are actively involved with charity work, along with supporting our clients with the CSR activities.”

Seasonal Menus Catering teams are encouraged to develop menus aligned with seasonal production/harvesting cycles.

Local and Regional suppliers Local food from family businesses and independent suppliers is at the centre of their fresh food approach. Fresh bakery products are supplied by local or regional bakeries.

Local Meat All meat is locally reared and sourced. Whenever possible, meat is certified as Red Tractor. All bacon is sourced from Scottish reared pigs.

Responsible fishing BaxterStorey only supply customers with responsibly caught or farmed fish. They have recently been awarded full MSC group certification of their fish supply. They only source line and pole caught tuna.

Free Range Eggs Shell eggs are RSPCA Freedom Foods Assured Free Range from a nominated supplier. Their own brand mayonnaise is made from free range eggs and rapeseed oil all sourced locally.

Frozen Peas Peas are sourced from a local family farm and grown to our specifications.

Fairly Traded Products BaxterStorey are registered distributor of Fair Trade products like coffee. Their Down to Earth and Cheeki Coffee is Trade Certified - Organic, Rainforest Alliance and Fairtrade.

Food Supply Chain

- 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.
- Baxter Storey offer fresh, local, seasonal produce not just because they 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.
- A formal supplier approval process is in place to ensure that suppliers meet BaxterStorey expectations with regard to food safety, health & safety, quality, financial stability and that commercial aspects of their business are suitable. As a company they are committed to supporting local and regional suppliers by purchasing fresh seasonal produce wherever this is possible. New suppliers will complete their Supplier Appraisal Questionnaire which includes questions on food safety, health and safety and quality.
- They require their suppliers to have a third party accreditation appropriate to the type and scale of their business e.g. BRC, ISO 22000, or SALSA etc. For small, local suppliers, with an annual turnover of less than £1 million, they are happy for SALSA accreditation to be in place. For a new supplier in their first year of supply to BaxterStorey this may alternatively be provided by an audit arranged through their nominated external auditing companies. They also require details of product specifications to be provided so that ingredient and especially allergen details can be made available to our locations.

Food Packaging

The aim of BaxterStorey's packaging policy is to use the optimum amount of packaging to be fit for its intended purpose, reducing amounts being thrown away, and make sure that packaging can be reused or recycled where possible. Wherever possible to aim to reduce packaging utilised in getting produce to customers. Recycling of packaging is encouraged and their ranges include packaging that is biodegradable and compostable.

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.

BaxterStorey's 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 2023-24

The following table provides a high-level summary of the 81 regulated procurements publicised via the Public Contracts Scotland portal or awarded under a Framework agreement to a value of £28.3m. *Note: The estimated contract value is for the whole life of the contract, including optional extensions.*

Contract Reference	Subject Matter of the Contract	Supplier Name	Estimated contract value	Contract Start Date	Contract End Date excluding Extensions	SME Status
SCTS-2023-026	Unified Communications	Virgin Media Ltd	£236,838	27/02/2023	26/02/2025	Large
SCTS-2023-016	Commvault Hardware Replacement and Support	Insight Direct (UK) Ltd	£213,498	01/04/2023	31/03/2028	Medium
SCTS-2023-021	CMS for the Parking and Bus Lane Tribunal	Resolver Ltd	£118,590	31/03/2023	31/03/2025	Small
SCTS-2023-025	Audio Conferencing for Tribunals	British Telecommunications (BT) Ltd	£144,250	31/03/2023	31/03/2026	Large
SCTS-2023-064	CMS for the Parking and Bus Lane Tribunal	Resolver Ltd	£118,590	31/03/2023	31/03/2024	Small
SCTS-2023-030	Audio Transcription Services	EPIQ UK Ltd	£210,000	01/04/2023	31/03/2025	Large
SCTS-2023-029	Microsoft Azure Consumption Commitment	Insight Direct (UK) Ltd	£2,562,500	14/04/2023	13/04/2026	Large
SCTS-2023-042	Oracle Server Maintenance & Managed Service	Insight Direct (UK) Ltd	£152,497	01/05/2023	01/05/2024	Large
SCTS-2023-054	Palo Alto & F5 Silverline	Computacenter UK Ltd	£144,142	23/05/2023	25/05/2024	Large
SCTS-2023-083	Supply of General Office Supplies and Paper	Lyreco UK Ltd	£1,200,000	01/06/2023	01/07/2027	Large
SCTS-2023-071	Adobe Licences	Computacenter UK Ltd	£51,251	16/06/2023	16/06/2024	Large
SCTS-2023-088	Docking Stations	Insight Direct (UK) Ltd	£60,556	06/07/2023	30/07/2023	Large
SCTS-2023-041	SIP Telephony & ISDN	Gamma Telecom Ltd	£202,000	10/07/2023	31/12/2025	Large
SCTS-2023-085	Venue Booking and Sourcing Services	Calder Conferences	£279,376	31/08/2023	29/08/2025	Large
SCTS-2023-104	Mobile, Voice and Data Services	Vodafone Limited	£133,624	25/09/2023	24/09/2025	Large
SCTS-2023-107	CISCO Flex Plan	Stone Technologies Ltd	£99,267	29/09/2023	29/09/2024	Large
SCTS-2023-131	Vulnerability and Configuration Management Solution	Qualys Ltd	£56,041	26/10/2023	26/10/2026	Large
SCTS-2023-033	Configuration, development & support of Microsoft Dynamics for the Office of the Public Guardian	Goaco Group Ltd	£4,239,758	06/11/2023	31/10/2026	Medium
SCTS-2023-136	Wi-Fi Surveys	Insight Direct (UK) Ltd	£137,742	24/11/2023	28/02/2024	Large
SCTS-2023-143	Network Connectivity Circuits	Exponential-e Limited	£65,853	18/12/2023	27/01/2025	Large

Annex 1- Regulated Procurement Activity 2023-24- Continued

Contract Reference	Subject Matter of the Contract	Supplier Name	Estimated contract value	Contract Start Date	Contract End Date excluding Extensions	SME Status
SCTS-2023-138	CISCO Wireless Controllers and Aps	Insight Direct (UK) Ltd	£444,269	20/12/2023	01/03/2024	Large
SCTS-2023-141	Safenet Renewal	Computacenter UK Ltd	£61,346	20/12/2023	19/12/2024	Large
SCTS-2023-137	LAN Services	Virgin Media Business (VMB)	£173,740	01/01/2024	31/12/2024	Large
SCTS-2023-050	Dundee Justice Hub	Clark Contracts Ltd	£1,586,553	08/01/2024	20/05/2024	Large
SCTS-2023-060	Investment Management Company for CSA 1995 – Investments	Evelyn Partners	£250,000	08/01/2024	08/01/2027	Medium
SCTS-2023-135	Cloud Video Interoperability	AVMI Kinly Ltd	£458,557	05/02/2024	05/02/2026	Large
SCTS-2024-024	Microsoft Unified Support Agreement	Microsoft Ltd	£458,557	05/02/2024	05/02/2026	Large
SCTS-2024-023	DELL PowerEdge R760XA Server	DELL Corporation Ltd	£174,558	08/02/2024	31/03/2024	Large
SCTS-2024-015	Thousand Eyes / Cisco Enterprise Licence Agreement	PING Network Solutions Ltd	£347,811	16/02/2024	16/02/2027	Large
SCTS-2024-025	Docking Stations	Insight Direct (UK) Ltd	£60,505	16/02/2024	31/03/2024	Large
SCTS-2024-011	Incident Management Services	Stone Technologies Limited	£267,795	01/03/2024	28/02/2025	Large
SCTS-2023-013	Situational Judgement Testing	Clevry Ltd	£61,700	31/03/2024	31/03/2026	Medium
SCTS-2024-026	ManageEngine Licence	Phoenix Software Ltd	£88,229	31/03/2024	31/03/2027	Large

Temporary and Interim Staff Contracts

Contract Reference	Subject Matter of the Contract	Supplier Name	Estimated contract value	Contract Start Date	Contract End Date excluding Extensions	SME Status
SCTS-2023-139	Central Test Function Lead	Lorien	£407,940	11/02/2023	11/01/2026	Large
SCTS-2023-140	CTF – Senior Test Analyst	Lorien	£206,960	11/02/2023	01/05/2025	Large
SCTS-2024-115	Civil Lab - Agile PM	Harvey Nash	£266,240	10/03/2023	14/10/2026	Large
SCTS-2023-036	Technical Architect	Lorien	£292,656	23/03/2023	17/03/2025	Large
SCTS-2023-037	Technical Architect	Lorien	£292,656	23/03/2023	17/03/2025	Large
SCTS-2023-038	Solutions Architect	Harvey Nash	£363,225	27/03/2023	03/03/2025	Large

Annex 1- Regulated Procurement Activity 2023-24- Continued

Temporary and Interim Staff Contracts

Contract Reference	Subject Matter of the Contract	Supplier Name	Estimated contract value	Contract Start Date	Contract End Date excluding Extensions	SME Status
SCTS-2023-045	Business Analyst	Venesky-Brown	£242,840	04/05/2023	19/03/2025	Large
SCTS-2023-047	Cyber Security Analyst	Venesky-Brown	£321,360	31/05/2023	11/04/2025	Large
SCTS-2023-063	Senior Automation Test Analyst	Harvey Nash	£220,480	31/05/2023	01/05/2025	Large
SCTS-2023-061	Functional and Automation Test Analyst	Harvey Nash	£246,480	13/06/2023	05/05/2025	Large
SCTS-2023-091	Business Analyst	Venesky Brown	£241,800	17/07/2023	17/06/2025	Large
SCTS-2023-096	.Net Developer	Harvey Nash	£261,560	25/08/2023	06/08/2025	Large
SCTS-2023-102	Application Architect	Venesky Brown	£347,500	01/09/2023	18/08/2025	Large
SCTS-2023-119	User Researcher	Hays	£280,800	10/09/2023	16/04/2025	Large
SCTS-2023-120	Unified Comms Consultant	Venesky Brown	£227,292	10/09/2023	01/10/2025	Large
SCTS-2023-124	Senior Infrastructure Consultant	ASA Recruitment	£260,000	10/09/2023	09/04/2025	Large
SCTS-2023-128	Infrastructure Engineer	Lorien	£249,808	12/10/2023	26/09/2024	Large
SCTS-2023-062	Agile Project Manager	Venesky Brown	£269,500	06/11/2023	22/04/2025	Large
SCTS-2023-144	CDF – .Net Developer	Lorien	£354,900	09/11/2023	29/10/2024	Large
SCTS-2023-059	CDF. Net Developer	Lorien	£236,600	17/11/2023	03/01/2025	Large
SCTS-2023-065	CDF. Net Developer	Venesky Brown	£269,500	22/11/2023	30/04/2025	Large
SCTS-2023-126	UCD Business Analyst	Lorien	£299,000	22/11/2023	04/09/2025	Large
SCTS-2023-151	DevOps Engineer	Lorien	£401,700	23/11/2023	31/03/2025	Large
SCTS-2023-073	DevOps Engineer	Lorien	£286,000	28/11/2023	06/12/2024	Large
SCTS-2023-079	Agile Delivery Lead	Venesky Brown	£256,500	29/11/2023	03/01/2025	Large
SCTS-2023-129	UI Developer	ASA Recruitment	£241,800	10/12/2023	28/03/2025	Large
SCTS-2023-076	Network Consultant	Venesky Brown	£295,500	12/12/2023	18/06/2025	Large
SCTS-2023-154	CTF – Functional & Automation Test Analysts	Lorien	£345,540	18/12/2023	18/12/2025	Large

Annex 1- Regulated Procurement Activity 2023-24- Continued

Temporary and Interim Staff Contracts

Contract Reference	Subject Matter of the Contract	Supplier Name	Estimated contract value	Contract Start Date	Contract End Date excluding Extensions	SME Status
SCTS-2024-004	CDF – .Net Developer	Lorien	£329,940	18/12/2023	15/01/2025	Large
SCTS-2024-005	CDF – Lead Developer	Lorien	£448,500	18/12/2023	15/01/2027	Large
SCTS-2024-061	Senior.Net and React Developer	Lorien	£232,960	05/01/2024	05/07/2025	Large
SCTS-2021-147	Infrastructure Engineer	Hays	£247,000	09/01/2024	07/01/2025	Large
SCTS-2023-159	Solutions Architect Dynamics 365	Lorien	£325,000	10/01/2024	16/11/2026	Large
SCTS-2024-010	CDF-.Net Developer	Lorien	£349,440	11/01/2024	15/01/2027	Large
SCTS-2024-016	Project Manager	Harvey Nash	£274,560	29/01/2024	20/01/2026	Large
SCTS-2024-052	Cyber Security Specialist	Harvey Nash	£248,040	05/02/2024	27/05/2024	Large
SCTS-2024-062	Senior.Net and React Developer	Venesky-Brown	£243,500	05/02/2024	05/07/2025	Large
SCTS-2024-105	Senior Automation Test Analyst	Harvey Nash	£210,080	09/02/2024	23/09/2025	Large
SCTS-2024-114	Corp Lab – Agile PM	Venesky Brown	£256,641	10/02/2024	14/10/2025	Large
SCTS-2024-057	Senior .Net Developer	Harvey Nash	£248,040	12/02/2024	19/02/2025	Large
SCTS-2024-063	Senior.Net and React Developer	Harvey Nash	£248,040	05/03/2024	05/07/2025	Large
SCTS-2024-080	Agile PM	Harvey Nash	£262,600	05/03/2024	06/02/2025	Large
SCTS-2024-081	Senior Technical Architect	Hays	£332,280	07/03/2024	26/06/2025	Large
SCTS-2024-040	Project Support Officer	Harvey Nash	£183,040	19/03/2024	19/09/2025	Large
SCTS-2023-108	CTF - Functional & Automation Test Analyst	Lorien	£219,960	21/03/2024	01/04/2025	Large
SCTS-2023-113	CTF - Functional & Automation Test Analyst	Lorien	£219,960	21/03/2024	16/04/2025	Large
SCTS-2024-042	CTF – Senior Functional & Automation Test Analyst	Lorien	£230,360	25/03/2024	08/10/2025	Large
SCTS-2024-043	Cyber Security Specialist	Lorien	£312,000	25/03/2024	08/04/2025	Large

Annex 2- Non- Competitive Actions (NCAs) 2023-24

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.

The summary figures for 2023-24 with last reporting year's figures for comparison are as follows:

NCA Volumes and Values						
	2023-24		2022-23		2021-22	
	Number	Value	Number	Value	Number	Value
Regulated NCAs	2	£20,076,040	8	£8,837,895	2	£391,382
Non-Regulated NCAs	8	£257,282	12	£225,358	5	£132,611
Total NCAs	10	£20,333,322	20	£9,063,253	7	£523,994
Total Spend		£79,365,320		£69,947,179		£71,900,135
NCA % of Total Spend		26%		13%		1%

The Head of Procurement approved or reviewed all NCAs with detailed justification recorded in each case in the Procurement NCA Register. 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 sharp rise in the number of NCAs in 2022-23 was a cause for concern for the Head of Procurement, albeit that circumstances related to the Covid crisis continued to have an impact. After communication of those concerns, this year has seen a marked reduction in the number of NCAs, from 20 in 2022-23 to 10 in 2023-24.

There was one approved NCA related to renewal of the FM Contract which alone accounted for c. £20M of spend. This was a one-off circumstance and the FM contract has now been successfully renewed. That 1 NCA distorted the relative value of NCAs for this year. Excluding that distorting NCA, the remaining 9 NCAs this year totalled £333,322 in value, or 0.4% of total spend. This year's overall level of NCAs is therefore not concerning to the Head of Procurement.

Almost half of NCAs are granted for technical reasons where competition is not possible. Going forward, there will be a renewed focus on the technical justification evidence provided by the purchasing Business Units.

Use of NCAs in SCTS remains exceptional and the Head of Procurement is committed to working with relevant Business Units to continue to avoid reliance on NCAs by effective joint procurement planning.

Detail for all Regulated Procurement NCAs

NCA Ref	Contract Reference	Contract Description	Supplier Name	Contract Value (Excl VAT)	Start Date	End Date Excl. Extensions
SCTS-NCA-2023-010	Proc 1-104	Extension of FM Contract 2023/24 for the supply of Facilities Management Services to SCTS and COPFS	Atalian Servest AMK Limited (now OCS Group UK Limited)	£20M	01/04/2023	30/06/2024
NCA Authorised:	14/03/2023		Authorised by:	Denise Donaldson, Head of Procurement and Alice Wallace, Chief Finance Officer		
Justification for NCA:	Circumstances connected with ongoing Covid-19 impact on PSU / FM Services resulted in there not being enough resource to complete the renewal procedure for the FM contract prior to its expiry on 31/03/2023. This is very large contract with an average annual value of c. £23M, total value over 6 years (including extension option periods) of £140M. It was anticipated that the procurement procedure would take 12– 18 months. In the event, the renewal timetable was also adversely affected by a legal challenge disposed of between September and December 2023. As such a negotiated extension was secured for a period of 12 months with flexibility for a further 6 months.					
Legal compliance ground:	Contract modification – NCA reason in scope of PC(S)R 2015, specifically unforeseeable circumstances justifying exercise of the power under regulation 72(1)(c) of the Public Contracts (Scotland) Regulations 2015 whereby SCTS may modify an existing contract including by extending it subject to these criteria: <ul style="list-style-type: none"> • The value as modified can be for up to half the original contract value again, • it must have been not possible to predict the circumstances which gave rise to the need for the change to the contract; and • the modification does not change the overall nature of the contract. • A contract award notice is to be published in line with the procurement principle of transparency (published 04/06/2023) 					

NCA Ref	Contract Reference	Contract Description	Supplier Name	Contract Value (Excl VAT)	Start Date	End Date Excl. Extensions
SCTS-NCA-2023-011	SCTS-2023-064	Provision of FOAM (Care Management System) for the Parking and Bus Lane Tribunal	Resolver	£76k	01/04/2023	31/03/2024
NCA Authorised:	14/03/2023		Authorised by:	Denise Donaldson, Head of Procurement		
Justification for NCA:	Due to the legislative changes within the Parking and Bus Lane Tribunal, it is not possible to seek out competition at this stage. Staff would not be able to migrate and implement new changes. There was a delay with the confirmation of the legislative changes from Scottish Government, in addition to further legislative changes required (parking fees) by April 2023 as well. The decision has been made to allow a Non-Competitive Action in this instance but to ensure competition by the next iteration of the contract commencing 1st April 2024. In addition to this contract, new KPIs shall be included as well to manage the relationship between Resolver and SCTS					
Legal compliance ground:	Competition not possible – Technical Reasons: Regulation 6(1)(b)(ii) of the Procurement (Scotland) Regulations 2016 (sub GPA / higher value threshold)					

Annex 3- Future Regulated Procurement 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 2024-25 and 2025-26. Please note that this is indicative and will be subject to change.

Temporary and Interim worker contracts have been excluded from the data due to the variable nature of the requirements.

Contract/ Subject matter	New or Re-let	Expected Start Date	Estimated Contract Value
Transportation and Storage Services	Re-Let	01/04/2024	£376,000
Customer Service Excellence (CSE) Accreditation	Re-Let	01/10/2024	£60,000
British Sign Language Services	Re-Let	19/02/2025	£60,000
Document Storage	Re-Let	19/02/2025	£70,000
Unified Communications and Associated Services	Re-Let	26/02/2025	£242,000
MHTS Website Case Management System	New	01/04/2025	£180,000
Incident Management Services	Re-Let	28/02/2025	£268,000
Employee Benefits	Re-Let	28/02/2025	£200,000
Flexera Licence	New	30/03/2025	£66,000
Commissary Scanning	Re-Let	31/03/2025	£145,000
Occupational Health	Re-Let	31/03/2025	£240,000
Courier Services	Re-Let	31/03/2025	£95,000
Legal Textbooks	Re-Let	31/03/2025	£294,000
Transcription Services	Re-Let	31/03/2025	£485,000
Improving the Jury Process	Re-Let	31/03/2025	£3,000,000
Automated Telephony System for Fine payments	Re-Let	31/03/2025	£134,000
Corporate Website Case Management System	Re-Let	31/03/2025	£177,000
Independent Security Testing	Re-Let	31/03/2025	£50,000
Parking and Bus Lane Case Management System	Re-Let	31/03/2025	£141,000
Oracle Software licences	Re-Let	05/04/2025	£65,000

Annex 3- Future Regulated Procurement Summary- continued

Contract/ Subject matter	New or Re-let	Expected Start Date	Estimated Contract Value
Oracle Managed Service	Re-Let	30/04/2025	£121,000
Adobe Licences	Re-Let	16/05/2025	£51,000
Merchant Acquiring Service	Re-Let	16/05/2025	£70,000
Legal Services	Re-Let	31/05/2025	£310,000
Printers, MFDs and Associated Products	Re-Let	02/06/2025	£180,000
Consultation services for SSC	Re-Let	06/06/2025	£168,000
Record Management Software	New	01/07/2025	£380,000
Chauffer Driven Services	Re-Let	10/07/2025	£2,100,000
Sheriff Officer Services for Courts	Re-Let	14/07/2025	£210,000
F5 BIG IP and associated services (Silverline, Palo Alto, Panorama)	Re-Let	14/07/2025	£145,000
IP Address for Wan	Re-Let	13/08/2025	£196,000
Venue Booking	Re-Let	31/08/2025	£280,000
Fully Managed Catering Services	Re-Let	11/09/2025	£9,300,000
Secure External File Collaboration Platform	Re-Let	19/09/2025	£88,000
Postal Services - Physical & Hybrid Mail	Re-Let	30/09/2025	£4,000,000
Publishing Print Design and Associated Services	Re-Let	30/09/2025	£75,000
Water Coolers	Re-Let	04/10/2025	£340,000
Video Conferencing Services	Re-Let	08/10/2025	£78,000
Interpreting, translation and transcription services	Re-Let	11/11/2025	£3,900,000
Network Connectivity Circuits	Re-Let	07/12/2025	£133,000
Safenet Renewal	Re-Let	19/12/2025	£73,000
Staff Uniforms	Re-Let	21/12/2025	£422,000
Mobile Voice & Data Services	Re-Let	24/12/2025	£134,000
LAN Services	Re-Let	31/12/2025	£67,000
People Systems Strategic Review and Upgrade	Re-Let	31/12/2025	£70,000

Annex 3- Future Regulated Procurement Summary- continued

Contract/ Subject matter	New or Re-let	Expected Start Date	Estimated Contract Value
SIP Telephony & ISDN	Re-Let	31/12/2025	£120,000
Investment Management Services - CSA Funds	Re-Let	08/01/2026	£250,000
Sheriff Officer Services for Tribunals and OPG	Re-Let	10/01/2026	£689,000
Cloud Video Interoperability	Re-Let	05/02/2026	£450,000
Bankfinder, Names and Numbers & Postcode Plus	Re-Let	04/03/2026	£81,000
Cyber Security Incident Retainer	Re-Let	31/03/2026	£52,000
Situational Judgement Testing	Re-Let	31/03/2026	£62,000
Independent Security Testing	Re-Let	31/03/2026	£50,000
Microsoft MACC Agreement (Azure Consumption Commitment)	Re-Let	30/04/2026	£1,538,000
Banking Services	Re-Let	31/07/2026	£75,000
SD-WAN	Re-Let	16/08/2026	£1,828,000
Vulnerability and Configuration Management	Re-Let	26/10/2026	£52,000
Support and Development for OPG	Re-Let	31/10/2026	£1,000,000
Courtroom Technology	Re-Let	01/01/2027	£13,750,000
Thousand Eyes	Re-Let	16/02/2027	£348,000
Microsoft EA Support	Re-Let	28/02/2027	£331,000
ManageEngine Service Desk	Re-Let	31/03/2027	£88,000
Library Subscriptions - Sheriff Court Libraries	Re-Let	31/03/2027	£3,680,000
Library Subscriptions - Supreme Court Libraries	Re-Let	31/03/2027	£1,485,000
Print Subscription Agreement	Re-Let	19/04/2027	£209,000
Employee Assistance Programme	Re-Let	15/05/2027	£320,000
Application support for COPII	Re-Let	30/06/2027	£5,518,000
Learning Management System	Re-Let	01/10/2027	£64,000
Fire wall hardware refresh, Annual Licencing, Install and Configuration Services	Re-Let	12/12/2027	£204,000

Annex 4- Annual Procurement Report Template (Annex A)

1. Organisation and report details	
a) Contracting Authority Name	Scottish Courts and Tribunals Service
b) Period of the annual procurement report	01 April 2023 – 31 March 2024
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)	83
b) Total value of regulated contracts awarded within the report period	£48,344,133
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	29
i) how many of these unique suppliers are SMEs	4
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	81
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.	1
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	1
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements.	17
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.	15
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.	22
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	9
6. Payment performance	
a) Number of valid invoices received during the reporting period.	15,348
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	97%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	67
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:	£36,291
i) spend within the reporting year on regulated contracts	£36,291
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.	£79,365,320
b) Total procurement spend with SMEs during the period covered by the annual procurement report. the period.	£16,423,161
c) Total procurement spend with third sector bodies during the period covered by the report.	£67,600
d) Percentage of total procurement spend through collaborative contracts.	£71,778,028
e) Total delivered cash savings for the period covered by the annual procurement report.	£2,725,320
f) Total non-cash savings value for the period covered by the annual procurement report.	£427,490
7.Future regulated procurements	
a) Total number of regulated procurements expected to commence in the next two financial years	70
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£61,483,000

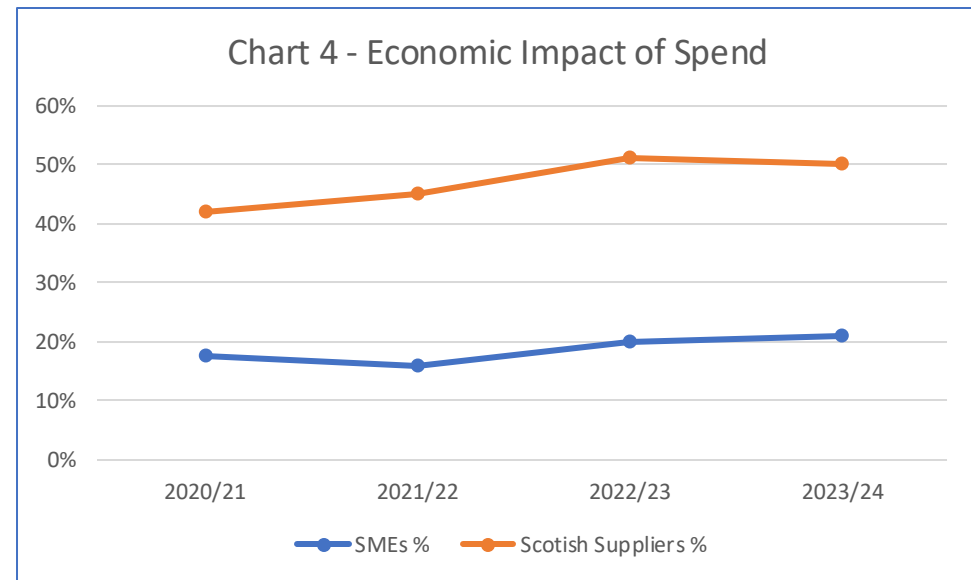
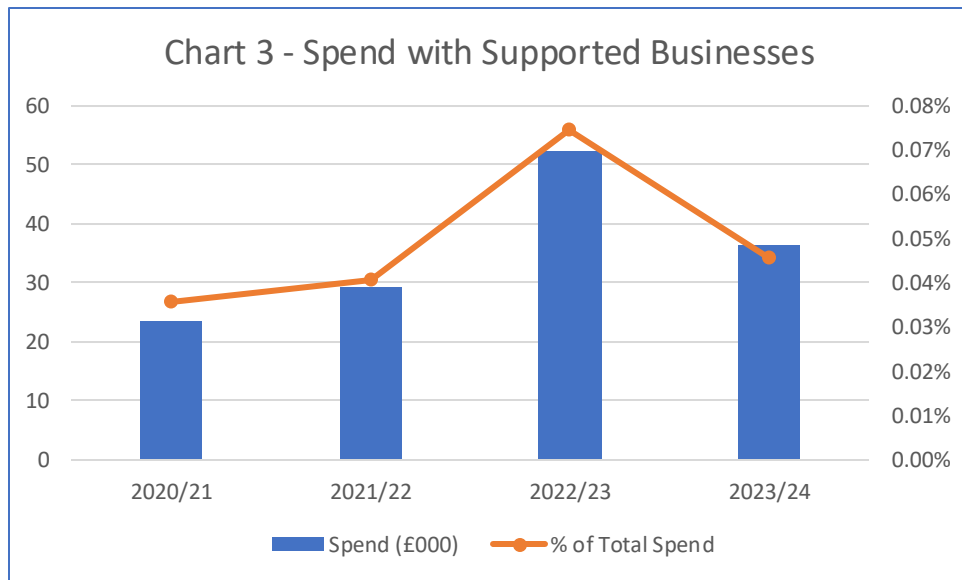
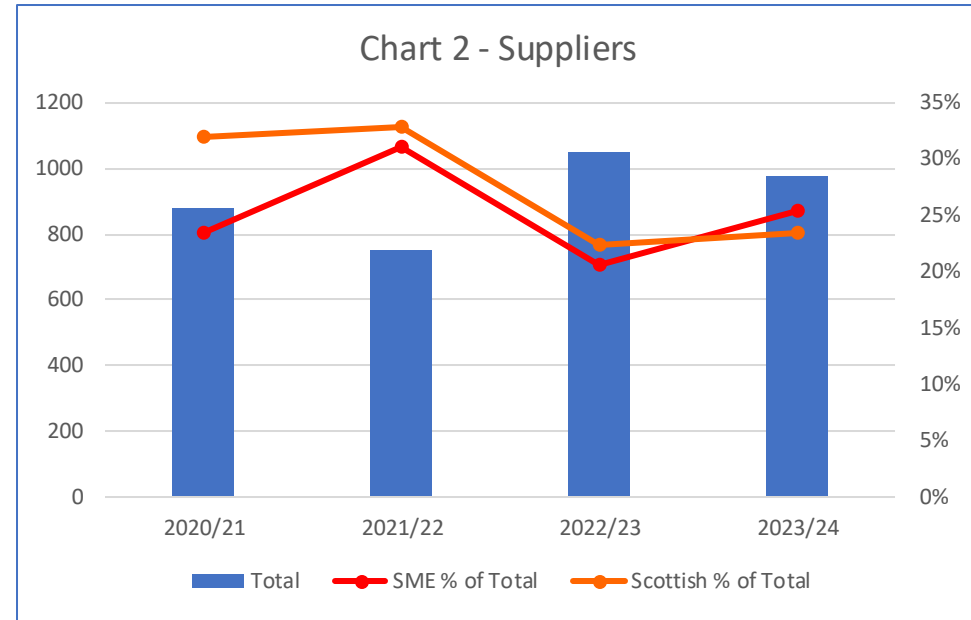
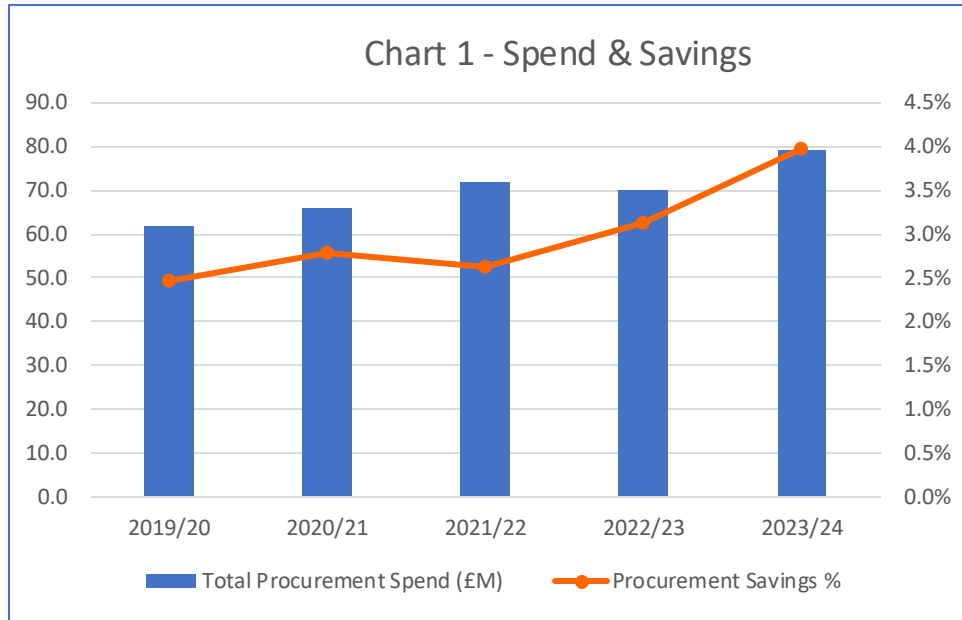
Annex 5- Trends Data and Charts

The following table and charts presents trend information on key procurement data for SCTS for the period 2019 – 2024 (where available).

Data Table

SCTS Annual Procurement Summary Data & Trends					
	2019/20	2020/21	2021/22	2022/23	2023/24
Spend & Savings					
Total Procurement Spend (£M)	61.9	66.0	71.9	70.2	79.4
Procurement Savings (£M)	1.52	1.83	1.88	2.20	3.15
Procurement Savings %	2.5%	2.8%	2.6%	3.1%	4.0%
Suppliers					
Total		878	749	1052	979
SME		206	232	217	248
SME % of Total		23%	31%	21%	25%
Scottish		280	246	235	229
Scottish % of Total		32%	33%	22%	23%
Spend with Supported Businesses					
Spend (£000)	0	23.4	29.3	52.4	36.3
% of Total Spend	0.00%	0.04%	0.04%	0.07%	0.05%
Economic Impact of Spend					
SMEs %		18%	16%	20%	21%
Scottish Suppliers %		42%	45%	51%	50%
Contracts					
Number Awarded	19	42	126	96	106
Value Awarded (£M)	10.5	7.5	25	31.8	48.9
Collaborative %	56.0%	89.5%	88.0%	82.0%	94.0%
Key Supplier Contracts Managed		40	60	60	70
Payment Performance					
KPI (30 days)		100%	98%	97%	97%
Prompt Payment (10 days)		77.0%	84.0%	83.5%	82.0%

Charts (1 – 4)



Charts (5 - 7)

