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Edinburgh College Annual Procurement Report

01 August 2022-31 July 2023

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Version Control

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Executive Summary

1. Edinburgh College is a Further Education institution in Scotland with 4 campuses in Edinburgh and Midlothian. It serves Edinburgh, the Lothians, Fife and the Scottish Borders, and is one of the largest colleges in the UK, with 28,498 students. The College offers industry informed courses which combine the optimum balance of theory and practice, to equip our students for success in today's competitive global job market.
2. The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated¹ spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE/FE institutions) required to develop and publish a procurement strategy were also required to publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the procurement strategy.
3. Edinburgh College is a member of APUC (Advanced Procurement for Universities and Colleges) Limited, the procurement centre of expertise for all of Scotland's universities and colleges, and sits within its Edinburgh Regional Procurement Team (ERPT), along with Edinburgh Napier University, this was established by APUC and the member institutions to identify collaborative approaches which are adopted where applicable and feasible.
4. This report covers the period of 01 August 2022 to 31 July 2023 and addresses performance and achievements in delivering the Edinburgh College organisational procurement strategy².
5. The development of the joint ERPT Procurement Strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the institution's broader aims and objectives, in line with Scotland's National Outcomes. This process of review and reporting will inform any adjustments to the procurement strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the institution may need to adjust.
6. Edinburgh College has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:
 - 6.1. GPA regulated procurements (goods and services worth more than £177,897; works worth more than £4,447,447), including Call-off contracts from National

¹ 'Regulated' procurements are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

² <http://www.edinburghcollege.ac.uk/Welcome/Procurement>

and Sectoral Frameworks amounted to £15,354,750.79. There were 2 such procurements completed.

- 6.2. Lower value regulated procurements (goods and services worth more than £50,000, works worth more than £2 million), including Call-off contracts from National and Sectoral Frameworks, amounted to £415,453.80. There were 5 such procurements completed.
- 6.3. In addition, the College Procurement Function was involved with a number of projects below the regulated limits, a total value of £165,785.00. There were 6 such procurements completed in the Financial Year.
7. More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Appendix A of this report.
8. Edinburgh College has around 1,000 active suppliers, around 589 with whom the College did business in the reporting period. Between 01 August 2022 and 31 July 2023, the College had third-party-expenditure of over £13.5m, spend on goods and services. In the reporting period, over 80% of third-party expenditure was influenced by Procurement by the use of National or Sectoral Frameworks and/or Local Contracts.
9. The College maximises its use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. Approximately 70%³ of the third-party expenditure went through collaborative agreements.
10. 37%³ was spent with SMEs who constitute 83%³ of the total of actively used suppliers. 6 SMEs featured in the award of regulated procurements, with an additional 4 awarded contracts that fell below the regulated level.
11. Approximately £7.5m (68% of the College's third-party expenditure) was with Scottish based suppliers. Approximately £6.4m (45% of the College's third-party expenditure) was spent with suppliers within the EH postcode area. Also, of note, approximately 40% of supplier or subcontractor spend by our Outsourced Catering Company and 70% of supplier or subcontractor spend by our Outsourced Integrated Facilities Management Company is with Scottish based suppliers, further contributing the College's impact on the local economy.
12. This report comprises six sections which address mandatory reporting requirements.

Section 1:	Summary of Regulated Procurements Completed
Section 2:	Review of Regulated Procurement Compliance
Section 3:	Community Benefit Summary

³ Please note, due to the required deadline to publish this report, these figures are estimated and still to be externally verified.

- Section 4: Supported Businesses Summary
- Section 5: Future Regulated Procurements Summary
- Section 6: Optional Considerations

Report Approved – 16th November 2023

By Edinburgh College Policy & Resources Committee

Signed  _____

Position - Chief Operating Officer

Section 1: Summary of Regulated Procurements Completed

- 1.1. Edinburgh College conducts its procurements in an open and inclusive manner with procurement objectives aligned to the College's Strategic Plan.
- 1.2. The details of regulated procurements completed are set out in a list at the end of this report with details summarised in Appendix A. That information, coupled with the publication of the Institutional Contracts Register⁴ and the systematic use of Public Contracts Scotland (PCS)⁵, PCS- Quick Quotes and PCS-Tender⁶, provides complete visibility of the College's procurement activity over the reporting period.
- 1.3. In Appendix A, information is set out to show lower value regulated procurements completed and GPA regulated procurements completed. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:
 - 1.3.1. the date of award
 - 1.3.2. the start dates
 - 1.3.3. the category subject matter
 - 1.3.4. the name of the supplier
 - 1.3.5. estimated value of the contract – total over contract period
 - 1.3.6. collaborative or institution owned
 - 1.3.7. the end date provided for in the contract or a description of the circumstances in which the contract will end.
 - 1.3.8. SME / supported business

⁴ <https://www.apuc-scot.ac.uk/#!/institution?inst=28>

⁵ <https://www.publiccontractsscotland.gov.uk/>

⁶ <https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Section 2: Review of Regulated Procurement Compliance

- 2.1. Where appropriate, Edinburgh College has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (the best balance of cost, quality and sustainability).
- 2.2. In making its regulated procurements, every care has been taken to ensure that the College awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.
- 2.3. In the period covered by this report the College has conducted all its regulated procurements in compliance with GPA principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.
- 2.4. Successful delivery against the procurement strategy objectives is part of a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time.
- 2.5. Procurement and Commercial Improvement Plan (PCIP) - There was no PCIP in 2022/23. The last PCIP was reported in the 2019/20 Annual Procurement Report. The PCIP Lite score was assessed at 85%, a Gold ranking. The College continues to strive to ensure the highest standards are met. The College will have a PCIP Pulse Check completed in the 2023/24 Reporting Period, the outcome of this will be reported in the 2023/24 APR).

Procurement aims and focus	Annual Report Commentary on strategy delivery / compliance
<p>To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p> <p>Addresses Statement of the authority's general policy on the use of community benefit requirements</p>	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the College of possible necessary adjustments and improvements to procurement strategy and process.</p> <p>For each procurement, the institution considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question. This process supports the drive to deliver real community benefits</p> <p>The College contributes to sector contracting plans and has provided support and advice on a number of Procurement exercises to other institutions throughout Scotland.</p> <p>The College continues to extensively use Frameworks promoted by APUC, Scottish Government and other purchasing Consortia throughout the UK. These Frameworks</p>

	<p>help the College by providing the greater buying power of the collective HE/FE and/or public sector.</p> <p>Where Consortia based Frameworks have not covered the need of the College, the College has considered local collaborations with other HE/FE institutions or other public sector organisations. The College worked collaboratively on a new Learning Support for Students with Additional Support Needs framework with 4 other institutions. The College also made its Integrated Facilities Management Contract for use by the other Edinburgh and Lothian's based institutions for any Hard or Soft FM services required.</p>
<p>To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the Institution.</p> <p>Addresses Statement of the authority's general policy on the use of community benefit requirements</p>	<p>Optimal procurement strategies are developed and agreed through consultation with key stakeholders, end users and suppliers. This intelligence gathering approach is also used to deliver innovation, to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the <u>Scottish Procurement Journey</u>.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>For every procurement over £4m, the institution will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m</p> <p>Care is taken to ensure that procurement operations chime with and support institutional strategic objectives</p> <p>Additionally, Added Value questions are included in all tenders and mini-competitions specifically where the contract is likely to deliver. These questions invite suggestions of deliverable Community Benefits from the tendering companies.</p>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p> <p>Addresses how the authority must set out how it intends to ensure that its regulated procurements will be carried out in compliance with the sustainable procurement duty</p>	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>The College considers how goods, services and works are bought promoting the use of joint purchasing and/or use of local, regional and national framework agreements. Consolidated contracting is subject to annual review with APUC and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p>

<p>Addresses how the authority intends to ensure that its regulated procurements will deliver value for money.</p> <p>Addresses how the authority intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievements of its purpose.</p>	
<p>To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</p>	<p>The defined procurement process is managed through a professionally qualified procurement team with access to competency-based training, skills development programmes and career development opportunities. Devolved procurement competencies are assessed across the institution to secure optimum value delivery while managing supply side risks and opportunities.</p> <p>Post procurement reviews are carried out on all strategic contracts to check that tendering outcomes are delivering against category strategies/business case objectives. These are in turn consolidated by category-based contract and supplier management routines to monitor performance and introduce any improvements required.</p> <p>The Procurement Team attend national & sectoral conferences and CPD training courses throughout the year to ensure the team maintains up to date knowledge and skills relevant to the current Procurement regulatory environment.</p>
<p>To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.</p> <p>Addresses Statement of the authority's general policy on the procurement of fairly and ethically traded goods and services.</p> <p>Addresses how the authority intends to ensure that its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner.</p>	<p>Internal governance procedures, policies, tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency.</p> <p>Expenditure segmentation analysis and data located on the Hub, Hunter (including Contracts Registers) and Procurement Data Dashboard. Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers. Use is made of PCS and PCS-T to publish procurement opportunities, appropriate use is made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.</p>
<p>To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in</p>	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools such as Prioritisation, Flexible Framework, APUC's Supply Chain Code of Conduct, and Supply Chain Management Programme</p>

<p>performance of the sustainable procurement duty.</p> <p>Statement of the authority's general policy on promoting compliance by contractors and sub-contractors with the Health and Safety at Work etc. Act 1974 (c.37) and any provision made under that Act.</p> <p>The authority must set out how it intends to ensure that its regulated procurements will be carried out in compliance with the sustainable procurement duty</p> <p>Addresses how the authority intends to ensure that its regulated procurements will be carried out in compliance with its duty to treat relevant economic operators equally and without discrimination.</p> <p>Addresses statements on securing prompt settlements with suppliers, the provision of food to improve the health, wellbeing and education of communities in the authority's area and promote the highest standards of animal welfare.</p> <p>Addresses Statement of the authority's general policy on the payment of a real living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements.</p>	<p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate, and on a contract by contract basis, the institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation. Where relevant and proportionate the real Living Wage and fair work practices of suppliers are promoted in tender documentation. Edinburgh College is a real Living Wage employer and it complies with its duties under the <i>Modern Slavery Act</i>.</p> <p>The College Procurement Team are participating in the Sectors FNT2030 Sustainability Plans. This project develops a set of goals for individual Colleges and the sector as a whole to address the Climate Emergency through its supply chain. These were approved by the Colleges Sustainability Steering Group (SSG) and the goals will be further integrated into the College's plans in the 2023/24 Financial Year.</p> <p>The Procurement Team are full participating members of the College's SSG where they can take feedback on the College's Sustainability goals which can then be built into any procurement activity.</p> <p>Additionally, the College team participated in several sector wide Sustainability Groups, with an aim to improve Responsible Procurement through all stages of the Procurement Journey.</p>
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2.6. Edinburgh College has a procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey, and that have met the objectives and obligations set out immediately above.

Section 3: Community Benefit Summary

- 3.1. For every procurement over £4m, Edinburgh College 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. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.
- 3.2. The general College policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis – the question is asked is, ‘could a community benefit clause be usefully included?’ Where relevant and proportionate to the subject matter of the procurement, any requirement is then built into the procurement specification and into the eventual conditions of contract performance.
- 3.3. Where applicable, as part of the tendering process, suppliers are invited to detail their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:
 - 3.3.1. providing ‘upskilling’ opportunities (e.g. Toolbox talks) with students and staff,
 - 3.3.2. offering advice and assistance on the best practice methodology,
 - 3.3.3. employment, student work experience and vocational training opportunities,
 - 3.3.4. apprenticeships,
 - 3.3.5. local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
 - 3.3.6. local sourcing of goods and materials
 - 3.3.7. direct involvement in community-based schemes or programmes,
 - 3.3.8. equality and diversity initiatives,
 - 3.3.9. supply-chain development activity,
 - 3.3.10. educational support initiatives,
 - 3.3.11. minimising negative environmental impacts, such as impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.
- 3.4. Tenderers are invited to describe how such benefits will be successfully delivered via the contract and promoted to contract users. Where community benefits are included in a procurement (at or above the £4 million threshold), the award notice would include a statement of the benefits that are expected to be derived from the contract.
- 3.5. Edinburgh College has awarded one (1) regulated procurement contract, including Framework Call-offs over the reporting period over £4 million in value. Community Benefit Clauses were not included in any of the regulated

procurements, the regulated procurements conducted were assessed as not applicable for Community Benefit Clauses.

3.6. Fulfilled Community Benefits

3.7. Edinburgh College has an outsourced Total Facilities Management Service provided by ISS Facilities Services. As a strategic contract, community benefits are a key component to this service. This contract has delivered the following community benefits in the reporting period:

- 3.7.1. Six College students employed on a part time basis.
- 3.7.2. Vacant roles are advertised internally to students.
- 3.7.3. Eight jobs provided to Ukrainian refugees staying in College accommodation
- 3.7.4. One student employee provided full CCTV Operator Licence training and now works for ISS in the College's security team.
- 3.7.5. Work Experience provided for two College Access to Continuing Education (ACE) Students
- 3.7.6. Staff offered opportunity to study within the College.
- 3.7.7. Staff provided with CPD training, including Train the Trainer.
- 3.7.8. One graduate of Edinburgh College provided a place on the ISS graduate programme.
- 3.7.9. Significant use of local sub-contractors and suppliers, approximately 70% of spend in 2022/23 is with identified local suppliers.
- 3.7.10. Charitable Activities:
 - 3.7.10.1. Fundraising for both Ace students at Edinburgh College split with MacMillan charity, by holding a raffle in October.
 - 3.7.10.2. Food donations to local food bank especially at Xmas.
 - 3.7.10.3. Participated in Christmas fund raiser for Children in need.
 - 3.7.10.4. Supported the Ukrainian group with Laundry and provide soap powder.
 - 3.7.10.5. Sponsored Edinburgh College football teams strips.
 - 3.7.10.6. Sponsored Edinburgh College netball team tops.
 - 3.7.10.7. Placemakers involved in College team event for end of summer school.
 - 3.7.10.8. Donation for award ceremony and end of year quiz for summer school students.
- 3.7.11. Currently replacing their own vehicle fleet with electric vehicles.
- 3.7.12. Introduced chemical free cleaning, reducing the need to for disposal of harmful chemicals and reduced deliveries and plastic waste as a result.
- 3.7.13. Most staff live within close proximity of the business, reducing commuting mileage.

3.8. Edinburgh College has an outsourced Catering Service provided by Gather & Gather. As a strategic contract, community benefits are a key component to this service. This contract has delivered the following community benefits in the reporting period:

- 3.8.1. 2 former students and one current student were recruited to the team.
 - 3.8.2. Relationships are being built internally with curriculum to provide work placements.
 - 3.8.3. All vacant roles are advertised internally to students.
 - 3.8.4. The College Contract Manager held a talk with students attending skills in life & work course about what they can expect to see working in the hospitality industry.
 - 3.8.5. Excess food has been donated to local Community Fridges helping reduce waste and to support vulnerable groups.
 - 3.8.6. Significant use of Scottish based suppliers, with around 40% of food expenditure being with either Scottish Suppliers or suppliers operating in Scotland.
 - 3.8.7. Have switched supply of bacon and sausages to Red Tractor Certified
 - 3.8.8. Have switched egg supplier to an RSPCA assured supplier
- 3.9. Donation of Prize Givings by our Curriculum Catering Uniforms & Kits Supplier.

Section 4: Supported Business

- 4.1. Higher value procurements, regulated procurements (between £50k and GPA threshold and those equal to and above the GPA thresholds) are conducted in line with Routes 2 and 3 respectively of the procurement Journey. Both Routes 2 and 3 mandate the use of the Single Procurement Document (SPD (Scotland). The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are supported businesses.
- 4.2. The College reviews each procurement to determine whether it could be fulfilled by a supported business, whilst remaining compliant with UK and Scottish Procurement legislation and ensuring value for money for the institution (using the only the supported business register currently available and published by 'Ready for Business').
- 4.3. During the reporting period, none of the procurement undertaken has been able to be fulfilled by any registered supported businesses. The College continues to explore opportunities to engage with supported businesses for its ongoing procurement requirements.

Section 5 – Future Regulated Procurements

- 5.1. Edinburgh College is keen to encourage competition by promoting optimal participation in its procurement process to achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.
- 5.2. In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years it is very probable that circumstances and priorities will change, so the list of projected individual regulated procurement exercises outlined in Appendix D should be viewed with this caveat in mind.
- 5.3. The information provided in Appendix D - list of Future Regulated Procurements covers:
 - 5.3.1. the subject matter of the anticipated regulated procurement.
 - 5.3.2. whether it is a new, extended or re-let procurement.
 - 5.3.3. the expected contract notice publication date.
 - 5.3.4. expected award date.
 - 5.3.5. expected start and end date.
 - 5.3.6. the estimated value of the contract.
 - 5.3.7. contract category A, B, C or C1.

Appendices

Appendix A – List of Regulated Procurements (Compliant and Non-Compliant) Completed in the Reporting Period 01/08/2022-31/07/2023 Compliant

Contract Reference	Category Subject	Supplier name	Contract Owner: Cat A/B or C?	Date of Award	Start Date	End Date (without Extensions)	Extensions Available (Months)	Total Contract Value	SME status	Living Wage
EC-1920-0005-01	Integrated Facilities Management	ISS Facility Services Limited	C1	19/08/2022	01/08/2022	31/07/2027	24	£12,354,750.79	Large	C
EC-2223-0006-00	Banking Services	Royal Bank of Scotland Group (RBS)	A ⁷	14/11/2022	01/08/2022	31/07/2026	0	£22,000.00	Large	E
EC-2223-0001-00	Internal Audit	BDO LLP	B ⁷	01/12/2022	01/08/2023	31/07/2025	24	£120,000.00	Large	B
EC-2223-0008-00	Framework for Provision of Individual Support for Students Who Have Disclosed a Disability / Additional Support Need	Autism Initiatives	C1	16/05/2023	01/07/2023	30/06/2026	24	£3,000,000.00	Large	B
		Clear Links Support Ltd							Large	B
		Deaf Action							Large	A
		Home Tuition Scotland Ltd							Micro	A
		Randstad HR Solutions Limited							Medium	B
		Theorise Ltd							Small	B
EC-2223-0002-00	Coach Travel (OPITO)	Rogerson Coach Travel	C	05/06/2023	26/08/2023	25/08/2026	24	£160,000.00	Small	C

⁷ Call-off from Framework

Compliant

Contract Reference	Category Subject	Supplier name	Contract Owner: Cat A/B or C?	Date of Award	Start Date	End Date (without Extensions)	Extensions Available (Months)	Total Contract Value	SME status	Living Wage
EC-2223-0009-01	Sports & Fitness Uniforms	Colin Campbell Sports Ltd	C	08/06/2023	01/07/2023	30/06/2024	24	£75,000.00	Micro	A
EC-2223-0016-00	Print Rooms/Multi-Function Devices (MFDs)	Capital Document Solutions Limited (Contractor)	A7	20/06/2023	03/07/2023	02/07/2024	0	£60,453.80	Medium	A
		(BNP Paribas Leasing Solutions (Lease))							Large	E
TOTAL:								£15,770,204.59		

Non-Compliant

None

List of Non-Regulated Procurements with Procurement Function Involvement Completed in the Reporting Period 01/08/2022-31/07/2023

Contract Reference	Category Subject	Supplier name	Owner: Cat A/B or C?	Date of Award	Start Date	End Date (without extensions)	Extensions Available (Months)	Total Contract Value	SME status	Living Wage
EC-2223-0003-01	Catering Consultancy	Panache South Ltd	C	12/08/2022	12/08/2022	11/09/2024	0	£20,000.00	Small	E
EC-2122-0027-00	STAY Project	Action for Children	C	14/08/2022	01/08/2022	31/03/2023	0	£20,000.00	Large	A
EC-2122-0019-00	Sports & Fitness Uniforms	Colin Campbell Sports Ltd	C	23/08/2022	29/08/2022	28/06/2023	0	£45,000.00	Micro	A

List of Non-Regulated Procurements with Procurement Function Involvement Completed in the Reporting Period 01/08/2022-31/07/2023

Contract Reference	Category Subject	Supplier name	Owner: Cat A/B or C?	Date of Award	Start Date	End Date (without extensions)	Extensions Available (Months)	Total Contract Value	SME status	Living Wage
EC-2122-0025-01	Associate Trainer - Electrical	Phillip Ogg Electrical Ltd	C	23/08/2022	01/09/2022	31/08/2023	12	£30,000.00	Micro	E
EC-2223-0007-00	Franking Machine Hire & Associated Services	Northern Services	C	18/11/2022	21/11/2022	20/02/2026	0	£5,785.00	Small	A
EC-2223-0011-00	Wallyford Land Rental	East Lothian Council	C	15/12/2022	20/09/2022	19/05/2023	0	£0.00	Large	B
TOTAL:								£165,785.00		

Appendix B – List of Regulated Procurements with Community Benefit Requirements Fulfilled

Agreement Reference	Agreement Title	Supplier	Owner: Cat A/B or C?	Award Date	Contract Start Date	Final Date	Extension Remaining	Total Contract Value	BT 14 - Sustainability Notes
EC-1718-0002-00	Catering Service	Gather & Gather (Acquired by CH&Co)	B	16/01/2019	01/02/2019	31/01/2022	24	£3,250,000 ⁸	<ul style="list-style-type: none"> • Employment, Student Work Experience and Vocational Training Opportunities – 3 • Work Placements for young adults – 1 • Sustainable Coffee Sourcing • Donations to local Community Fridges • Significant local supply of food and drink For More Details see Report Section 3

⁸ Note: This contract was awarded a zero-cost contract, however the contract has been subsidised since the beginning of the Covid-19 Pandemic to cover the significantly reduced sales, this subsidy has reduced as the College has returned to normal operations. The stated contract value is the estimated total value to the supplier, including direct income from sales. Please note, this figure has reduced in value from that previously reported due to the effects of the Covid-19 pandemic and subsequent reduction in scope of service.

Agreement Reference	Agreement Title	Supplier	Owner: Cat A/B or C?	Award Date	Contract Start Date	Final Date	Extension Remaining	Total Contract Value	BT 14 - Sustainability Notes
EC2014-001	Total Facilities Management	ISS Facility Services Ltd	A	25/06/2014	01/08/2014	31/07/2021	0	£14,384,584.00	<ul style="list-style-type: none"> • Employment, Student Work Experience and Vocational Training Opportunities – 6 students taken on part time • Work placements for young adults - 2 • Local Employment Opportunities • Apprenticeships – 1 apprenticeship provided • Direct Involvement in Community Based Schemes or Programmes. • Equality and Diversity Initiatives – inclusivity initiatives • Educational Support Initiatives • Environmental Initiatives For More Details see Report Section 3
EC-2122-0013-01/02	Professional Cookery Kits / Professional Cookery Uniforms	Russums	C	19/04/2022	01/07/2012	30/06/2024	0	£318,582.32	<ul style="list-style-type: none"> • Donation of College Prize Givings.
Number of Jobs Filled by Priority Groups									9
Number of Apprenticeships Filled by Priority Groups									1
Number of Work Placements for Priority Groups									3
Number of Qualifications Achieved Through Training by Priority Groups									1
Total Value of contracts sub-contracted to SMEs									No regulated sub-contracting
Total Value of contracts sub-contracted to Social Enterprises									No regulated sub-contracting
Total Value of contracts sub-contracted to Supported Businesses									No regulated sub-contracting
Other community benefit(s) fulfilled									See report section 3

Appendix C – List of Regulated Procurements placed with Supported Businesses

There were no regulated procurements placed with supported businesses in the reporting period.

Appendix D – List of Regulated Procurements planned to commence in next two F/Ys 01/08/2023-31/07/2024 and 01/08/2024-31/07/2025

The following list contains a number of tenders where the current contract has an available extension, the column “Expected Tender Publication Date” is based on the current contracted end date. For information, we have included the extension period available on the current iteration of the contracts. Should these contracts be extended tenderers should add the number of months to the “Expected Tender Publication Date”.

Interested Parties should note that the Authority always explores available Frameworks for all Contracts, as such some of the contracts detailed below, may be awarded without a public invitation to tender.

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Current Contract Extension Period Available (Months)	Expected Tender Publication Date	Expected Date of Award	Expected Start Date	Expected End Date	Extension Period (Months)	Estimated Total Contract Value
Student Timetabling Software ⁹	B	Re-let	0	01/08/2023	16/09/2023	01/08/2023	31/07/2024	0	£50,000.00
Mobile Communications ⁹	A	Re-let	24	01/08/2023	28/08/2023	24/07/2023	23/07/2025	24	£90,000.00
ePurchasing Cards ⁹	C1	Re-let	0	06/10/2023	01/10/2023	02/12/2023	01/12/2026	0	£750,000.00
Firewall ⁹	B	Re-let	0	06/10/2023	01/12/2023	01/04/2024	31/03/2027	0	£60,000.00
Business Travel ⁹	B	Re-let	0	01/11/2023	14/08/2023	14/08/2023	13/08/2024	24	£50,000.00
Legal Services	B	Re-let	0	07/11/2023	15/01/2024	18/02/2024	17/02/2027	24	£180,000.00
Security Operations Centre	B	Re-let	0	07/11/2023	01/11/2023	01/02/2024	31/01/2026	0	£130,000.00

⁹ Note: This report represents the position as at 31 July 2023, these tenders may have been published or the current contract may have been extended prior to the publication of this document, details of this will appear in Appendix A in the 2023/24 Annual Procurement Report.

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Current Contract Extension Period Available (Months)	Expected Tender Publication Date	Expected Date of Award	Expected Start Date	Expected End Date	Extension Period (Months)	Estimated Total Contract Value
Hair & Beauty Uniforms	B	Re-let	24	05/02/2024	01/04/2024	01/07/2024	30/06/2026	24	£152,000.00
Hairdressing and Barbering Kits	B	Re-let	24	05/02/2024	01/04/2024	01/07/2024	30/06/2026	24	£400,000.00
Insurance Services	B	Re-let	24	12/02/2024	18/03/2024	01/08/2024	31/08/2026	24	£800,000.00
Pharmacy, Dentalcare and Healthcare Uniforms	B	Re-let	12	13/02/2024	01/03/2024	01/07/2024	30/06/2025	24	£90,000.00
Campus Catering	C	Re-let	0	14/02/2024	01/05/2024	01/07/2025	30/06/2028	24	£750,000.00
Student Records - Unit-e (Capita)	B	Re-let	0	07/03/2024	01/07/2024	01/08/2024	31/07/2029	0	£395,000.00
Student Portal Application	C	Re-let	0	07/03/2024	01/05/2024	14/09/2024	13/09/2027	0	£60,000.00
Beauty Therapy Kits & Sundries	B	Re-let	24	07/03/2024	01/04/2024	01/07/2024	30/06/2026	24	£240,000.00
Professional Cookery Kits	C	Re-let	24	07/03/2024	01/05/2024	01/07/2024	30/06/2026	24	£160,000.00
Professional Cookery Uniforms	C	Re-let	24	07/03/2024	01/05/2024	01/07/2024	30/06/2026	24	£160,000.00
Sports & Fitness Uniforms	C	Re-let	24	07/03/2024	01/05/2024	01/08/2024	31/07/2026	0	£75,000.00
Associate Trainers (Health & Wellbeing)	C - Framework	Re-let	12	08/03/2024	24/06/2024	14/07/2024	13/07/2026	24	£80,000.00
Associate Trainers Accredited Qualifications, Soft Skills and Management Development Framework	C - Framework	Re-let	12	05/04/2024	26/10/2024	27/11/2024	26/11/2026	24	£700,000.00

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Current Contract Extension Period Available (Months)	Expected Tender Publication Date	Expected Date of Award	Expected Start Date	Expected End Date	Extension Period (Months)	Estimated Total Contract Value
Learning Needs Assessors	C - Framework	Re-let	0	05/04/2024	01/08/2024	05/10/2023	04/10/2026	24	£600,000.00
Representative Agreement	C	Re-let	0	05/04/2024	01/05/2024	01/09/2024	31/08/2026	0	£600,000.00
Online Learning Material - LinkedIn	B	Re-let	0	19/04/2024	15/08/2024	15/09/2024	14/09/2027	0	£59,000.00
Hardware Wireless Network Upgrade	B	Re-let	24	05/06/2024	14/06/2024	12/07/2024	11/07/2027	24	£130,000.00
Mini-bus Leasing	A	Re-let	0	05/09/2024	01/10/2024	20/11/2024	19/11/2028	0	£80,000.00
HR & Payroll System	B	Re-let	0	07/10/2024	01/08/2025	02/09/2025	01/09/2030	0	£108,000.00
Internal Audit	B	Re-let	24	06/12/2024	01/02/2025	01/08/2025	31/07/2027	0	£120,000.00
Microsoft EES Agreement	B	Re-let	0	06/01/2025	14/04/2025	01/03/2025	29/02/2028	0	£450,000.00
General Stationery and Office Supplies	A	Re-let	0	01/04/2025	04/09/2023	02/10/2023	01/10/2026	24	£105,000.00
TOTAL:									£7,174,000.00

List of Non-Regulated Procurements with Procurement Function involvement planned to commence in next two F/Ys 01/08/2023-31/07/2024 and 01/08/2024-31/07/2025

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Current Contract Extension Period Available (Months)	Expected Tender Publication Date	Expected Date of Award	Expected Start Date	Expected End Date	Extension Period (Months)	Estimated Total Contract Value
Merchant Services ¹⁰	B	Re-let	0	01/08/2023	14/09/2023	01/10/2023	30/09/2025	0	£9,000.00
Van Leasing ¹⁰	B	Re-let	0	01/09/2023	01/11/2023	30/11/2023	29/11/2027	0	£20,000.00
Azure Virtual Desktop ¹⁰	B	Re-let	0	06/10/2023	01/11/2023	01/12/2023	30/11/2025	0	£12,000.00
Cash Collection ¹⁰	B	Re-let	0	01/11/2023	01/02/2024	19/04/2024	18/04/2027	0	£18,000.00
Anti-Plagiarism Software	B	Re-let	0	07/11/2023	01/12/2023	20/01/2024	19/01/2026	0	£30,000.00
Childhood Practice Uniforms	B	Re-let	12	07/03/2024	01/04/2024	01/07/2024	30/06/2025	24	£30,000.00
Outdoor & Adventure Uniforms	C	Re-let	24	07/03/2024	01/05/2024	01/07/2024	30/06/2025	0	£45,000.00
Van Leasing	B	Re-let	0	05/11/2024	01/12/2024	09/01/2025	08/01/2029	0	£20,000.00
Van Leasing	B	Re-let	0	08/03/2025	01/03/2025	01/06/2025	31/05/2029	0	£20,000.00
TOTAL:									£204,000.00

¹⁰ Note: This report represents the position as at 31 July 2023, these tenders may have been published or the current contract may have been extended prior to the publication of this document, details of this will appear in Appendix A in the 2023/24 Annual Procurement Report.

Section 2: Scottish Government Annex A Report

Annex A

[NOTE: reference to contract is also to be construed as meaning a Framework Agreement]

1. Organisation and report details	
a) Contracting Authority Name	Edinburgh College
b) Period of the annual procurement report	01/08/2022-31/07/2023
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? <i>(Yes / No)</i>	Yes
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	7
b) Total value of regulated contracts awarded within the report period	£15,770,204.59
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	12
i) how many of these unique suppliers are SMEs	6
ii) how many of these unique suppliers how many are Third sector bodies	2
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	7
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
4. Community Benefit Requirements Summary	
Use of Community Benefit Requirements in Procurement:	
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	0
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 <i>(Each contracting authority sets its own priority groups)</i>	9
e) Number of Apprenticeships Filled by Priority Groups	1
f) Number of Work Placements for Priority Groups	1
g) Number of Qualifications Achieved Through Training by Priority Groups	1
h) Total Value of contracts sub-contracted to SMEs	No regulated sub-contracting
i) Total Value of contracts sub-contracted to Social Enterprises	No regulated sub-contracting

j) Total Value of contracts sub-contracted to Supported Businesses	No regulated sub-contracting
k) Other community benefit(s) fulfilled	See report section 3
5. Fair Work and the real Living Wage	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	2
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.	11
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	4
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	1
6. Payment performance	
a) Number of valid invoices received during the reporting period.	11,548
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	88%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	0
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:	0
i) spend within the reporting year on regulated contracts	0
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.	£13,510,862.19
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£5,026,789.88
c) Total procurement spend with Third sector bodies during the period covered by the report.	Not measured
d) Percentage of total procurement spend through collaborative contracts.	

	70% ¹¹
e) Total targeted cash savings for the period covered by the annual procurement report	
i) targeted cash savings for Cat A contracts	Not applicable
ii) targeted cash savings for Cat B contracts	Not applicable
iii) targeted cash savings for Cat C contracts	Not applicable
f) Total delivered cash savings for the period covered by the annual procurement report	
i) delivered cash savings for Cat A contracts	£17,243.98 ¹¹
ii) delivered cash savings for Cat B contracts	£172,544.27 ¹¹
iii) delivered cash savings for Cat C contracts	£159,935.74
g) Total non-cash savings value for the period covered by the annual procurement report	£418,744.86 ¹¹
<u>9. Future regulated procurements</u>	
a) Total number of regulated procurements expected to commence in the next two financial years	29
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£7,174,000.00

¹¹ Please note, due to the required publication date, this figure is estimated and may be subject to change once all external collaboration figures are agreed and verified.

Section 2: Glossary of Terms

A, B, C and C1 Contracts (Who buys what?)	Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none"> • Scottish Procurement
	Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> • Scottish Procurement • APUC • Scotland Excel • NHS National Procurement
	Category C	Local Contracts for use by individual public bodies
	Category C1	Local or regional collaborations between public bodies
BT14 – Sustainability Based Benefits	sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas: <ul style="list-style-type: none"> • Reduction in waste – packaging and / or further use of residue from processes etc. • Reduction in consumption - use of raw materials (consumables, utilities etc.) • Recycling and/or reuse of products • Enhanced Reputation and/or marketing opportunities • Community Benefits delivery • Carbon Reduction • Social, equality and / or environmental improvements 	
Category Subject	is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.	
Community Benefits	are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. Benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.	
Contracts Registers	these typically provide details of the procurement exercise to capture key information about the contract (the goods and services, values, date started, expiry date, procurement category etc).	
Cost Avoidance	The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a “soft” cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.	
Contract management or contract administration	is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.	
GPA regulated procurements	are those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.	
Flexible Framework	Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.	
GPA	Government Procurement Agreement – The Thresholds as set out by the World Trade Organisation. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £177,897, for Works Contracts £4,447,447.	

	Public contracts (GPA) thresholds are revised every 2 years – this is next due on 01/01/2024.
Hunter	<p>Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.</p> <p>As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.</p>
Institutional Dashboard	is the area within the APUC Buyers Portal being developed by the APUC eSolutions team providing easy access to institutions' key management reporting data being recorded centrally through Hunter. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.
Living Wage	<p>(A) Supplier is an accredited Living Wage Employer and have attached certification.</p> <p>(B) Supplier is paying the current Living Wage rates to all staff who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not Living Wage accredited.</p> <p>(C) Supplier is paying the current Living Wage rates to all staff involved in the delivery of goods and services relating to the above Framework Agreement(s) who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not Living Wage accredited.</p> <p>(D) Supplier is paying the legal minimum wage (known as the 'National Living Wage') or greater but below the Living Wage rate as outlined above to only staff that qualify for it and the basic minimum wage to other staff.</p> <p>(E) We cannot guarantee that Supplier is paying the UK minimum / living wage or above to all staff employed in the UK</p>
Lotting	the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts
Output Specification	requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.
Prioritisation	the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.
Procurement Journey	is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.
PCS (Public Contracts Scotland)	is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.
PCS-Tender	is the national eTendering system, and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

Segmentation	the division and grouping of suppliers or contracts in relation to spend and its criticality to business.
Small and Medium Sized Enterprises (SMEs)	encompass – <ul style="list-style-type: none"> · Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million. · Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million. · Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.
Social Enterprises	are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.
Supply Chain	encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.
Sustain Supply Chain Code of Conduct	APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.
Supply Chain Management Programme (Sustain)	is the APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain
Supported business	means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.
Supported employment programme	means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.
Sustainable Procurement	A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.
Third-Party Expenditure	is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including: goods – tangible products such as stationery, which are often also known as supplies. Services – provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works – including construction works and utilities – energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.

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