

Annual Procurement Report template

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

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	Hillcrest Homes
b) Period of the annual procurement report	2019/2020
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	12
b) Total value of regulated contracts awarded within the report period	2,047,950.80
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	15
i) how many of these unique suppliers are SMEs	Not available
ii) how many of these unique suppliers how many are Third sector bodies	Not available
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	12
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<u>4. Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	N/A
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	Not available

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>)	Not available
e) Number of Apprenticeships Filled by Priority Groups	Not available
f) Number of Work Placements for Priority Groups	Not available
g) Number of Qualifications Achieved Through Training by Priority Groups	Not available
h) Total Value of contracts sub-contracted to SMEs	Not available
i) Total Value of contracts sub-contracted to Social Enterprises	Not available
j) Total Value of contracts sub-contracted to Supported Businesses	Not available
k) Other community benefit(s) fulfilled	Not available

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.	12
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.	Not available
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	Not available
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	No available

6. Payment performance

a) Number of valid invoices received during the reporting period.	Not available
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	Not available
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	12
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.	2,047,950.80
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	Not available
c) Total procurement spend with Third sector bodies during the period covered by the report.	0
d) Percentage of total procurement spend through collaborative contracts.	0
e) Total targeted cash savings for the period covered by the annual procurement report	Not available
i) targeted cash savings for Cat A contracts	Not available
ii) targeted cash savings for Cat B contracts	Not available
iii) targeted cash savings for Cat C contracts	Not available
f) Total delivered cash savings for the period covered by the annual procurement report	Not available
i) delivered cash savings for Cat A contracts	Not available
ii) delivered cash savings for Cat B contracts	Not available
iii) delivered cash savings for Cat C contracts	Not available
g) Total non-cash savings value for the period covered by the annual procurement report	Not available

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	Not available
b) Total estimated value of regulated procurements expected to commence in the next two financial years	Not available

