



**Procurement Annual Report**  
**Period: April 2019 – March 2020**

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## Introduction

NHS Lanarkshire has a trade spend with third party suppliers of around £250m per annum. The Procurement Department provides a comprehensive procurement and logistics service for all Health Board functions. This includes strategic sourcing and advice to improve effectiveness and value for money on all expenditure for goods, services and works.

We operate within the context of a published [Procurement Strategy](#). Our strategic aims are:

- To provide a supply of goods and services where needed, when needed and to the required quality.
- Delivering effective procurement activity that generates savings that can be reinvested into patient care and service delivery.
- To keep the service and accountable officers compliant with statutory and regulatory requirements.
- To support general health and wellbeing by ensuring that, where appropriate, contracts include community benefits and sustainability criteria supporting local suppliers, micro, small and medium enterprises and the and the third sector.

NHS Lanarkshire sources its requirements via local, regional or national framework contracts wherever possible. This takes the form of either direct call-offs or where required by the framework terms, further competition (also known as mini competition) exercises are undertaken. Contracts established via these further competitions are themselves, regulated procurements.

Where our requirements cannot be met by local, regional or national frameworks, contract requirements in excess of £50,000 (regulated procurements) are advertised on the Public Contracts Scotland website and for regulated procurements over EU thresholds, in the Official Journal of the European Union (OJEU). To ensure best value, for procurements under £50,000 contract value we undertake competitive quotation processes to a lower threshold of £10,000.

The senior procurement team structure is as follows:



## Summary of Regulated Procurements Completed

NHS Lanarkshire has awarded 51 regulated procurements with a combined lifetime contract value (including extensions) of £24.75m during the period 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020 as follows:

| Award Notice Date | Contract Description  | Procurement Route   | Total Value | Contract Awarded To  |
|-------------------|---|---------------------|-------------|--|
| 09/04/2019        | Leasing of Commercial Vehicles Utilising National Framework NP795/14                | Further Competition | £380,000    | SHB Hire Ltd   |
| 09/04/2019        | Centrifuges   | Further Competition | £45,526     | GTB CASTLE LTD   |
| 11/04/2019        | Orthotic Consumables  | Tender              | £483,000    | Bolton Bros Ltd / Buchanan Orthotics Ltd / Renace Ltd  |
| 23/04/2019        | Supply of Tape Drives for DELL Servers  | Further Competition | £29,500     | Bechtle direct Ltd.  |
| 25/04/2019        | Interim Staff - Information Sharing Consultant                                      | Further Competition | £14,400     | Harvey Nash  |
| 03/05/2019        | Municipal Waste Management and Disposal   | Tender              | £1,850,000  | Viridor Waste Management Limited   |
| 20/05/2019        | Lease of 4x4 Pickup Vehicles  | Further Competition | £121,000    | SHB Hire Ltd   |
| 22/05/2019        | South Lanarkshire ADP Recovery Hubs   | Tender              | £1,200,000  | Liber8 Lanarkshire   |
| 31/05/2019        | Blood Pressure Monitors for Home Use  | Tender              | £150,000    | CIGA Healthcare  |
| 21/06/2019        | Evaluation of Lanarkshire Recovery Hubs   | Tender              | £60,000     | Axiom Consultancy  |
| 21/06/2019        | The provision of Outpatient Appointments and Clinical Procedures to NHS Lanarkshire | Further Competition | £275,000    | Synaptik   |
| 21/06/2019        | The provision of Clinical Procedures to NHS Lanarkshire                             | Further Competition | £1,350,000  | BMI Ross Hall Hospital   |
| 21/06/2019        | Provision of Medical Consultants to Carry Out Outpatient Appointments               | Further Competition | £180,000    | Medinet  |
| 21/06/2019        | The provision of Clinical Procedures to NHS Lanarkshire                             | Further Competition | £230,000    | BMI Ross Hall Hospital   |
| 21/06/2019        | NHS Lanarkshire Surgical Requirement  | Further Competition | £5,220,000  | BMI Ross Hall Hospital   |
| 26/06/2019        | Framework Agreement for the Supply of Cleanroom Clothing & Mopping Equipment        | Tender              | £150,000    | Micronclean Limited  |
| 08/07/2019        | Washroom and Baby Changing Bin Exchange Services                                    | Tender              | £206,000    | Rentokil Initial UK Ltd  |
| 26/07/2019        | Construction Professional Services Framework  | Tender              | £750,000    | HYPOSTYLE / Storrier & Donaldson Ltd / FLN Consulting Engineers / Grossart Associates / Thomson Gray     |
| 31/07/2019        | Interim IT Staff- Trakcare Project Manager  | Further Competition | £72,000     | Harvey Nash  |
| 19/08/2019        | NHS Lanarkshire External Surgical Requirement Q3-4 2019-20                          | Further Competition | £1,721,000  | BMI Ross Hall Hospital / Glasgow Nuffield Health Hospital  |
| 26/08/2019        | EVAR and FEVAR Consumables  | Tender              | £3,600,000  | CryoLife Europa Ltd / Medtronic Limited / Vascutek Limited / W.L. Gore Associates (UK) Ltd / Cook UK Ltd |

|            |  |                     |          |  |
|------------|--|---------------------|----------|--|
| 11/09/2019 | Scanning Bureau Combined Prep and Scan Workstations                      | Tender              | £150,000 | OPEX Corporation   |
| 25/09/2019 | Health Record Document Scanning Support                                  | Tender              | £100,000 | Crisp Documents Ltd  |
| 07/10/2019 | Drug & Alcohol Awareness in NL Targeting Young People                    | Tender              | £276,500 | Barnardo's   |
| 05/11/2019 | Franking Machine - Rutherglen Health Centre                              | Further Competition | £3,107   | FRANCOTYP POSTALIA LTD                                     |
| 07/11/2019 | Health Records Management - Culling                                      | Tender              | £100,000 | Restore Harrow Green                                       |
| 07/11/2019 | MRRP Project Manager   | Further Competition | £4,350   | Harvey Nash  |
| 07/11/2019 | MORSE Project Manager  | Further Competition | £20,370  | Harvey Nash  |
| 07/11/2019 | RTW Software Support, Maintenance & Further Development                  | Tender              | £910,000 | Syntax Consultancy Limited                                 |
| 07/11/2019 | Pest Control Services  | Tender              | £100,000 | GP Environmental Ltd                                       |
| 21/11/2019 | North Lanarkshire ADP Individual Placement Support                       | Tender              | £315,000 | SAMH   |
| 26/11/2019 | Recovery Development Team in North Lanarkshire                           | Tender              | £418,222 | Addictions Support & Counselling (ASC) - Forth Valley      |
| 09/12/2019 | Franking Machine - Kilsyth Health Centre                                 | Further Competition | £2,413   | FRANCOTYP POSTALIA LTD                                     |
| 10/12/2019 | NHS Lanarkshire Winter Campaign & Social Media Strategy                  | Further Competition | £25,000  | Pagoda Public Relations                                    |
| 24/12/2019 | Wishaw General Level 2 Internal Alteration Works                         | Further Competition | £30,234  | Brick and Steel Construction Co                            |
| 09/01/2020 | Ward Curtains and Screens Cleaning Service                               | Tender              | £376,000 | Cathkin Clean Scotland Limited                             |
| 11/01/2020 | Supply of Commercial Laundry Equipment                                   | Tender              | £292,000 | Thomas Broadbent & Sons Ltd                                |
| 17/01/2020 | BBV, Health & Wellbeing Services for BME Community                       | Tender              | £350,000 | Waverley Care  |
| 21/01/2020 | MCV Web Developer  | Further Competition | £489     | Venesky Brown Ltd  |
| 29/01/2020 | Central Clinic Heating Pipework Replacement                              | Further Competition | £49,662  | ECG Building Maintenance Ltd (T/A ECG Facilities Services) |
| 31/01/2020 | Viral Hepatitis Support Service  | Tender              | £585,000 | ADDACTION SCOTLAND   |
| 04/02/2020 | Varicose Vein Procedures Requirement Q4 19-20                            | Further Competition | £55,000  | The Edinburgh Clinic                                       |
| 04/02/2020 | Neurology Capacity Requirement 2020-21                                   | Further Competition | £336,000 | Medinet  |
| 04/02/2020 | MSM LGBTI Sexual Health Improvement Service                              | Tender              | £335,000 | Terrence Higgins Trust                                     |
| 07/02/2020 | Provision of Legal Advice to NHS Lanarkshire for PFI Contract Review     | Further Competition | £500,000 | Harper Macleod LLP   |
| 07/02/2020 | Provision of Financial Advice to NHS Lanarkshire for PFI Contract Review | Further Competition | £150,000 | Ernst & Young LLP  |
| 12/02/2020 | Flooring replacement   | Further Competition | £24,000  | LAYDEN CONTRACTS   |
| 06/03/2020 | OMFS Capacity Requirement 2020-21  | Further Competition | £80,000  | TAC Healthcare Group                                       |
| 09/03/2020 | Penetration Testing  | Further Competition | £21,000  | Commissum  |
| 09/03/2020 | GP IT Server and Backup  | Further Competition | £232,000 | XMA Limited  |
| 12/03/2020 | LED Lighting for Monklands Lifts   | Further Competition | £21,080  | Schindler  |

In addition, there were a number of small value further competitions undertaken for individual print jobs by the Board's Health Promotion department from the National Procurement Print Services Framework. There were a total of 30 further competitions which came to a total contract value of £15,477

All of these awarded contracts can be viewed in more detail on the health Board's Public Facing contracts register which contains information on current and expired contracts and can be accessed at this link:

[https://www.publiccontractsscotland.gov.uk/Contracts/Contracts\\_Search.aspx?AuthID=AA00297](https://www.publiccontractsscotland.gov.uk/Contracts/Contracts_Search.aspx?AuthID=AA00297)

### Summary of Non-Regulated Procurements Completed

Despite not being a mandatory requirement of the Procurement Reform (Scotland) Act 2014, NHS Lanarkshire have taken the view that in the interests of openness and transparency, we will publish details of contracts under £50,000 contract value, awarded using a competitive quotations (quick quote) procedure to our public facing contracts register. In some cases, the value is over £50k because these were public works contract which become regulated at a higher value threshold. In the reporting period there were 11 competitive quotations exercises with a total contract value of £367,004 undertaken as follows:

| Award Notice Date | Contract Description  | Procurement Route      | Total Value | Contract Awarded To                       |
|-------------------|---|------------------------|-------------|---|
| 03/06/2019        | Door Access System Replacement Works                                | Competitive Quotations | £30,000     | Thomson Alarm & Communication Systems Ltd |
| 01/08/2019        | Airdrie Health Centre Bird Control Measures                         | Competitive Quotations | £26,537     | Graham Pest Control                       |
| 09/10/2019        | Monklands Replacement Project - Ground Investigation Works (Site A) | Competitive Quotations | £71,882     | Soil Engineering Geoservices Limited      |
| 06/11/2019        | Monklands Replacement Project - Ground Investigation Works (Site B) | Competitive Quotations | £64,392     | Soil Engineering Geoservices Limited      |
| 07/11/2019        | Patient Self Check-In Systems Framework                             | Competitive Quotations | £49,999     | Engage Health Systems Ltd                 |
| 18/12/2019        | Filming Work for Communications Department                          | Competitive Quotations | £13,000     | Production Attic LTD                      |
| 24/12/2019        | Houldsworth Health Centre Bird Control Measures                     | Competitive Quotations | £11,995     | GP Environmental Ltd                      |
| 15/01/2020        | Pharmacy Team Leadership Development Programme                      | Competitive Quotations | £25,000     | Connect Three Solutions                   |
| 03/02/2020        | Road Lining for Monklands Hospital                                  | Competitive Quotations | £7,500      | Mainline Roadmarking Ltd                  |
| 09/03/2020        | Christmas Trees 2019  | Competitive Quotations | £31,699     | Personnel Hygiene Services Limited        |
| 12/03/2020        | Electric Vehicle Charging Installation                              | Competitive Quotations | £35,000     | Jorro Ltd                                 |

## Review of Regulated Procurement Compliance

A review of the regulated procurement activity in the defined period has concluded that all of these procurements complied with NHS Lanarkshire's Procurement Strategy.

Strategic Sourcing Activity was subject to an internal audit during 2017-18 which identified some areas for improvement such as:

- Greater clarity within contract award letters
- Ensuring contract award notices are made timeously upon conclusion of the contract award.
- Better guidance on contract management to be issued to devolved teams who undertake contract management activity post-award.

All of these points were subsequently addressed. There was another Procurement related audit undertaken in 2019-20 into Contract Management within the Health Board which received substantial assurance.

## Community Benefit Summary

During the reporting period, there were no community benefit requirements imposed as part of the regulated procurements undertaken. Where appropriate, NHS Lanarkshire has included corporate and social responsibility factors in the tender evaluation criteria in order to recognise employers who pay the real living wage, employ local people through apprenticeship schemes and/or are involved with local charities.

We will continue to look for opportunities to impose formal community benefit requirements where the nature of the procurement would be appropriate.

## Supported Businesses Summary

The Public Contracts (Scotland) Regulations 2015 define a supported business as 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. In 2019-20, direct and indirect spend with supported business was £87,632

- Passion4social - £4,679 (Health Promotion website development work)
- Haven - £72,584 (approx. 35% of the Health Board spend of £207,383 on staff uniform is sub-contracted to Haven under the terms of the national contract for staff uniforms)

In 2019-20 discussions took place with local supported business, NL Industries regarding a scheme to offer refurbished furniture (e.g. operator chairs) to Health Board departments as an alternative to buying new. These discussions will continue in 2020-21

## Future Regulated Procurements Summary

During the next two financial years, the authority expects to commence the following regulated procurement activity

| INTERNAL REF | TITLE   | TYPE     | PROCUREMENT ROUTE          | INDICATIVE START | CONTRACT END DATE | EXTENSION MONTHS AVAILABLE |
|--------------|---|----------|----------------------------|------------------|-------------------|----------------------------|
| NHSL 325     | Plumbing Contracting Framework  | Works    | Tender                     | Q2 - 2020/21     | 14/08/2020        | 24                         |
| NHSL 15      | Electrical Contracting Framework                                      | Works    | Tender                     | Q2 - 2020/21     | 14/08/2020        | 24                         |
| NHSL 394     | Painting and Decorating Works   | Works    | Tender                     | Q2 - 2020/21     | 26/09/2020        | 24                         |
| NHSL 392     | Floor Covering Works  | Works    | Tender                     | Q2 - 2020/21     | 26/09/2020        | 24                         |
| NHSL 382     | Key Holding and Manned Response Service                               | Services | Framework Mini Competition | Q2 - 2020/21     | 31/10/2020        | 6                          |
| NHSL449-01   | Snow Clearing & Winter Gritting Assistance Framework                  | Services | Tender                     | Q2 - 2020/21     | 03/12/2020        | 24                         |
| NHSL 232     | Confidential Waste Disposal Services                                  | Services | Tender                     | Q2 - 2020/21     | 10/12/2020        |                            |
| NHSL386      | Supply of Elastomeric Pumps   | Supplies | Tender                     | Q2 - 2020/21     | 11/12/2020        | 12                         |
| NHSL449-02   | Managed Winter Maintenance Service                                    | Services | Tender                     | Q2 - 2020/21     | 13/12/2020        | 36                         |
| NHSL 405     | Specialist GP / Lab Labels  | Services | Framework Mini Competition | Q2 - 2020/21     | 31/12/2020        | 12                         |
| NHSL 421     | Specialist Scanning Support   | Services | Tender                     | Q2 - 2020/21     | 31/12/2020        |                            |
| NHSL381      | Intravitreal procedure packs  | Supplies | Framework Mini Competition | Q3 - 2020/21     | 05/02/2021        | 12                         |
| NHSL403      | Cleaning Equipment Framework  | Supplies | Tender                     | Q3 - 2020/21     | 12/03/2021        | 12                         |
| NHSL 513     | South Lanarkshire ADP Recovery Hubs                                   | Services | Tender                     | Q3 - 2020/21     | 21/03/2021        | 24                         |
| NHSL 442-18  | Renal Transport Service   | Services | Tender                     | Q3 - 2020/21     | 22/03/2021        | 24                         |
| NHSL345      | Renal Catheter and Fistula Packs                                      | Supplies | Tender                     | Q3 - 2020/21     | 24/03/2021        |                            |
| NHSL 256     | NHS Lanarkshire Adult Home Supply for Enteral Feeds                   | Services | Framework Mini Competition | Q3 - 2020/21     | 31/03/2021        |                            |
| NHSL 254     | Home Delivery of Adult Oral Nutritional Supplements                   | Services | Tender                     | Q3 - 2020/21     | 31/03/2021        |                            |
| NHSL 259     | Trakcare Hardware Environment   | Services | Framework Mini Competition | Q3 - 2020/21     | 31/03/2021        |                            |
| NHSL 242     | Substance Misuse Support for Young People (S Lanarkshire)             | Services | Tender                     | Q3 - 2020/21     | 31/03/2021        |                            |
| NHSL 237     | Substance Misuse Support for Individuals / Families (S Lanarkshire)   | Services | Tender                     | Q3 - 2020/21     | 31/03/2021        |                            |
| NHSL 547     | Recovery Development Team in North Lanarkshire                        | Services | Tender                     | Q3 - 2020/21     | 31/03/2021        | 24                         |
| NHSL 548     | North Lanarkshire ADP Individual Placement Support                    | Services | Tender                     | Q3 - 2020/21     | 31/03/2021        | 24                         |
| NHSL 461     | Rep Credentialing System  | Services | Tender                     | Q4 - 2020/21     | 02/04/2021        |                            |
| NHSL 89-17   | NHS Lanarkshire Taxi Contract   | Services | Tender                     | Q4 - 2020/21     | 02/04/2021        | 24                         |
| NHSL 542     | Drug & Alcohol Awareness in NL Targeting Young People                 | Services | Tender                     | Q4 - 2020/21     | 04/04/2021        | 24                         |
| NHSL 415-17  | Structured Cabling Services   | Services | Tender                     | Q4 - 2020/21     | 05/04/2021        | 24                         |
| NHSL 514     | Alcohol and Brief Intervention with Young People in South Lanarkshire | Services | Tender                     | Q4 - 2020/21     | 31/05/2021        |                            |
| NHSL 346-19  | Blood Pressure Monitors for Home Use                                  | Supplies | Tender                     | Q1 - 2021/22     | 03/06/2021        | 12                         |
| NHSL 450     | Pharmaceutical Stock Supplies to Independent Hospices                 | Supplies | Tender                     | Q2 - 2021/22     | 17/08/2021        | 24                         |
| NHSL 349-19  | EVAR and FEVAR Consumables  | Supplies | Tender                     | Q2 - 2021/22     | 02/09/2021        | 24                         |
| NHSL 337     | Patient Self Check-In Systems Framework                               | Supplies | Tender                     | Q2 - 2021/22     | 22/09/2021        |                            |
| NHSL 264-18  | Front Sheet Labels  | Supplies | Framework Mini Competition | Q2 - 2021/22     | 31/10/2021        |                            |
| NHSL 473     | Patient Record Reporting for GP Practices                             | Services | Framework Mini Competition | Q2 - 2021/22     | 01/11/2021        |                            |
| NHSL 488     | Lease of ULEV 4x4 vehicles  | Services | Framework Mini Competition | Q2 - 2021/22     | 01/12/2021        |                            |
| NHSL 332     | Patient Weighing Scales Calibration                                   | Services | Tender                     | Q2 - 2021/22     | 01/12/2021        |                            |
| NHSL-IT-043  | TrakCare Hosting  | Services | Framework Mini Competition | Q3 - 2021/22     | 31/01/2022        |                            |
| NHSL 285     | Temporary Medical Locums Service                                      | Services | Framework Mini Competition | Q3 - 2021/22     | 05/02/2022        |                            |
| NHSL404      | Orthotic Consumables  | Supplies | Tender                     | Q3 - 2021/22     | 18/02/2022        | 24                         |
| NHSL 78      | NHS Lanarkshire Laboratories Managed Service                          | Services | Framework Mini Competition | Q3 - 2021/22     | 31/03/2022        |                            |
| NHSL 375     | Police Custody Healthcare and Forensic Medical Services               | Services | Tender                     | Q3 - 2021/22     | 31/03/2022        | 12                         |



Note that although some of these contracts have an end date, this represents the end of the initial term of the contract only and some have extension options available. If extension options are taken up, then the commencement of the new procurement process will be pushed back in line with the duration of the extension taken.

In addition to this list, the Health Board is taking forward a proposal to refurbish or replace Monklands Hospital. If this project reaches Final Business Case and is approved, it will then involve a significant procurement exercise to appoint a Principal Supply Chain Partner to design and construct the building which will open up significant community benefit opportunities as this will be a high value capital construction project.

## Savings

During the 2019-20 financial year, the Procurement Department record all savings associated with the implementation of either national or local contracts in a savings tracker. At the end of 2019-20 the outturn position is shown in the table below.

| Spend Category                           | Savings           | Commentary   |
|--|-------------------|--|
| Medical Locums                           | £840,000          | Continued efficiencies from the West of Scotland Neutral Vendor contract including control of the supply market and use of direct engagement model   |
| Estates & Facilities                     | £223,468          | 60% of these savings were recurring direct price savings through local re-tendering activities such as a new Washroom and Baby Changing Bin Exchange contract, re-tendering of various leased vehicles and a new pest control contract. The other 40% were avoided costs on various one-off pieces of work such as alarm upgrade works and bird control measures at various buildings.   |
| Medical Devices and Clinical Consumables | £209,901          | Approximately 76% of these savings were achieved through implementation of contracts tendered by National Procurement that required effective implementation to secure the financial benefits. The majority of these savings came through better pricing on orthopaedic hip implants and trauma implants. Local savings came about through tendering to establish a local framework for both NHS Lanarkshire and NHS Greater Glasgow & Clyde for EVAR and FEVAR grafts used within Vascular surgery. |
| Medical Equipment                        | £277,146          | These are avoided costs through efficient buying of medical equipment through Scottish or UK frameworks. The majority of this saving came from savings achieved vs list price on the MRI upgrade programme at Monklands.   |
| <b>Grand Total</b>                       | <b>£1,550,515</b> |  |

## Contract Compliance

A key aspect of the Procurement Strategy is adherence to local, regional and national contracts where applicable and accordingly the Board has a 90% contract spend target. Below is a summary of core trade spend (aggregate spend by supplier of £1,000 and over) in 2019/20 by category and the level of contract compliance. This analysis provides a level of assurance that the Health Board is achieving its target. Key areas of non-contract spend have been targeted in the forward workplan.

| Category                               | Non-Contract       | Contract            | Grand Total         | Compliance (Target = 90%) | 2018-19 Compliance | Yr to Yr Diff |
|--|--------------------|---------------------|---------------------|---------------------------|--------------------|---------------|
| PFI/ Hubco Hospitals & Health Centres  |                    | £67,315,768         | £67,315,768         | ● 100%                    | ● 100%             | 0%            |
| Pharmaceuticals                        | £729,064           | £35,251,465         | £35,980,529         | ● 98%                     | ● 98%              | 0%            |
| Medical Devices & Clinical Consumables | £3,304,880         | £19,245,952         | £22,550,832         | ● 85%                     | ● 85%              | 0%            |
| Health & Social Care                   | £913,093           | £18,457,485         | £19,370,578         | ● 95%                     | ● 94%              | 1%            |
| Property & Support Services            | £2,428,774         | £12,514,062         | £14,942,836         | ● 84%                     | ● 88%              | -4%           |
| Information Communication Technology   | £1,250,617         | £13,583,529         | £14,834,145         | ● 92%                     | ● 92%              | 0%            |
| National Distribution Centre           | £4,449,587         | £10,072,975         | £14,522,562         | ● 69%                     | ● 66%              | 3%            |
| External Medical Services              | £142,488           | £11,109,212         | £11,251,699         | ● 99%                     | ● 99%              | 0%            |
| Medical Equipment                      | £758,765           | £10,428,600         | £11,187,365         | ● 93%                     | ● 93%              | 0%            |
| Supplementary Staffing                 | £3,495,942         | £7,174,205          | £10,670,147         | ● 67%                     | ● 67%              | 0%            |
| Laboratory Equipment & Services        | £429,825           | £6,482,598          | £6,912,423          | ● 94%                     | ● 92%              | 2%            |
| Professional Services                  | £748,421           | £3,151,640          | £3,900,060          | ● 81%                     | ● 86%              | -5%           |
| Utilities & Energy                     | £79,432            | £3,779,387          | £3,858,818          | ● 98%                     | ● 99%              | -1%           |
| Vehicles                               | £241,308           | £2,352,146          | £2,593,453          | ● 91%                     | ● 93%              | -2%           |
| Instrument Sterilisation Services      |                    | £1,828,333          | £1,828,333          | ● 100%                    | ● 100%             | 0%            |
| Food, Beverage & Catering              | £287,864           | £1,444,720          | £1,732,584          | ● 83%                     | ● 82%              | 1%            |
| Postal & Courier Services              | £8,468             | £1,107,955          | £1,116,423          | ● 99%                     | ● 92%              | 7%            |
| Taxis / Patient Transport              | £198,921           | £700,864            | £899,784            | ● 78%                     | ● 56%              | 22%           |
| Other Goods & Services                 | £763,002           | £2,050              | £765,052            | ● 0%                      | ● 0%               | 0%            |
| Professional Bodies / Associations     | £621,420           |                     | £621,420            | ● 0%                      | ● 0%               | 0%            |
| External Print / Promotional           | £76,362            | £422,071            | £498,433            | ● 85%                     | ● 81%              | 4%            |
| Stationery & Office Products           | £53,000            | £352,977            | £405,977            | ● 87%                     | ● 81%              | 6%            |
| Furniture                              |                    | £347,019            | £347,019            | ● 100%                    | ● 100%             | 0%            |
| Staff Uniform & Clothing               |                    | £252,833            | £252,833            | ● 100%                    | ● 100%             | 0%            |
| Training                               | £184,081           | £47,538             | £231,619            | ● 21%                     | ● 39%              | -18%          |
| Occupational Health Related            | £71,973            | £85,753             | £157,726            | ● 54%                     | ● 0%               | 54%           |
| Travel & Accommodation                 | £150,862           |                     | £150,862            | ● 0%                      | ● 0%               | 0%            |
| Education                              | £21,450            | £52,621             | £74,070             | ● 71%                     | ● 68%              | 3%            |
| Marketing & Media                      | £15,649            | £40,144             | £55,792             | ● 72%                     | ● 75%              | -3%           |
| Translation & Interpretation Services  | £10,314            | £40,034             | £50,348             | ● 80%                     | ● 52%              | 28%           |
| <b>Grand Total</b>                     | <b>£21,483,452</b> | <b>£227,602,110</b> | <b>£249,085,562</b> | <b>● 91.4%</b>            | <b>● 91.0%</b>     | <b>0%</b>     |

## Annex A - Annual Procurement Report template

### **1. Organisation and report details**

|   |                 |
|---|-----------------|
| a) Contracting Authority Name   | NHS Lanarkshire |
| b) Period of the annual procurement report  | 2019-20 FY      |
| c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No) | Yes             |

### **2. Summary of Regulated Procurements Completed**

|   |             |
|---|-------------|
| a) Total number of regulated contracts awarded within the report period                               | 81          |
| b) Total value of regulated contracts awarded within the report period                                | £23,965,330 |
| c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period | 73          |
| i) how many of these unique suppliers are SMEs  | 61          |
| ii) how many of these unique suppliers how many are Third sector bodies                               | 7           |

### **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 | 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. | 0 |
| 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> ) | 0 |
| e) Number of Apprenticeships Filled by Priority Groups   | 0 |
| f) Number of Work Placements for Priority Groups   | 0 |
| g) Number of Qualifications Achieved Through Training by Priority Groups                                       | 0 |
| h) Total Value of contracts sub-contracted to SMEs   | 0 |
| i) Total Value of contracts sub-contracted to Social Enterprises   | 0 |
| j) Total Value of contracts sub-contracted to Supported Businesses   | 0 |
| k) Other community benefit(s) fulfilled  | 0 |

**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.   | 1  |
| c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.           | 14 |
| d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period. | 12 |

**6. Payment performance**

|  |         |
|--|---------|
| a) Number of valid invoices received during the reporting period.  | 155,577 |
| b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)                                 | 92.33%  |
| 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: | £77,263 |
| i) spend within the reporting year on regulated contracts                                    | £72,584 |
| ii) spend within the reporting year on non-regulated contracts                               | £4,679  |

## **8. Spend and Savings Summary**

|  |              |
|--|--------------|
| a) Total procurement spend for the period covered by the annual procurement report.              | £249,085,562 |
| b) Total procurement spend with SMEs during the period covered by the annual procurement report. | £109,819,293 |
| c) Total procurement spend with Third sector bodies during the period covered by the report.     | £10,720,355  |
| d) Percentage of total procurement spend through collaborative contracts.                        | 51%          |

|  |            |
|--|------------|
| e) Total targeted cash savings for the period covered by the annual procurement report | £1,000,000 |
| i) targeted cash savings for Cat A contracts   | 0          |
| ii) targeted cash savings for Cat B contracts  | £800,000   |
| iii) targeted cash savings for Cat C contracts   | £200,000   |

|   |            |
|---|------------|
| f) Total delivered cash savings for the period covered by the annual procurement report | £1,183,982 |
| i) delivered cash savings for Cat A contracts   | £0         |
| ii) delivered cash savings for Cat B contracts  | £999,525   |
| iii) delivered cash savings for Cat C contracts   | £184,457   |

|   |          |
|---|----------|
| g) Total non-cash savings value for the period covered by the annual procurement report | £366,533 |
|---|----------|

## **9. Future regulated procurements**

|   |             |
|---|-------------|
| a) Total number of regulated procurements expected to commence in the next two financial years          | 41          |
| b) Total estimated value of regulated procurements expected to commence in the next two financial years | £48,544,462 |