

FINANCE AND RESOURCES COMMITTEE

Quarterly Procurement Report
Annual Procurement Report

Ref. 37-22
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DATE:	25 April 2022
TITLE OF REPORT:	Procurement Update
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PURPOSE:	To provide the Finance and Resources Committee with a summary of Procurement activity in the last quarter and for the year to July 2021.
KEY RECOMMENDATIONS/ DECISIONS:	Committee to note the work undertaken in the last quarter and the progress that has been made in the year to July 2021.
RISK	<ul style="list-style-type: none"> • That Procurement does not make expected progress • That Procurement is not being undertaken according to expected standards
RELEVANT STRATEGIC AIMS:	<ul style="list-style-type: none"> • Highest quality education and support - providing a high-quality environment for staff and students • Sustainable behaviours – environmentally sustainable behaviours.
SUMMARY OF REPORT:	<ul style="list-style-type: none"> • To note the contracts issued in the last quarter and being worked on currently, and the progress being made in Procurement. • To note the additional resource that the College has engaged, or is in the process of engaging, to pursue the expediting of outstanding work in the area of Procurement. • To note and approve the Annual Procurement Report on the work undertaken in the year to July 2021.

1. INTRODUCTION

- 1.1 The College's Supply Chain Manager is working to ensure that all major contracts are reviewed timeously and the goods and / or services received are procured in line with appropriate current legal requirements and good guidance.
- 1.2 The College is working closely with Advanced Procurement for Universities and Colleges (APUC), the organisation who provide the professional Procurement secondee to the College, to assess the short-term requirements to ensure that the College's Procurement arrangements are up to date and appropriate.

2. QUARTERLY PROCUREMENT REPORT

- 2.1 The Report for the Quarter to April 2022 notes the progress made in the update to supporting documentation and guidance for staff, and notes that this information will be on a centrally-accessible portal which will be available to all staff. It also notes that initial staff development sessions have been undertaken, and that these will form part of a programme to ensure that staff are appropriately trained to ensure that Procurement is undertaken in a manner that meets current requirements.
- 2.2 The Report also notes progress that has been made in the last quarter in terms of the awarding of contracts and the work currently being undertaken in that regard.
- 2.3 It should also be noted that, following discussions between the College and APUC, it has been agreed to seek additional professional support, to allow the College to escalate its efforts towards its Procurement targets.**

3. ANNUAL PROCUREMENT REPORT

- 3.1 The South Lanarkshire College's annual regulated spend falls below £5 million and it is not legally required to publish a Procurement Strategy or Annual Procurement Report however in the interest of transparency, the College has chosen to do so.
- 3.2 The Report details the situation re procurement for the period to 31st July 2021. The Committee is asked to note the additional resources put into Procurement since that time and the improvements that have been made both to processes and procedures, and to the number of contracts that have been put out to tender or referred to a Framework Agreement via APUC.