

# Annual Procurement Report

1 April 2021- 31 March 2022



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## 2. Introduction

Section 18 of the Procurement Reform (Scotland) Act 2014 (the Act) requires any public organisation obliged to publish a procurement strategy and to prepare an annual report on its regulated procurements. This report covers the period from 1<sup>st</sup> April 2021 to the end of the Council's financial year on 31<sup>st</sup> March 2022.

Dundee City Council is required to prepare a strategy and to comply with the Act. A Corporate Procurement Strategy was published in June 2018 setting out how the Council would approach its external spend on goods, services and works over the two-year period 2018-2020. A new procurement strategy for the Council is in development and will be presented to Members for approval in April 2023

The Corporate Procurement Strategy sets out the strategic aims and objectives that will improve, innovate and transform how the Council procures goods and services in support of the Council's objectives. The priorities and outcomes for Corporate Procurement are:

- Implementing a corporate, consistent and commercially focused approach to all procurement and commissioning activities;
- Improving the systems, skillset and knowledge base to support this approach;
- Embedding and sustainable procurement as 'business as usual' and securing maximum social value from the council's significant spend.
- Ensuring legal compliance and governance
- Providing savings and Added Value
- Having a leaner, more efficient and effective procurement function

These strategic aims and associated objectives contribute to the Council Plan. The annual report must include:

- a) a summary of the regulated procurements that have been completed during the year covered by the report,
- b) a review of whether those procurements complied with the authority's procurement strategy,
- c) the extent that any regulated procurements did not comply, and a statement of how the authority intends to ensure that future regulated procurements do comply,
- d) a summary of any community benefit requirements delivered as part of a regulated procurement that were fulfilled during the year covered by the report,
- e) a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- f) a summary of the regulated procurements the authority expects to commence in the next two financial years,
- g) such other information as the Scottish Ministers may by order specify.

This report relates to all regulated procurements.

### 3. Dundee City Council Context

The Council Plan 2022-27 sets out how the Council will play its part in the achieving the vision set out in the City Plan. Over this period, the Council will build on the strong partnerships that already exist across the public, private, education and third sectors.

The Council's top priorities are directly supported by the council services. Corporate Procurement provides a centralised procurement service to our clients by making sure their requirements for goods, services and works are procured in the most effective and efficient way to maximise the achievement of best value.

- Social Challenges
  - Tackling poverty through the Fairness Action Plan
  - Giving children the best start in life with integrated Children and Family Services and enhanced early years provision
  - Ensuring children are safe and protected at home, school and in the community
  - Closing the attainment gap for children from poorer areas and those who are looked after
  - Provide housing which is affordable and efficient to heat
- Economic Challenges
  - Implementing the Tay Cities Deal, which can generate an additional £900 million per annum for the Scottish economy and create up to 15,000 jobs over the ten-year life of the programme
  - Focusing our activities over the next 20 years around a number of key sectoral strengths; life sciences, healthcare, digital technology, tourism and hospitality and creative industries
  - Maximising the city's cultural led regeneration
  - Promoting inclusive growth that helps to tackle the deep-rooted inequalities
  - Tackling long term unemployment, helping our young people to engage in positive activity and enabling those in entry level jobs to progress to better paid fair employment
- Environment Sustainability Challenges
  - Delivering significant reduction in CO2 emissions
  - Reducing Fuel Poverty
  - Improving Air Quality
  - Preparing a new Urban Biodiversity Plan
  - Increasing the percentage of waste recycled
  - Increasing the number of district heating schemes
  - Increasing Active Travel – walking and cycling to work, school and for leisure
  - Increasing ultra-low emission and electric vehicles
  - Improving public transport through innovative approaches to sharing and smart travel
  - Including planning guidance to require all new buildings to incorporate measures to reduce the level of carbon emissions; support renewable energy generation; and encourage the use of heat networks in new developments.
  - Publishing a sustainable energy and climate change plan
- Community Safety Challenges
  - Reduced levels of crime and fear of crime

- Reduced levels of domestic abuse
  - Protection of vulnerable adults
  - Reduced levels of re-offending
  - Reduced levels of antisocial behaviour
  - Improved road safety
- Health and Wellbeing Challenges
    - Integrating Health and Social Care to deliver more care in the community
    - Developing smart health and care strategies to benefit from advances in health technology
    - Improving health and well-being of all citizens – especially for children and families
    - Reducing substance abuse
- Organisational Challenges
    - Make the best use of the financial resources available to us, ensuring best value for the public purse
    - Have a flexible, skilled and motivated workforce
    - Listen to, and be responsive to, our customers, shaping our services around their needs and focusing our resources where they are most needed
    - Work closely with our partners, including local communities, to deliver a single set of outcomes for all citizens of Dundee

The Corporate Procurement Team is set up to align procurement activity from Council services within a corporate Category Management structure. The Corporate Procurement Team is now fully engaged in allocated category responsibilities. Time has been spent engaging with officers within Council services to explain the role of Category Management, understand the existing contractual arrangements that are in place and to develop workplans with the respective officers. Work has also been undertaken to engage with our collaborative buying partners such as Tayside Procurement Consortium, the wider Tayside Public Sector organisations and Scotland Excel. A procurement service is also provided to Leisure & Culture Dundee, Tay Road Bridge Joint Board, Dundee Science Centre and Tayside Valuation Joint Board. Appendix 4 details the Scottish Model of Procurement and collaborative working.

Procurement activity within the Council, has continued with a centralised approach, from both a Procurement and Payments perspective. Performance metrics are used by the team to continuously track performance and identify areas for further improvement, the metrics used are:

<b><u>Purchases</u></b>	<b><u>2018/19</u></b>	<b><u>2019//2020</u></b>	<b><u>2020/2021</u></b>	<b><u>2021/2022</u></b>
Total Spend	£278,008,260	£256,696,698	£174,380,674	£210,082,585
Total number of suppliers	3357	3090	2267	2248
SME (small and medium enterprise) suppliers	1362	1223	1203	1379
SME Spend	37%	41%	46%	43%
Local Suppliers (Dundee City)	384	358	256	712

Local Spend (Dundee City)	34%	39%	37%	34%
Supported Business Spend	0.20% (£574,560)	0.22% (£574,259)	(0.35%) (£621,644)	(0.35%) (£733,760)
<b>Payments</b>				
Total number of invoice payments	138,868	129,311	99,005	80,430
Invoices paid by electronic means	138,668	129,113	99,005	80,430
Value of invoices paid by electronic means	£277,702,450	£256,673,353	£174,380,674	£210,082,585
Invoices paid within 30 days	97%	98%	96%	95%
Dundee supplier invoices paid within 30 days	98%	98%	98%	Not Reported
Dundee supplier invoices paid within 14 days	95%	96%	94%	Not Reported

Further improvements have been focused on:

- Spend Analysis – the appointment of a Systems Officer has enabled further data and information analysis which is now being utilised to identify areas of spend to target for further contract and savings opportunities.
- Contract and Supplier Management – Procurement Category Officers have been engaged with, and supporting services, in Contract and Supplier Management, this has resulted in more positive outcomes on contract performance. This approach has provided assurance that contracts are being delivered in line with their obligations and ensuring the Council is achieving best value in this area.

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

A regulated procurement is any procurement for supplies or services with a value over £50,000 and for works contracts with a value of over £2 million. A regulated procurement is completed when the contract is awarded and an award notice is published on Public Contracts Scotland web portal. This procurement activity is in line with Dundee City Council's Corporate Procurement Strategy.

Dundee City Council makes use of existing framework agreements wherever possible. Framework agreements provide a legally compliant route to market which has been previously advertising through the channels required by procurement legislation. Use of framework agreements allows an efficient use of time to market, to secure supplies or services, and also removes the need for duplication of work. Framework agreements can deliver economies of scale through volume leverage. Verification is undertaken that the framework agreements are accessible for Dundee City Council to use.

Dundee City Council completed 18 regulated procurements with a value of £77,168,032 during the period of the report. The table below shows a summary of regulated procurement activity:

<b>Period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022</b>	
Number of completed procurements	18
Estimated value of all completed procurements	£77,168,032
Estimated savings from awarded contracts	£266,678
Number of light touch contracts awarded	1

Appendix 1 shows all Regulated Contracts awarded by Dundee City Council directly between 1 April 2020 and 31 March 2021

## **5. Review of Procurement Compliance**

Mandatory Requirements of the Procurement Reform Act (Scotland) 2014 and Statutory Guidance Obligations lay out some mandatory requirements which the Procurement Strategy (2018 to 2020) includes, in particular:

How the organisation intends to make sure that its regulated procurements will contribute to the carrying out of its functions and the achievement of its purposes, by:

- Working under the guidance of this strategy will ensure procurement is delivered in a compliant, effective and efficient manner, provide a clear action plan for improvement and contribute to wider council objectives and priorities.
- Ensuring there is early engagement and clear communication channels between the Council Services and Corporate Procurement we will assist in achieving best value.
- The strategy will be monitored and reported as per the Monitoring, Reviewing and Reporting on the Strategy section of the strategy document, to make sure the key objectives are delivered and best value is secured.

Objective	Performance against Objective
Savings and Added Value	<p><b>Compliant against:</b></p> <ul style="list-style-type: none"> <li>• Maximise the use of existing Category A, B and C1 contracts and framework agreements. This in itself is not a guarantee of best value.</li> <li>• All requirements are evaluated using Most Economically Advantageous Tender criteria</li> <li>• Lots considered for all procurements, where appropriate, including lots to promote SME/Third Sector and Supported Business participation</li> <li>• Maximising the impact of contracts with the inclusion of Community Benefit Clauses</li> <li>• Challenging the need and demand management</li> <li>• Consulting and engaging with those affected by its procurements by engaging with internal and external stakeholders through various approaches, including but not limited to – working directly with client services, Meet the Buyer events, Supplier Development Programme</li> </ul> <p><b>Key Future Workstreams:</b></p> <ul style="list-style-type: none"> <li>• Introduction of formal sourcing strategies for all regulated tender processes, underpinned by category strategies and an updated overarching procurement strategy.</li> </ul>



Objective	Performance against Objective
<p><b>Legal Compliance and Governance</b></p>	<p><b>Compliant Against;</b></p> <ul style="list-style-type: none"> <li>• The Council's Standing Orders and Tender Procedures apply to all contracts made by or on behalf of the Council for the execution of works, the supply of goods and materials and the provision of services, unless the contract is made under a framework agreement, in which case the framework conditions apply.</li> <li>• Procurement Team provides training and guidance to Officers on procurement process</li> <li>• Internal Audits ensure Officers are compliant with procurement process</li> <li>• Tender opportunities advertised on Public Contracts Scotland advertising portal for regulated procurements</li> <li>• Engagement with the Supplier Development Programme to help support SME's to bid for Council contracts</li> <li>• All procurement activity undertaken must comply with the above process and procedures which secures compliance with the Act and Statutory Guidance.</li> </ul> <p><b>Key Future Workstreams:</b></p> <ul style="list-style-type: none"> <li>• There is always an element of expenditure that falls outside of contracts. A programme will be undertaken to establish the extent of this within the Council</li> </ul>

Objective	Performance against Objective
<b>Sustainable Procurement Duty</b>	<p><b>Fully Complied</b></p> <ul style="list-style-type: none"> <li>• The Sustainable Public Procurement Prioritisation tool (SPPPT) was completed and will be reviewed annually with all category teams using sustainability tests.</li> <li>• The flexible framework was completed producing an action plan that will be reviewed annually</li> <li>• Incorporated Sustainable Procurement objectives within the Corporate Procurement Strategy</li> </ul> <p><b>Key Future Workstreams:</b></p> <ul style="list-style-type: none"> <li>• Working to incorporate new Scottish Government sustainable tools within procurement processes</li> </ul>
Objective	Performance against Objective
<b>Community Benefits</b>	<p><b>Fully Complied</b></p> <ul style="list-style-type: none"> <li>• Dundee City Council's Community Benefit through Procurement Policy has been in place since 2012, with an update approved by Committee as part of the 2018/19 Annual Procurement Report. While community benefits must be considered for all procurement processes at or above £4 million in value the sustainable procurement duty may result in the inclusion of community benefit requirements at lower thresholds. Dundee City Council has adopted the approach to consider the inclusion of Community Benefits in all procurements, where appropriate.</li> </ul> <p><b>Key Future Workstreams:</b></p> <ul style="list-style-type: none"> <li>• Continue to maximise the social and economic impact of the major developments across the city being led by the council</li> <li>• Making better use of council spend data and grow local tool to better monitor and track council spending with local and generative business</li> </ul>

<b>Objective</b>	<b>Performance against Objective</b>
<b>Living Wage</b>	<p><b>Fully Complied</b></p> <ul style="list-style-type: none"> <li>• Payment of a living wage - to persons involved in producing, providing or constructing the subject matter of regulated procurements. Fair Work practice criteria is included in all relevant procurement exercises</li> <li>• Dundee City Council is an accredited Living Wage employer and as part of our accreditation carry out an annual review of all contracts to assess the number of individuals not being paid the living wage. An action plan is then developed.</li> </ul> <p><b>Key Future Workstreams:</b></p> <ul style="list-style-type: none"> <li>• Continuing the work already started with major private sector employers and business organisations such as the Chamber of Commerce &amp; Scottish Enterprise to build further commitment to the Living Wage and Fair Work in Dundee</li> </ul>
<b>Objective</b>	<b>Performance against Objective</b>
<b>Promoting compliance with Health &amp; Safety within contracts</b>	<p><b>Fully Complied</b></p> <ul style="list-style-type: none"> <li>• Promoting compliance with health and safety at work, including how a supplier/sub-contractor demonstrates compliance. Health and safety criterion forms part of the evaluation for all relevant and appropriate contracts. This element is a pass/fail criterion within the preselection (SPD) stage.</li> </ul> <p><b>Key Future Workstreams:</b></p>
<b>Objective</b>	<b>Performance against Objective</b>
<b>The procurement of fairly and ethically traded goods and services</b>	<p><b>Fully Complied</b></p> <ul style="list-style-type: none"> <li>• Ethically traded goods and services are considered for all appropriate contracts</li> </ul> <p><b>Key Future Workstreams:</b></p>

Objective	Performance against Objective
<p><b>Community Health and Wellbeing and Animal welfare in Procurement of food</b></p>	<p><b>Fully Complied</b></p> <ul style="list-style-type: none"> <li>• Procurement requirements relating to Food procurement focus on nutritional quality, health and wellbeing, minimising environmental impact such as packaging and sourcing as well as the application of appropriate animal welfare standards in accordance with all relevant legislation.</li> </ul> <p><b>Key Future Workstreams:</b></p>
Objective	Performance against Objective
<p><b>Payment of invoices within 30 days</b></p>	<p><b>Fully Complied</b></p> <ul style="list-style-type: none"> <li>• The provision of prompt payment – no later than 30 days after invoice by the organisation to a supplier and/or sub-contractor, or by a sub- contractor to a sub-contractor. Prompt payment clauses requiring a 30-day payment term are embedded within our contractual terms and conditions.</li> </ul> <p>The Council achieved 98% of all invoices being paid within 30 days, with 129,311 invoices paid in 2021/22</p> <p><b>Key Future Workstreams:</b></p> <ul style="list-style-type: none"> <li>• Further development of Purchase to Pay processes and systems are already underway</li> </ul>

## **6. Community Benefits Summary**

Community Benefits in Dundee City Council are well established with a Community Benefit through Procurement Policy in place since 2012, and a refreshed policy provided with the 2018/19 Annual Procurement Report approved by Committee in June 2018. While community benefits must be considered for all procurement processes at or above £4 million in value the sustainable procurement duty may result in the inclusion of community benefit requirements at lower thresholds. Dundee City Council has adopted the approach to consider the inclusion of Community Benefits in all procurements, where appropriate.

While Community Benefit activity continues to be affected by the after effects of the pandemic Appendix 2 provides more details of some of the activities which have been undertaken and details the Community Benefits.

## **7. Supported Business Summary**

Supported Businesses make an important contribution to the Scottish economy, through the goods and services they deliver, but also by providing meaningful employment, training and social support for those who may otherwise be excluded from the workplace.

This is an important element of the sustainable procurement duty and the steps taken by the organisation to facilitate the involvement of supported businesses in regulated procurements will therefore be helpful to the organisation in demonstrating compliance with that duty.

Dundee City Council has taken a proactive approach in working with Dovetail Enterprises, a Dundee based supported business. Key activities have been the sourcing and supply of furniture and other household goods for clients of the Scottish Welfare Fund, as well as furniture supply for Council establishments. Spend with Dovetail over the period 21/22 was £733,760. This spend has assisted in both sustaining and creating new employment opportunities within Dovetail. Further supply chain integration opportunities continue to be explored with other supported businesses. Dundee City Council is fully committed to considering opportunities for Supported Business, wherever possible.

## **8. Future Regulated Procurement Summary**

Appendix 3 – details the upcoming tenders to be undertaken by Dundee City Council in the coming two years.

**Appendix 1 – Summary of Regulated Procurements awarded between 1 April 2021 and 31 March 2022**

Doc ID	Notice Title	Total Final Value	Company	Award Date	Contract Owner
650929	Quality Funded Early Learning & Childcare (1140 hours)	25000000	Aberfoyle Childcare Services; Aberfoyle Too Nursery; Childminder; happy bunnies; Home Sweet Home Childcare; Kiddycare Day Nursery; Tots Academy Daycare Nursery;	21/04/2021	<b>Dundee City Council</b>

658127	Flexible Framework Agreement for Education & Social Support Services (Children & Families)	3600000	Aberlour Child Care Trust; Action for Children Services Ltd; Alexander Community Development; Alpha Plus Training; Alternatives Counselling and Listening Rooms; Angus Carers Centre; Angus Women's Aid; Articulate Cultural Trust; Baldy Bane Theatre Company; Barnardo's; Capability Scotland; Catesbi Community Interest Company; Challenging Learning; Children 1st; Children in Scotland; Claire Sutherland; Columba 1400; Cooperative Learning Consultants Limited; Creative STAR Learning Ltd; Deaf Action; DIAS; Dundee Carers Centre; Dundee City Pipe Band & Youth Music Initiative; Dundee International Women's Centre; Dundee Science Centre; Dundee United Community Trust; Dundee United Sports Club; Dundee Women's Aid; Ecologia Youth Trust; EH5 Learning Ltd; Emotion Works CIC; Enterprise Centre; Full Colour Coaching Ltd; Gillian Pack; Giulia Montalbano; Growth Mindset Yeti; Helm; Hillcrest Futures; Includem; Kanzen Karate Ltd; Kate Hookham T/a Do Learn; Lindsey Scott Yoga and Mindful Movement; Making Sport Fit; Margaret Foley; Maxwell Information Centre; MCR Pathways; Mind Marvels; Mobile Assisted Learning; Mr; National Youth Choir of Scotland; NEWSolutions CIC; Nordoff Robbins; NoTosh Limited; One Parent Families Scotland; Osiris Educational; PAMIS (Promoting A More Inclusive Society); Parent to Parent; Peep Learning Limited; Penumbra; Perth Autism Support; Place2Be; Playback ICE; Pupiltrain Ltd; Relationships Scotland Family Mediation Tayside and Fife; RockSolid Dundee; Sacro; School of Hard Knocks; ScrapAntics C.I.C; Shaper/Caper; Showcase the Street; Skilz Academy; Speech and Language Zone; Stacy Anderson; Steven Leahy; Tayside Council on Alcohol; TeachMindset Ltd; The Inclusion Group; the Mudd Partnership Ltd; The Outward Bound Trust; The Sound Reading System; The Speech Language Communication Company; The Yard Adventure Centre; Titanic Honour and Glory Ltd; Tree of Knowledge; Venture Trust; Wellbeing Scotland; White Room Yoga; Winning Scotland	29/06/2021	<b>Dundee City Council</b>
667769	Tayside Distress Brief Intervention Service	550000	Penumbra	21/09/2021	<b>Dundee City Council</b>
669867	Award of Our Place Douglas Community Garden	453482.55	T & N Gilmartin (Contractors) Ltd	07/10/2021	<b>Dundee City Council</b>
660480	Award of MINI COMP VIA CCS RM3808 LOT 2 RE THE SUPPLY OF CISCO UCS HARDWARE	430589.81	Virgin Media Business	13/07/2021	<b>Dundee City Council</b>

678120	Award of Mini Competition via PfH DPS for Compliance Services & Associated Works. Periodic Inspections	260380	Safe Building Scheme Limited	22/12/2021	Dundee City Council
665238	TENDER FOR A SMART MOBILITY APP AS PART OF THE DUNDEE MOBILITY INNOVATION LIVING LABORATORY	194225	Ember Technology Ltd	30/08/2021	Dundee City Council
658233	Award of Magdalen Road Bridge Phase 2 (Lot 3 DCC Civils Framework)	193814.98	Chemcem Scotland Limited	23/06/2021	Dundee City Council
679906	Award of Lot 1 Civil Engineering Works - Hilltown Court and Bonnethill Court Phase 5	176710	T & N Gilmartin (Contractors) Ltd	17/01/2022	Dundee City Council
679620	Award of Lot 1 Civil Engineering Works - Mitchell Street Rear Paths & Steps Improvements	124287.46	Dundee Plant Company Limited	14/01/2022	Dundee City Council
661388	Award of CLATTO RESERVOIR VALVE REFURB AND ACTUATORS P23521	119546.48	A&L Mechanical Installations	22/07/2021	Dundee City Council
675967	Award of MINI COMPETITION FOR OUTDOOR PLAY EQUIPMENT AND ARTIFICIAL SURFACES (LOT 1) FOR PLAY ARE...	98543	Wicksteed Leisure Ltd	06/12/2021	Dundee City Council
656872	Award of Housing Concrete Repair Works 21-22 (Lot 4 Civils Framework)	97119	Anderson Specialist Contracting	10/06/2021	Dundee City Council
679615	Award of Lot 1 Civil Engineering Works - Seabraes Viewpoint and Bandstand Renewal	89108.61	Dundee Plant Company Limited	14/01/2022	Dundee City Council
679962	Award of Broughty Ferry Road Retaining Wall Repair	89108.43	Dundee Plant Company Limited	18/01/2022	Dundee City Council
679951	Award of New Paper Storage at Marchbanks, Dundee	81188.61	Dundee Plant Company Limited	18/01/2022	Dundee City Council
674170	Award of Mini Competition via DCC Framework for Mechanical Services, Lochee Leisure Centre.	69758.75	Scan Building Services Ltd	17/11/2021	Dundee City Council
649796	Award of St Mary's PS, St Peter & Pauls PS - External Toilet Block Demolition and Alterations	52210.74	Dundee Plant Company Limited	05/04/2021	Dundee City Council



## Appendix 2 - Community Benefits Update

### 1. Introduction

This section provides a brief overview of the Community Benefits approach in Dundee City Council and provides details of outcomes for current and past CB programmes. The report provides summaries of Community Benefit activity for the year April 2021 to March 2022 but also provides the cumulative total for projects to date and highlights particular achievements. While community benefits are now implemented across the range of council's procurement activity the largest projects remain in the Construction Area

### 2. Covid and Economic Impact

The Covid 19 pandemic continued to impact the Community Benefits programme be it now more indirectly. Projects which had been delayed due to the pandemic were focusing on completing agreed programmes and some newer planned projects have had to be delayed due to increase costings for materials meaning some have had to be redesigned and re-costed. Employability partners, schools and training providers are continuing to report increased challenges in identifying and supporting candidates for opportunities as individuals who may have already been disengaged have moved further from the labour market despite an increase in available vacancies. While vacancy levels remain high in the wider economy contractors remain generally more risk averse, more likely to focus on meeting rather than over achieving their targets.

### 3. Approach in Dundee

Community Benefits clauses are well established within Dundee City Council. For construction contracts the employment and skills minimum targets are provided using bench marks based on the Client Based Approach developed by the Construction Industry Training Board (CITB) and endorsed by the Scottish Government. This provides a range of minimum targets based on the type and estimated value of the contracts. Contractors are given the opportunity to increase these targets during the tender process but when agreed these become a mandatory element of the contract. The approach focuses on the development of Community Benefits in the areas of

- **Supplier Development** including Small to Medium Enterprise and social enterprises development activities and developing guidance to encourage local suppliers to compete for Council contracts.
- **Employment and Skills Activity** including activities to secure new employment opportunities including Modern Apprenticeships, share vacancies and secure work experience opportunities
- **Community and Awareness Raising Activity** including development of awareness raising activity, community programmes and donation of materials

### 4. Community Wealth Building

When Community Benefits was last brought to Committee in December 2020, the service was tasked with the development of a Community Wealth Building Approach.

This approach is outlined in Policy and Resources Committee Paper 313-2021 Community Wealth Building in Dundee which went to Committee in November 2021, with the associated Centre for Local Economic Strategies Delivering Community Wealth Building in Dundee report. The recommendations and actions identified in this report will form part of our Community Benefits approach going forward and will include

- Supporting the development of a Community Wealth Building Culture in Dundee
- Improving baseline reporting around spend
- Develop a Community Benefits approach across Dundee anchors.

- Developing a Community Wish List Approach

A Community Wealth Building Working group has been established with senior staff identified to take forward each pillar of Community Wealth Building. The procurement pillar is led by the Corporate Procurement Manager with support from the Community Benefits Officer. Each pillar group has worked up actions for their area and are prioritising implementation. In the first instance the procurement team has been focusing on improving our understanding around data collection and spend.

## 5. Summary of Achievements Capital Construction Programmes

This section provides an update on Community Benefits which have been secured as part of Dundee City Councils Community Benefits Approach. The Procurement Reform Act requires organisations to report on number of contracts over 4 million which include Community Benefits.

Given the nature of contracts, covering more than one financial year Information is provided both for April 2021 to March 2022 and cumulatively since the beginning of the Community Benefit programme.

Activity from April 2021 to March 2022

Figures to follow

<b>Supplier Development</b>	
Local actual Construction Spend (within 35 miles)	£7,774,895
Average Percentage of total Spend which was local (within 35 miles)	57%
Average Local Labour (within 35 miles)	74%
<b>Employment and Skills</b>	
Employment Opportunities Created	4
New Start Employment Opportunities (previously unemployed, redundant, graduates or new entrants)	1
Project Initiated Modern Apprenticeships	5
Existing Modern Apprentices	19
Work Experience Opportunities	17
<b>Awareness Raising Activity</b>	
Awareness Raising Events and Activities Delivered	39
Individuals Supported through Awareness Raising	1,684

## 6. Cumulative Outcomes for Dundee City Council Projects to end March 2022

For Capital Construction projects activity is also shown cumulatively and includes recent and current Waterfront, School, Housing and Individual Projects. Details of each of these areas is provided below. The Council also supports partners to deliver projects including NHS Tayside, Hillcrest Housing Association, Abertay University and a planned project with the Scottish Prison Service – details have been provided at the end of this report but are not included in the total figures.

<b>Supplier Development</b>	
Local Actual Construction Spend (within 35 miles)	£117,518,213

Average Percentage of total spend which was local (within 35 miles)	58%
Average Local Labour (within 35 miles)	74%
<b>Employment and Skills</b>	
Employment Opportunities Created	309
New Start Employment Opportunities (previously unemployed, redundant, graduates or new entrants)	146
Project Initiated Modern Apprenticeships	120
Existing Modern Apprentices	311
Work Experience Opportunities	425
<b>Awareness Raising Activity</b>	
Awareness Raising Events and Activities Delivered	501
Individuals Supported through Awareness Raising	14,798

In addition to the Construction Contracts reported there are several new construction projects planned to start in financial year 2022/23 including the Camperdown Hub Project, Olympia Refurbishment and Harris Extension, with several larger projects to start the following year including East End Campus.

**Capital Programmes Community Benefits Cumulative Table to End of March 2022**

Contract	Local Spend	% Local Spend	%Local Labour	Employment opportunities	New Starts	Project Initiated Apprentice	Existing Apprentice	Work Experience	Awareness Raising Events	Individuals Supported Awareness Raising
<b>Waterfront</b>										
V&A	£7,049,138	9%	65%	52	22	18	50	26	28	728
Railway Station	£4,466,985	25%	43%	15	10	6	6	16	16	250
Camperdown Dock to Airport	£3,325,000	75%	77%	5	3	0	5	8	24	807
Waterfront 4	£3,705,677	41%	58%	11	7	3	0	7	7	146
Waterfront Place	£5,523,295	71%	72%	7	7	1	0	1	0	0
<b>Schools</b>										
North East Campus	£8,352,200	67%	87%	17	5	12	25	45	42	1915
Coldside Primary	£6,883,390	54%	79%	12	4	8	25	53	44	1445
Baldragon	£11,685,020	70%	76%	18	8	10	22	24	31	454
Menziesshill (Tayview)	£4,796,249	54%	79%	10	5	5	21	48	34	1533
Sidlaw View	£6,051,929	84%	73%	8	5	3	13	23	33	857
Harris	£2,414,976	24%	52%	15	7	8		21	29	411
Caird Avenue Nursery	£2,000,172	82%	88%	2	1	2	6	16	15	27
Balmerino Nursery	£1,244,307	86%	96%	2	1	1	5	4	6	153
<b>Housing</b>										
Alexander Street	£4,933,727	39%	99%	26	9	2	37	19	8	58
Derby Street	£11,735,521	78%	74%	13	7	10	15	18	58	1404
<b>Other</b>										
DCC & Angus Residual Waste	£6,214,456	8%	52%	49	15	10	7	34	48	2724
Menziesshill Com Centre	£7,943,422	83%	84%	1	2	5	25	25	19	859
Regional Performance Sports Centre	£4,537,783	50%	48%	25	17	6	26	13	32	1239
Broughty Ferry Flood Defence	£9,163,129	85%	90%	14	11	5	0	14	30	383
Michelin Innovation Park	£3,183,902	51%	77%	1	1	4	20	2	2	30
<b>Totals</b>	£117,518,213	58%	74%	313	147	125	330	442	540	16,482

## 7. Community Benefits Examples

The construction area remains the largest and most well-developed area of Community Benefits. While the pandemic impacted on elements of the programme particularly areas like work experience and visits it also resulted in the development of some new approaches. The following section provides examples of some of the activity developed from March 2021 and March 2022 include:

- **Kingpark School Class Engagement Project** - Robertson Construction undertook a 6 session Biodiversity programme with KingsPark School working with learners to highlight various native species and their habitats. They also supported the school to develop a greenhouse area with recyclable bottles and undertake local litter picks. To support the project Robertson also commissioned the Alexander Decorating Transition to Trade programme to complete planters, bug hotels and nesting boxes to accompany the project.
- **ScapAntics Loose Play Project** –ScapAntics, a social enterprise which take recyclable goods and sell them at their scrap store to local artists and community groups with a pricing structure based on ability to pay. In addition to repurposing a large quantity of recycling materials from across Community Benefit sites they can also develop loose-part play sessions with local primary schools. In March 2021 as part of the Broughty Ferry Flood defence project McLaughlin and Harvey funded a programme of loose-parts play with Eastern Primary helping local children to develop skills through play and get an understanding of the environmental benefits of recycling. Loose part play which has been proven to improve listening and communication skills, improve negotiation, increase bravery, self-confidence, and resilience within pupils.
- **Journey into Construction** – Robertson’s construction designed and delivered a 6-week virtual work experience placement programme to ensure young people could access quality information about the construction industry while unable to access placements on site. This comprised 2 structured sessions weekly on topics including an introduction to careers in Construction, what makes an ideal candidate and Construction and the Environment. 14 candidates benefited from the programme.
- **Transition to Trade Programme** - In May and August 2021 **McLaughlin & Harvey** agreed funding (£16,600) towards 24 places on Alexander Community Development’s Transition to Trade programme. This innovative programme will create a positive pathway for young people into the construction industry. The contractor provided the majority of the costs to support 24 places for young people from secondary schools in Dundee, who are in S3-S5. This will fund 2 cohorts of 12 pupils.
- **Decorative Gates competition.** In December 2021 McLaughlin & Harvey collaborated with local business METALtech UK, to manufacture and install Decorative Gates on the Broughty Ferry Flood Protection Scheme site, designed by pupils from the local community Primary Schools. Pupils from local schools were asked to participate in designing decorative gates to be placed on Broughty Ferry Flood Protection Scheme site, after careful consideration the winning entries were chosen and then sent over to manufacturers **METALtech UK**, based in Dundee, where the winning young people got to see their design being turned into a reality. Both gates are now installed as a lasting legacy from the programme.
- **Energy Efficiency Programme** – Vital Energi provide a range of Community Benefits in relation to their contracts including work experience opportunities and site visits of the Guardbridge Energy Centre a 25 million Biomass Energy Centre and District Heating Network. Groups of School pupils and Dundee and Angus College students have benefited from these visits.
- **Business Gateway Community Benefits Programme** – Our Business Gateway contractor Elevator, a social enterprise delivers a wide range of Community Benefits including enhanced support for social enterprises, startup grants for young people, work placements and an extensive programme of awareness raising programmes including delivering the schools enterprise programme.

## **Future Contracts**

### 2022 to 2023 Projects

#### Camperdown Hub Project

This project will be delivered by Robertson Construction and is planned to take place between August 2022 and January 2023. Targets will include

- 2 existing apprentices
- 4 Awareness Raising activities

#### Olympia Refurbishment

The Olympia project is planned from July 2022 to October 2023 and is being delivered through the Major Projects 2 framework with Robertson construction. Community Benefits Targets for this project will include

- Local Labour and Spend Monitoring
- 1 New Start Employment Opportunity
- 2 existing apprentices
- 3 Work placement programmes
- 1 Awareness Raising Activity
- 1 Community Wish
- 1 Environmental Activity

#### Harris Extension

The Harris Extension project is planned for January 2023 to be completed in January 2024 and will be delivered by Robertson Construction using the Major Projects Framework 2. Targets for this project include

- Local Labour and Spend Monitoring including requirements to spend 75% within 40 miles of site
- 2 New Start Employment Opportunities
- 2 Project Initiated Apprentices and 2 Existing Apprentice Opportunities
- 7 Work placements
- 2 Awareness Raising Activities
- 1 Community Wish
- 2 Environmental Outcomes

### April 2023 to July 2025

#### East End Campus

To be delivered by Robertson Construction using the Major Projects 2 framework

- Local Labour and Spend Monitoring including requirements to spend 75% within 40 miles of site
- 8 New Start Employment Opportunities
- 12 Project initiated Apprentices and 11 Existing Apprentice Opportunities
- 31 Work placements
- 22 Awareness Raising Activities
- 5 Community Wish
- 10 Environmental Outcomes

- Local Labour and Spend Monitoring

- 4 New Start Employment Opportunity
- 4 Apprentice Starts
- 3 existing apprentices
- 5 Work placement programmes
- 6 Awareness Raising Activity
- 3 Community Wishes
- 2 Environmental Activity

#### Young Peoples Unit

The Young Peoples Unit will be delivered by Robertson Construction through the Major Projects 2. Framework. Due to start in August 2022 to April 2023

- Local Labour and Spend Monitoring
- 1 New Start Employment Opportunity
- 2 existing apprentices
- 3 Work placement programmes
- 2 Awareness Raising Activity
- 1 Community Wish
- 1 Environmental Activity

## Appendix 3 – Future regulated procurements

### Extract from Forward Plan 2023-2025

#### Children and Families

Counselling in Schools (Scottish Govt) Tayside wide across several providers  
Community Mental Health and Wellbeing  
Speech and Language Therapy  
School Transport  
ASN Home to School Transport via Taxi  
Dundee and Angus College provision  
Various providers from services framework - school contracts from PEF  
Early Learning and Childcare - Partner providers  
Family Wellbeing Fund - Services contract team  
Purchase of kitchen equipment  
On-going third sector contracts

#### City Development

Pathfinder EV Infrastructure Programme  
City Marketing contract  
Dundee Airport - Public Service Obligation  
City Centre Strategic Investment Plan - City Streets / Union Street  
City Centre Strategic Investment Plan - City Lights  
Bus Shelter Cleaning & Maintenance  
Taxi Contracts - School Transport  
Union Street Design  
Active Travel Schools Team Partnership Agreement  
Replacement of parking meters  
Cycle Parking/ Shelters  
Future Maintenance Contract - LEZ ANPR Cameras  
Traffic Signal Maintenance Contract  
Bus Partnership Fund - Detailed Design & Modelling  
Traffic Modelling & Surveys  
Contaminated Land / SI Framework  
Civil Engineering Construction Framework  
Topographical / Drone Surveying  
Habitat Surveying  
Gas Soundness  
Servicing and Cleaning of Boilers flues etc.  
Air Handling & Air Conditioning Systems  
The Crescent Biomass - Maintenance & Heat Source  
Water Hygiene Monitoring - Lot 1  
Water Hygiene Monitoring - Lot 2  
Fire Extinguisher Services  
Heating & Ventilation Controls (Building Management Controls)  
Swimming Pool Equipment  
Kitchen canopies, Ductwork, extract ventilation.  
Fume Cupboards  
Water Sampling Programme  
Kitchen Catering Equipment  
Boosted Water Tank & Pump Systems  
Roller Shutter Doors  
Medical Baths and Lifting Equipment  
Automatic Doors  
Lightning Protection Systems



Emergency Lighting - Area 1  
Intruder Alarms  
In-Service Inspection and Test of Electrical Equipment - Area 1 (PAT Testing)  
Fire Detection and Alarm, EVC & PAVA Systems  
City Square Complex/Caird Hall/Olympia, Fire Detection and Alarm, EVC & PAVA Systems  
Periodic Inspection and Test of Electrical Installations - Area 1

### Neighbourhood Services

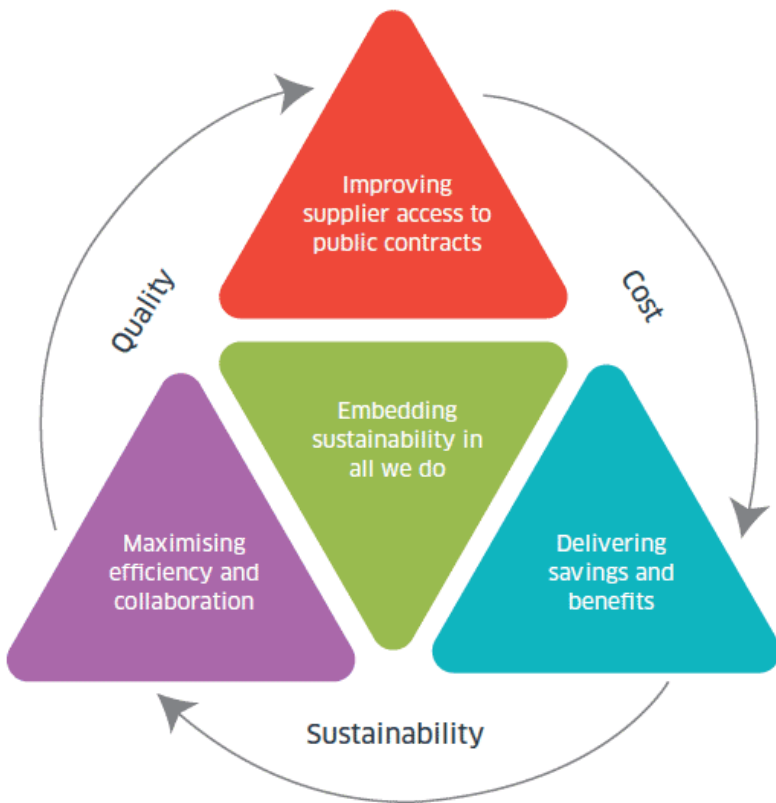
Housing Capital Packages  
City Dev Capital Packages  
Housing Repairs - Construction  
Property Repairs - Construction  
Stores - Material  
External small plant tools and access hire  
PPE and consumables  
Small Plant  
Scaffold  
Skips  
Welfare and Containers  
Security Screens  
Asbestos  
Double Glazed Units  
3rd Sector Procurements  
Removals  
Cleaners  
Furniture, Fixtures and Fittings  
Paint Packs - Painting Vouchers  
Electrical Repairs (White good Repairs)  
House Exchange - Clarion  
Hotels (Corporate)  
Preferred Supplier - Review  
TV Aerials  
CCTV (GT, LW HG)  
Containers (Stores Wernick)  
Housing Options Hub  
Language Line.  
Sundries for Temp  
District Heating Supply  
Specialist Works  
Secure Door Entries - Service and Install  
Sprinklers  
Annual Non-Domestic Gas Service  
Bin Chutes Cleaning  
Communal Boiler Service  
CCTV Servicing  
Controlled Entry Equipment Servicing  
District Heating  
District Heating Energy Billing units  
District Heating - Plant Rooms  
Dry Riser and Roof Fan Servicing  
Fire Fighting Equipment Service  
Legionella Inspections  
PV Repairs and Servicing  
Sprinkler Systems Servicing  
Water Quality Checks  
Treatment of glass  
Treatment of co-mingled recyclate  
Treatment of mixed scrap metal

Treatment of paper & cardboard  
Treatment of food waste - Garden waste permits  
Purchase of bins & containers  
Purchase of shredder  
Headstone Safety  
Ash Dieback  
Environment capital projects (elements of)  
Environment revenue projects (elements of)

Corporate Services

Revenues and Benefits System  
Outgoing Mail  
Insurance Providers  
Tenants Contents Insurance Scheme  
Tay Road Bridge Insurance Tender  
Tayside Valuation Joint Board Insurance

**Appendix 4 – Scottish Model of Procurement and Collaborative Working**



The key objective for Corporate Procurement is to demonstrate continuous improvement, service excellence and build on the foundations that have been put in place since creation of the Corporate Procurement team in 2014. This approach will be underpinned with the principles of public procurement - transparency, integrity, openness, fairness, non-discrimination, equal treatment, competition and accountability.

The Council participates in collaborative contracts put in place nationally by the Crown Commercial Service, in Scotland by Scottish Procurement and Scotland Excel, locally by Tayside Procurement Consortium, as well as those of other UK based central procurement bodies. The Corporate Procurement Team works with all the organisations listed to ensure that optimum collaborative opportunities are taken, but at the same time ensuring contract management is carried out at a local level to ensure best value is achieved for Dundee City.

<p><b><u>Category A</u></b>  <b>Contracts</b>  <b>through</b>  <b>Procurement</b>  <b>Scotland</b>  <b>(for all public</b>  <b>bodies) or other</b>  <b>national contracts/</b>  <b>frameworks</b></p>	<p><b><u>Category B</u></b>  <b>Contracts</b>  <b>through</b>  <b>Scotland</b>  <b>Excel</b>  <b>(for Local</b>  <b>Authorities)</b>  <b>or other</b>  <b>Sectoral contracts/</b>  <b>frameworks</b></p>	<p><b><u>Category C1</u></b>  <b>Contracts</b>  <b>through local</b>  <b>collaboration eg</b>  <b>Tayside Procurement</b>  <b>Consortium</b>  <b>(for all</b>  <b>Tayside Councils and</b>  <b>Tayside contracts)</b></p>	<p><b><u>Category C</u></b>  <b>Contracts</b>  <b>through</b>  <b>Dundee City</b>  <b>Council (for</b>  <b>Dundee City</b>  <b>Council only)</b></p>
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The Council is committed to collaborative procurement and actively takes part in many National and Sectoral contracts. We continue to look for collaborative procurement opportunities that will support the delivery of benefits for the Council and its communities.

Dundee City Council also acts as lead authority on a number of collaborative contracts including:

Managed Print/MFD Contract – Corporate Procurement Manager is Tayside Lead for contract which supports 3 Local Authorities, Dundee & Angus College, Tayside Contracts and various 3rd Sector organisations.

- Lead Authority procurement support provided on National Entitlement Card
- Dundee City Council have created a number of construction framework agreements, which are being written not only for use by Dundee City Council, but also being made available to Angus, Perth & Kinross Councils, as well as Tayside Contracts.
- A Children and Families Support Services framework was introduced in 2019 to provide services in support of pupil equity funding, attainment challenge and other services which is also open to both Angus and Perth & Kinross Councils

A project to review the procurement approach across Tayside is underway to look at further collaborative working opportunities, this work is being led by Scotland Excel and further updates will be provided as this programme progresses.

As well as contractual collaboration Corporate Procurement works closely with our partner organisations in other areas where collaborative benefits may be realised, for example with:

- Tayside Cities Meet the Buyer event – organised by Dundee City Council's Economic Development and Corporate Procurement teams – the most recent event in 2020 attracting exhibitors from all Public Bodies as well as main contractors working in the Tayside area. The event was attended by over 300 delegates, generating very positive feedback, along with spin-off one to one training sessions being provided to individual delegates to assist them in bidding for public sector opportunities.
- Supplier Development Programme – Corporate Procurement Manager is a Board Member and along with Economic Development colleagues supports the Regional Officers Group. This has resulted in further collaborative working with Perth & Kinross, Angus and Fife Councils in the area of Supplier & Economic development opportunities



**For More Information**  
**Contact:** Corporate  
Procurement Team 01382  
433401  
procurement.admin@dundee.gov.  
uk