



**NEW  
COLLEGE  
LANARKSHIRE**

Bringing **Education** Closer

# Annual Procurement Report

## 2024-2025

Reporting Period 1<sup>st</sup> August 2024 – 31<sup>st</sup> July 2025

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## New College Lanarkshire - Annual Procurement Report (APR)

### Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated<sup>1</sup> spend of £5 million or more to develop a Procurement Strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a Procurement Strategy were also required to publish an APR, reflecting on the relevant reporting period of the Procurement Strategy.

This report covers the period of 1<sup>st</sup> August 2024 to 31<sup>st</sup> July 2025 and addresses performance and achievements in delivering New College Lanarkshire's organisational [Procurement Strategy 2024-25](#). The Procurement Strategy was developed in consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the College's broader aims and objectives, in line with [Scotland's National Outcomes](#). This process of review and reporting will inform any adjustments to the Procurement Strategy deemed necessary to secure future performance improvements and to respond to the economic, political, and financial influences on which the institution may need to adjust.

New College Lanarkshire has completed<sup>2</sup> 16 regulated<sup>1</sup> contracts totalling £3,839,453 during the reporting period:

- GPA regulated procurements [goods and services worth more than £179,087 (excluding VAT); works worth more than £4,477,174<sup>3</sup>(excluding VAT)] amounted to £3,123,886 (excluding VAT). There were 9 such procurements completed.
- PRA regulated procurements [goods and services worth more than £50,000 (excluding VAT), works worth more than £2 million <sup>4</sup> (excluding VAT)] amounted to £715,567(excluding VAT). There were 7 such procurements completed.

In addition, although not required as part of the report, the College also completed a number of below regulated procurements (goods and services worth less than £50,000 (excluding VAT), works worth less than £2m (excluding VAT). These amounted to £56,776 (excluding VAT). There were 2 such procurements completed.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 2 and 3 and in Annex B of this report.

New College Lanarkshire has approximately 609 active suppliers with whom the College did business in the reporting period and the total procurement expenditure excluding VAT was £10,160,254. This comprises of £8,518,418 (83.84%) of regulated expenditure and £1,641,835 (16.16%) of non-regulated expenditure.

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

<sup>2</sup> Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

<sup>3</sup> Current public contracts GPA thresholds

<sup>4</sup> Current public contracts PRA thresholds

The College has been optimising use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly.

87.71% of the total procurement expenditure is through a compliant procurement process. Approximately 57%\* of the College's contracted spend went through Collaborative Framework Agreements.

This report comprises seven sections, the first six cover mandatory reporting with the seventh discretionary.

- Section 1: Compliance to the Strategic Objectives
- Section 2: Summary of Regulated Procurements Completed
- Section 3: Review of Regulated Procurement Compliance
- Section 4: Community Benefit Summary
- Section 5: Supported Business
- Section 6: Future Regulated Procurements
- Section 7: Other Content for Consideration

MANDATORY

**Report Approved:**

**By:** New College Lanarkshire

\*Figure still to be verified

## Section 1: Compliance to the Strategic Objectives

New College Lanarkshire strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives. Each objective, through the Procurement Strategy Action Plan, supports the vision of the Public Procurement Strategy for Scotland 2023 to 2028 and delivery of its four ‘power of procurement’ outcomes, to conduct its procurement activity in a way which is:

- Good for Businesses and their Employees;
- Good for Places and Communities;
- Good for Society;
- Open and Connected.

The outcomes have been aligned with the SFC’s Outcomes Framework and Assurance Model and the New College Lanarkshire “Strategy 2025”.

During the period of 24/25, New College Lanarkshire was the Regional Strategic Body for Lanarkshire, the Lanarkshire Board served as the Board of New College Lanarkshire and South Lanarkshire College was an assigned college to the RSB. The RSB was dissolved on 30<sup>th</sup> July 2025 and New College Lanarkshire now has its own Board of Management and is a regional college. South Lanarkshire College is no longer an assigned college and instead is also a regional college.

## Section 2: Summary of Regulated Procurements Completed

The detailed summary of regulated procurements completed is set out in Annex B. That information, coupled with the publication of the institutional Contracts Register <http://www.apuc-scot.ac.uk/#!/institution?inst=65> and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College’s procurement activity over the reporting period.

Annex B shows below regulated, PRA regulated procurements and GPA regulated procurements completed by the College. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:

- the date of award
- the start dates
- the category subject matter
- the name of the supplier
- estimated value of the contract – total over contract period
- collaborative or institution owned
- the end date provided for in the contract or a description of the circumstances in which the contract will end.

## Section 3: Review of Regulated Procurement Compliance

Where appropriate, New College Lanarkshire has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (the best balance of cost, quality and sustainability).

In making its regulated procurements every care has been taken to ensure that the College awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

In the period covered by this report the College has conducted all its regulated procurements in compliance with the principles of the World Trade Organisation (WTO) Agreement on Government Procurement (GPA) Principles of non-discrimination, transparency and procedural fairness.

Successful delivery against the Procurement Strategy objectives is part of a customer valued, Procurement Commercial Improvement Programme (PCIP) that seeks incremental improvements to process and outcomes over time.

New College Lanarkshire is subject to a PCIP Lite Assessment. The most recent assessment was carried out in November 2019. The Procurement function successfully raised the score from 54% to 76%. An interim, new assessment, PCIP Pulse Check Lite, was introduced for 2024 focussing on higher level and more strategic evidence areas that are currently produced on a more regular basis. Although this was not scored, a report was provided to the College detailing continuous improvement areas, with the commentary on all areas marked as 'improving' or 'good practice'. Scottish Gov reviewing process.

#### **Section 4: Community Benefit Summary**

For every procurement over £4m, New College Lanarkshire will consider how it can improve the economic, social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.

The College policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement. On a case-by-case basis the question is asked, 'could a community benefit clause be usefully included?'. Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the eventual conditions of contract performance.

Where applicable, as part of the tendering process, suppliers are invited to describe their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:

- providing 'upskilling' opportunities (e.g. Toolbox talks) with students and staff;
- offering advice and assistance on the best practice methodology;
- employment, student work experience and vocational training opportunities;
- apprenticeships;
- local subcontractor opportunities available to SMEs, 3rd sector and supported businesses;
- direct involvement in community-based schemes or programmes;
- equality and diversity initiatives;
- supply-chain development activity;
- educational support initiatives;

- to minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.

Tenderers are invited to describe how such benefits will be successfully delivered through the contract and promoted to contract users. Where community benefits are included in a procurement (at or above the £4 million threshold), the award notice would include a statement of the benefits that are expected to be derived from the contract.

New College Lanarkshire has awarded 15 regulated procurement contracts over the reporting period. None of these were over £4 million in value however 3 contracts awarded below £4 million included Community Benefits. Further details are provided in Annex C.

This College implemented a 'Community Benefits Tracker' in 2023/24, to monitor and maximise delivery of Community Benefits offered by suppliers as part of local contracts and frameworks.

### **Section 5: Supported Business**

PRA regulated procurements and GPA regulated procurements (between £50k and GPA threshold and those equal to and above the GPA thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the Single Procurement Document (SPD (Scotland)). The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are Supported Businesses.

The College reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with Scottish Procurement Legislation and ensuring value for money for the institution.

The College did not reserve any contracts for Supported Businesses in this period.

### **Section 6 – Future Regulated Procurements**

New College Lanarkshire is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Annex D should be viewed with this caveat in mind.

The information provided in Annex D covers:

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category A, B, C or C1

## Section 7 – Other Content for Consideration

There were 10 procurements awarded with secured sustainability (BT14) and or/added value benefits (BT10).

Category Subject	Supplier Name	Start Date	End Date	Value over Contract Period (incl extension)	Benefit
Provision of Hair Kits	College Kits Direct Ltd	24/09/2024	23/09/2026	£210,000.00	Pays Real Living Wage
Science & Technology Uniform PPE	Aspire Industrial Services Limited	01/11/2024	31/10/2026	£80,000.00	Pays Real Living Wage
Provision of Student Records System	Education Software Solutions Limited	01/08/2024	31/07/2027	£325,000.00	Pays Real Living Wage
Provision of Network Maintenance	Stone Technologies Limited T/A Converge Technology Solutions	01/10/2024	30/09/2026	£240,000.00	Pays Real Living Wage
Water Quality Management - One Stop Shop	ECG Facilities Services Ltd.	01/12/2024	30/11/2026	£113,380.00	Pays Real Living Wage
Microsoft Enterprise and Server Licences - Software Licence Resellers Agreement	Phoenix Software Ltd	01/03/2025	29/02/2028	£295,694.46	Pays Real Living Wage
Supply and Delivery of Fresh Butcher Meat	Campbells Prime Meat Ltd	02/06/2025	01/06/2027	£209,000.00	Pays Real Living Wage
Supply and Delivery of Fresh Bakery Products	D. McGhee & Sons	02/06/2025	01/06/2027	£102,500.00	Pays Real Living Wage
Installation of AV Equipment and Associated Services - Clevertouch Screens	Mediascape Ltd	25/06/2025	24/06/2026	£124,430.00	Pays Real Living Wage Sustain Supply Chain Code of Conduct



## Annex A - Annual Procurement Summary

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

<b>1. Organisation and report details</b>	
a) Contracting Authority Name	New College Lanarkshire
b) Period of the annual procurement report	1st August 2024 - 31st July 2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b>2. Summary of Regulated Procurements Completed</b>	
a) Total number of regulated contracts awarded within the report period	16
b) Total value of regulated contracts awarded within the report period	£3,839,453
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	7
ii) how many of these unique suppliers are Third sector bodies	0
<b>3. Review of Regulated Procurements Compliance</b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	16
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b>4. Community Benefit Requirements Summary</b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
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.	0
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	3

**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 (Each contracting authority sets its own priority groups)	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 included a Fair Work First criterion.	9
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.	9
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	9

**6. Payment performance**

a) Number of valid invoices received during the reporting period.	9803
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	96.2%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	16
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.	£10,160,254
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£6,737,864*
c) Total procurement spend with third sector bodies during the period covered by the report.	£0.00
d) Percentage of total procurement spend through collaborative contracts.	57%*
e) Total delivered cash savings for the period covered by the annual procurement report	£243,506*
f) Total non-cash savings value for the period covered by the annual procurement report	£608,408*

## 9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	35
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£6,638,404

\*Indicative figure still to be verified by APUC

**Annex B List of Regulated Procurements Completed in the Reporting Period 1/8/24 – 31/7/25**

**Compliant**

<b>Category Subject</b>	<b>Supplier Name</b>	<b>Date of Award</b>	<b>Owner: Cat A, B or C</b>	<b>Start Date</b>	<b>End Date</b>	<b>Extension (months)</b>	<b>Value over Contract Period ex vat (incl extension)</b>	<b>SME Status</b>	<b>Supported Business</b>
Provision of Hair Kits	College Kits Direct Ltd	24/09/2024	B	24/09/2024	23/09/2026	24	£210,000	Y	N
Group Life Insurance	Unum	31/03/2025	C	01/04/2025	31/03/2026	24	£83,668	N	N
Science & Technology Uniform PPE	Aspire Industrial Services Limited	01/10/2024	C	01/11/2024	31/10/2026	24	£80,000	Y	N
Provision of Network Maintenance	Stone Technologies Limited T/A Converge Technology Solutions	27/09/2024	C	01/10/2024	30/09/2026	24	£240,000	N	N
Water Quality Management - One Stop Shop	ECG Facilities Services Ltd.	20/09/2024	B	01/12/2024	30/11/2026	24	£113,380	Y	N
Supply & Delivery of Soft Drinks and Confectionary	Glencrest Ltd	12/02/2025	C1	19/02/2025	18/02/2027	24	£460,000	Y	N
Provision of Fire Alarm Maintenance	Dalkia Scotshield Limited (frm SPIE Scotshield)	29/05/2025	C	02/06/2025	01/06/2027	24	£183,788	N	N
Microsoft Enterprise and Server Licences -	Phoenix Software Ltd	28/02/2025	B	01/03/2025	29/02/2028	0	£295,694	N	N

Software Licence Resellers Agreement									
Supply and Delivery of Fresh Butcher Meat	Campbells Prime Meat Ltd	02/06/2025	B	02/06/2025	01/06/2027	24	£209,000	N	N
Supply and Delivery of Fresh Bakery Products	D. McGhee & Sons	02/06/2025	B	02/06/2025	01/06/2027	24	£102,500	N	N
Provision of Timetabling and Resource Management System to New College Lanarkshire	Corbett Engineering Limited (Celcat)	04/07/2025	B	30/06/2025	29/01/2028	12	£166,115	Y	N
Installation of AV Equipment and Associated Services - Clevertouch Screens	Mediascape Ltd	25/06/2025	B	25/06/2025	24/06/2026	0	£124,430	N	N
Desktop Client Devices - HP Desktops	HP Inc UK Limited (formerly Hewlett Packard UK Ltd)	24/06/2025	A	01/07/2025	30/06/2026	0	£262,476	N	N
Mobile Client Devices	HP Inc UK Limited (formerly Hewlett Packard UK Ltd)	24/03/2025	A	24/03/2025	23/09/2025	0	£50,000	N	N
Multi-functional Devices	Agilico (Scotland) Limited	28/05/2025	B	01/09/2025	31/08/2028	0	£421,715	N	N
Insurance Services	Arthur J. Gallagher Insurance Brokers	23/07/2025	B	01/08/2025	31/07/2027	24	£841,213	Y	N
Provision of Fire Door Remediations - Nursery, Engineering and Coatbridge	Adman Ltd	31/03/2025	A	31/03/2025	30/06/2025	0	£79,142	y	N

<b>Total</b>	<b>£3,839,453</b>
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The following below regulated contracts Goods & Services (>£0<50k), Works (>£0<£2m) were placed where procurement influenced expenditure:

<b>Category Subject</b>	<b>Supplier Name</b>	<b>Date of Award</b>	<b>Owner: Cat A, B or C</b>	<b>Start Date</b>	<b>End Date</b>	<b>Extension (months)</b>	<b>Value over Contract Period ex vat (incl extension)</b>	<b>SME Status</b>	<b>Supported Business</b>
Provision of Occupational Health & Health Surveillance Services - Interim Service	Salus Occupational Health & Safety	17/09/2024	C	17/09/2024	16/01/2026	Not Set	£45,000	Y	
Fire Alarm Maintenance	Scutum UK Ltd	01/02/2025	C	28/02/2025	27/02/2026	Not Set	£11,776	N	
						<b>Total</b>	<b>£56,776</b>		

## Non-Compliant

There were no non-compliant regulated procurements in financial year 2024-2025.

## Regulated Spend

Analysis of 2024-2025 spend is indicating several areas where the value over a period of 4 years is above regulated threshold (>£50k). Some areas of spend are historical or have increased in recent years. Where applicable, these areas have been prioritised alongside other contracts requiring renewals and incorporated into a long-term forward plan.

Category Subject	Supplier Name	Start Date	End Date	Value over Contract Period (4 Yrs. – ex VAT)	Compliance Issue	Proposed Solution
Wide Area Network	Virgin Media Business	N/A	N/A	£234,906	Legacy Spend - Rolling Contract	Included in the Tendering Plan.
Library Books	Kelvin Books	N/A	N/A	£187,515	Legacy Spend – no formal contract	Included in the Tendering Plan
Computer Supplies	XMA Ltd	N/A	N/A	£160,270	Legacy Spend – no formal contract	Stakeholders to be advised of Compliant route
Lift Maintenance	Otis Ltd	N/A	N/A	£155,331	Legacy Spend - Rolling Contract	Included in the Tendering Plan
Campus Security Staff	Allander Security	N/A	N/A	£147,257	No formal contract	Included in the Tendering Plan
Estates Repairs	Kwik Call Glasgow	N/A	N/A	£143,385	Legacy Spend – no formal contract	Review of spend with Estates managers to be undertaken
Remote Desktop Access	Splashtop	TBC	TBC	£139,545	Legacy Spend - Rolling Contract	Included in the Tendering Plan
PPE Uniforms	Cleaning and Wiping Supplies	TBC	TBC	£119,253	Legacy Spend – no formal contract	Included in the Tendering Plan

Estates Repairs	Caledonian Heating and Plumbing Ltd	N/A	N/A	£108,524	Legacy Spend – no formal contract.	Review of spend with Estates managers to be undertaken
Signage and Display Banners	Service Graphics Display	N/A	N/A	£108,504	Legacy Spend – no formal contract.	Further review required with relevant stakeholders as spend is reducing.
Camera and Video Products	Creative Video Productions Ltd	N/A	N/A	£108,476	Legacy Spend – no formal contract	Stakeholders been advised the on process on purchasing camera and video products, and going forward.
Telephony Services - Main Lines	BT – British Telecom	TBC	TBC	£105,339	Legacy Spend - Rolling Contract	Included in the Tendering Plan.
Automotive Products	Dingbro	N/A	N/A	£98,403	Legacy Spend – no formal contract	Included in the Tendering Plan
Winter Maintenance	Icewatch Ltd	N/A	N/A	£90,400	Legacy Spend – no formal contract	Included in the Tendering Plan.
Air Conditioning Repairs and Maintenance	B-DACS Ltd	N/A	N/A	£87,853	Legacy Spend – no formal contract.	Included in the Tendering Plan
Window Cleaning	Greig Avinou Ltd	N/A	N/A	£83,953	Legacy Spend – no formal contract.	Included in the Tendering Plan
Gutter and roof maintenance and repairs	Elite Metal Roofing	N/A	N/A	£81,820	Legacy Spend – no formal contract	Included in the Tendering Plan
Disposable Towels	Scrummi Towels	N/A	N/A	£80,864	Legacy Spend – no formal contract	Included in the Tendering Plan.
Food and Drink	Bestway Van Sales	N/A	N/A	£78,879	Legacy Spend – no formal contract.	Included in the Tendering Plan.



Grounds Maintenance	Smith Landscapes of Stirling	N/A	N/A	£76,041	Legacy Spend – no formal contract.	Included in the Tendering Plan
Nursery Lunches	Hungry Tums	N/A	N/A	£72,209	Legacy Spend – no formal contract.	Included in the Tendering Plan
Supply and Maintenance of Boiling Water Taps	Zip Heaters	N/A	N/A	£69,819	Legacy Spend – no formal contract.	Included in the Tendering Plan
LEV Maintenance	Active Energy Solutions Ltd	N/A	N/A	£64,634	Legacy Spend – no formal contract.	Included in the Tendering Plan.
Building Management Services (BMS) Maintenance	Enterprise Controls	N/A	N/A	£61,975	Legacy Spend – no formal contract.	Included in the Tendering Plan.
Data Protection & Backup Solution Software (VEEAM Backup)	Central Technology	Check	Check	£54,603	No formal contract	Included in the Tendering Plan
Domain Management Service	SupportKey Ltd	tbc	tbc	£51,130	Legacy Spend – no formal contract.	Included in the Tendering Plan
Advertising Services	Global Media Group Services Ltd	N/A	N/A	£50,518	Legacy Spend – no formal contract.	Included in the Tendering Plan
Lift Maintenance	TK Elevator UK Ltd	TBC	TBC	£70,385	Legacy Spend – no formal contract.	Included in the Tendering Plan

## **Annex C List of Regulated Procurements with Community Benefit Requirements Fulfilled**

There have been no community benefits fulfilled this year, however 3 contracts have been awarded that have community benefits secured, which shall be realised and reported throughout the contract duration.

### **Fire Alarm Maintenance – Dalkia Scotshield**

- Apprenticeship: Dalkia commit to recruiting 1 new apprentice throughout the lifetime of the contract
- Career Events: Dalkia commit to attending one Career Event per year of the contract

### **Supply and Delivery of Fresh Butcher Meat – Campbells Prime Meat Ltd**

- Chef and butcher presentations
- New product development exercises involving institutions
- Food hygiene training

### **Supply and Delivery of Multi-functional Devices – Agilico (Scotland) Ltd**

- 1 x work experience placement for a duration of 1 week for each year of the Contract for residents of the New College Lanarkshire area.
- For each year of the Contract, for each year of the contract, provide 2 members of staff to assist with a College based social enterprise activity.
- Provide sponsorship of £250 for any New College Lanarkshire Charity Project.
- Provide free of charge printer to a social enterprise run by NCL students
- Conduct a talk/information event for students to learn more about a career in the Office Workplace Technology industry.

Annex D List of Regulated Procurements planned to commence in next two F/Ys 2025/26 and 2026/27

Category Subject	Owner: Cat A/B/C or C1	New or re-let procurement	Expected Date of Contract Notice Publication	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period (ex VAT)
Automotive Products	C	New	08/04/2026	01/07/2026	01/08/2026	31/07/2030	£95,000
Beauty Products and Beauty Kits	B	Re-Let	13/10/2025	05/01/2026	02/02/2026	01/02/2028	£194,000
Cleaning and Janitorial Supplies	B	Re-Let	09/03/2026	01/06/2026	01/07/2026	30/06/2028	£304,000
Cyber Security Service	C	New	06/02/2026	01/05/2026	01/06/2026	31/05/2028	£193,504
Fall Protection Equipment	C	Re-Let	09/08/2026	01/11/2026	01/12/2026	30/11/2030	£80,000
Grounds Maintenance	C	New	09/11/2026	01/02/2027	01/03/2027	28/02/2029	£60,000
Hot Beverage Ingredients, equipment and associated products	B	Re-Let	01/02/2026	26/04/2026	26/05/2026	25/05/2030	£120,000
Hydraulic Equipment Maintenance	A	New	09/07/2026	01/10/2026	01/12/2026	30/11/2030	£70,000
Laundry Equipment and Services	C	New	08/04/2027	01/07/2027	01/08/2027	31/07/2031	£60,000
LEV Maintenance	B	New	18/07/2026	10/10/2026	01/11/2026	31/10/2030	£60,000
Networks Managed Security Information and Event Management	A	New	06/02/2026	01/05/2026	01/07/2026	30/06/2030	£120,000
Nursery Lunch Provision (Cumbernauld Nursery)	C	New	09/03/2026	01/06/2026	01/07/2026	30/06/2028	£98,000
Provision of Stationary & Office Supplies	B	Re-Let	09/03/2027	01/06/2027	01/07/2027	30/06/2031	£74,000
Provision of VMware Software	B	Re-Let	06/02/2026	01/05/2026	01/07/2026	30/06/2030	£129,000

Provision of Winter Gritting Services	C	Re-Let	09/03/2026	01/06/2026	01/09/2026	31/08/2028	£90,000
Recruitment Services	B	Re-Let	07/01/2026	01/04/2026	01/06/2026	31/05/2029	£216,000
Sandwiches and Associated Products	B	Re-Let	29/04/2026	22/07/2026	21/08/2027	20/08/2031	£64,000
Supply and Delivery of Colour Houses	B	Re-Let	13/10/2025	05/01/2026	02/02/2026	01/02/2028	£72,800
Supply and Delivery of Chilled Products to New College Lanarkshire	B	Re-Let	08/09/2025	01/12/2025	01/01/2026	31/12/2027	£241,600
Supply and Delivery of Grocery and Frozen Products for Catering Department	B	Re-Let	08/09/2025	01/12/2025	05/01/2026	04/01/2028	£536,000
Supply and Delivery of Grocery and Frozen Products for Culinary Arts	B	Re-Let	08/09/2025	01/12/2025	01/01/2026	31/12/2027	£116,500
Supply and Delivery of Library Books	B	Re-Let	14/10/2025	06/01/2026	01/04/2026	31/03/2028	£188,000
Security Campus Staff	B	Re-Let	15/12/2025	09/03/2026	31/03/2026	30/03/2028	£186,000
Supply and Delivery of Pre-Packed Shelf Pastries for Refectories	B	Re-Let	08/12/2025	02/03/2026	30/03/2026	29/03/2028	£54,000
Water & Wastewater Billing Services	B	Re-Let	07/12/2026	01/03/2027	01/04/2027	31/03/2029	£390,000
Door Maintenance	B	Re-Let	06/01/2026	31/03/2026	30/04/2026	29/04/2029	£90,000
Lift Maintenance	B	New	06/01/2026	31/03/2026	30/04/2026	29/04/2030	£400,000
Provision of Wide Area Network Connection Service	B	Re-Let	21/01/2026	20/02/2026	31/03/2026	30/03/2029	£100,000
Telephony Services - Main Lines	C	Re-Let	12/12/2025	01/02/2026	31/03/2026	30/03/2030	£138,000
Supply and Provision of PPE to Construction Trades, Engineering and Schools Departments	B	New	31/01/2026	02/03/2026	31/03/2026	30/03/2030	£218,000

Remote Desktop Access	B	Re-Let	31/05/2026	30/06/2026	01/08/2026	31/07/2028	£60,000
Supply and Delivery of Uniforms for Beauty Department	B	Re-Let	13/10/2025	05/01/2026	02/02/2026	01/02/2028	£76,000
Taxi Services Taxi Services - Coatbridge & Surrounding Areas	C	Re-Let	09/05/2026	01/08/2026	14/08/2026	13/08/2028	£260,000
Taxi Services Taxi Services - Cumbernauld & Kirkintilloch	C	Re-Let	09/05/2026	01/08/2026	14/08/2026	13/08/2028	£820,000
Taxi Services Taxi Services - Motherwell	C	Re-Let	09/05/2026	01/08/2026	14/08/2026	13/08/2030	£664,000
							<b>£6,638,404</b>

The dates on this annex are indicative and subject to change.

## Annex E Annual Report Commentary on the Strategic Objectives

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STRATEGIC

Partnering to Grow  
(College)

Inspirational Learner  
Journey  
(Regional)

Quality Learning, Teaching  
and Support  
Focused and Streamlined  
Priorities  
(Outcome Agreement)

1

Expanding our Educational  
Reach  
(College)

Develop & Nurture  
(Regional)

Learning with Impact  
Student Participation and  
Engagement in their  
educational experience  
(Outcome Agreement)

2

Simplifying How We  
Work  
Partnering to Grow  
(College)

Effective & Efficient  
(Regional)

Contribution to Economic  
Recovery and Social  
Renewal  
Learning with Impact  
(Outcome Agreement)

3

Partnering to Grow  
(College)

Strong & Sustainable  
(Regional)

Responding to the Climate  
Emergency  
Equalities and Inclusion  
Fair Access and Transitions  
(Outcome Agreement)

4

STRATEGIC PROCUREMENT  
OBJECTIVES

1.4 To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of the contracts for the benefit of customers and students.

1.3 To promote the delivery of Value for Money through good procurement practice and optimal use of the procurement collaboration opportunities.

1.5 To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.

1.3 To promote the delivery of Value for Money through good procurement practice and optimal use of the procurement collaboration opportunities.

1.6 To embed sound, ethical, social and environmental policies within the Institution's procurement function, respond to the global Climate Emergency and to comply with relevant Scottish and UK Legislation in performance of the Sustainable Procurement Duty.

Procurement Strategic Objective	Procurement Reform Act Statement	Annual Report Commentary on strategy delivery/compliance
<p>1.1 To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</p>	<p>This commentary addresses the following:</p> <p>The College's general duty on the procurement of fairly and ethically traded goods and services.</p> <p>How the College ensures that all its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner.</p>	<p>Procurement is within the Finance Office and resource is 2 FTE. The team comprises a Procurement Manager (Advanced) and a Procurement Officer (Operational) covering all campuses. The workload is split proportionately on a risk and value basis.</p> <p>Both resources attend the annual Procurex Conference, the APUC Procurement Network Conference, sectoral events and have access to training to develop skills to benefit the service provided to New College Lanarkshire. Training is assessed as part of a continual performance review and development process.</p> <p>The College actively supports the sourcing of goods that are fairly, ethically and sustainably sourced. We consider risks as part of the Project Strategy which also includes a sustainability assessment prior to commencing the procurement process.</p> <p>A documented contract management process is embedded. The supplier management and performance measurement route are determined at the Commodity Strategy stage of the process. Segmentation of the level of spend and supply risk determines which appropriate route of Strategic, Managed or Routine processes are applied to monitor the performance.</p> <p>Key Performance Indicators are monitored to ensure the objectives of the service delivery is achieved. Contract Management is also a means of sharing best practice within the marketplace and delivering innovation throughout the term. This is a developing area for the College, and it has formal contract management approaches in place for the following strategic contracts:</p> <ul style="list-style-type: none"> <li>- Transport Services</li> <li>- Waste Management Services</li> <li>- Internal Audit Services</li> <li>- Student Travel – Taxi Contract</li> <li>- Minor Works</li> </ul>
<p>1.2 To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the learning, research and service</p>	<p>This commentary addresses the College's general duty on the use of community benefits.</p>	<p>New College Lanarkshire's Procurement Policy and Procedures have been written fully compliant to the Scottish Government's Procurement Journey and are updated on an annual basis.</p> <p>All regulated procurements, where timescales permit, have a User Intelligent Group, which involves internal stakeholders to review the current provision and where possible improvements can be made, in the re-lets and/or new contracts.</p> <p>A Project Strategy has been completed with the input from each relevant group for the following contracts let within the period:</p> <ul style="list-style-type: none"> <li>• Science &amp; Technology Uniform PPE</li> <li>• Provision of Fire Alarm Maintenance</li> </ul>

<p>support communities through the development of an effective and co-ordinated purchasing effort within the Institution.</p>		<ul style="list-style-type: none"> <li>• Supply &amp; Delivery of Soft Drinks and Confectionary</li> <li>• Waste Management Services</li> </ul> <p>Completion of a Project Strategy allows us to assess any risks associated with the procurement and the relevance of key areas such as UK GDPR, Cyber Security, Health and Safety, Sustainability and Community Benefits.</p> <p>A Community Benefits Tracker as referred in Section 4 is now in place and was presented to the College Academic &amp; Professional Services Heads of Departments.</p>
<p>2.1 To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.</p>	<p>This commentary addresses how the College intends to ensure that all of its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner.</p>	<p>New College Lanarkshire utilise TechOne as the Finance system. Significant enhancements have been introduced to ensure all requisitions state how the procurement was sought. There are 7 options to choose from:</p> <ul style="list-style-type: none"> <li>• Approved – Procurement has approved a single source</li> <li>• Call Off – Contract exists</li> <li>• NA – No quote required for one off purchase under £5k</li> <li>• Single - Received at least one quote between £5k - £9,999k</li> <li>• 3 Quotes – Purchases between £10k - £49,999k</li> <li>• Tender – Full tender process &gt;£50k has been carried out</li> <li>• Non-Competitive - Non Influenceable</li> </ul> <p>All requisitions over a value of £10k are work-flowed through to the Procurement Pool on TechOne for approval (Chief Resources Officer, Financial Controller, Procurement Manager). All contracted Procurements are registered on the Hunter database, ensuring all spend over the regulated threshold is published on the public facing Contracts Register.</p> <p>Reports are extracted from the finance system and uploaded to the APUC Hunter System where the spend is categorised. This enables us to analyse spend for recurring procurements which exceed the procurement threshold over a 4-year period. This informs our forward tender plan.</p> <p>Local savings are recorded to report efficiencies of the procurement function and reported to APUC.</p> <p>All regulated procurements are advertised on Public Contracts Scotland and published on either Public Contracts Scotland – Quick Quote or Public Contracts Scotland – Tender.</p> <p>The Procurement Manager delivered Procurement training Academic Heads of Departments and selected Academic and Professional Services Managers within the College that had not previously received training previously. The sessions focused on the College’s Procurement statutory obligations, an overview of the internal Procurement Policy and Procedures, when and how to contact the College Procurement Team, and demystifying common procurement terminology. The training also promoted the use of framework agreements and considerations to economic, social and</p>



		<p>environmental procurement impacts during the purchasing decisions.</p> <p>The procurement officer also created an online training module within the College online training platform aimed at College staff that will do the majority of their departments purchases. This training focuses on standard procurement terminology and College procurement process.</p> <p>The procurement manager also gave specific training to the College estates department on how the correct and compliant way to use the College Minor Works Framework.</p>
<p>3.1 To embed sound, ethical, social and environmental policies within the Institution’s procurement function, respond to the Climate Emergency and to comply with relevant Scottish and UK legislation in performance of the sustainable procurement duty.</p>	<p>This commentary addresses the following:</p> <p>The College’s duty on promoting compliance by contractors and sub-contractors with the Health and Safety at Work etc. Act 1974 (c.37) and any provision made under that Act.</p> <p>How the College intends to ensure that all of its regulated procurements will be carried out in compliance with the sustainable procurement duty.</p> <p>How the College intends to ensure that its regulated procurements will be carried out in compliance with its duty to treat relevant economic operators equally and without discrimination.</p>	<p>The Procurement Policy and Procedures were updated to reflect a more sustainable approach to procuring goods, services and works with the move towards Net Zero 0, specifically addressing sustainable procurement and the circular economy as well as other areas that have developed such as GDPR and Cyber Security.</p> <p>The Procurement Policy and Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. New College Lanarkshire is committed to contracting only with suppliers that comply with all appropriate and relevant legislation.</p> <p>Risk Management procedures are in place to assess if the service/goods have a high sustainability impact. On all local regulated procurements, an exercise is carried out using the APUC Sustainability Test. This enables the Procurement Team to identify where appropriate evaluation criteria can be embedded in the Invitation to Tender, and also where social benefits could be achieved.</p> <p>New College Lanarkshire complies with its duties under the Modern Slavery Act publishing an annual Modern Slavery Statement on the website. All Invitation to Tender documents for APUC framework agreements and local tenders have the Sustain Supply Chain Code of Conduct. Tenderers are asked to sign up to the ethos of the code as part of their bid committing to assurance that they do not use forced, involuntary or underage labour, that they provide suitable working conditions and terms, that they treat workers fairly and that they comply with all laws and regulations relating to ethical and environmental compliance.</p> <p>The College uses standard terms and conditions that require all contractors to meet all obligations in the compliance with anti-slavery, human trafficking laws, discrimination law, the Equality Act 2010, and health and safety law. Payment terms with contractors are 30 days and contractors are required to pay sub-contractors within that period.</p> <p>New College Lanarkshire is a real Living Wage employer. Where relevant and proportionate, as part of the regulated procurement process, a fair working practices evaluation question is included to assess suppliers and their level of compliance in this area.</p>

	<p>How the College secures prompt settlements with suppliers.</p> <p>The provision of food to improve the health, wellbeing and education of communities in the College’s local area and promote the highest standards of animal welfare.</p> <p>The College’s general duty on the payment of Living Wage to persons involved in producing, providing or constructing the subject matter of regulated procurements.</p>	<p>The College is an affiliated member of Electronics Watch, an independent monitoring organisation of the electronics industry which monitors ethical issues in the first, second and third tier supply chains.</p> <p>The College formed a Sustainability Committee in early 2022, which was chaired by the Procurement Officer until March 2025. The group would meet every quarter to provide an update within their business areas and any key topics to be aware of. The committee was disbanded in 2025 while the College was scheduled to appoint a Sustainability and Climate Action Lead in 2025/26. Once the Sustainability and Climate action lead is appointed, the committee is due to start back up, with the Procurement Manager being part of this committee.</p> <p>The College is participating in the Sectors FNT2030 Sustainability plans. This project, as led by APUC Ltd, in collaboration with the College, has developed a set of goals for the College and the sector as a whole to address the Climate Emergency through its supply chain.</p> <p>New College Lanarkshire uses the EcoVadis sustainability ratings agency. This tool allows the College to review sustainability audits within our supply chain.</p>
<p>3.2 To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p>	<p>This commentary addresses the College’s general duty on consulting and engaging with those affected by its procurements.</p>	<p>New College Lanarkshire established how it would engage with internal and external stakeholders and suppliers. The guidelines are set out in the Procurement Strategy as related to this report.</p> <p><a href="#">Procurement Strategy 2024-25</a></p> <p>A current contracts database is in place and publicly available.</p> <p><a href="https://www.apuc-scot.ac.uk/#!/institution?inst=65">https://www.apuc-scot.ac.uk/#!/institution?inst=65</a></p> <p>SME engagement is imperative to the College, we continue to offer support to SMEs in the Tender Process.</p> <p>New College Lanarkshire’s Procurement Manager is a member of the Procurement Strategy Group – Colleges (PGS-C), and regularly attends APUC Open Forums and networking events.</p> <p>Regional Team meetings are held and facilitated by our Senior Procurement Manager responsible for the Central and South Region. This enables the Procurement Managers to discuss where there are opportunities for regional collaboration. The following collaborations have taken place:</p> <p>Supply &amp; Delivery of Soft Drinks and Confectionary</p>

		<p>The College is a member the Environmental Association for Universities and Colleges (EAUC) which supports HE and FE institutions across the UK on sustainability issues. The College also actively engages with other bodies through HE and FE specific events.</p>
<p>3.3 To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<p>This commentary addresses the following:</p> <p>How the College intends to ensure that its regulated procurements will deliver value for money.</p> <p>How the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievements of its purpose.</p>	<p>Procurement works closely with stakeholders impacted by any procurement process. Procurement guides the College stakeholders through the collaborative framework agreements and for local tenders, procurement leads the tender process guiding the stakeholders, carefully considering the balance of cost and quality. The stakeholders are part of the evaluation team who assess the quality aspect of the tender bids providing their input into a value for money decision.</p> <p>The Procurement Manager contributes to the annual Contracting Priorities Workshop to ensure the requirements of the College can be identified for consolidated contracting.</p> <p>It is estimated that during the reporting period, locally tendered savings were £49k for BT1 Savings. Through use of APUC framework agreements, savings were approximately £243k at BT1, £512k at BT2 and £91k at BT3, pending verification.</p>

New College Lanarkshire has a procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey. These have met the objectives and obligations set out immediately above.

## Annex F – Glossary of Terms

### A, B, C and C1 Contracts (Who buys what?)

**Category A** Collaborative Contracts available to all public bodies

- Scottish Procurement

**Category B** Collaborative Contracts available to public bodies within a specific sector

- Scottish Procurement
- APUC
- Scotland Excel
- NHS National Procurement

**Category C** Local Contracts for use by individual bodies

**Category C1** Local or regional collaborations between public bodies

**Category Subject** is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

**Community Benefits** are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social-economic and/or environmental benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

**Contracts Registers** - these typically provide details of the procurement exercise to capture key information about the **contract** (the goods and services, values, date started, expiry date, procurement category etc).

**Contract management** or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

**Regulated procurements** are those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.

**EcoVadis** is global CSR assessment tool which is based on international standards to conduct individual sustainability performance assessments across all relevant areas of the supply chain. Suppliers assessed by EcoVadis will receive a sustainability scorecard with detailed insights into their strengths along with opportunities for improvement.

**GPA** - The Agreement on Government Procurement is a plurilateral agreement within the framework of the World Trade Organisation (WTO). For more information visit [WTO website](#).

**GPA Thresholds** are the thresholds of the Agreement of Government Procurement which apply to public authorities from 1 January 2021. The current thresholds applicable are (net of VAT): - for Supply, Services and Design Contracts, £179,087, for Work Contracts, £4,477,417. The GPA thresholds are revised every 2 years. The next threshold change will occur on 1 January 2026.

**Hunter** - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.

As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.

**Non-Pay Influenceable Spend** – Expenditure paid to third party suppliers for goods, services and works. It is calculated based upon the total value of invoices paid per annum. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but includes spending on agency staff, capital expenditure and programme spend on commodities and services.

**Lite Assessment (PCIP)** – Assessment type of the PCIP for institutions with an annual procurement spend, greater than £2m but less than £15m.

**Real Living Wage** is a voluntary hourly rate that is set by the Living Wage Foundation. The hourly rate level is set annually and is based on the cost of living in the UK with the aim to help support a minimum acceptable quality of living.

**Lotting** - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts.

**Non Influenceable Spend** – This spend includes goods/services that can only be procured from one source, for example Scottish Qualification Authority.

**PRA** – the Procurement Reform (Scotland) Act 2014.

**PRA Thresholds** – the thresholds set by the Scottish Government where the Procurement Reform (Scotland) Act 2014 applies. £50,000 ex VAT (goods and services) and £2,000,000 ex VAT (works).

**Prioritisation** - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

**Procurement Journey** is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

**Procurement & Commercial Improvement Programme (PCIP)** replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

**PCS (Public Contracts Scotland)** is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

**PCS-Tender** is the national eTendering system and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

**Savings** – as defined in the Procurement Benefits Reporting Guidance by UK Universities Purchasing Consortia (UKUPC).

BT1 – Direct Price Based Savings

BT2 – Price Versus Market Savings  
BT3 – Cost Avoidance  
BT10 – Added Value and Cost Removal  
BT14 – Sustainability Based Savings

**Segmentation** the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

**Small and Medium Sized Enterprises (SMEs)** encompass –

Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.

Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.

Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

**Supply Chain** encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

**Supported business** means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

**Sustain Supply Chain Code of Conduct** - APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.

**Sustainable Procurement** - a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

**World Trade Organisation (WTO)** is the global international organisation dealing with the rules of trade between nations.