Social Security Scotland
Tèarainteachd Shòisealta Alba

Executive Advisory Body	
Date of Meeting	10 May 2022
Subject	Procurement Report
Agenda No.	6
Paper Number	29.4 a
Prepared By	[Redacted]
Purpose	Discuss

1. Background

1.1. This report provides an update on the Procurement and Commercial Function to inform the Executive Advisory Board of progress in the past 12 months and aims for the coming year.

1.2. The report has been prepared from management information held by the Procurement Team and reviewed by [Redacted], Head of Procurement & Commercial.

1.3. The report has been reviewed by the Executive Team by correspondence, with comments addressed and an updated report submitted on 22 April 2022.

1.4. The Executive Advisory Body are asked to review the Procurement Report in preparation for substantive discussion at the Executive Team Meeting.

2. Key Points

1.5. The report provides an update on the development of the Procurement and Commercial Function, detailing key achievements and aims for the next 12 months.

3. Conclusion

2.1. The Executive Advisory Body are asked to review the Procurement Report in preparation for substantive discussion at the Executive Team Meeting.

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Governance Tables – To be Completed by Authors

An Impact Assessment must be carried out during the development of all new Agency policies and services and when making significant changes to policies and services. The Corporate Assurance team should be involved form an early stage to provide guidance and advice relating to completing impact assessments.

Impact Assessment Saltire Page

Impact Assessment Queries: Corporateassuranceteam@socialsecurity.gov.scot

Please complete the below table.

Type of Impact Assessment	Required (Y/N)	If No - briefly state reason e.g. Not relevant/Not eligible – agreed with Deputy Director	If yes – briefly state progress to date, highlight any significant issues.
Business and Regulatory Impact Assessment (BRIA)	N	Update paper only	
Child Rights and Wellbeing Impact Assessment (CRWIA)	N	Update paper only	
Data Protection Impact Assessment	N	Update paper only	
Equality Impact Assessment (EQIA)	N	Update paper only	
Fairer Scotland Duty assessment	N	Update paper only	
Future proofing legislation	N	Update paper only	
Human rights in policy making	N	Update paper only	
Islands Communities Impact Assessment (ICIA)	N	Update paper only	
Strategic Environment Assessment (SEA)	N	Update paper only	

Before submitting please ensure that you detail how the paper contributes to the Corporate Plan Strategic Objectives below. These strategic considerations should be use to assist you with the content of your paper.

Strategic Objective	Contribution
Helping to deliver a social security system with dignity, fairness and respect.	We have made commitments to this strategic objective in our Corporate Procurement Strategy. This report provides an update on progress to delivery our Strategy.
Supporting people in Scotland to access devolved benefits that they are entitled to.	We have made commitments to this strategic objective in our Corporate Procurement Strategy. This report provides an update on progress to delivery our Strategy.
Running our service in a responsible way	We have made commitments to this strategic objective in our Corporate Procurement Strategy. This report provides an update on progress to delivery our Strategy.

State here any consultation undertaken in the agency

Strategic Involvement/ Consultation	Input
Service Development	
Data	
Communications	
Workforce Planning & People	
Accommodation	
Finance	
Procurement	Content of the report provided by Procurement.
Operations	
Clinical Operations	
Local Delivery	

Please confirm the governance this paper/ information within this paper has been through already, and what the next steps are.

Paper/ Information within Paper Reviewed by e.g. Executive Advisory Body, Non-Executive, Deputy Director for Finance and Corporate Services, etc.		**Next Steps after this Meeting** e.g. Agency Leadership Team, Executive Team, Executive Advisory Body, etc.	
Reviewed By	**Date/ Decision**	**To be Reviewed by**	**Date Scheduled**
<Deputy Director/ Manager/ Unit Head's Name/ Board/ Group name>	*<date reviewed & brief note of decision/ advice>*	*<Deputy Director/ Manager/ Unit Head's Name/ Board/ Group name>*	*<date scheduled>*
[Redacted], Head of Procurement and Commercial	**01 Apr 2022**	**Agency Leadership Team**	**16 May 2022**

James Wallace, Deputy Director Finance and Corporate Services	**11 Apr 2022 Content for the paper to be reviewed by the Executive Team.**		
Executive Advisory Team	**19 Apr 2022 Comments from David Wallace addressed and substantive discussion suggested for the Executive Advisory Body meeting on 10/05/2022.**		
Executive Advisory Body	**10 May 2022**		

To arrange a slot at an upcoming meeting of the Executive Team, Agency Leadership Team or Executive Advisory Body, please contact GovernanceTeam@socialsecurity.gov.scot