



Executive Advisory Body

Date of Meeting	Tuesday 18 April 2023
Subject	Procurement Report
Agenda No.	36
Paper No.	36.2(a)
Prepared By	Procurement and Commercial Team
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, with comments addressed and an updated report submitted on 5 April 2023.
- 1.4. The Executive Advisory Body are asked to review the Procurement Report and note the progress made in the past 12 months and aims for the coming year.

2. Key points

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

3. Conclusions

- 3.1. The Executive Advisory Body are asked to review the Procurement Report and note the progress made in the past 12 months and aims for the coming year.



4. GOVERNANCE CHECKLIST

Please ensure that you detail which Corporate Plan Strategic Objective the paper contributes to. These strategic considerations should be used 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 how the paper considers these areas and any consultation undertaken in the agency. Only complete the section(s) relevant to your paper.

Strategic consideration	Impact
Environment	Not Applicable
Governance	Not Applicable
Data	Not Applicable
Finance	Not Applicable
Staff	Not Applicable
Equalities	Not Applicable
Estates	Not Applicable
Communications and Presentation	Not Applicable

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 from an early stage to provide guidance and advice relating to completing impact assessments.

[Impact Assessment Saltire Page](#)

General Impact Assessment Queries: Corporateassuranceteam@socialsecurity.gov.scot

Equality 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.
<u>Business and Regulatory Impact Assessment (BRIA)</u>	N	Not relevant	
<u>Child Rights and Wellbeing Impact Assessment (CRWIA)</u>	N	Not relevant	
<u>Data Protection Impact Assessment</u>	N	Not relevant	
<u>Equality Impact Assessment (EQIA)</u>	N	Not relevant	
<u>Fairer Scotland Duty assessment</u>	N	Not relevant	
<u>Future proofing legislation</u>	N	Not relevant	
<u>Human rights in policy making</u>	N	Not relevant	
<u>Islands Communities Impact Assessment (ICIA)</u>	N	Not relevant	
<u>Strategic Environment Assessment (SEA)</u>	N	Not relevant	