

2017/18 Procurement Update and Performance Report

Report to: Board
Date: 18 December 2018
Report by: Gillian Berry, Senior Accountant
Report No: B-79-2018
Agenda Item: 19

PURPOSE OF REPORT

To advise members of procurement developments and performance for the Care Inspectorate in 2017/18.

RECOMMENDATIONS

That the Board:

1. Note and comment on the Annual Procurement Report 2017/18.
2. Agree the annual report is published on the internal and external website for the year ending 31 March 2018 (section 4.0)

Version: 1.0	Status: <i>FINAL</i>	Date: 11/12/18
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Consultation Log

Who	Comment	Response	Changes Made as a Result/Action
Senior Management			
Legal Services			
Corporate and Customer Services Directorate			
Committee Consultation (where appropriate)			
Partnership Forum Consultation (where appropriate)			
Equality Impact Assessment			
Confirm that Involvement and Equalities Team have been informed		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
EIA Carried Out		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, please attach the accompanying EIA and appendix and briefly outline the equality and diversity implications of this policy.			
If no, you are confirming that this report has been classified as an operational report and not a new policy or change to an existing policy (guidance, practice or procedure)		Name: Gillian Berry Position: Senior Accountant	
Authorised by Director	Name: Kenny Dick Interim Executive Director of Corporate and Customer Services	Date: 26 November 2018	

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1.0 INTRODUCTION

1.1 Corporate Plan Reference

Strategic Objective No 4

We will perform as an independent, effective and efficient scrutiny and improvement body, working to consolidate excellence, deliver cultural change, invest in a competent, confident workforce and work collaboratively with partner agencies to support the delivery of safe and compassionate, rights-based care.

Key Priority 4.1

Develop a best value approach underpinned by an efficiency saving regime to identify areas for savings, investment, and growth. This will enable us to meet future financial challenges, working collaboratively with our staff and partner bodies to continue to identify ways of reducing duplication and deploying flexible, innovative approaches to evidence public value. We will revise and strengthen our quality assurance processes and practices across all parts of the Care Inspectorate to ensure we deliver the highest quality work in a way that constantly evolves and improves.

Key Priority 4.5

Strengthen our governance arrangements and success reporting so that we are transparent, accountable and open to challenge on how we evidence our success and use of public monies and resources. We will review in partnership with Scottish Government, our legislative framework to ensure it is fit for purpose and acts as an enabler in delivering our statutory responsibilities of providing protection and assurance for people who use services and their carers.

1.1 Procurement Responsibilities

The Care Inspectorate has a duty to ensure compliance with the Procurement Reform (Scotland) Act 2014 and the Procurement (Scotland) Regulations. The Accountable Officer also has a specific responsibility to ensure compliance with the procurement section of the Scottish Public Finance Manual. This report provides an overview of procurement developments and reports on procurement performance for 2017/18.

2.0 PROCUREMENT SHARED SERVICE FROM SCOTTISH GOVERNMENT

The Care Inspectorate partners with the Central Government Procurement Shared Service (CGPSS) to benefit from both operational and strategic support in all aspects of procurement to ensure the Care Inspectorate maximises value and performance from its third party expenditure, manages risk and remains compliant with changing legislation and policy. This shared service provides both corporate and cash benefits in further improving our procurement

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capability. Our shared service partner provided support in the following areas in 2017/18:

- Supporting the development of a procurement strategy for the provision of storage and archiving services.
- Supporting the procurement for mobile telephony services.
- Delivery of training.
- Provision of specialist advice.

A service plan for 2018/19 has been agreed with a focus on supporting the procurement of storage and archiving services. This is the final significant area of spend to be regularised.

The shared service is provided on the basis of a Memorandum of Understanding which was developed by the Procurement Shared Service Steering Board. The Interim Chief Executive is the Chair of this Steering Board.

3.0 PROCUREMENT CAPABILITY

Scottish Government assesses procurement capability through the Procurement and Commercial Improvement Programme (PCIP). The PCIP focuses on the policies and procedures driving procurement performance, and the results they deliver.

The PCIP includes Full, Medium, Lite Assessments and for those bodies with an annual procurement spend of less than £7m, a Healthcheck.

The Care Inspectorate's first assessment was completed in November 2016 and was a joint assessment with the SSSC. As our annual procurement spend is below £7m, a Healthcheck was completed. This assessed nine key areas, using a red, amber and green scoring system. The process also focused on areas where further improvement could be made. The Care Inspectorate scored green in all nine areas assessed.

The PCIP assessment is scheduled to be completed every two to three years, with the next assessment due to be completed in 2019.

4.0 PROCUREMENT PERFORMANCE

The procurement strategy and annual procurement report are part of the reporting landscape for organisations that have an estimated regulated procurement spend of £5m or more. Whilst the Care Inspectorate does not meet this criteria an annual procurement report will continue to be developed with plans to publish on the Care Inspectorate and SSSC website as good practice.

The annual report is attached as Appendix 1.

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5.0 RESOURCE IMPLICATIONS

There are no direct resource implications arising from this report.

6.0 CUSTOMER SERVICE IMPLICATIONS

The objectives of strategic theme 4 relate to our commitment to measure, monitor and publish our procurement performance. This report demonstrates how we carry out and monitor our activities in this area.

7.0 BENEFITS FOR PEOPLE WHO EXPERIENCE CARE

Efficient procurement will help secure best value from contracts awarded. This in turn means that the Care Inspectorate optimises the use of its resources to maximise the benefits of the work of the Care Inspectorate to people who use care services and their carers.

8.0 CONCLUSION

This report summarises the developments in procurement over the last financial year. Procurement is a significant element of the Scottish Government's Efficient Government Agenda and this report highlights that procurement capability has improved and that the Care Inspectorate has plans in place to support further improvement.

LIST OF APPENDICES

Appendix 1 - Annual Procurement Report 2017/18

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