



**Document Title:**

**Department:**

**Approval:**

**Annual Report 2018-19 – V1**

**Procurement**

**NHS 24 Finance and Performance Committee**

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## 2 Introduction

To comply with the Procurement Reform (Scotland) Act 2014 (The Act), NHS 24 is required to publish Procurement Report annually detailing information on all regulated procurement activity. This report reflects information for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019. In addition to reporting previous activity, the report includes information on all regulated procurements that are planned for the next two-year period (1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2021).

A regulated procurement is any procurement for goods or services with an estimated value over the life of the contract of £50,000 or more and any such procurement for works with an estimated value over the life of the contract of £2,000,000 or more.

The professional management of procurement activity is an important factor contributing towards the efficient operation of NHS 24 and the attainment of corporate objectives as identified within the Annual Operating Plan. It is essential for both patients and staff that quality projects, supplies and services are delivered on time to NHS 24 within optimum commercial arrangements.

NHS 24 Board had a total expenditure with 3<sup>rd</sup> party suppliers of £18.6 million net of Vat (based on financial year 2018/19 data).

This is expenditure that is influenced by procurement and subject to contract and/or tendering activity.

The Procurement Strategy positions procurement activity visibly within the organisation, establishing Board level commitment to and involvement in the management of the Health Board's procurement deliverables. It additionally sets out clear, measurable objectives and priorities for improvement which are closely monitored. Progress against strategic objectives is reported annually to the NHS 24 Board, by the Director of Finance & Performance who is the nominated Director within the Board with overall responsibility for Procurement Services. The strategy addresses key procurement issues over a 3-year time frame and is subject to annual review.

The strategy is pursued through the line management accountability structures, with clear targets and timescales being established in relation to improvement in procurement activity undertaken at strategic and operational levels. These targets are reflected within NHS 24's service level agreement for procurement services.

The Head of Procurement has responsibility for procurement services that cover both the National Waiting Times Centre Board and NHS 24. Therefore the compliance and outcomes set out within each of the individual Strategy documents apply to all parts of both organisations and all procurement activity undertaken by National Waiting Times Centre Board and NHS 24.

Please note that a separate Procurement Annual Report will be prepared and published in respect of National Waiting Time Centre Board's procurement activity.

The report owner is:

**Brian Laughland**  
**National Waiting Times Centre Board**  
**Head of Procurement, NHS 24 & NWTC**  
**Golden Jubilee National Hospital**  
**Agamemnon St**  
**Clydebank**  
**G81 4DY**

### **3 Summary of Regulated Procurements 2018/19**

There were no regulated procurements completed during the period April 2018 to March 2019.

### **4 Procurement Strategy Procurements not complying with NHS 24**

In compliance with the Procurement Reform (Scotland) Act 2014 (The Act) NHS 24 is required to provide information on any Procurement that did not comply with the NHS 24's Procurement Strategy.

This confirms that all of the regulated procurements awarded over the period April 2018 to March 2019 complied with the NHS 24's Procurement Strategy requirements.

### **5 Community Benefits**

Boards are required to provide details of community benefits where they exist. Confirmation is given that no procurement activity undertaken was of a value that required the inclusion of community benefits within the tender process

### **6 Supported Businesses**

The Scottish Government encourages public sector bodies to utilise the services of supported businesses whenever appropriate opportunities arise and to seek the services of those companies on the framework agreement.

In its Procurement Strategy, NHS 24 is committed to ensuring that the framework agreement will be utilised whenever appropriate and consideration will be given to supported business contractors during each tendering exercise.

The Head of Procurement participated in a 'Meet the Buyer' event as part of the P4 Health Conference, where suppliers such as Scotland's Bravest Manufacturing Company were given the opportunity to discuss issues and opportunities with procurement professionals.

In addition, the Head of Procurement promotes the Supplier Development Programme aimed at Scottish SME and 3<sup>rd</sup> sector suppliers.

## 7 Proposed Regulated Procurements 2019/20 and 2020/21

The following is a list of regulated procurements likely to be undertaken during the next two financial years. Definitive start dates and go live dates are dependent on allocated funding and final approval to proceed.

<b>Title</b>	<b>Annual Budget or Budget Allocation</b>	<b>Start Date</b>	<b>Go Live date</b>
Media Buying Partner	500,000.00	TBC	TBC
NP Travel Services Framework Agreement	125,000.00	TBC	TBC
Occupational Health Services	TBC	TBC	TBC
Computerised Cognitive Behaviour Therapy (Ccbt) Software	2,000,000	TBC	TBC

## 8 Reference Documents / Appendices

### Procurement Reform (Scotland) Act 2014

<http://www.legislation.gov.uk/gsp/2014/12/part/1>

### Procurement Strategy



NHS 24 Procurement  
Strategy 2016-19v6N

### Supplier Development Programme

<https://www.sdpscotland.co.uk/>

<https://www.scotlandsbravest.org.uk/>

## 9 Glossary of Terms

NWTC	National Waiting Times Centre
Framework Agreement	In the context of this document, a contract establishing a supplier or suppliers with agreed terms and conditions for the supply of goods services or works established for one or more health board who will call off as required.