



**Document Title:**

**Department:**

**Approval:**

**Annual Report 2017-18**

**Procurement**

**NHS 24 Board**

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## 2 Introduction

To comply with the Procurement Reform (Scotland) Act 2014 (The Act), NHS 24 is required to publish a Procurement Report annually detailing information on all regulated procurement activity. This initial report reflects information for the extended period 1<sup>st</sup> January 2017 to 31<sup>st</sup> March 2018. In addition to reporting previous activity the report includes information on all regulated procurements that are planned for the next two year period (1st April 2018 – 31st March 2020).

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 Corporate 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 has a total non-pay spend of £42.7m p.a. net of Vat (based on Financial Year 2017/18 data) of which approximately £19.8m p.a. net of Vat is expenditure with 3<sup>rd</sup> Party providers and as such could be influenced by procurement 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 is closely monitored. Progress against strategic objectives is reported annually to the NHS 24 Board, by the Director of Finance 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 the individual performance plans of the appropriate Head of Procurement and other senior managers.

The Head of Procurement has responsibility for procurement services that covers both the National Waiting Times Centre Board and NHS24. Therefore the compliance and outcomes set-out 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**  
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**G81 4DY**

### 3 Summary of Regulated Procurements 2017/18

The following is a list of regulated procurements completed during the period April 2017 to March 2018.

Supplier	Description	Complied with Procurement Strategy	Community Benefits
Kura Stellar	Provision of Call Handling Services	Yes	No
Tactuum	Provision of IT Support Services	Yes	No
Hatrick Bruce	Replacement AC System – Norseman House	Yes	No

Further detail for both procurement exercises is contained in Appendix 1.

### 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 January 2017 to March 2018 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 was of a value that required the inclusion of community benefits with 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.

The Head of Procurement and Senior Procurement Staff visited the Haven premises in Larbert, Stirlingshire to review product offerings and opportunities for business. Haven currently has several work areas included in the Scottish Government Framework for supported businesses. Haven currently manufactures and supplies staff uniforms to all NHSS boards as part of the national uniform programme

## 7 Proposed Regulated Procurements 2018/19 and 2019/20

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 capital and final approval to proceed.

Title	Annual Budget or Budget Allocation	Start Date	Go Live date
Media Buying Partner	250,000	01/09/19	Pending Approval

## 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

### Appendix 1



NHS 24 Regulated Procurement 17-18.x

## 9 Glossary of Terms

GJNH	Golden Jubilee National Hospital
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.