



Version	Date	Comment
0.1	16/09/24	First draft
0.2	23/09/24	Second draft
0.3	26/09/24	ARC Final draft
1.0	03/10/24	Final approved

Annual Report Owner

Name:

Kenny McLean

Responsibilities:

Head of Procurement

Contact Details:

[kenny.mclean@nhs.scot](mailto:kenny.mclean@nhs.scot)

Publication Date:

by 8<sup>th</sup> November 2024

Link sent to Scottish Ministers:

by 15<sup>th</sup> November 2024

## Contents

1. INTRODUCTION & PURPOSE .....	4
2. SUMMARY OF REGULATED PROCUREMENTS COMPLETED.....	5
2.1 Definition .....	5
2.2 Summary of Regulated Procurements.....	5
2.3 Collaborative Contracts .....	6
2.4 Awards Without a Competitive Procurement Process .....	7
3. REVIEW OF REGULATED PROCUREMENT COMPLIANCE.....	8
3.1 Introduction .....	8
3.2 Procurement Objectives .....	8
3.3 Procurement Principles .....	9
4. OTHER MANDATORY REQUIREMENTS .....	14
4.1 Procurement of Fairly and Ethically Traded Goods and Services.....	14
4.2 Payments to Contractors, Sub-Contractors and Third Tier Sub-Contractors.....	14
4.3 Use of Community Benefit Requirements.....	14
4.4 Promoting Compliance with the Health & Safety at Work Act 1974 .....	15
5. SUPPORTED BUSINESSES SUMMARY .....	15
6. FUTURE REGULATED PROCUREMENTS SUMMARY .....	15
ANNEX 1 – NES PROCUREMENT STRATEGY ACTION PLAN .....	17
ANNEX 2 – INDIVIDUAL REGULATED PROCUREMENT LISTING.....	20

## 1. INTRODUCTION & PURPOSE

NHS Education for Scotland (NES) is a collaborative, innovative and inclusive learning organisation that provides high quality education, training, workforce development, workforce data and technology for Scotland's health and social care workforce. Our vision is to support better rights-based quality care and outcomes for every person in Scotland through a skilled, capable, and resilient health and social care workforce.

Having the right numbers of skilled, trained, and supported staff, in the right place, at the right time and in the right roles is essential to providing high quality health and care services, which address health inequalities and encourage and support people to take more responsibility for their own health and wellbeing.

Beyond offering national workforce and digital services that are crucial in supporting frontline healthcare providers, NES also directly funds and manages learners who represent a substantial part of the NHS Scotland's patient-facing workforce. We oversee the development and delivery of healthcare education and training for the NHS, as well as for the health and social care sectors and other public entities. Our remit covers undergraduate, postgraduate, and ongoing professional development across Scotland.

By encouraging careers in health and social care, we create jobs and stimulate economic growth. Our programmes help ensure that professionals in these fields are skilled, confident, and driven to enhance outcomes for individuals. We advocate for human rights through our education and training and hold others accountable when these rights are not upheld.

We also recognise the challenges being experienced across the health and social care sector as Scotland's population ages and we recover from the impact of the pandemic. The need to balance increased and changing health and social care needs alongside the availability of workforce and finance means it has never been more important to find new ways of supporting staff wellbeing, working in local communities, and to innovate, using technology, data, information, and intelligence to find better solutions.

During 2023/24 NES continued to deliver new career pathways, exploring new roles and qualifications to sustain a workforce that is enabled, empowered, and motivated to deliver improved outcomes. We also continued to leverage our digital expertise, both in infrastructure and in Technology Enhanced Learning, to harness the potential of technology in supporting our aims.

And at the same time, we have been looking to the future. Through our work in education, early intervention, prevention, and by supporting other public sector, third sector and private sector bodies, we have started to address systemic and deep-rooted inequalities across our society.

The objective of this Annual Procurement Report is to document and highlight NES's performance and notable accomplishments in executing its Procurement Strategy from 1st April 2023 to 31st March 2024. The NES Procurement Strategy for 2024-27 is framed within the context of the organisation's Strategic Framework.

Annex 1 of this report contains the Procurement Strategy Action Plan, highlighting activities and progress as well as planned actions for 2024-25, in accordance with the 2024-27 NES Procurement Strategy. This report adheres to the Scottish Government's May 2017 Procurement Strategy Guidance and Template, and meets the requirements of the Procurement Reform (Scotland) Act 2014, which mandates that public organisations with regulated procurement

expenditures of £5m or more (excluding VAT) must publish a procurement strategy and report on it annually.

NES is committed to the Scottish Government Procurement Journey and works closely with NHS Scotland National Procurement (NP) around the development of, and compliance with national contracts. Part of this collaborative work with NP involves ensuring that collaborative best practice is shared across National Health Boards and the wider public sector.

This Annual Report focuses on the organisation’s corporate expenditure (influenceable spend on external goods and services) of £24.6m for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024. This excludes the funding NES provides to Health Boards for the salary costs of post graduate trainees, the clinical training of undergraduate and post graduate trainees and nationally agreed contracts for utilities.

## 2. SUMMARY OF REGULATED PROCUREMENTS COMPLETED

### 2.1 Definition

Under the Procurement Reform (Scotland) Act 2014, any public contract valued at £50,000 or more (excluding public works contracts) and any public works contract valued at £2,000,000 or more is deemed a Regulated Contract. A regulated procurement refers to any procedure conducted by a contracting authority concerning the awarding of a proposed regulated contract and concludes when the award notice is published or when the procurement process ends by other circumstances. This includes awards made under both contracts and framework agreements. Annex 2 lists the regulated procurements carried out during the reporting period.

### 2.2 Summary of Regulated Procurements

The following table summarises the regulated procurements in the period.

Type of Regulated Procurement	Quantity in Period	Estimated Value
<b>Framework Call Offs</b>	1	£2,400,000
<b>Contracts Awarded</b>	38	£4,317,258.49
<b>Total Regulated Procurements</b>	38	£6,717,258.49

The following table summarises the size of supplier that have been awarded regulated contracts in financial year 23/24.

Company Type	Total
<b>Micro (1-9 employees)</b>	19
<b>Small (10-49 employees)</b>	4
<b>Medium (50-249 employees)</b>	12
<b>Large (over 250 employees) including Universities</b>	3
<b>Total</b>	38

There were multiple contracts awarded to small and medium enterprises (SME's) totalling £5.7m and 60.5% with companies based in Scotland.

Awards by Registered Business Location	Total
Scotland	23
UK Other	15
Elsewhere	0
<b>Total</b>	<b>38</b>

## 2.3 Collaborative Contracts

Among the many and varied activities that NES engage in through our work in education, early intervention and prevention, a number of contracts were let or delivered in the period which enable wider access to centrally procure services, including:

### **Autism Diagnostic Observation Scale (ADOS) Training Provision**

NES awarded a contract to The University of Edinburgh's commercial arm, Edinburgh Innovations for the provision of ADOS training. This training upskills staff in the identification, screening, assessment, and diagnosis of autism. In particular, this work enables staff to carry out the actual diagnostic process. The current guidelines (SIGN and NICE) recommend the use of instruments and protocols for gathering good quality developmental histories and observations (direct assessment of the individual) to inform the clinical diagnosis process. Key to this is the ability to conduct and score the Autism Diagnostic Observation Schedule 2nd Edition (ADOS-2) the 'gold standard' tool for the purpose of direct assessment. It is well-validated and quick to use with individuals from toddler stage to adulthood and can be used by a range of trained staff.

### **Digital Library Services**

Work has commenced on the Digital Library service which NES procures on behalf of Health and Social Care community across Scotland. This service includes access to evidence summaries, databases, medicines information, journals and books accessed via a single secure interface. Current contracts are due to end on the 31st of March 2025. NES has been working closely with a number of collaborators including Health Education England (HEE) to enable a UK-wide framework agreement for the provision of services.

### **Dental Simulation Units**

NES's Glasgow Dental Education Centre (GDEC) benefited from procurement of 17 dental simulation units providing the opportunity for learners to practice in an environment that replicates the clinical setting and replaced the equipment which had been in place for a number of years.

### **Ultra-sound Guided Needle Simulators**

NES awarded a contract in January 2024 for the purchase of ultra-sound Guided Needle Simulators. This equipment will assist in the education for anesthetists in training in conjunction with St Andrews University.

## **Cataract Simulators**

Cataract surgery is the most commonly performed surgical procedure in the NHS, and has the potential to deliver the greatest value for Quality Adjusted Life Year (QALY) of any intervention in the health service. However, it is recognised that complications during cataract surgery exponentially increase the likelihood of poor outcomes, including retinal detachment, endophthalmitis and loss of vision.

Procurement of two state of the art cataract simulators has commenced allowing trainees in cataract surgery to acquire the essential skills in a safe environment, and to refine techniques in a way that avoids potential harm to patients. These units replace ageing equipment and will be sited in specialist facilities in the East and West of the country, affording maximum opportunity to train locally and avoid the need to travel further afield. Delivery is expected in Q3 24/25.

## **Return to Practice (RtP)**

The procurement of the development and delivery of a Nursing and Midwifery Council (NMC) approved Return to Practice (RtP) programme enabling former nurses and midwives to re- enter the professional register is currently proceeding through the tender process.

## **Electric Vehicle Employee Salary Sacrifice Scheme**

In our efforts to comply with the Scottish Government Policy for NHS Scotland on the Climate Emergency and Sustainable Development and to support the delivery of the NHS Scotland Climate Emergency and Sustainability Strategy we procured and launched an employee salary sacrifice scheme for electric vehicles. This scheme enables our employees to give up an amount from their gross salary in exchange for a non-cash benefit, in this case a fully maintained and insured car. The scheme will only include vehicles that emits 75g or less of CO2 per kilometre.

## **2.4 Awards Without a Competitive Procurement Process**

NES identifies and logs all contract awards which did not go through a Regulated Procurement process through our Waiver of Formal Tendering Procedure (single source justification).

This procedure mandates that any spend over £10k, if not on a pre-let contract or Framework Agreement, is accompanied by a Waiver form approved by the Director of Finance which provides the rationale for the direct award, including:

- The timescale genuinely precludes competitive tendering; or
- Specialist expertise is required, and evidence is provided to demonstrate that this is available from only one source: or
- The task is essential to complete the project, and arises as a consequence of a recently completed assignment and engagement of different consultants for the new task would be inappropriate; or
- There is clear benefit to be gained from maintaining continuity with an earlier project. However, in such cases the benefits of such continuity must outweigh any potential financial advantage to be gained by competitive tendering; or
- Where provided for in the Scottish Capital Investment Manual.

Against Regulated Procurements (>£50k) there was no spend in this category in the reporting period. In the previous year 22/23 the figure stood at £2.8m across 10 contracts. We continue to focus on reducing the number and value of any procurements treated this way.

### **3. REVIEW OF REGULATED PROCUREMENT COMPLIANCE**

#### **3.1 Introduction**

This section seeks to demonstrate how NES procurement has contributed to the achievement of its specific procurement objectives and principles outlined in its Procurement Strategy and how it has complied with the general duties in the Procurement Reform (Scotland) Act 2014.

#### **3.2 Procurement Objectives**

##### **Objective 1 – Alignment with the NES Strategic Plan and Core Values**

The NES Strategy for 2019-24 focusses on a being a collaborative, innovative and inclusive learning organisation that provides high quality education, training, workforce development, workforce data and technology for Scotland’s health and social care workforce. This supports our vision to deliver better rights-based quality care and outcomes for every person in Scotland through a skilled, capable and resilient health and social care workforce. Procurement is only one tool, albeit a critical one, in achieving NES’s strategic objectives.

This report coupled with the NES Procurement Strategy 2024-2027 published on the NES internet provides a comprehensive understanding of the linkages between the procurement objectives and the organisation’s strategic aims and objectives.

##### **Objective 2 – Deliver value for money and best value procurement**

NES procurement seeks to award contracts based on best value achieved rather than lowest price.

In the first instance, we will seek to identify where an appropriate Scottish Government, National Procurement, and/or Crown Commercial Services framework contract is available, either for Direct Award or mini competition as appropriate.

The NES procurement team has worked with internal colleagues and external partners throughout the reporting period to develop appropriate specification content, evaluation criteria and associated weightings which balance the importance of quality, delivery, and cost. The output of this activity is reflected in all current template documentation.

##### **Objective 3 – Making it easy for suppliers to do business with NES**

NES has published a detailed Suppliers’ Guide that aligns with the Scottish Government’s Procurement Journey, explaining how NES procures services and how suppliers can access competition opportunities via Public Contracts Scotland (PCS) and PCS-Tenders (PCS-T). The guide is available and regularly updated on the NES website.

NES also publishes an Ethical Procurement Policy to clearly detail our expectations of our supply chain, in terms of Sustainability and Fair Work practices.



PCS-T is adopted for all open tenders produced by NES, thereby maximising the accessibility for all suppliers, and ensuring full compliance and standardisation. All tender documentation is written in plain and clear language and kept as simple as possible to avoid any confusion.

All unsuccessful tenderers are offered the opportunity for formal feedback/debrief on their performance, regardless of procurement route or size of contract. NES encourages all potential suppliers to register with PCS and in addition, via our guidance, to be aware of opportunities to be part of both new and existing Framework Contracts. Wherever possible, NES utilises all available DPS (dynamic purchasing systems), national frameworks and collaborative agreements with other health boards. In addition, we also direct SME's to seek advice and assistance from the Scottish Government supported Supplier Development Programme.

### **Objective 4 – Lessons Learned for the Future**

NES seeks to learn from internal and external feedback, and from examples of best practice through continuous evaluation and review of tendering activity. Internal reviews are conducted regularly throughout the year with each NES directorate.

The eight National boards meet regularly to exploit shared learning, and the NES procurement management team meets weekly to share lessons learned and to make recommendations for any potential changes to policy and/or processes. Discussions include reference to ongoing contract negotiations, new statutory requirements, e.g., GDPR, new Framework Contracts, etc.

## **3.3 Procurement Principles**

### **Principle 1 – Financial Justification**

All major Procurement exercises involve the production of a NES Business Case or Project Initiation Document, and associated budgets are established prior to the commencement of any external procurement activity. The Finance Business Partnering Team are fully engaged, prior to any award of contract, to ensure accuracy of budgetary information.

### **Principle 2 – Specification of Requirements**

The NES Procurement Team have established comprehensive templates and associated guidance for Invitations to Tender and Competitive Written Quotations. These include clear contract deliverables and anticipated outputs/benefits and provide for the establishment of quality and performance standards. We work closely with our internal stakeholders to ensure specifications are robust and appropriate.

### **Principle 3 – Assessing and Minimising Risk**

NES has in place a comprehensive Risk Management Strategy which includes explicit reference to the management of risks associated with contractual arrangements. The standard NES tender and contract documentation for use with third parties includes specific

risk management requirements and mitigations and we work closely with all internal stakeholders to ensure these mitigations are understood and managed.

NES also has in place templates to support staff in the assessment of risk and guidance on how to share and manage risk as well as provide advice on specific risk mitigation.

#### **Principle 4 – Qualified and Experienced Staff Resources**

The centrally managed Procurement Team forms part of the NES Finance and Procurement Directorate and is responsible for the provision of professional procurement advice and support to all NES staff. All staff are appropriately qualified and/or experienced and have received training relevant to their role. In addition, all Procurement staff have been trained and qualified on PCS-T to afford full flexibility of resources.

All staff have access to the national NHS Train 2 Procure website which has been developed to provide a platform to provide consistent training and guidance to all procurement staff in NHS Scotland.

In addition to supporting the tendering, evaluation and contract award activity and standard operational processes, during the reporting period the team also sought to:

- Ensure compliance with the requirements of Public Contracts (Scotland) Regulations 2015, the Procurement Reform (Scotland) Act 2014 and all relevant updates
- Ensure compliance with National Contracts, Procurement Directives, and the NES Standing Financial Instructions as they relate to procurement
- Identify opportunities for improvements to Procurement governance and practices
- Promote awareness of best practice in Procurement
- Engage with and provide comprehensive guidance for internal managers and potential suppliers
- Continue to develop policies, processes, and templates in line with the *Procurement Journey*.
- Be fully trained in Climate Literacy training and all current Climate Emergency obligations

All Procurement team members have Personal Development Plans in place, which reflect their individual skills and needs against the requirements of the Procurement Journey and work continues to align the team to the Scottish Government’s National Procurement Development Framework (NPDF).

#### **Principle 5 – Sustainability Duty**

##### ***Sustainable Procurement Steering Group (SPSG)***

Amendments to the Climate Change (Scotland) Act placed additional reporting duties on Public Sector procurement. Along with the Sustainable Procurement Duty it has been agreed that it would be most effective if NHS Scotland Procurement act as one. There is now an established and formalised Sustainable Procurement Steering Group (SPSG) reporting to the NHS Scotland Procurement Services Senior Management Team (PS-SMT), who formulate and drive action plans across all procurement teams. This is chaired by a member of the PS-SMT with a core of procurement professionals on the group, sustainability experts and representation from

Scottish Government. It also has links to other sustainability groups such as the National Environmental Sustainability Group and Transport & Logistics Services Experts Group. The role of the SPSG is to provide the focal point and core oversight group for sustainable procurement activities across NHS Scotland Procurement teams. Its purpose is to ensure sustainable procurement activities are communicated, planned, and delivered on an NHSS wide basis. NES Procurement are an integral part of the SPSG. This approach also ensures that Procurement is aligned to the NES Climate Emergency and Sustainability Strategy and Action Plan.

During early 2024, it was apparent that the Sustainable Procurement, waste, and circular economy workstream had an increasingly large scope and remit. It was agreed to divide the existing national workstream into two resultant workstreams which are Sustainable Procurement, and Waste and the Circular Economy.

Over the next 24 months it will increase focus on:

- Creating a policy position for NHS National Procurement, collaborating with stakeholders, procurement professionals and experts to understand current and horizon legislation for procurement.
- Ensuring that we have non-financial benefits in all tenders and how we build on this capture aligned with the other UK nations.
- Engaging suppliers to understand their net zero plans, mapping out anticipated scope three emissions for NHS Scotland at a national level, and at a local level.
- Building on our capture of non-carbon sustainability benefits
- Giving back to the people of Scotland through promotion and use of the Community Benefits Gateway (CBG which works to match willing NHS Scotland suppliers with Scottish third sector organisations who are looking for assistance with a variety of needs. This can be anything from supporting training and development via knowledge transfer initiatives, donation of equipment, or volunteering support.

### ***Ethical Procurement***

- NES has established and published a NES Ethical Procurement Policy, which all prospective tenderers are required to read, understand, and accept as part of the tendering process. This is made available to all staff and suppliers on the NES website.

### ***Procurement Skills***

- All NES staff involved in the Procurement process are briefed on the Ethical Sustainable procurement policy – *the policy is available to all staff on the NES intranet and on the NES website, together with the Sustainability Code of Conduct.*
- Tenders / specifications include relevant sustainable procurement evaluation criteria, and this is embedded in procurement templates
- During the year, we have ensured that NES Procurement staff have completed all Climate Literacy training, and we are now considering how to adopt the use of the Scottish Government Sustainable Procurement tools in addition to all other legislative requirements and how we will balance this with our drive to ensure accessibility.

### ***Procurement Process***

- Regular review of supplier / tender evaluation process to include ethical procurement and sustainability in the evaluation process

- invitations to tender templates require a clear demonstration of linkages with the strategic aims and objectives of the NES Procurement guidelines and a fundamental link to our Sustainability responsibilities.

### ***Engaging Suppliers***

- For all major tenders, a ‘Prior Engagement’ event is held to allow suppliers to review and shape our specifications. These are posted via a Prior Information Notice (PIN) on PCS. PINs are adopted wherever practical and commensurate with strategic significance.
- As described earlier, NES has in place a comprehensive Suppliers’ Guide and Ethical Procurement Policy which is published on the NES internet and makes it clear how NES procures its services and how all potential suppliers can access relevant opportunities.
- NES promotes the use of NHS Scotland’s Community Benefits Gateway online service that works to match willing NHS Scotland suppliers with Scottish third sector organisations who are looking for assistance with a variety of needs. This can be anything from supporting training and development via knowledge transfer initiatives, donation of equipment, or volunteering support.

### ***Other related activities***

- As previously mentioned, NES introduced a car salary sacrifice scheme for electric vehicles, allowing employees to exchange part of their gross salary for a fully maintained and insured car. Only cars emitting 75g or less of CO2 per kilometre are included. Launched in Summer 2023, the scheme has already delivered over 25 cars.

## **Principle 6 – Equality and Diversity**

NES has a commitment to ensure that everyone it deals with, and employs are treated fairly and equally regardless of race, colour, gender, disability, age, ethnic or national origin, trade union activity or faith. NES’s Equality Outcomes and Mainstreaming Report 2021-2025 reflects this commitment. In turn, these commitments are reflected in all Procurement processes and contract templates. Invitations to Tender require all potential suppliers to complete a comprehensive Equality and Diversity questionnaire, as a mandatory requirement.

All procurement documentation is reviewed annually, in consultation with the NES Head of Equality, Diversity and Human Rights. This annual review of our Equality and Diversity - Procurement Duty is submitted to, and approved by, the NES Audit and Risk Committee.

Organisations who are awarded contracts are expected to comply with all current fair work practices, equality and diversity legislation and actively adopt equalities of employment and service delivery (as specified in the NES Suppliers’ Guide and the NES Ethical Procurement Policy).

NES are constantly striving to achieve fairness in the workplace through our supply base and all tenders include a standing requirement to consider Fair Work Practises in order to ensure the highest standards of service quality. We expect contractors to take a similarly positive approach to fair work practices as part of a fair and equitable employment package.

Although not mandated, we have ensured that operatives working on NES contracts are paid the 'Real Living Wage.' This further confirms our critical focus on Ethical Procurement, Sustainability, Fair Work, Community Benefits and Equality and Diversity.

The Fairer Scotland Duty (the socio-economic duty) was enacted in Scotland on 1st April 2018 and sets out an expectation that public bodies will actively consider, at an appropriate level, what more they can do to reduce the inequalities of outcome caused by socio-economic disadvantage in any strategic decision-making. We therefore also consider this when creating and evolving our documentation.

We continue to support our drive to ensure Small and Medium Sized Enterprises (SME) have access to as wide a range of opportunities as possible by applying a tendering process for requirements over £10k. In the reporting period NES spent over £8.23m with more than 250 SME's.

Upon being hired, all NES staff members must complete the Essential Learning course in Equality and Diversity as part of their induction.

### **Principle 7 – Management of Contracts and Continuous Improvement**

Throughout the reporting period, the Procurement Team supported key strategic contracts to ensure performance measurement and management remain central to NES objectives. We also offered tailored contract reviews for key suppliers and critical agreements.

### **Principle 8 – Legislative Requirements and Best Practice**

NES has established a comprehensive suite of Procurement templates which align to approved internal policies and procedures, delegated authority levels, etc. In addition to meeting all statutory and legislative requirements, significant ongoing activity is undertaken during the year to ensure that all procurement documentation is aligned to evolving legislation (e.g., Free Trade Agreements, Fair Work, Whistleblowing, Innovation, etc.). NES is committed to organisation-wide use of these templates, in order to ensure high standards of transparency, probity and accountability.

### **Principle 9 – Fraud Awareness and Prevention**

NES has a zero-tolerance approach to fraud; there is no acceptable level of fraud. All NES staff members are required immediately on appointment to complete Essential Learning on a number of policies including Counter Fraud. This training contains worked examples, sets expectations for individual staff member behaviours, and provides information in respect of reporting suspicious or potentially fraudulent acts.

NES also works closely with NHS Counter Fraud Services (CFS) to regularly provide awareness training across the organisation. All Counter fraud activity is reported to the NES Audit Committee on a quarterly basis.

The published NES Code of Conduct for Suppliers clearly explains our zero tolerance approach to fraud.

There have been no reported issues relating to fraud within this reporting period.

## **4. OTHER MANDATORY REQUIREMENTS**

### **4.1 Procurement of Fairly and Ethically Traded Goods and Services**

As described earlier, NES has published an Ethical Procurement Policy. This is made available to all staff and suppliers on the NES website. The nature of NES's work means we do not procure many goods which exist outside of nationally agreed frameworks, and all other services explicitly require prospective tenderers to demonstrate their adherence to our policies and standards.

### **4.2 Payments to Contractors, Sub-Contractors, and Third Tier Sub-Contractors**

NES uses a standard set of terms and conditions that state we pay suppliers within 30 days of receiving an invoice however, in line with Scottish Government policy, we aim to achieve payment within 10 days. During the reporting period, NES paid 97.20% of suppliers within 30 days and 89.48% of payments were made within 10 days. This was achieved despite disruption due to system issues, the legacy of covid and the challenges of working from home.

### **4.3 Use of Community Benefit Requirements**

All public sector contracting authorities must consider including community benefit requirements for procurements valued at £4 million or more. However, NES tender documents require all potential suppliers to identify community benefits where applicable, and opportunities have been found even at lower contract values.

In addition, NES seeks to contract wherever possible through national frameworks at Scottish Government and NHS National Procurement, and the requirement of suppliers to demonstrate their commitment to the realisation of community benefits. This addresses the Scottish Government's and Scottish public sector organisations' aspirations with regard to ethical, social, economic, environmental and sustainability issues. Typical examples include the Scottish Government's collaborative Publishing, Print, Design and Associated Services (PPDAS), as well as the mobile and desktop client devices frameworks where there are specific community benefit targets applied through their supply chains.

Contributing to the welfare of the Scottish community through the promotion and utilisation of the Community Benefits Gateway (CBG) is an important element of our national strategy. This initiative seeks to pair NHS Scotland suppliers with third sector organisations in Scotland that require various forms of assistance. These needs range from support for training and development through knowledge transfer initiatives to the donation of equipment and volunteering services.

#### **Mobile Skills Unit (MSU)**

With specific regard to the wider community, in 2023/24 the mobile skills unit travelled over 5000 miles to facilitate skills and simulation training from Stranraer to the Western Isles to Shetland to Edinburgh and Forth Valley in the central belt. There were 29 separate visits including 6 faculty training courses and three conferences. Over 1000 people attended training on 188 separate sessions. There were only six cancelled / postponed visits (as a direct result of

operational pressure), but the MSU remains a key remote enabler for the innovative delivery of essential, quality-assured skills and simulation-based learning across health and social care for Scotland. Ninety-nine percent of people who received training on the MSU rated it either excellent or good and reported training was of benefit to them; 88% reported that the training they received on the MSU was not available locally.

#### **4.4 Promoting Compliance with the Health & Safety at Work etc. Act 1974**

NES procurement documentation makes explicit reference to the requirement for suppliers to declare that all necessary reviews, tests, and examinations have been made or will be made prior to performance of the Services to ensure that the Services are designed and performed to be safe and without risk to the health and safety of persons using them and requires the provision of information to demonstrate this. NES also requires to be indemnified against all direct losses incurred as a result of a health and safety breach and reserves the right to reject suppliers for health and safety breaches. There have been no incidents within the reporting period.

## **5. SUPPORTED BUSINESSES SUMMARY**

The type of procurement NES is engaged with does not afford many opportunities against the existing Supported Business network; however, NES strives to ensure that where these exist, the SB network is approached in the first instance. We continue to be alert to the potential to use the network and all Supported Business literature is available on the NES intranet to further communicate and build awareness.

We will continue to seek opportunities to engage the Scottish Government's national dynamic purchasing system (DPS) for the provision of requirements reserved for supported businesses. A very small example of this is our use of a supported business to provide our IT asset disposal and WEEE recycling but this has been somewhat limited due our drive to maintain and reuse as much IT as possible.

While NES's procurements offer limited opportunities within the Supported Business structure, NES makes it a priority to consider it first when possible. We remain vigilant for chances to utilise the network and have all relevant literature on our intranet to raise awareness. We will also continue seeking engagement with the Scottish Government's dynamic purchasing system (DPS) for supported businesses. An example includes using a supported business for IT asset disposal and WEEE recycling, although this has been limited by our focus on extending the use of our IT where possible.

## 6. FUTURE REGULATED PROCUREMENTS SUMMARY

In addition to planned expenditure, NES regularly receives funding in year to support the delivery of Scottish Government initiatives, etc.

The workplan for 2023/24 currently includes the following:

Subject Matter	Expected Award Date	Expected Start Date	Estimated Contract Value
Digital Front Door	Sep-24	Oct-24	150k
Digital Library	Dec-24	Apr-25	TBC**
Actors	Mar-25	Apr-25	TBC**
2 stage Exec Coaching	Mar-25	Dec-24	TBC**
2 stage Pro Coaching	Mar-25	Dec-24	TBC**
Pre-hospital Emergency Care	Oct-24	Feb-25	995k
EM thoracotomy	Oct-24	Feb-25	TBC**

\*\*In some cases, estimated contract values have not been provided to ensure competition in the tendering process



## ANNEX 1 – NES PROCUREMENT STRATEGY ACTION PLAN

Procurement Objective / Principle	Key Planned Actions from April 2023 to March 2025	Progress in 23/24 against actions from April 2023 to March 2025
Compatibility with the NES Strategic Plan	<p>Turas Learn/Personal Development Plans (PDP) are aligned and managed</p> <p>Procurement survey conducted annually (in October of each year)</p> <p>Standardised tender templates with the wider NHSS and NHBs adopted across all regulated Procurement</p> <p>eLibrary – review with stakeholders to ensure streamlined and cost-effective content to best meet Health and Social Care targets</p>	<p>Turas Learn fully adopted and utilised</p> <p>Results continue to show excellent continuity and ongoing improvement throughout the significantly challenging post C19 period.</p> <p>Templates updated and regularly reviewed.</p> <p>e-Library will be fully retendered and optimum MEAT (Most Economically Advantageous Tender) awards made across the e-Library estate in early 2025.</p>
Delivering Value	<p>Savings tracked against budget and reported</p> <p>Spend under contract – increase target to 85% by end of 2023/24</p>	<p>Target exceeded in 23/24</p> <p>Spend under contract (including all SG and NHS frameworks increased to &gt;93%</p>
Finding it easy for Suppliers to do Business with NES	<p>Continue to promote standard Pre-Qualification/Request for Info/Request for Quote/Tender documentation</p> <p>All regulated procurement is managed via standardised Invitation to Tender (ITT) forms</p> <p>Quick quotes for all procurements &gt;£10k in line with SFIs.</p> <p>Contracts Register formally published on Public Contracts Scotland (PCS)</p>	<p>Public Contracts Scotland-Tender (PCS-T) and standard templates utilised for all procurements greater than £25k</p> <p>This remains standard practice.</p> <p>“Quick Quote” (QQ) adopted for all procurement between £10k and £25k</p> <p>In line with Procurement Regulations</p>
Supplier Management Policy and Lessons Learned for Future (management of contracts & continuous improvement)	<p>Develop Contract Review and Management Strategy for key suppliers and key contracts, adopting wider NHS principles.</p> <p>Consolidate and standardise Supplier Management process across NHS National Health Boards (NHB) and target minimum three major PCST opportunities</p>	<p>Imminent NES Digital Library tender is a ‘once for Scotland’ resource for all NHS boards and social care bodies.</p> <p>Target for Q1/2025 - NHB collaboration committee action.</p>

<b>Procurement Objective / Principle</b>	<b>Key Planned Actions from April 2023 to March 2025</b>	<b>Progress in 23/24 against actions from April 2023 to March 2025</b>
<p>Qualified and Experienced Staff Resources</p>	<p>Training programme for Procurement Staff in line with the Procurement Journey</p> <p>CIPS accreditation - highlight potential NES candidates via TURAS Appraisal process.</p> <p>All senior staff to receive refresher training on Reform Act and EU main principles</p> <p>All Procurement staff to have undergone common NHB Competency Framework analysis of skills and training needs in 2020 in readiness for consolidate PTP approach to People and Skills</p>	<p>'Turas Appraisal' Personal Development Plan (PDP) captures all training and development requirements.</p> <p>Candidates identified. Linked to Competency Framework Gap analysis.</p> <p>Ongoing.</p> <p>Delays due to Covid have meant profiling of job groups will commence in Q4 24 to enable National Procurement Development Framework (NPDF) tool.</p>
<p>Assessing and Minimising Risk</p>	<p>Risk Register to be developed for all tenders greater than £100k</p> <p>Lessons learned and contained within Procurement Risk Register – review and record any lessons learned and embed learning in new contracts.</p>	<p>These risks are captured within local risk registers.</p> <p>Register created and being regularly reviewed and updated. Lessons learned roadshow will be established in Q4 24</p>
<p>Social, Economic and Environmental Issues</p>	<p>Embed Sustainability ethos throughout NES through Specification guidance and sustained widespread use of standard templates</p> <p>Procurement remains key member of NES Sustainability Development Programme Board (SDPB) and the Sustainable Procurement Steering Group (SPSG)</p> <p>Create a consolidated approach to Ethical Procurement</p>	<p>All tenders require prospective bidders to detail their approach to Sustainability.</p> <p>Introduce scored criteria within appropriate tenders for Community Benefits such as the Community Benefits Gateway - Q4 2024</p> <p>All Procurement templates and processes have been reviewed to ensure alignment with NES strategy and national standards.</p> <p>NES Ethical Procurement Policy published and regularly updated on NES internet</p>

<b>Procurement Objective / Principle</b>	<b>Key Planned Actions from April 2023 to March 2025</b>	<b>Progress in 23/24 against actions from April 2023 to March 2025</b>
Delivering Value Through Collaboration	<p>Maintain NES representation and attendance at appropriate National Procurement meetings</p> <p>Participate in collaboration and working group meetings with other National Health Boards and wider NHSS NP</p> <p>NES to identify and lead a minimum of two collaborative procurements from overall NHB opportunities plan</p>	<p>NES represented at all Heads of Procurement Delivery Group (HPDG) meetings</p> <p>All meetings attended by at least one member of the NES Procurement team</p> <p>Examples – Executive Coaching, Internal Auditors and Digital Library negotiated and accessible by all National Health Boards</p>

## ANNEX 2 – INDIVIDUAL REGULATED PROCUREMENT LISTING

Published date	Awarded supplier	Title	Total value
28/03/2024	Tusker/CPC Drive	Salary Sacrifice Scheme - Electric Vehicles	£2,400,000.00
28/03/2024	Doig & Smith	Award of C002043 NES Lead Advisor	£234,923.49
28/03/2024	Capgemini	Award of C002051 Technical Review of Turas Platform	£79,250.00
28/03/2024	Sopra Steria	Award of C002049 Learning Technology Organisational Requirements	£106,900.00
21/03/2024	Radiopedia Events	Award of C002023 Provision of a radiology online learning platform for all Radiology Doctors in T...	£38,640.00
20/03/2024	Know You More Ltd	Award of C002028 Online Platform for Managing Coaching and Mentoring Services	£48,467.00
20/03/2024	Aberdeen university	Award of C001962 Medical Simulation Courses for Trainees	£34,200.00
20/03/2024	Royal College of Physicians and Surgeons of Glasgow	Award of C001962 Medical Simulation Courses for Trainees	£420,000.00
20/03/2024	The Royal College of Surgeons of Edinburgh	Award of C001962 Medical Simulation Courses for Trainees	£45,000.00
13/03/2024	UK 3B Scientific Ltd	Award of C002056 Provision of a life-like manikin with bespoke wounds for multi-professional Fore...	£53,985.00
13/03/2024	Brigid Russell Coaching Limited	Award of C002039 The Framework for NHS Scotland Executive Coaching Register	£840,000.00
	Christine Hamilton Consulting Ltd		
	ID Consultancy Solutions Ltd		
	Lead Real Change Limited		
	The Goalgetter Organisation Ltd		
	The Keill Centre		
	Lifetree (Scotland) Ltd		
	John Gray		
	Goldsworthy Consulting Ltd		
	Full Circle Development		
	Options		
	Deegankerr Consulting		
Successful Consulting Ltd (T/A Successful Training)			
07/02/2024	Trustmarque Solutions	C002021 PEN Testing	£500,000.00
	Commissum		
	Dionach limited		
06/02/2024	Medaphor Ltd	Award of C002057 Ultra-sound guided needling simulator	£165,750.00
06/02/2024	Edinburgh Innovations	Award of C002034 -Delivery of training in Autism Diagnostic Observation Scale–2nd edition (ADOS-2...	£262,720.00
16/11/2023	Wright Health Group	Award of C002027 Dental Simulation Units supply and Installation	£182,223.00
12/10/2023	Human Development Scotland	Award of C002033 - Delivery of a PG Diploma in Psychoanalytic theory and child development	£50,000.00
25/08/2023	Harlow Consulting Services Ltd	Award of C002031 Factors influencing HNC healthcare practice students' decisions to articulate to...	£150,000.00
05/04/2023	Edinburgh Innovations	Award of C001957 -Framework of Providers with relevant expertise in Eating Disorders	£265,200.00

This data reflects all regulated procurement and provides detail which is also published on the Public Contracts Scotland (PCS) website <https://www.publiccontractsscotland.gov.uk/>