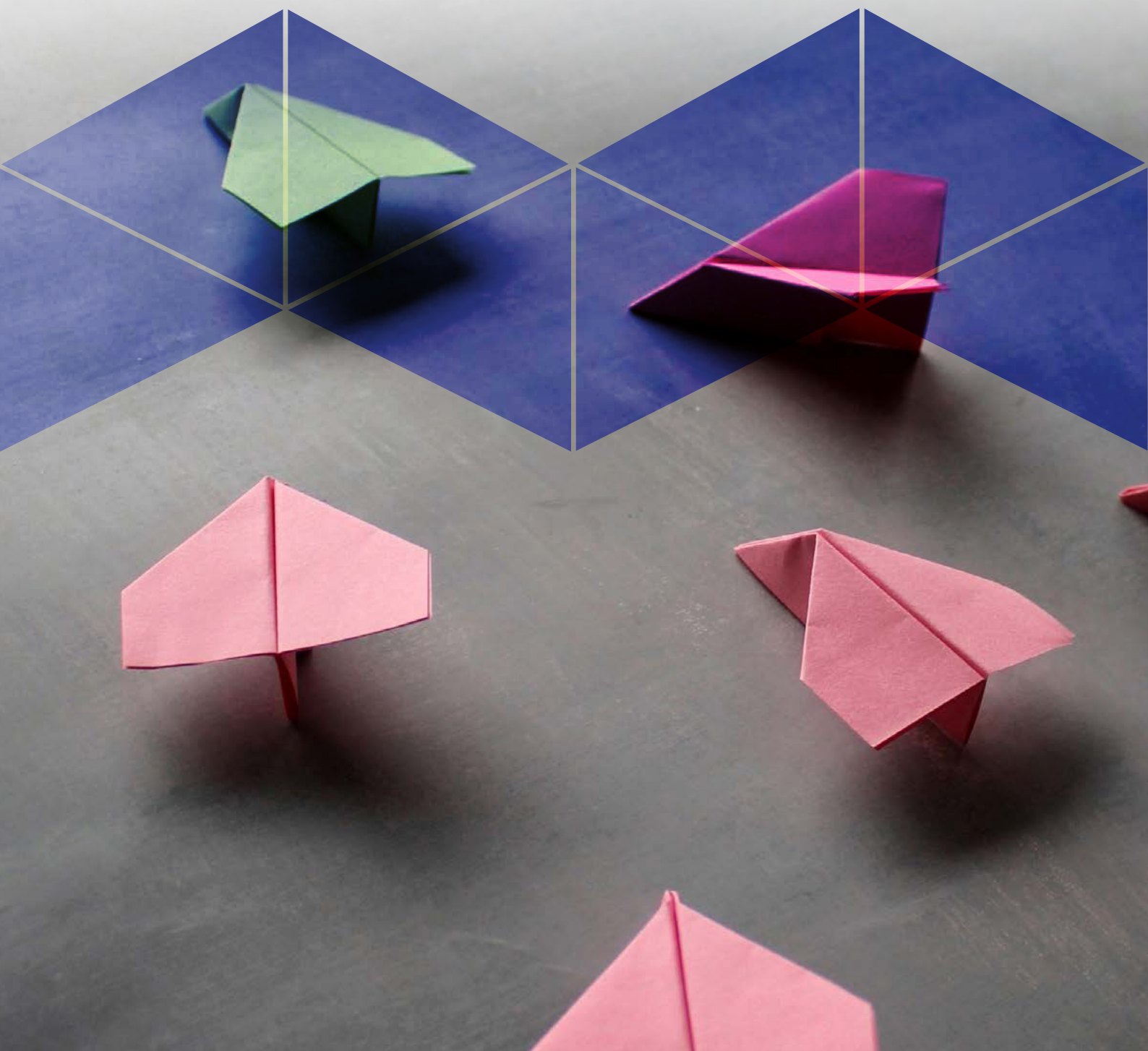




Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean

ANNUAL PROCUREMENT REPORT

2023/2024





Bonar Bridge, Sutherland



INTRODUCTION

The Procurement Reform Act 2014 requires all Scottish contracting authorities with an annual regulated procurement spend of £5 million and above to publish a procurement strategy. Our [Procurement Strategy 2024-2028](#) is annually reviewed and updated. The Strategy sets out our procurement objectives and has been developed in line with the [national public procurement strategy: 2023 to 2028](#)

It aims to ensure that wider requirements of the public procurement reform agenda are adhered to. We have developed our strategy in line with local and national priorities to support our corporate aims and objectives, including HIE's Strategy priorities.

This report covers the period 1 April 2023 to 31 March 2024.

SECTION 1

SUMMARY OF REGULATED PROCUREMENTS COMPLETED

This Annual Report includes information on regulated procurements where contracts were awarded between 1 April 2023 and 31 March 2024. Regulated procurements are procurements for goods and services with a value of or over £50k and works contracts with a value of or over £2m. A regulated procurement is completed when the contract award notice is published or where the procurement process otherwise comes to an end.

TABLE 1A:

HIE REGULATED PROCUREMENTS COMPLETED AND AWARDED BETWEEN 1/4/23 AND 31/3/24

TYPE OF REGULATED PROCUREMENT	QUANTITY IN PERIOD	ESTIMATED AWARD VALUE
Framework/DPS Call Offs (including mini competitions)	12	£1,973,624
Contract Awards	11	£4,633,684
Non-Competitive Actions (NCAs)	2	£358,383
Total Regulated Procurements	25	£6,965,692

Table 1A shows a summary of the regulated procurement activity awarded by HIE during the reporting period. Of the Regulated Procurements awarded 5 of these were collaborative contracts/framework agreements (which are accessible by named public bodies and includes any estimates of award value they may make), and the estimated award values in Table 1 and Appendix 1 includes both HIE and collaborative partner values.

A list of the regulated procurements completed and awarded can be found in Appendix 1 – Listing of Regulated Procurements.



SECTION 2

REVIEW OF REGULATED PROCUREMENT COMPLIANCE

In January 2024 we published a new Procurement Strategy 2024-2028 and developed a new internal Action Plan. Our regulated procurement activity in 2023/24 has contributed to our organisational strategic and operational plans and complied with our Procurement Strategy. The strategic aims of our procurement function and our processes are to support the delivery of the aims and objectives of HIE’s Strategy and the Public Procurement Strategy for Scotland 2023-2028 key enablers (procurement capability, supplier development and engagement collaboration) and have helped to deliver aspects outlined in this section.

STRATEGIC PRIORITIES AND OBJECTIVES	EXAMPLES OF PROGRESSED ACTIONS
<p>Good for Businesses and their Employees</p> <p>The region and its communities have embraced and accelerated the just transition to net zero and are increasingly resilient</p>	<ul style="list-style-type: none"> ■ Promoted opportunities to suppliers via social media ■ Published opportunities through prior information notices and contract notices via PCS ■ Published a quarterly Forward Plan on our website ■ Included HIE region suppliers in Quick Quotes and Low Value Procurement processes ■ Included KPIs in relevant contracts ■ Updated our contract and supplier management guide ■ Delivered community benefits – our updated methodology will deliver more into the HIE region in future reporting periods ■ Increased level of spend with SMEs and SMEs in HIE region
<p>Good for Places and Communities</p> <p>Fair and inclusive growth</p> <p>Communities are more resilient and strengthened through local wealth building</p> <p>More enterprises and communities are innovative and adaptable to capitalise on opportunities and transition to net zero, increase productivity and wellbeing</p>	<ul style="list-style-type: none"> ■ Evaluated FWP question used in quotes and tender processes ■ Maximised the opportunity for community benefits delivered into the HIE region in the future ■ Collaborated with local and regional public sector partners on best practices ■ Used SG Sustainability Tools in our tender processes ■ Stakeholder engagement to identify and consider needs and requirements to help shape procurements ■ Use of evaluated net zero/sustainability related question in appropriate procurements
<p>Good for Society</p> <p>Communities are more resilient and strengthened through local wealth building</p>	<ul style="list-style-type: none"> ■ Applied demand management to hospitality to minimise food waste and save money ■ Increased level of spend with SMEs and SMEs in HIE region ■ Consider different ways to deliver efficiencies
<p>Open and Connected</p>	<ul style="list-style-type: none"> ■ Participating in the Procurement and Commercial Improvement Programme assessment ■ Participated in the SG Procurement Capability Group ■ Participated in the central government Highland Cluster forum ■ Learning from audits ■ Supported prompt payment of our supply chain ■ Promoted tender opportunities via social media ■ ‘Gearing up to sell to the public sector’ event



The Cuillin view from Collie and Mackenzie sculpture Skye

FAIR WORK PRACTICES

Our regulated procurements have encouraged the payment of the real Living Wage (as defined by the Living Wage Scotland). We have asked suppliers to confirm whether they are paying the real Living Wage and whether they are accredited Living Wage employer with the Living Wage Foundation or a recognised Service Provider with the Living Wage Foundation or similar. Our contract management process monitors our main contractors through an annual declaration on the Living Wage.

Where relevant and proportionate we have:

- Mandated the payment of the real Living Wage to workers delivering our contracts – for example Reception Services, Planned and Preventative Maintenance
- included an evaluated fair work practice question in our tender documents.

Our processes help to contribute towards improving the social wellbeing of local and fragile areas and reducing inequalities within the HIE region.

EQUALITIES

Our tender and quick quote processes awarded during this reporting period have used equality (people) impact assessments to identify relevant and proportionate equality and diversity requirements. This helps to reduce inequalities and meet the requirements of the Public Sector Equality Duty (PSED) as set out by the Equality Act 2010.

NET ZERO

Our tender processes undertaken during this reporting period have included the use of the Scottish Government Sustainability Test and Life Cycle Impact Mapping. Where proportionate and relevant our tender processes have incorporated an evaluated sustainable environment question.

An example of using an evaluated sustainable environment question in relevant tender processes helped identify a supplier who:

- used the UK Government Greenhouse gas (GHG) conversion 2023 dataset to assess different options for the transportation of waste from site, dust mitigations whilst working on site, a certified emergency spill response supplier and with targets in place for reducing scope 1 and 2 CO₂ emissions towards Net Zero.

HEALTH AND SAFETY AT WORK

Compliance with health and safety related legislation is mandated in our standard terms and conditions of contract.

CONSULTING AND ENGAGING

During the reporting period we published two Prior Information Notices via Public Contract Scotland – Property Prime Consultant and Planned Preventative Maintenance and Repairs, these helped to inform our contract strategy and scope of requirements and raise awareness of the future opportunities.

Within our contract strategy development for appropriate regulated procurements we identify key stakeholders to help inform the scope of requirements.

We have worked collaboratively with other public bodies for example our head of procurement attends the SG Procurement Collaborative Group and chairs the local SG central government procurement cluster group, which facilitate the sharing of knowledge and best practice.

FAIRLY AND ETHICALLY TRADED GOODS AND SERVICES

The Scottish Government Sustainability Test has been used before undertaking any relevant Regulated tender process. This has helped to identify any environmental or socio-economic impacts that may exist relating to a specific product, service or works procured.

Our standard terms and conditions of contract include relevant environmental, social and employment law.

Our buffet and catering services contract requires our contractor to showcase regional fresh, seasonal produce that promotes the highest standards of animal welfare. Through our contract management processes we have been discussing and agreeing with the contractor reduced menu options to support cost reductions and minimise food waste and maintain customer dietary and cultural requirements. When the contract is reprocured we will include an evaluated question relating to how the tenderer would meet our fairly and ethically traded goods and services requirements throughout the contract period.

EFFECTIVE CONTRACT AND SUPPLIER MANAGEMENT

Where appropriate our procurements have included key performance indicators (KPIs) which are regularly monitored during the contract period. Our annual return process with main contractors covers where relevant, aspects relating to fair work practices, prompt and fair payment, data protection and information security, spend with supply chain to deliver the contract, community benefits delivered, and UK Sanctions compliance.

During this reporting period we have refreshed our contract and supplier management guide for internal contract managers.

DELIVER VALUE FOR MONEY

Our procurement practices and processes have been designed in line with the Scottish Model of Procurement, supporting a balance of cost, quality and sustainability. Our tender and quick quote processes during the reporting period have been assessed using a Most Economically Advantageous Tender evaluation methodology.

CONTINUOUS IMPROVEMENT

Areas for delivery during the reporting period 2024/25 that will make improvements to our processes and procedures include:

- development and launch of procurement related e-learning modules
- development and launch of a procurement manual
- complete the review of our template tender documents
- review of our People Impact Assessment documentation
- continued monitoring and reduction of maverick spend.

Progress towards our Procurement Action Plan 2024-2028 will be monitored and where necessary any new actions will be added, including any appropriate actions from the Scottish Government Procurement and Commercial Improvement Programme (PCIP) assessment recommendations.

SPEND/FINANCE

HIE's procurement related spend in 2023-2024 was £23,590,765 (includes regulated and non-regulated spend and excludes VAT). This figure includes two high value projects, Cairngorm Funicular Reinstatement, Design and Build of Life Sciences Innovation Centre (LSIC). The 2023-24 spend on these projects totals £461,016.10.

It should be noted that:

- the contractor for the Life Sciences Innovation Centre (LSIC) is based in Moray.
- some of the spend associated with a high value project has been procured from a collaborative framework agreement to a total of £393,221.45

Table 2 shows our procurement performance outcomes by financial years and 2023/24 targets, excluding the spend on the major projects referred to above and uses a total spend figure of £23,129,748.90. This ensures that the targets and outcomes are based on 'business as usual' spend for monitoring and future target setting purposes.

TABLE 2: PROCUREMENT PERFORMANCE OUTCOMES

DESCRIPTION	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Cash Savings for Financial year*	4.7%	2.5%	1.67%	7.53%	15.2%	13.7%
		£606,715	£266,970	£1,194,469	£2,729,039	£3,172,221
Maverick spend (spend outwith contract)**	7.2%	5.96%	3.12%^	4.7%	6.77%	4.71%
		£1.5m	£501,087^	£747,459	£1,215,073	£1,090,147
Total spend through a collaborative contract	25%	23.73%	33.16%	34.75%	34%	29.2%
		£5.9m	£5,316,716.27	£5,510,926.76	£6,104,161	£6,893,991
Award contracts/work to Third Sector suppliers	NA	7	6	5	9	9
Number of Regulated Tenders published with questions about community benefits, either scored or non-scored	74%	80%	66.67%	81.48%	61.1%	52%

*These are identified as 'cash savings', which we report to government and are derived from a methodology identified within the 'Procurement Benefits Reporting Guidance 2019' document which was produced by the Scottish Government to arrive at the savings figure identified. This figure is not 'cash releasing'.

** Spend not in compliance with HIE's internal procurement governance.

SPEND WITH SMES

Where possible we encourage SME's to bid for tender opportunities with us. Table 3a shows the percentage of spend occurring with SME's (where spend exceeds £1k and excludes the spend relating to the exceptional projects). The total spend figure used is £23,056,139.67. This data is sourced from the Scottish Government's Observatory Hub, and typically where spend is £1k and below the size of the organisation has not been categorised.

TABLE 3A: SPEND WITH SMES (BY FINANCIAL YEAR)

DESCRIPTION	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Total spend with SMEs	55.5%	51%	61.37%	51.3%*	54.7%*	61.9%
		£13m	£7.92m	£8.12m	£9.72m	£14.27m

* £93,198.97 of the £23,056,139.67 relates to suppliers that exceed £1k however have not been categorised within the Observatory Hub.

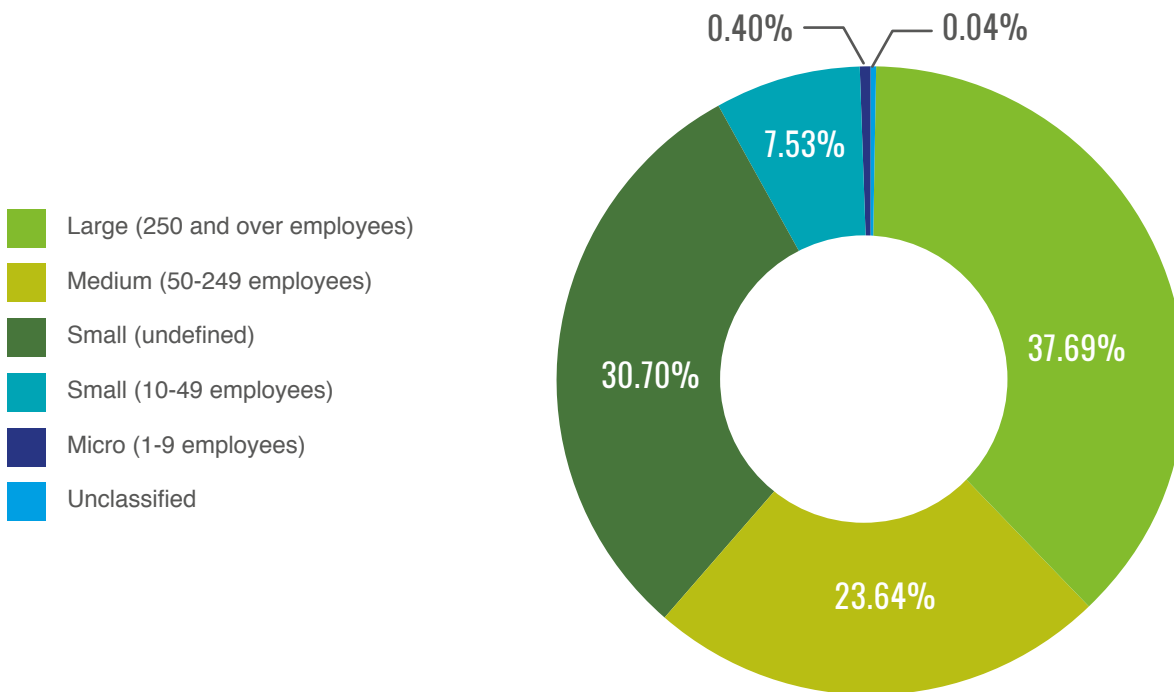
The spend with organisations for 2023/24 is broken down further in Table 3b to show spend with micro, small, medium, and large sized enterprises. This excludes the exceptional projects, and uses the total spend figure of £23,056,139.67 and where spend with an individual organisation exceeds £1000.

TABLE 3B: 2023/24 SPEND WITH MICRO, SMALL, MEDIUM AND LARGE SIZED ENTERPRISES

SIZE OF BUSINESS	NUMBER OF INDIVIDUAL BUSINESSES	TOTAL SPEND	% OF TOTAL NUMBER OF SUPPLIERS	% OF SPEND TOTAL
Micro (1-9 employees)	63	£1,737,216.42	20.39%	7.53%
Small (10 – 49 employees)	71	£5,449,435.27	22.98%	23.64%
Small (employee numbers not defined)	3	£8,737.50	0.97%	0.40%
Medium (50 – 249 employees)	69	£7,077,621.48	22.33%	30.70%
Large (250 and over employees)	80	£8,689,930.03	25.89%	37.69%
Unclassified ⁸	23	£93,198.97	7.44%	0.40%
TOTAL	309	£23,056,139.67	100%	100%

⁸ These suppliers have not been classified within the SG Observatory Hub.

Size of Business - % of spend total 23/24



SPEND BY LOCALITY

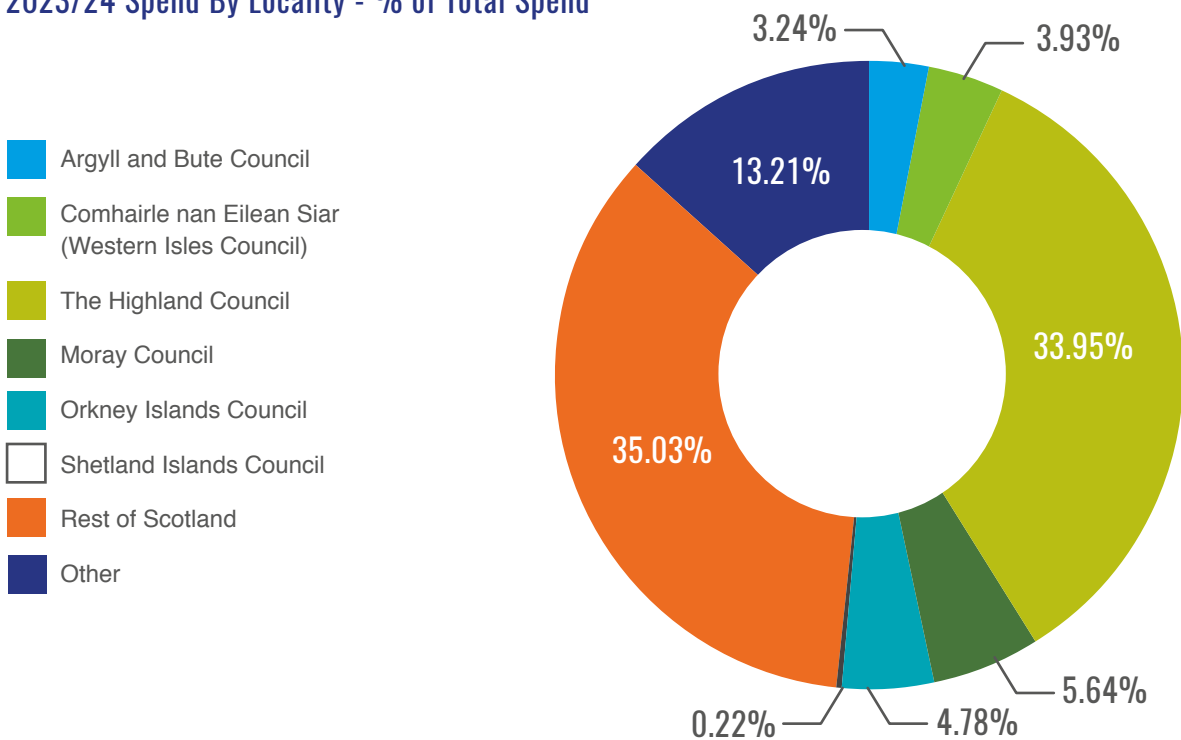
Table 4 shows whether spend occurred within or outwith a HIE local authority area and how much relates to SMEs (where spend exceeds £1k and excludes the exceptional projects). The location of a supplier is determined by the invoice address of the business – it should be noted though that a number of suppliers although outwith the HIE area, are likely to be employing staff within the HIE area and/or using local sub-contractors.

It should be noted that the contractor for the exceptional project Life Sciences Innovation Centre (LSIC) spend is in the Moray Council area and would increase the Table 4 value for Moray Council area by £67,794.65, providing an overall HIE region spend of £12,003,057.72.

TABLE 4: SPEND BY GEOGRAPHICAL AREA

LOCAL AUTHORITY AREA	NO. OF SUPPLIERS	TOTAL SPEND	2023/24	% OF TOTAL SPEND	2021/22	VALUE OF TOTAL SPEND WITH SMES
				2022/23		
Argyll and Bute Council	12	£747,957.52	3.24	0.73	0.83	£747,957.52
Comhairle nan Eilean Siar (Western Isles Council)	8	£906,400.35	3.93	5.71	1.64	£904,322.79
The Highland Council	90	£7,826,761.62	33.95	25.24	20.28	£7,249,261.47
Moray Council	6	£1,301,474.27	5.64	0.33	0.32	£33,621.38
North Ayrshire Council	0	£0.00	£0.00	0.00	0.00	£0.00
Orkney Islands Council	9	£1,101,824.05	4.78	1.07	2.13	£1,042,277.74
Shetland Islands Council	2	£50,845.26	0.22	0.11	0.28	£21,023.57
HIE sub-total	127	£11,935,263.07	51.77	33.19	25.47	£9,998,464.47
Rest of Scotland	100	£8,075,963.41	35.03	43.95	55.82	£3,448,302.37
Other	82	£3,044,913.19	13.21	22.86	18.71	£826,243.83
Overall TOTAL	309	£23,056,139.67	100	100	100	£14,273,010.67

2023/24 Spend By Locality - % of Total Spend





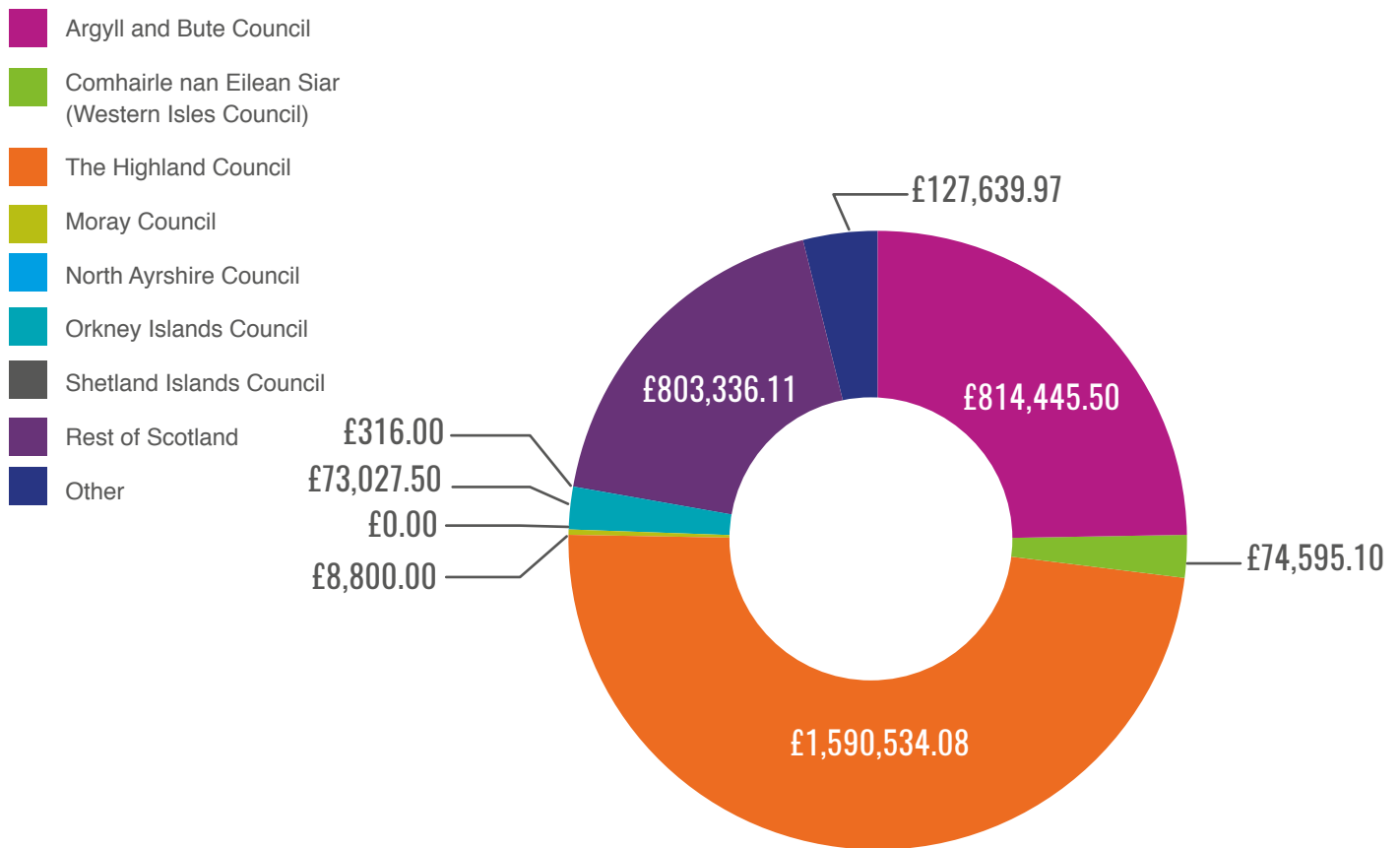
River Findhorn Moray

As part of our annual reporting process, we asked our main contractors to state how much spend associated with our contracts had been sub-contracted to SMEs and social enterprises and to categorise this into the same geographical areas as Table 4. Table 5 shows the results from the main contractor submissions received and demonstrates how main contractors can help support community wealth building in the HIE Region.

TABLE 5: REPORTED SUB-CONTRACTOR SPEND BY MAIN CONTRACTORS BY GEOGRAPHICAL AREA

LOCAL AUTHORITY AREA	VALUE OF TOTAL SPEND WITH SMES WITH SOCIAL ENTERPRISES	
	WITH SMES	WITH SOCIAL ENTERPRISES
Argyll and Bute Council	£814,445.50	£0.00
Comhairle nan Eilean Siar (Western Isles Council)	£74,595.10	£0.00
The Highland Council	£1,590,534.08	£12,069.30
Moray Council	£8,800.00	£0.00
North Ayrshire Council	£0.00	£0.00
Orkney Islands Council	£73,027.50	£7,540.00
Shetland Islands Council	£316.00	£0.00
HIE sub-total	£2,561,718.18	£19,609.30
Rest of Scotland	£603,336.11	£0.00
Other	£127,639.97	£0.00
Overall TOTAL	£3,292,694.26	£19,609.30

2023.24 Main contractor spend with sub-contractors by location



PROMPT PAYMENT

During this period HIE paid 97% of invoices within 30 days of receipt and 79% of invoices within 10 days of receipt. HIE uses Project Bank Accounts as required for large construction projects.

Through our implementation of a new enterprise resource planning system, we are exploring how efficiencies in our purchase to pay processes can be delivered.

Prompt payment of suppliers is a key element of the Scottish Government's Economic Recovery Programme. We recognise the importance of prompt payment to the sustainability and resilience of supply chains. Payment of valid contractor and sub-contractor invoices within 30 days throughout the supply chain of public contracts is a requirement for us. Prompt payment has been addressed at the selection and award stages of our quick quotes and tenders, as well as in our terms and conditions of contract (including low value procurements). Through our contract management and monitoring processes our main contractors were required to provide a declaration that they had paid all sub-contractors in full for work completed within 30 days of a valid invoice being received.

Supplier development and engagement

We have continued to promote our tender opportunities to suppliers and signposted suppliers to the Supplier Development Programme (SDP). We have introduced regular communications to our client base of scheduled SDP events.

In November 2023 we hosted a 'Gearing up to sell to the public sector' event with partners including a representative from the SDP, aimed at helping businesses and social enterprises.



SECTION 3

COMMUNITY BENEFIT SUMMARY

We are committed to considering the inclusion of community benefit and community wealth building aspects in our procurements – specifications, evaluation questions and terms and conditions wherever relevant and proportionate to specific contracts. This is a legal obligation for contracts valued over £4 million, however, we include community benefit requirements when they are relevant and proportionate to the nature of the requirements irrespective of the value of the contract. Our aim is to wherever possible benefit from a direct positive impact on contract delivery, and contribution to HIE and HIE regional priorities aligned to HIEs Strategy and Operating Plan.

We have introduced a community benefits points based and themed menu selection for suppliers to choose from which helps target and deliver community benefits into the HIE region. This is used in the majority of our tender processes where proportionate and relevant and the community benefits are tailored to suit each procurement and the geographical area the contract is delivered into.

The themes cover:

- Community Engagement
- Education and Outreach
- Employability and Skills
- Sponsorship and Funding
- Supply Chain

Table 6 provides a summary of the community benefits/wealth building contractors have advised they have delivered during 2023/24. These may have been directly delivered because of one of our contracts, or our contract has helped to support contracts/work to enable the delivery of the benefits.

TABLE 6: SUMMARY OF COMMUNITY BENEFITS/WEALTH BUILDING DELIVERED DURING 2023/24

THEME	EXAMPLES OF COMMUNITY BENEFITS DELIVERED
Community Engagement	<ul style="list-style-type: none"> ■ Provision of free or reduced services to community groups, charities and small businesses ■ Positions on charity boards/community groups/local businesses ■ Support and mentoring to businesses and community groups ■ Provision of advice and guidance to community members after a project has closed ■ Partnership working with the University of Highlands and Islands (UHI) ■ Volunteering time and flexible working to support volunteering made available for staff ■ Additional stakeholder engagement events/focus groups held over and above contract requirement ■ Free office space provided to charitable organisations ■ Training sessions for local businesses ■ Networking events for social enterprise sector ■ Help to progress funding applications ■ Advice and assistance to a Gaelic project ■ Business guest lecture at a university ■ Joined Global Executive Council of the Project Management Institute – how to use community to impact regional challenges, find new ways of working and further connect infrastructure with high-level international networks.
Education and Outreach	<ul style="list-style-type: none"> ■ Space educational and skills development with university/college. ■ Attended career fairs and development events ■ Support and involvement with Young Enterprise groups and initiatives ■ Provision of funding to provide small grants to budding entrepreneurs ■ Workshop for school pupils on film making techniques ■ Creative industry information sessions delivered to school pupils ■ Worked with Developing Young Workforce (DYW) on mock employer interviews with school pupils ■ Guest lectures with university/college ■ Podcast series for advice for emerging marketers, designers and event managers ■ Young person mentoring ■ Employability workshops ■ Involvement with Marketing Society advisory board for education and empowerment ■ School pupil site visits and tours ■ Promotion with UHI of suite of professional workshop content for digital and creative students ■ Worked with DYW networks to signpost content suite to young people looking to explore a career in the creative sector ■ Delivered an online programme event for film students with access to mentoring

Employability and Skills	<ul style="list-style-type: none"> ■ Modern apprenticeships ■ Alternative graduate trainee programme ■ Work experience/placements for school pupils/college and university students ■ Student mentoring (then recruited) ■ Staff recruited to work on HIE contracts ■ Qualifications/training/attendance at conferences for contractor staff – CIPR Chartered Practitioner, communications access accreditation, hazardous substances, fire warden, first aid, working at heights, managing safety, IEMA accreditation and further education in marine restoration, third sector human rights and equalities, protected characteristics, advocacy and social enterprise, governance structures, strategic planning, social enterprise legal structures, strategic risk management, charity trading, AI, digital marketing audit training, community food growing, CPD appraisal, EDAS evaluation training, degree in building surveying, pesticide PA1/PA6 training, site management safety training, new roads and street works training, CIM content strategy, safe use of herbicides, use of chainsaw, material handler, forklift, teletruck/telehandler, health and safety, legionella, temporary works supervisors, asbestos awareness, security industry authority, ICAS, photoshop, CSCS ■ Specialised digital support provided to museums ■ Worked with national film talent initiative to offer travel grants to voluntary heritage networks to enable attendance at Film and Heritage Mixer event
Sponsorship and Funding	<ul style="list-style-type: none"> ■ Sponsorship of community events, sporting teams/groups and events
Supply Chain	<ul style="list-style-type: none"> ■ Donations to community and sporting events, charities, complex special need school ■ Committee in place to raise money for charities ■ Collections for foodbanks ■ Fundraising by staff ■ Annual share of profits to nominated and voted for by employees ■ Donation of old/new goods, materials and equipment ■ Donation of advertising package ■ Erection of school playground equipment ■ £3.3 m sub-contracted to SMEs and social enterprises, of which £2.58 m was into the HIE Region ■ Sub-contractors paid within 30 days, some a lot less ■ Use of local venues and catering for events ■ Local sourcing

In addition to the summary table above, we are progressing case studies with two of our contractors who have delivered community benefits and community wealth building into the HIE Region. The finalised case studies will be added to our website.

We also ask our main contractors to tell us if they have delivered any equality and diversity initiatives, and initiatives that have been undertaken to help reduce carbon emissions and contribute to a sustainable environment and/or Net Zero Scotland.

In this reporting period, main contractors have reported:

EQUALITIES AND DIVERSITY:

- Seeking to recruit 50+ to return to work typically after early retirement or redundancy
- Developed a space sector related equality and diversity guidance pack
- Policies, handbooks and staff training
- Equalities monitoring when gathering data from clients, residents etc to ensure coverage within research samples
- Internal networks (champions) and sub-committees/working groups
- Mental health first aiders in place
- Staff webinar on mental health awareness
- Use self-assessment questions within Race Equality Framework
- Equal opportunities included in employee annual appraisal process
- Support community organisations/charities which work to promote opportunity for people from disadvantaged backgrounds
- Posters displayed
- Monthly mindfulness call
- Blind recruitment practices
- Flexible working arrangements
- ICAEW RISE programme
- Encourage sub-contractors to engage with initiatives to promote equality and diversity
- Partnered with AccelerateHR to provide female financial role model and investor engagement for participants

ENVIRONMENTAL:

- Use of video conferencing, digital conferencing, social media and apps, virtual networking platforms and telephone to avoid/reduce travel and related emissions
- Use of solar panels to power laptops and battery storage, LED lighting, lower power IT systems
- Recycle electrical equipment and packaging
- Introduced eco friendly concentrated chemicals
- Improved insulation, using air-source heating
- Decarbonisation blueprint in place to work towards company net zero operation
- Part of Orkney wide coalition working on a range of grant funded net zero projects
- Home/remote working
- Low carbon emission transportation
- Maximising use of public transportation
- Efficient waste management and recycling procedures
- Purchasing policy
- Minimising use of unnecessary use of hazardous materials
- Reduce use of materials and consumables – including energy and water
- ISO 14001:2015 in place
- Tree planting
- Participation in Climate Springboard programme
- Reduced printing
- Monitor power usage, data hall cooling, evaporative and adiabatic cooling techniques, segregation of UPS units and batteries, wireless environmental monitoring systems
- Contracted with a group of freelance film makers across Scotland to reduce the impact of travel
- Walk, cycle and public transport to commute to work
- Staff cycle to work schemes
- Became carbon negative globally in 2021/22 and aiming to achieve net zero by 2025
- Zero waste to landfill, plastics reduction strategy, reverse vending technology to collect and recycle drink cans and bottles, used coffee grounds processed into biofuels
- Set targets for reducing Scope 1 and 2 emissions
- Annual progress report measure and tracks carbon footprint using Scopes 1-3
- Electric charging, plug-in hybrid pool car, purchased of electric vehicles
- Staff have access to a car salary sacrifice scheme
- Re-wilding
- Committed to Net Zero pledges, carbon reduction plans with targets in place
- Donations of unwanted computer equipment
- Sustainable toilet paper provider used
- Replaced older equipment with newer more efficient equipment
- Replaced a forklift with an electric one.
- Staff training
- Products made of 100% recycled plastics
- Delivered workshops
- Paper free online service delivery, moved programme participant handbook to online format
- Co-shared office space, upcycled furniture, fruit delivered to office is from sustainable growers, allow as much natural light as possible
- Progressing B Corp accreditation



SECTION 4

SUPPORTED BUSINESS SUMMARY

A primary aim of a Supported Business is the social and professional integration of disabled or disadvantaged persons. At least 30 per cent of the employees of those businesses should be disabled or disadvantaged.

We raise awareness of Supported Businesses internally and try to help identify possible Supported Businesses within our area for potential tender opportunities (including quick quotes).

We have internally promoted the Scottish Government dynamic purchasing system (DPS) reserved for supported businesses. We are discussing with Scottish Government if there are any potential third sector organisations in the HIE region that may meet the supported business definition. This may help identify if any applicable third sector organisations wish to become recognised as a supported business and apply for a place on the DPS.

Our tender documents contain information about Supported Businesses to encourage tenderers to consider sub-contract opportunities and where actioned report this back to us on an annual basis.

In this reporting period we have not spent any money with Supported Businesses, and we will continue to look for opportunities to improve this in the future and explore supplier development opportunities.



South Whiteness, Shetland Isles

SECTION 5

FUTURE REGULATED PROCUREMENTS SUMMARY

As part of the Reporting requirement we produce a summary of planned procurement activity over the next 24 months (a Forward Plan). This list is indicative, and timescales are estimated, some activity may no longer be required, or the timescales may change. Other factors that influence the Forward Plan include the change of priorities, some activity may happen before the dates identified, we may have an option to extend the contract, the value of the procurement may change and not require to be advertised, we award contracts through other framework agreements.

Please refer to Appendix 2 to view our potential Forward Plan. This is regularly updated and maintained on HIE's website - Procurement | Highlands and Islands Enterprise | HIE

Appendix 1 - Completed Regulated Procurements Appendix 1 - Completed Regulated Procurements

(1st April 2023 to 31st March 2024)

A summary of the Regulated Contracts awarded by HIE during this period are listed below. Where collaborative procurements were awarded the estimated total contract value includes all collaborative partner spend.

TITLE	AWARD DATE	START DATE	END DATE (EXCLUDING ANY EXTENSION OPTIONS)	ESTIMATED TOTAL CONTRACT VALUE (EX VAT) INCLUDING ANY EXTENSION OPTIONS	SUPPLIER NAME	LOCAL AUTHORITY AREA
Planned Preventative Maintenance (PPM) and Reactive Repairs	5/4/23	1/4/23	31/3/24	£144,926	ECG Building Maintenance Ltd (t/a ECG Facilities Services)	Rest of Scotland
Marketing and PR Framework	14/4/23	17/4/23	17/4/27	£1,360,000	3x1 Group, Dynam, Stripe Communications, Yellow Cherry Digital Ltd, Muckle Media	Highland x 3, Rest of Scotland x 2
Copyrighting Framework	24/4/23	1/5/23	1/5/27	£320,000	Morrison Media	Highland
RAED Lot 3 - HIE and SoSE Business Panel 2023/24	26/4/23	26/4/23	30/4/23	£172,000	Ipsos MORI	Rest of Scotland
Reception and Support Services	2/5/23	1/6/23	31/5/25	£556,897	Key Facilities Management (UK) Ltd	Rest of Scotland
RAED Lot 1 – ICFGF OBC and FBC Economic Cases	15/5/23	15/5/23	31/3/24	£71,938	Colin Warnock Associates	Other
Audit Services Lot 4 – Internal, External and Tax	24/5/23	1/7/23	1/7/27	£364,680	Henderson Loggie	Rest of Scotland
Sectoral and Technical Advisory Resource for Space (STARS)	15/5/23	23/5/23	22/5/25	£270,000	AstroAgency Limited	Rest of Scotland
MPR101 HIE Innovation Services	14/6/23	15/4/23	1/11/25	£66,500	3x1 Group	Rest of Scotland
RAED Lot 1 – Review of the business case for Scapa Deep Water Quay	27/7/23	1/8/23	1/2/24	£59,150	Hall Aitken	Rest of Scotland
Film Framework	3/8/23	1/8/23	31/7/27	£320,000	Story and Stage Limited, JHPVisuals Limited, DP Digital Media	Highland x 2, Rest of Scotland x 1

Site Investigation Works and Factual Report, Flood Bund, Dingwall Business Park	25/8/23	25/8/23	25/11/23	£79,789	ERS Ltd	Rest of Scotland
MPR102 Northern Innovation Hub (NIH) Marketing Services	23/8/23	4/9/23	4/3/26	£84,000	3x1 Group	Rest of Scotland
New Product Development	6/2/23	1/4/23	31/10/25	£199,920	Anderson Anderson & Brown LLP	Rest of Scotland
Property Owners Insurance	21/9/23	1/10/23	30/9/24	£147,941	Allianz Insurance plc	Other
Fair Work Workshops	30/11/22	30/11/22	31/3/25	£69,650	Anderson Anderson & Brown LLP	Rest of Scotland
Insurance Brokerage Services	23/10/23	1/11/23	31/10/27	£146,000	Marsh Limited	Other
Employee Healthcare Cash Plan Benefit	21/11/23	4/12/23	3/12/24	£107,334	UK Healthcare	Other
RAED Lot 3 – Community Wealth Building in the Highlands and Islands Maximising the Benefits	19/12/23	19/12/23	19/9/24	£90,532	The Diffley Partnership	Rest of Scotland
Management Services at Horizon Scotland	23/1/24	5/2/24	4/2/25	£107,991	Key Facilities Management (UK) Ltd	Rest of Scotland
Arnish Waste removal and remediation	30/1/24	30/1/24	31/3/24	£676,216	ERS Ltd	Rest of Scotland
Supply and installation of funicular bogies	9/2/24	30/1/24	29/5/24	£210,442	Garaventa AG	Other
Planned Preventative Maintenance and Repairs	25/3/24	1/4/24	31/3/26	£690,530	Emtec Facility Services Ltd	Rest of Scotland
RAED Lot 3 – Regional Transformational Opportunities in the Highlands and Islands	22/3/24	22/3/24	23/9/24	£79,253	Ekosgen	Rest of Scotland
Supply of Electricity	26/2/24	1/4/24	31/3/26	£570,000	EDF Energy Customers Limited	Other

Appendix 2 - Future Regulated Procurements Summary

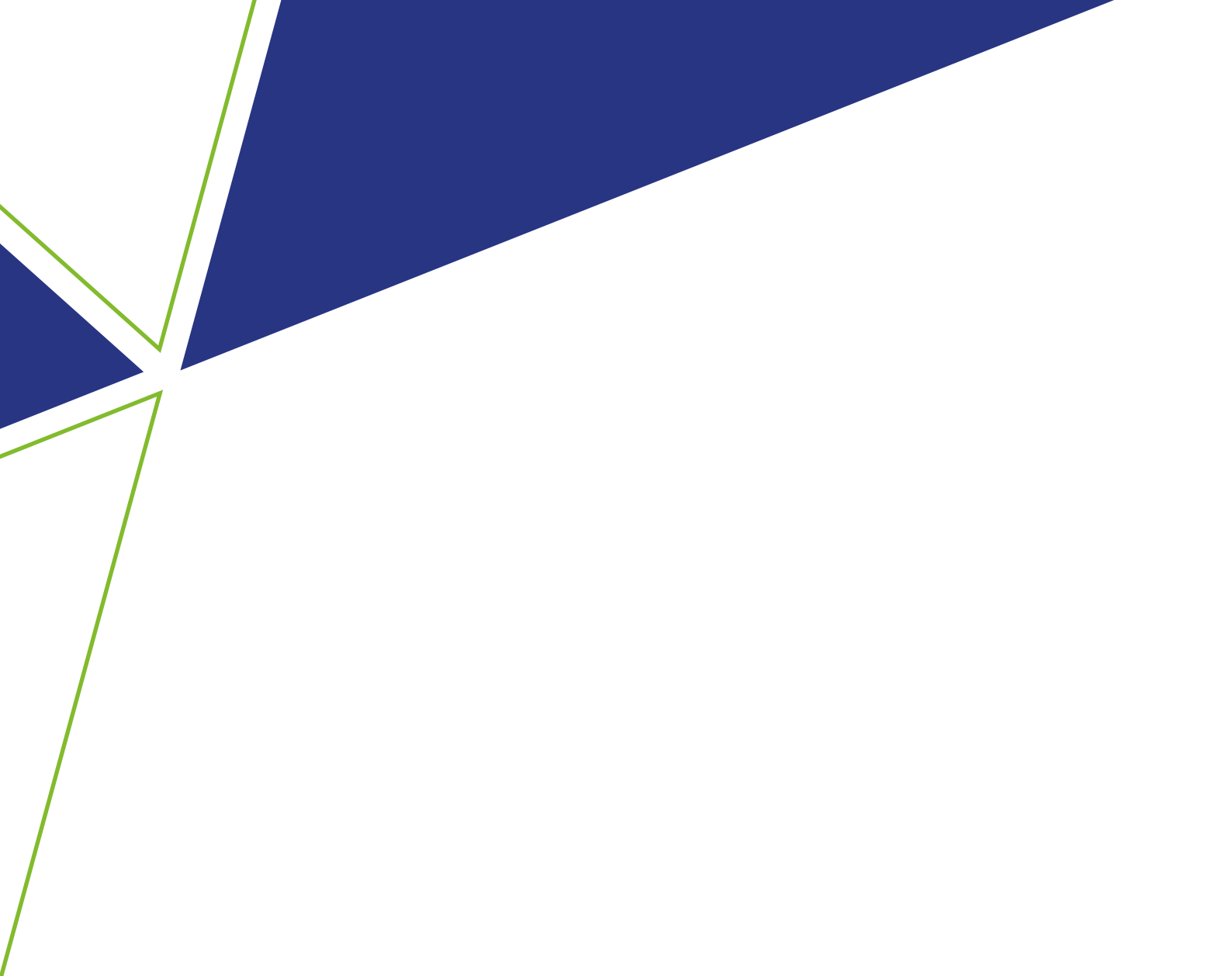
Appendix 2 - Future Regulated Procurements Summary

*This list is indicative, and timescales are estimated, some activity may no longer be required, or the timescales may change. Other factors that influence the Forward Plan include the change of priorities, some activity may happen before the dates identified, we may have an option to extend an existing contract, the value of the procurement may change and not require to be advertised, and we may choose to award a contract through a framework agreement instead.

HIGHLANDS AND ISLANDS ENTERPRISE

PROCUREMENT TITLE	EXPECTED CONTRACT START DATE*	EXPECTED CONTRACT PUBLICATION DATE*
Office Cleaning Services – Lochgilphead	06/12/2024	TBC
Office Cleaning Services (HIE Offices)	02/10/2024	TBC – option to extend
Property Consultancy Surveying	01/11/2024	TBC – option to extend
Property Consultancy Marketing	05/11/2024	TBC – option to extend
Property Consultancy Management	05/11/2024	TBC – option to extend
Orkney Research & Innovation Campus Phase 2 Construction Project	01/12/2024	TBC
Employee Healthcare Cashplan	04/12/2024	TBC – option to extend
Website Development and Maintenance	31/12/2024	TBC – option to extend
Inverness Campus Phase 2 Design	06/01/2025	20/09/2024
Data Protection Services	05/02/2025	TBC – option to extend
Management Services at Horizon Scotland	09/02/2025	TBC
Offsite Records Storage	09/02/2025	TBC – option to extend
Landscaping Services	01/04/2025	01/11/2024
Photo Library	01/04/2025	TBC – option to extend
Alarms and Emergency Maintenance	01/04/2025	03/01/2025
Audit of HIE Subsidiaries	01/04/2025	TBC – option to extend
Support for Communities	25/04/2025	01/10/2024
NIH Food&Drink TechHUB Business Support Services	04/04/2025	TBC – option to extend
Sectoral and Technical Advisory Resource for Space (STARS)	17/05/2025	TBC – option to extend
Inverness Campus Phase 2 Construction	01/06/2025	15/03/2025
Campus FM Reception and Support Services	01/06/2025	TBC – option to extend
Impact 30 programme	07/08/2025	TBC – option to extend
Research Appraisal Evaluation and Delivery Framework (3 lots)	26/09/2025	TBC – option to extend
Scottish Edge Fund	05/01/2026	TBC – option to extend
Facilities Management – PPM	01/04/2026	TBC – option to extend
Campus FM Cleaning Services	01/04/2026	TBC – option to extend
Campus FM Waste Management Services	01/04/2026	TBC – option to extend
Campus FM Security Services	01/04/2026	TBC – option to extend
Manufacturing Innovation Centre Moray (MICM)	TBC	TBC
Leadership Programme	TBC	TBC
Design Services Framework Agreement	TBC	TBC
Business Skills Improvement Argyll and Bute	TBC	TBC





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