Meeting of the People, Infrastructure and Finance Committee
To be held on Tuesday 17 November 2026 at 5.00pm
Hybrid: G93 Ayr Campus or via Microsoft Teams

AGENDA

1	Welcome and Declarations of Interest	
2	Apologies	
3	Minutes of the meeting held 15 September 2026 • PIFCo Action & Decision Tracker	Paper 1 (C/P) Paper 1a (P)
4	Matters Arising	
	Part A - For Discussion, Decision and Approval	
5	Annual Staff Pulse Survey Outcomes	Presentation (P) (DD)
6	Infrastructure Strategy Annual Review	Presentation (P) (ARi)
7	Estates, Infrastructure and Sustainability Report	Paper 2 (R) (ARi)
8	Health, Safety and Wellbeing Annual Report 2025-26	Paper 3 (R) (DD/MH)
9	Procurement Report 2025-26	Paper 4 (P) (LW)
	Part B - Risk Management	
10	Strategic Risk and Opportunity Register Link to Risk Register	Paper 5 (R) ARi
	Part C - Regular Reporting/Monitoring	
11	Management Accounts as at 30 September 2026	Paper 6 (R) (LW)
12	SAI Report	Paper 7 (R) (ARi)
13	People Strategy Quarterly Report	Link to People Dashboard (DD/MH)
	Part D - For Information/AOB	
14	AOB	

Date of Next Meeting – Tuesday 9 March 2027 at 4.00pm **Kilmarnock**

(C/P) *Confirmed minutes will be published;* ***(P)*** *Papers will be published on the College website;* ***(R)*** *Papers will not be published for reasons of commercial sensitivity or for reasons of personal data confidentiality*

Minute of the People, Infrastructure and Finance Committee
Hybrid meeting held at Kilmarnock Campus and via Microsoft Teams
on Tuesday 15 September 2026

Present:

Matthew Wilson	Chair
Tracey Dalling	Vice Chair
Alicia Clyde	Non-Executive Board Member
Jason Currie	Non-Executive Board Member (to Item 11)
Angela Cox	Principal, Ex-Officio
Demi Brown	Elected Student President
Lisa Keggans	Elected Member, UNISON
Janette Steel	Elected Member, Curriculum
Sharon Morrow	Chair of Board of Management

In Attendance:

Sara Rae	Vice Principal – Skills and Enterprise
David Davidson	Vice Principal – People, Performance and Transformation
Alan Ritchie	Vice Principal – Finance and Infrastructure
Gillian Brown	Strategic People Partner
Martin Hammond	Head of Health, Safety and Wellbeing
Brad Johnstone	Director of Digital Infrastructure
Barry Morton	Head of Facilities
Liz Walker	Chief Financial Controller
Hilary Denholm	Board Governance Advisor
June Northcote	Executive Assistant (Minutes)
Sean McGovern	Chair of SAI Aerospace Training Ltd (to Item 4)

1. Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting.

The meeting was confirmed as quorate.

Angela Cox and Sara Rae noted a declaration of interest, as serving Board members of SAI Training Ltd. Matthew Wilson also noted a declaration of interest in relation to elements of commercial interest being discussed around SAI and Prestwick Airport.

2. Apologies

Apologies were noted from Non-Executive Board Member, David Hammond.

4. Minutes of the Previous Meeting held on 11 June 2026 *(Paper 1) (P)*

The minute was approved as an accurate account.

Proposed: Lisa Keggans **Seconded: Alicia Clyde**

DRAFT

4.1 Action & Decision Log *(Paper 1a) (P)*

The Committee noted five previous decisions and that there were no outstanding actions.

5. Matters Arising

There were no matters arising out with those detailed on the meeting agenda.

15. AOB

No other items of business were noted.

Date of Next Meeting

The next meeting is scheduled to take place on Tuesday 17 November 2026 at 5.00pm, with the Joint meeting at 4pm with ARC to discuss the 2025-26 Financial Statements.

(*C/P*) *Confirmed minutes will be published on College Website;*
(P) Paper will be published on the College Website;
(R) Paper is reserved, because it contains data or information of a personal nature, which is restricted by legislation, or because it contains commercially sensitive information, and will not be published on the College Website.

RESERVED ITEMS ON THE NEXT PAGE

People, Infrastructure and Finance Committee - Action and Decision Log
Meeting No 40 – 17 November 2026

Meeting Date	Agenda Item	Reference	Details	Action Owner	Due Date	Action Decision	Open Complete Approved Declined
15.09.26	SAI Strategic Delivery Plan 2026-29	PIFCo38: D01	The Committee recommended approval of the SAI Strategic Delivery Plan 2026-2029 to the Ayrshire College Board of Management.	N/A	08.10.26	Decision	Approved
15.09.26	PIFCo Draft 2026-27 Terms of Reference & Workplan	PIFCo38: D02	The Committee approved the draft PIFCo 2026-27 TORS & Workplan for submission to the Board of Management.	N/A	08.10.26	Decision	Approved
15.09.26	PIFCo Draft 2026-27 Terms of Reference & Workplan	PIFCo38: A01	All reference to 'oversight' be changed to 'scrutiny', throughout all committee remit documents to ensure consistency.	HD	08.10.26	Action	Complete
15.09.26	2025-26 PIFCo Draft Self Evaluation Report	PIFCo38: D03	The Committee recommended the draft Self Evaluation Report be reviewed further by members, with a revised version presented to the Committee meeting in December for consideration and recommendation to the Board of Management for information.	N/A	10.12.26	Decision	Approved
15.09.26	2025-26 PIFCo Draft Self Evaluation Report	PIFCo38: A02	Committee members to review the 2025-26 PIFCo Draft Self Evaluation Report and send suggestions to HD.	HD	07.11.26	Action	
15.09.26	2025-26 PIFCo Draft Self Evaluation Report	PIFCo38: A03	TD & HD to review the 2025-26 PIFCo Self Evaluation process and questionnaire for next year including review of length, repetition and language around scrutiny within the questionnaire for the next academic year.	TD & HD	08.06.27	Action	Open
15.09.26	Estates Strategy	PIFCo38: D04	The Committee endorsed the revised approach comprising both a College Estates Strategy and supporting Estates Development Framework.	N/A	N/A	Decision	Approved

DRAFT

Meeting Date	Agenda Item	Reference	Details	Action Owner	Due Date	Action Decision	Open Complete Approved Declined
15.09.26	People Strategy Quarterly report	PIFCo38: A04	Dashboard to be checked regarding overdue actions	DD	07.11.26	Action	
15.09.26	Management Accounts as at 31 April 2026	PIFCo38: D05	The Committee recommended the Management Accounts as at 31 April 2026 to the Board of Management for approval.	N/A	08.10.26	Decision	Approved
15.09.26	Management Accounts as at 31 April 2026	PIFCo38: A05	As part of the Management Accounts Update the Committee will be provided with an update on the College cash flow position and the impact of future VS schemes.	LW/ARi	07.11.26	Action	
15.09.26	Strategic Risk and Opportunities Register	PIFCo38: D06	The Committee approved the Strategic Risk & opportunities Register for submission to the Board of Management.	N/A	08.10.26	Decision	Approved
15.09.26	Strategic Risk and Opportunities Register	PIFCo38: A06	Risk Register reporting to be positioned as an earlier item on the agenda for the November PIFCo meeting.	HD/ARi	07.11.26	Action	

People, Infrastructure and Finance Committee

Infrastructure Strategy 2024–27

Third-year Progress Review
October 2026



Ayrshire College

Empowering People for a Changing World

Infrastructure Strategy 2024–27

Six objectives connecting the physical estate, digital infrastructure and institutional resilience

Ayrshire College

1 Maximise asset utilisation

Use space intelligently and reduce environmental impact.

2 Rolling investment

Align estate and digital investment with strategic priorities.

3 Enhance experience

Create flexible, digitally enabled environments for staff and students.

4 Sustainable outcomes

Reduce environmental impact and improve resource management.

5 Collaboration

Use partnerships and shared services to extend delivery.

6 Cybersecurity

Protect assets, information and service continuity.

One strategy | 40 outputs | 18 physical and 22 digital | Delivery evidenced through 151 recorded actions

Delivery at a Glance

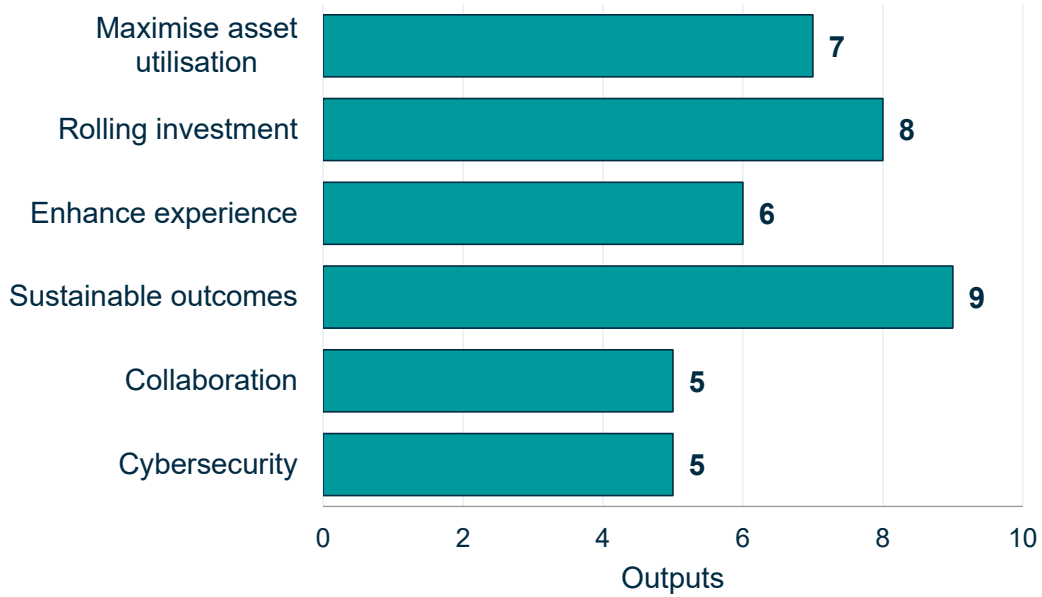
The programme spans all six objectives and all three College strategic ambitions

40
Infrastructure outputs

151
Recorded delivery actions

18
Physical outputs

22
Digital outputs



Strategic Alignment

13 outputs support Outstanding Experiences; 10 support Partner of Choice; 17 support Enabling the Future.

Board Assurance

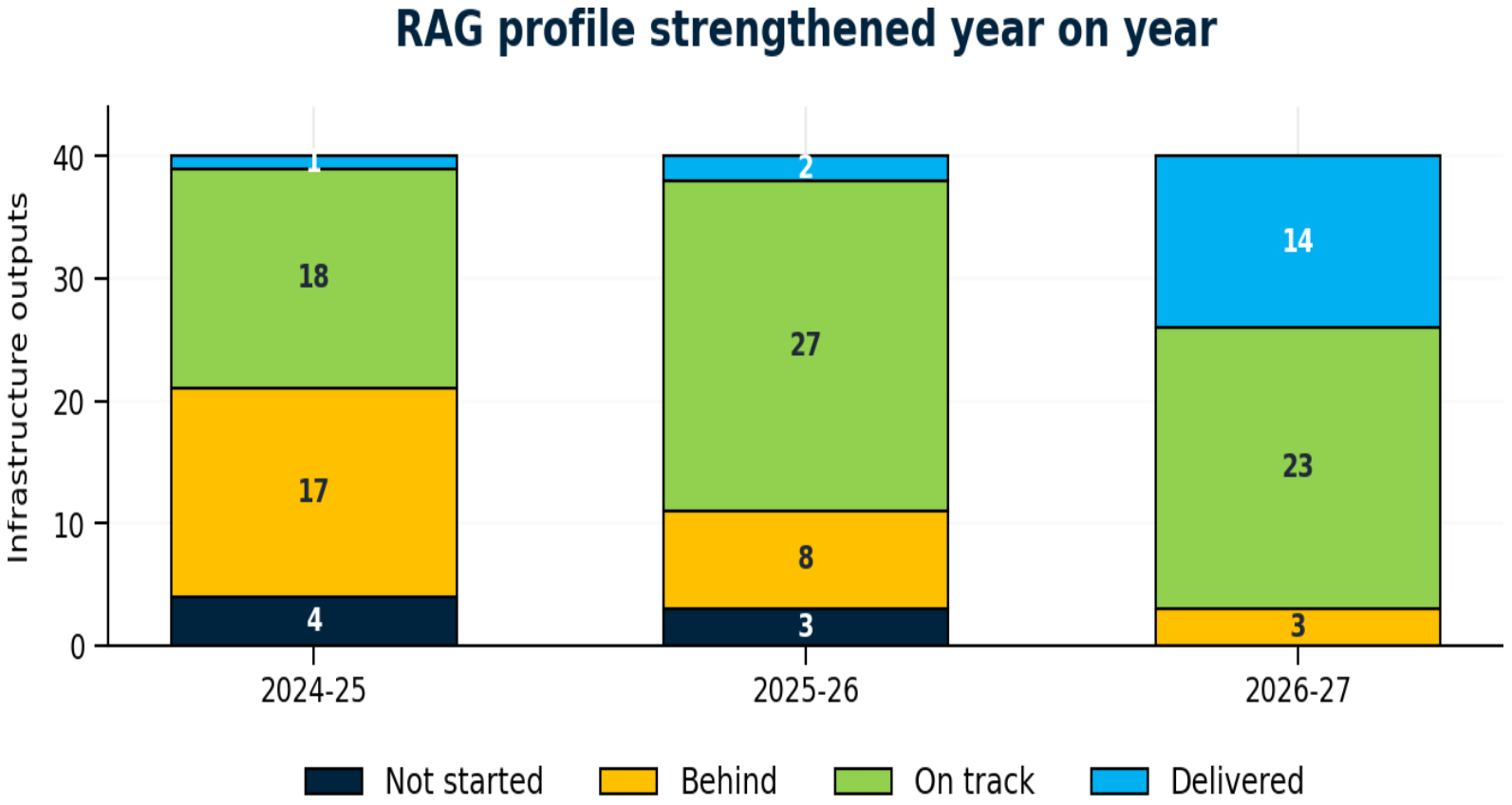
Delivery is broad-based across the physical estate and digital infrastructure, with the strongest concentration in enabling future capability.

Evidence Base

Progress is supported by recorded actions covering governance, security, sustainability, space intelligence, systems and partnerships.

Three-year RAG Movement

The status profile shows sustained movement from development activity into delivery



Positive status

On track or delivered increased from 19 to 37 outputs

Delivered

Delivered outputs increased from 1 to 14

Exceptions

Behind outputs have been reduced from 17 to 3; no outputs are now recorded as not started

Across the full period: 28 outputs improved | 12 remained equivalent | no outputs declined
Blue 'Delivered' outcomes will transfer to business as usual to sustain ongoing delivery.

Key Achievements | Physical Estate

Better evidence, stronger controls and targeted investment are improving the College's estate platform

Estate Intelligence

Digital surveys completed across campuses; classroom utilisation data and 2026–27 timetable information available for review.

Investment Planning

Statement-of-needs process implemented; lifecycle maintenance planning and SFC condition information support prioritisation.

Major Infrastructure

Successful SFC bid to replace the heating and hot-water system at Ayr; ASTAC collaboration continues.

Safe and Accessible Campuses

Security protocols updated; Martyn's Law response and front-line security training are being implemented.

Flexible Environments

Confidential video-conference spaces, Clever Touch technology, hot-desking and social-space options developed.

Integrated Operations

Kilwinning campus transfer completed, with staff moved onto College contracts.

Key achievements | Digital infrastructure

Governance and resilience have matured alongside the delivery of modern platforms and services

Digital Governance

DGTG embedded with cross-College and Student Association participation; digital request process launched.

Cyber Resilience

24/7 managed Security Operations Centre and cloud service, Intune reporting, RoboShadow and application protection.

Cloud and Learning Platforms

Cloud migration completed; Microsoft 365, Azure Virtual Desktop, VLE action plan and Elevate staff VLE in place.

Systems Modernisation

Finance system implemented in April 2026; student funding upgrade and Enterprise Data Modernisation Programme progressing.

AI Framework

AI framework and guardrails created; engagement on future use has commenced, including student-support applications.

Information and Assets

Unidesk is progressing as a single source of truth; an information asset register and up-to-date digital estate records are developing.

Sustainability and Resource Optimisation

The strategy is translating sustainability intent into operational changes and measurable estate decisions

99%
of waste recycled

70%
of IT classroom estate uses thin clients

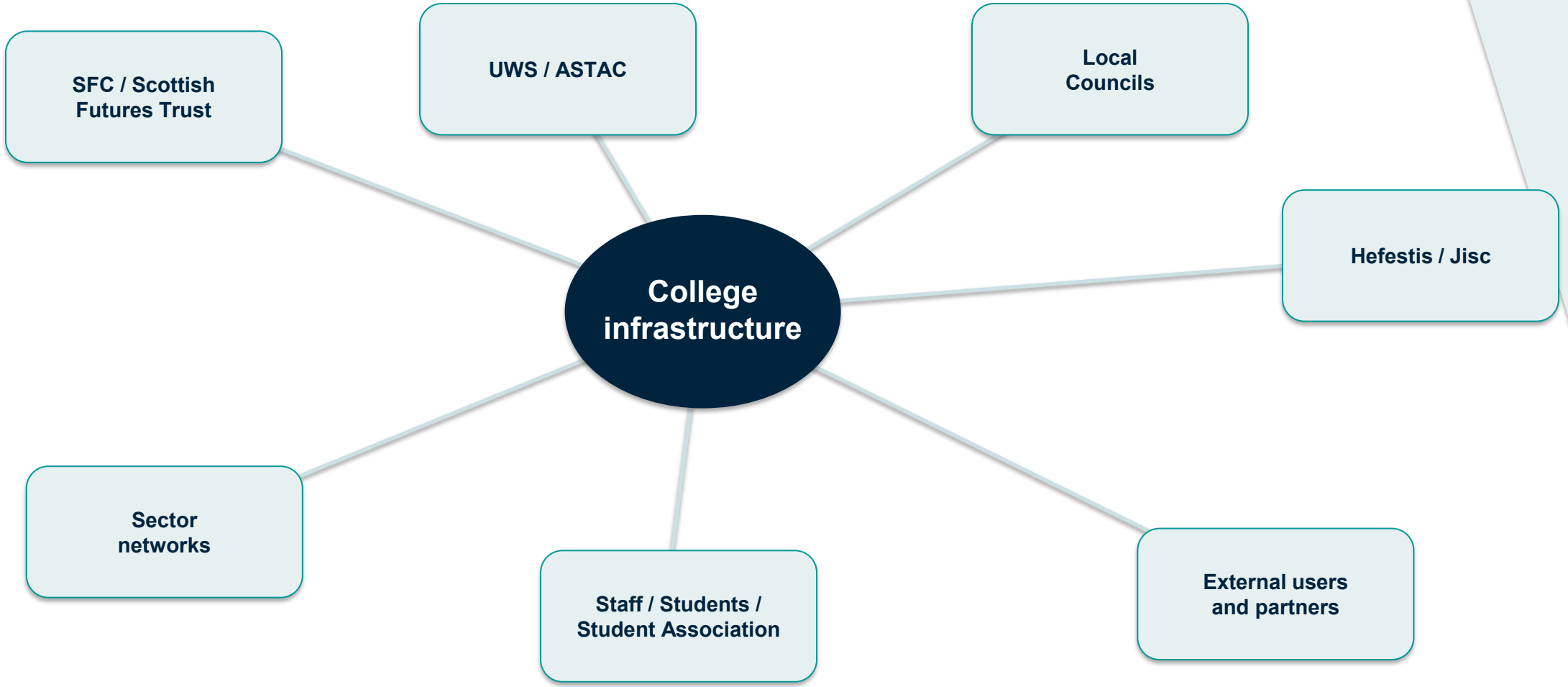
9
IT labs removed from timetabling for 2026–27

Framework	Measure	Invest	Optimise
Sustainability Framework and action plan approved	Utilities monitoring and facilities dashboard work developing	LED surveys, BMS reporting and Ayr heating replacement	Space and digital utilisation informing rationalisation

The main next-stage opportunity is to connect utility, space and asset intelligence more directly to investment and operational decisions.

Collaboration and future readiness

Partnerships are extending capability while preparing the next generation of infrastructure investment



Partnership activity supports shared facilities, shared services, external use of space, sector influence and future business cases.

Next steps

Convert the delivery platform into a focused close-out programme and a clear bridge to the next strategies

1	**Close the evidence gaps**	Complete lifecycle maintenance plans, facilities dashboards, BMS reporting and the information asset register.
2	**Resolve remaining exceptions**	Focus management attention on the three outputs still assessed as behind at October 2026.
3	**Turn intelligence into choices**	Use condition, utilisation, utility and digital-estate data to prioritise investment and rationalisation.
4	**Progress strategic projects**	Continue Ayr heating delivery, ASTAC planning, collaborative opportunities and engagement with SFC/SFT.
5	**Complete digital foundations**	Advance enterprise data modernisation, AI governance, application protection and the planned IDAM shared service.
6	**Shape 2027–30**	Carry forward unfinished outputs, define measurable KPIs and establish clearer evidence and benefit tracking.

Conclusion and Assurance

The strategy has moved from building foundations to demonstrating tangible delivery across the estate and digital environment

37 of 40
on track or delivered

28 outputs
improved over the period

0 outputs
declined

What has changed

Improved intelligence, stronger governance, modernised systems, enhanced cyber resilience and more disciplined investment processes.

What remains

A small number of behind outputs, completion of data and asset-management foundations, and major projects requiring sustained oversight.

Board focus

Note the progress, endorse the proposed close-out priorities and retain oversight of exceptions and transition to the next strategy.

The overall direction of travel is positive, with a credible evidence base and a clear set of priorities for the remainder of 2026–27.

Ayrshire College *(Paper 4)*

Title of Meeting:	**People, Infrastructure and Finance Committee**
Date:	**17 November 2026**
Title:	**2025-26 Procurement Annual Report**
Purpose:	To summarise the College's performance, in relation to procurement for the period 1 August 2025 to 31 July 2026.
Recommendation:	Members are asked to approve the report.

---

1. Executive Summary

The Annual Procurement Report covers the period 1 August 2025 to 31 July 2026 and summarises the College's procurement activity and progress against the strategic objectives in its Procurement Framework, in accordance with the reporting requirements of the Procurement Reform (Scotland) Act 2014.

Key Highlights

- **Total Procurement Spend:** £6,120,965 in 2025-26, down 23% from 2024-25, following completion of much of the College's digital transformation programme and reduced investment in other capital projects.
- **Contracted Procurement Spend:** £4,937,116, representing 81% of procurement expenditure, was under contract in 2025-26, compared with 78% in 2024-25.
- **Regulated Procurements:** Seven regulated procurements were awarded, with an aggregate value of £925,150 calculated from the individual contracts in Appendix 1: six compliant awards totalling £554,150 and one direct award re the finance system of £371,000.
- **Community Benefits:** Opportunities for community benefits were considered in regulated and lower-value procurements where relevant and proportionate.
- **Procurement Skills:** A total of 57 staff completed the Procurement Awareness e-learning module. All senior Estates staff attended relevant construction procurement training sessions.
- **Compliance:** The report sets out the College's approach to equal treatment, non-discrimination, transparency, proportionality and mutual recognition. It also identifies one direct award re the finance system made without prior publication of a call for competition, with a future competitive framework route to be researched.
- **Prompt Payment:** Over 99% of the 11,057 invoices processed were paid within the agreed payment period, with an average payment time of 25 days.

- **Sustainability and Fair Work:** Sustainability, Fair Work and Real Living Wage considerations were embedded in procurement processes where relevant and proportionate. Three regulated contract suppliers were Living Wage accredited.

The report sets out the College's progress in delivering value for money, supporting local suppliers and SMEs, and embedding sustainable and ethical procurement. It also identifies a non-compliant award and a proposed future procurement route to address the issue.

2. Associated Risks

The Annual Procurement Report supports the College in achieving its strategic objectives by providing oversight of procurement expenditure, value for money and progress against its Procurement Framework. It demonstrates how procurement contributes to financial sustainability, skills development, support for local businesses and SMEs, and sustainable and ethical purchasing. By identifying compliance issues, supply chain risks and areas for improvement, the report informs decision-making and helps the College target actions to protect resources and support delivery of its priorities.

3. Equality and Diversity Impact Assessment

An EqIA is not required.

4. Publication

This paper will be published on the College website.

Liz Walker
Director of Finance
17 November 2026

Ayrshire College

Annual Procurement Report

2025-26

Empowering People for a Changing World

Contents

Background 2

1. Summary of Regulated Procurement Completed 4

2. Review of Regulated Procurement Compliance 5

3. Community Benefit Summary 13

4. Supported Businesses Summary 14

5. Future Regulated Procurements Summary 15

Appendices

Appendix 1: List of Regulated Procurements (compliant and non-compliant) completed in 2025-26 16

Appendix 2: List of Regulated Procurements Planned to Commence in 2026-27 and 2027-28 18

Glossary of Terms 19

Annex A 23

Background

Ayrshire College's Annual Procurement Report provides an update on procurement activity at the College and the actions being taken to ensure that procurement is effective and efficient as possible.

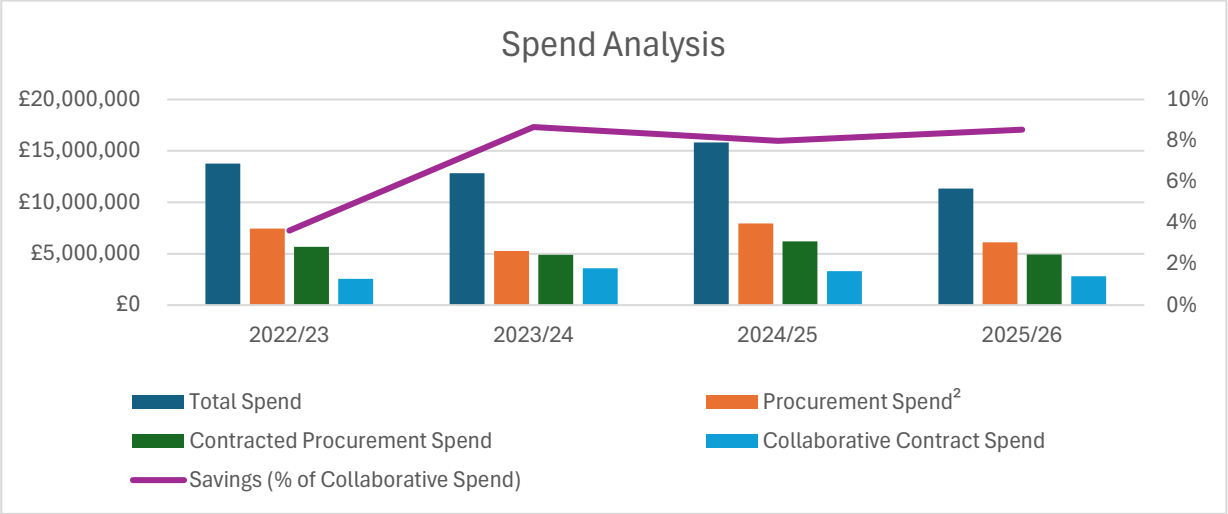
The Procurement Reform (Scotland) Act 2014 (PRA) requires the College to publish an Annual Procurement Report (APR) which summarises how the organisation has performed in its procurement activities and in the delivery of the strategic objectives set out in its Procurement Framework

This Annual Procurement Report covers the period of 1 August 2025 to 31 July 2026 and is the tenth report published by the College.

1. Procurement Dashboard Figures for 2025-26

1.1 Spend Analysis

The College has analysed its non-pay expenditure and has identified that over the period covered by this report and the table below compares the headline figures for a year-on-year comparison over past 4 years.



The College's procurement expenditure for 2025-26 was **£6,120,965**[1] down **23%** from 2024-25 as much of the college's digital transformation was completed and few capital projects were implemented.

1.2 Spend Compliance

As illustrated in the graph above, **£4,937,116 or 81%** of procurement expenditure was under contract in 2025/26, up **3%** on previous years.

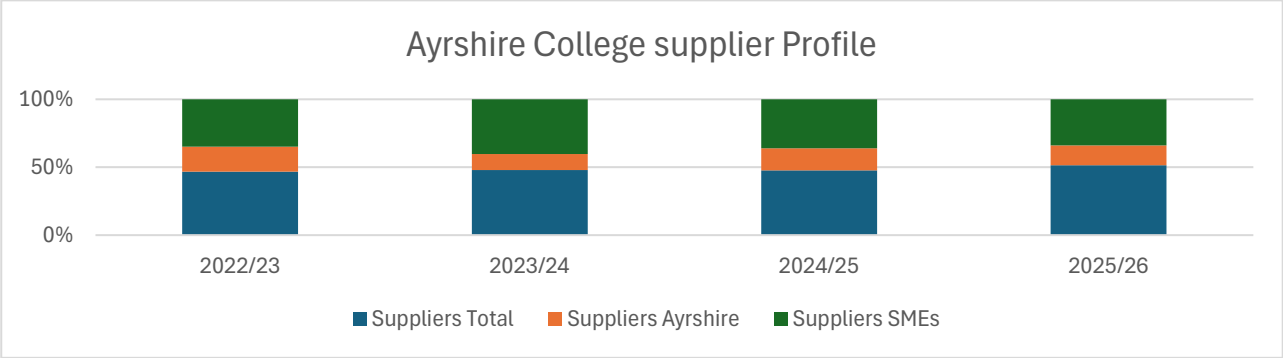
6 regulated procurements awarded during 2025-26 above the Public Contracts (Scotland) Regulations 2015 threshold with a total value of **£554,150** (see Appendix 1). No works contracts over the GPA threshold were awarded during the reporting period. There was **1** single source regulated procurement during the reporting period for the new finance system, with a value of **£371,000**. More information on the regulated procurements awarded during the reporting period, sorted into procurement categories, is provided in Sections 1 and 2 and Appendix 1.

[1] Influenceable non-pay spend after rent, rates, subscriptions etc have been removed

1.3 College Suppliers

The College's strategic ambition of "*enabling learning which provides our people with the skills to be successful and our economy to thrive*" reflects its commitment to supporting communities and business partners across Ayrshire and beyond. In support of this ambition, engaging with and, where possible, procuring from local suppliers remains a key priority within the College's procurement activity, helping to strengthen the regional economy while delivering value for money.

As shown below, the supplier profile remained stable during 2025/26, with 28% of suppliers located in Ayrshire and around one-third classified as SMEs. This demonstrates the College's continued commitment to supporting local economic growth, promoting opportunities for smaller businesses, and maintaining a diverse and competitive supply chain.



1.4 Savings and Benefits

During 2025-26, the College achieved total procurement savings and benefits of **£421,410**, comprising **£112,891** in Benefit Type 1 (BT1)[2] savings and **£308,519** in Benefit Type 2 (BT2)[3] savings. These savings represent 9% of total contracted spend for the year. This is consistent with previous years and reflects the continued effectiveness of both sector-wide collaborative procurement arrangements and the College's own contractual agreements in delivering value for money.

The College considers what Community Benefits can be included in all regulated and lower value procurements and more detail of the community benefits realised in 2025-26 is given in Section 3 of this report.

This report has been produced by the Procurement Manager and approved by the Board of Management on 10 December 2026.

Signed: Angela Cox

Position: Principal and Chief Executive

[2] Benefit Type 1: direct price-based savings calculated versus previous price paid (for re-tenders) or against the average price of top 5 compliant bids (for new or ad hoc requirements)

[3] Benefit Type 2: price versus market savings calculated against market prices to identify savings that would have been lost if the procurement had not been conducted.

Section 1: Summary of Regulated Procurements Completed

Full details of the regulated procurements that the College completed during the reporting period of 2025-26 are set out in **Appendix 1**. That information, coupled with the publication of Ayrshire College Contracts Register and the use of Public Contracts Scotland and Quick Quotes to publish tender notices and lower value procurements, assists in providing visibility of the College's procurement activity over the reporting period to as many potential suppliers as possible.

In summary, there were **7** contracts with estimated values over the £50,000 regulated procurement threshold, awarded during 2025/26, with a total contract value of **£925,150 - 6** compliant contracts **worth £554,150** and **1** direct award contract for a new finance system worth **£371,000.**

4 were awarded to SMEs with an estimated total contract value of **£562,575**, i.e. **61%** of total contract value awarded during the reporting period. This is a fall of **13%** on 2024-25 with a larger sum of the contracts awarded for ICT security and software awarded to **2** large companies.

Collaboratively, the College awarded **3** regulated contracts under national and sector frameworks with a total value of **£353,750.**

Section 2: Review of Regulated Procurement Compliance

Successful delivery against the Procurement Framework objectives is part of a customer valued, continual improvement process that seeks incremental improvements to process and outcomes over time. Procurement activities at the College are subject to regular, independent review. The table below provides an update of the actions and progress against the objectives that appear in the Procurement Framework action plan[4] for 2025/26:

Procurement Strategic Objective	Delivery and Compliance in 2025/26
Robust and Transparent Complete Procurement Process: *To adhere to the Scottish Government Procurement Journey guidance and ensure full compliance through application of the Procurement Reform (Scotland) Act 2014, the Public Contracts (Scotland) Regulations 2015 and the Procurement (Scotland) Regulations 2016 and the Sustainable Procurement Duty from identification of the need through to contract end.* *The College will treat all suppliers fairly, equally and without discrimination through making procurement transparent and accessible to all businesses especially Small and Medium Sized Enterprises (SMEs), the third sector and supported businesses*	The College actively maintains and develops partnerships and effective links with sector bodies, supply markets and public sector partners. Access to market intelligence is supported through the weekly APUC Procurement News, Actions and Updates Bulletin (E-zine), which is reviewed by the Procurement Manager to identify emerging market conditions, supply chain risks and sector developments that may impact the College's ability to deliver its objectives. Where relevant issues are identified, these are communicated to appropriate budget holders to enable proactive management and mitigation. In addition, APUC's bi-annual Supply Chain Market Insight Summary is circulated to the Senior Leadership Team (SLT), ensuring awareness of key market trends, risks, opportunities and procurement intelligence across the sector. The report is also made available to all staff via the Ayrshire Way Hub. The College also engages directly with suppliers and business support organisations to strengthen market relationships and encourage innovation. In November 2025, the Procurement Manager attended the Ayrshire Meet the Buyer event, organised by the Supplier Development Programme in partnership with the three Ayrshire Councils. The event provided an opportunity to engage with more than **40** local businesses and suppliers. Several follow-up meetings were subsequently arranged between suppliers and relevant College staff to explore procurement opportunities, support local economic development and increase awareness of future contracting opportunities. All regulated procurements undertaken by the College are conducted in accordance with the Scottish Government Procurement Journey and relevant legislation, including the Procurement Reform (Scotland) Act 2014, the Public Contracts (Scotland) Regulations 2015 and the Procurement (Scotland) Regulations 2016. Procurement activity is supported by documented procedures, governance arrangements and approval processes to ensure compliance, consistency and transparency throughout the procurement lifecycle. Procurement records are maintained to provide a clear audit trail from identification of need through to contract award and contract management. The College is committed to ensuring all suppliers are treated fairly, equally and without discrimination. Procurement opportunities are

[4] Ayrshire College Procurement Framework 2025-28

Procurement Strategic Objective	Delivery and Compliance in 2025/26
	advertised through Public Contracts Scotland and, where appropriate, collaborative framework agreements, providing open and transparent access to contracting opportunities. Tender evaluations are undertaken using published award criteria and objective evaluation methodologies, ensuring all bidders are assessed consistently and transparently. Feedback is offered to unsuccessful suppliers to support continuous improvement and encourage future participation in public sector procurement opportunities. In line with the Sustainable Procurement Duty, consideration is given throughout the procurement process to how procurement activity can improve economic, social and environmental wellbeing. Community benefits, fair work practices, sustainability objectives and opportunities for SMEs, supported businesses and third-sector organisations are considered, where relevant and proportionate, during the development of procurement strategies and tender documentation. Regular monitoring of procurement activity, spend, contract compliance and supplier performance enables the College to assess delivery against strategic objectives, identify opportunities for efficiencies and manage procurement-related risks. Supplier performance is reviewed throughout the contract lifecycle through reports and meetings, with outcomes used to drive improvements in service delivery, value for money and sustainable procurement outcomes. A bi-annual report on the procurement KPIs identified within the College's Procurement Framework is produced, covering contracted and non-compliant spend, supplier information and realised benefits. The longer-term objective is to make this information available through a business intelligence platform, providing enhanced procurement management information to support decision-making and corporate planning.
Maximising Efficiency and Collaboration: T*o secure value for money by working closely with the people who use the goods, services and supplies that the College requires to:* *(a) articulate their requirements early in the process;* *(b) deliver value for money;* *(c) generate community and other benefits; and* *(d) identify and promote*	The Procurement page on The Ayrshire Way Hub acts as the College's central resource for procurement guidance, ensuring staff are engaged early in the purchasing process and have access to the information required to accurately define procurement requirements. The site provides purchasing policies and procedures, How to Purchase Guides, approved supplier information, contract details, procurement templates, FAQs, and a procurement awareness e-learning module. This supports consistent and compliant procurement activity across the College and enables effective collaboration between procurement and service areas from the outset. The Procurement Manager works closely with stakeholders across the College to understand business needs, support forward planning and identify opportunities to maximise value. Active participation in key governance and strategic groups, including the Digital Governance and Transformation Group and the System Development and Rationalisation Sub-Group, ensures procurement considerations are incorporated into decision-making at an early stage. This collaborative approach helps align procurement activity with strategic objectives, improve efficiency, and secure the best outcomes for the College.

Procurement Strategic Objective	Delivery and Compliance in 2025/26
collaborative and shared services opportunities.	The Procurement Manager also represents the College within the wider further and higher education procurement sector, ensuring that collaborative opportunities are identified and leveraged wherever appropriate. Participation in the APUC Procurement Strategy Group (Colleges) and Contracts Priorities Workshops enables the College to influence and benefit from collaborative procurement strategies, framework agreements and shared contracting opportunities. These arrangements help deliver value for money through aggregated purchasing power, reduced procurement effort and improved supplier terms. As a member of the Estates Peer Group, the Procurement Manager contributes to and benefits from a network of procurement professionals who share best practice, market intelligence and category expertise. This collaboration supports informed decision-making, identifies emerging risks and opportunities, and promotes joint working across institutions where shared requirements exist. A good example of collaboration delivering value for money was the management of a proposed increase in ICT device costs resulting from global supply chain pressures. By working closely with the Director of ICT and the framework supplier to understand forthcoming requirements, the Procurement Manager was able to secure the College's future device needs before the price increase took effect. Using a national collaborative framework, the College procured **360** mobile and desktop devices at pre-increase prices and secured a financial lease arrangement that supported cash-flow management. This proactive and collaborative approach avoided more than **£50,000** in additional costs, ensured continuity of supply during a period of market uncertainty and demonstrated the benefits of early stakeholder engagement, collaborative procurement arrangements and effective supplier relationship management.
Embedding Sustainability in All We Do: *To embed sound ethical, social and environmental policies within the procurement function and to comply with the Scottish sustainable procurement duty.* *To ensure the college 's procurement arrangements use sustainable and ethical supply chains and promote best practice to our suppliers* *Reduce the college's scope 3 supply chain carbon emissions*	When developing contract strategies, the Procurement Manager (PM) works closely with stakeholders to ensure sustainable procurement requirements are fully considered and embedded throughout the procurement process. Sustainability requirements are incorporated into procurement documentation and evaluation criteria to support compliance with the Scottish Sustainable Procurement Duty and to maximise positive outcomes for the College, its communities and the wider economy. During 2025/26, **3** regulated procurements included specific sustainability objectives and award criteria. A notable example was the migration of the College's telephony system to Microsoft Teams, utilising existing devices and infrastructure rather than purchasing replacement hardware. This approach reduced resource consumption and avoided unnecessary waste. Following implementation, a specialist contractor was appointed to maximise the reuse and recycling of surplus handsets. Of the **540** phones removed from service, **136** were resold for continued use, the majority of the remainder were refurbished for parts or recycled, and only **72** required disposal through approved sustainable waste routes. This initiative directly

Procurement Strategic Objective	Delivery and Compliance in 2025/26
	contributed to reducing the environmental impact of the College's supply chain and supporting Scope 3 carbon emission reduction objectives. To promote ethical and sustainable supply chains, all Category C suppliers contracted directly by the College are required to complete the APUC Supply Chain Management Tool (Responsible Procurement Section 1). This assessment provides assurance regarding suppliers' approaches to tackling modern slavery, reducing environmental impacts, and supporting fair work practices. During 2025/26, the College engaged with **3** directly contracted Category C suppliers to complete the assessment, improving visibility of supply chain risks and encouraging suppliers to adopt and demonstrate responsible business practices. Through these activities, the College continues to strengthen sustainable procurement practices, support responsible and ethical supply chains, influence supplier behaviour, and contribute to its wider net-zero and sustainability commitments.
Procurement Skills Enhancement: Develop and implement procurement training to expand the knowledge of college staff involved in procurement at all levels. To increase use of contract and supplier management with key suppliers. Develop professional knowledge opportunities to enrich and enhance experience and capability of the procurement resource and to work with the supply chains to ensure continued improvement in supplier knowledge of dealing with public procurement requirements and expectations for the benefit of suppliers, students and staff.	The College is committed to developing procurement knowledge and capability across all levels of the organisation to support compliant, effective and value-driven procurement activity. This includes providing targeted training and awareness programmes that equip staff with the skills required to undertake procurement activities, manage contracts effectively and work collaboratively with suppliers to achieve continuous improvement and best value outcomes. During 2025/26, a Procurement Awareness e-learning module was launched through the College's staff development portal to increase understanding of procurement processes, responsibilities and good practice across the organisation. To date, **57** staff have successfully completed the module, helping to strengthen procurement competence and awareness among budget holders and staff involved in purchasing activities. Following organisational restructuring, a further review will be undertaken to identify additional staff who would benefit from completing the training. To enhance specialist procurement skills and strengthen contract management capability, the College also introduced a comprehensive construction procurement training programme. The programme was designed to build confidence and knowledge in the planning, procurement and management of construction and works projects, while fostering closer collaboration between Estates and Procurement colleagues. Training topics included procurement routes, forms of contract, project delivery, dispute resolution, risk management and contract management, providing staff with the skills needed to effectively manage suppliers and construction contracts throughout their lifecycle. The Procurement Manager actively promoted the programme across the College and ensured that senior Estates colleagues were aware of available learning opportunities. As a result, all senior Estates staff attended relevant sessions, increasing organisational capability and supporting more

Procurement Strategic Objective	Delivery and Compliance in 2025/26
	informed decision-making in relation to procurement and contract management activities. Feedback has been extremely positive, with participants reporting improved understanding of current legislation, procurement best practice and effective supplier engagement. The Procurement Manager also maintains and develops professional expertise through regular participation in national and sector procurement conferences, training events, peer groups and networking forums. This continuous professional development ensures the College remains informed of legislative changes, emerging procurement best practice, market developments and innovative approaches to supplier and contract management. Knowledge gained through these activities is shared with colleagues and applied to procurement activities, supporting continuous improvement and enhanced value for the College. Through these initiatives, the College continues to strengthen procurement capability, increase awareness of contract and supplier management responsibilities, support professional development, and promote effective engagement with suppliers in line with public sector procurement requirements and expectations.
Driving Innovation and Digital Transformation: **Digital Procurement Tools**- Expand the use of e-procurement platforms, contract lifecycle management systems and spend analytics tools to streamline processes and improve decision-making. **Emerging Technologies**- Explore the use of AI and automation in appropriate procurement contexts to improve efficiency and traceability. **Collaborative Innovation**- Partner with public sector innovation hubs, academic institutions and suppliers to co-develop solutions that address College needs.	APUC have developed their contract and supplier management tool - Hunter. All details of the college's contracts- active and expired are recorded on the portal and notifications aid in the lifecycle management of all contracts. All sector, national and non-promoted contracts are accessible through Hunter along with Buyers Guides, pricing and contract and supplier management information. There is also a Supplier and Contract Management module which records meetings, holds documents and records supplier performance which can be shared with other users to make any issues known. The use of Power BI is being explored with the college's business intelligence and information systems staff that would assist in producing the bi-annual procurement performance KPIs report. The PM has attended several sector sessions on how AI can be used to aid procurement highlighting the benefits as well as the pitfalls.

Throughout the reporting period, the College has taken all reasonable measures to ensure that regulated contracts are awarded to suppliers that are capable, reliable and demonstrate high ethical standards. Regulated procurement activity has been undertaken in accordance with the principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition contained within the Public Contracts (Scotland) Regulations 2015. By adhering to these principles, the College has maintained a fair, open

and transparent procurement process that supports value for money, responsible business practices and sustainable procurement objectives.

The following section details the College compliance and performance during 2025-26 against the general duties and specific measures of the Procurement Reform (Scotland) Act 2014 that institutions are required to report on:

Procurement Reform (Scotland) Act 2014 duties and measures	**College Compliance and Performance**
Contribution of Procurement to the Carrying Out of its Functions and Achievements of its Purpose	Procurement at the College contributes directly to the College's strategic ambition of being '**Partner of Choice'**, ensuring that procurement activity supports not only the delivery of high-quality teaching, learning and support services, but also creates positive outcomes for communities, business partners and the wider region. Through effective procurement practices, the College secures value for money, promotes innovation, and enables the efficient use of resources, ensuring that public funds are invested responsibly and sustainably. Procurement works collaboratively with internal stakeholders, sector bodies, suppliers and community partners to deliver contracts that support the College's strategic objectives while meeting operational requirements. By engaging with local, regional and national supply markets, Procurement helps strengthen economic growth, encourages participation from SMEs, supported businesses and third-sector organisations, and contributes to the development of sustainable and resilient supply chains. Attendance at the Ayrshire Meet the Buyer event and the Scottish Government Procurex exhibition and networking event in November 2025 are examples of this. Procurement also supports the College's commitments to fair work practices, equality, diversity and inclusion, community benefits and environmental sustainability through the terms of contracts awarded. Through collaboration with the wider Scottish public sector and participation in national and sectoral frameworks, the College maximises opportunities for procurement efficiency, shared best practice and continuous improvement. This collaborative approach enhances the College's ability to deliver high-quality services while contributing to broader social, economic and environmental outcomes. As a result, Procurement plays a key role in enabling the College to achieve its strategic goals, deliver outstanding services to students and staff, and maintain its position as a trusted and valued partner within the communities it serves.
Delivering Value for Money	The College remains committed to achieving value for money through effective procurement practices that balance cost, quality, sustainability and whole-life value. Procurement exercises are undertaken in consultation with curriculum areas and professional support services to ensure that purchasing decisions reflect operational requirements, strategic priorities and budgetary constraints.

Procurement Reform (Scotland) Act 2014 duties and measures	College Compliance and Performance
	Robust contract and supplier management arrangements are in place to monitor performance; ensure contractual obligations are met and maximise the value derived from procurement activity. Before contracts are extended or re-tendered, reviews are conducted to assess the ongoing need for the contract, supplier performance and opportunities for further efficiencies or service improvements with the contract leads. The College continues to utilise collaborative procurement arrangements where these offer demonstrable benefits, including improved value for money, reduced procurement effort and enhanced sustainable procurement outcomes. During 2025-26, expenditure through collaborative contracts totalled **£2.8 million**, representing **46%** of total procurement spend. Collaborative procurement activity through sectoral and national framework agreements delivered **£100,390** in cashable savings on Category A and B expenditure during 2025-26, equating to nearly **9%** of relevant spend. These savings demonstrate the continued benefits of collaboration in leveraging purchasing power, securing competitive pricing and ensuring the efficient use of public funds. Savings from Category C, college contracts- for Biomass and PPE clothing and equipment provided around **£12,500** savings on price in the reporting year.
Acting in a Transparent and Proportionate Manner and Treating Relevant Economic Operators Equally and Without Discrimination	The College is committed to conducting all regulated procurements in accordance with the principles set out in the Public Contracts (Scotland) Regulations 2015, namely equal treatment, non-discrimination, transparency, proportionality and mutual recognition. Procurement documentation is designed to be clear, proportionate and consistent, with standardised formats used wherever possible. All tender opportunities are advertised through the Public Contracts Scotland (PCS) portal. To support accessibility for smaller and local businesses, lower-value procurement opportunities are also published using the PCS Quick Quote facility. Guidance for suppliers on the College's procurement processes is available on the College Procurement webpage, which also provides access to the College's Contracts Register. During 2025–26, the College published **3** regulated tender notices for Category C/C1 contracts (see Appendix 1) worth **£200,400**; **3** further competition invitations for regulated-value call-off contracts worth **£353,750**; and **1** Quick Quote for a lower-value, below-threshold purchase for insulation replacement at the Ayr campus. A total of **261** suppliers noted their interest and were invited to submit bids through these exercises. The College continues to encourage the participation of Small and Medium-sized Enterprises (SMEs) in its procurement activity. During the reporting period, 4 regulated contracts were awarded to SMEs (see Appendix 1) and the Quick Quote exercise was award to an Ayrshire based SME, demonstrating the College's ongoing commitment to providing accessible opportunities for local and smaller businesses.

<table>
<tr><th>Procurement Reform (Scotland) Act 2014 duties and measures</th><th>College Compliance and Performance</th></tr>
<tr><td></td><td></td></tr>
<tr><td>Consulting and engaging with those affected by its procurements.</td><td>When developing its Procurement Framework 2025-28 the College undertook appropriate market research and engages with relevant internal and external stakeholders to understand the potential impact of the proposed contract. This may include considering the effect on services provided to students and staff, assessing opportunities for collaborative procurement with other institutions, and identifying any wider operational implications.
The scale and nature of stakeholder engagement is proportionate to the procurement being undertaken. Feedback gathered through this process is used to inform procurement strategies, refine specifications, and establish appropriate contract performance measures, helping to ensure that contracts deliver best value and meet the needs of all stakeholders.

The College is committed to maintaining an open and transparent procurement process. Feedback is offered to both successful and unsuccessful suppliers following procurement exercises. This supports supplier development, promotes continuous improvement, and provides greater understanding of the evaluation and award process. Through constructive engagement with the supply market, the College seeks to foster strong supplier relationships and encourage future participation in procurement opportunities.</td></tr>
<tr><td>Prompt Payment Performance</td><td>During 2025-26, the College’s Finance Team processed 11,057 invoices, with over 99% paid within the agreed payment period. The small number of invoices paid out with target timescales were attributable to queries or disputes relating to pricing, delivery, or supporting evidence.

The College maintained strong payment performance throughout the year, with invoices paid on average within 25 days, demonstrating a continued commitment to supporting suppliers through timely payment practices. The College’s terms and conditions of contract incorporate a Prompt Payment Clause, requiring contractors to apply equivalent payment terms to their subcontractors. This supports the Scottish Government’s objective of embedding fair and prompt payment practices throughout public sector supply chains and helps ensure the financial sustainability of businesses engaged in delivering public contracts.
<table>
<tr><th>Summary</th><th>2025-26</th><th>2024-25</th></tr>
<tr><td>Invoices Processed</td><td>11,057</td><td>10,174</td></tr>
<tr><td>Invoices Paid Within Target Timescale</td><td>Over 99%</td><td>Over 99%</td></tr>
<tr><td>Average Payment Time</td><td>25 days</td><td>26 days</td></tr>
</table>
</td></tr>
</table>

Procurement Reform (Scotland) Act 2014 duties and measures	College Compliance and Performance
Sustainable Procurement Duty and Response to the Global Climate Emergency	The College embeds environmental, social, ethical and economic considerations throughout all regulated procurements, using sustainability assessment tools and whole-life costing to support decision-making. Key sustainable procurement activities in 2025-26 included: - Continued use of EcoVadis supplier sustainability assessments. - Over £15,000 spent with Saxen Ltd supporting furniture reuse and waste reduction. Re-furnishing the college sustainably The College also reports annually on supply chain greenhouse gas emissions through its Public Bodies Climate Change Duties (PBCCD) return, using spend data to identify opportunities to reduce emissions and support its net-zero ambitions.
Community Benefits	The College considers opportunities to deliver Community Benefits in all regulated and lower-value procurements where relevant and proportionate. Community Benefits achieved during 2025–26 are detailed in Section 3 of this report and demonstrate the positive social, economic and environmental impact generated through the College's procurement activity.
Fair and Ethically Traded Goods and Services	The College's continued commitment to ensuring that goods and services are sourced in a fair and ethical manner wherever possible meant that during 2025-26, the College spent **£17,946** on Fairtrade hot drinks ingredients, and **£5,511** on Hey Girls sanitary products, demonstrating its continued support for ethical supply chains and responsible sourcing practices. Sustainability considerations, including the promotion of fairly and ethically traded products, are embedded throughout the procurement lifecycle and form an integral part of the College's approach to regulated procurement activity. These considerations are reflected from the initial procurement strategy stage through to tender evaluation, contract award, and ongoing supplier management. The College also maintains a strong commitment to addressing modern slavery and human trafficking risks within its supply chains. The College publishes and annually reviews its Modern Slavery Statement 2025-26, setting out the measures taken to ensure compliance with the requirements of the Modern Slavery Act 2015. Through its procurement processes, the College seeks assurance that suppliers operate in accordance with relevant legislation and uphold appropriate ethical, social and labour standards.
The provision of food to improve the health, wellbeing and education of communities in the authority's area and promote the highest standards of animal welfare.	The College is committed to supporting the health, wellbeing and educational success of its communities through the provision of nutritious, high-quality food while promoting high standards of animal welfare. Hospitality and catering requirements are procured predominantly through APUC and TUCO framework agreements, ensuring compliance with recognised animal welfare standards and supporting responsible sourcing

Procurement Reform (Scotland) Act 2014 duties and measures	College Compliance and Performance
	practices. The College also continues to source hot beverage ingredients from Fairtrade suppliers. Across its refectories, cafés and training restaurants, the College strives to provide nutritious and seasonal food options. To support student health and wellbeing, the College continued its successful free meal initiative during 2025–26, offering students a complimentary breakfast of cereal or porridge and a lunch of soup and a roll. This initiative has remained popular and continues to contribute positively to student wellbeing, attendance and engagement and was supported by a **£15,000** sponsorship from Highview, who is developing its energy storage facility at the North Ayrshire Hunterston Port and Resource Campus. College News feature Highview funding brings free breakfasts and lunches to Ayrshire College students in Kilwinning
Living Wage	The College is a Living Wage accredited employer and is committed to promoting Fair Work practices throughout its procurement activities. Where relevant and proportionate, Fair Work First principles, including payment of the Real Living Wage, were considered in all regulated procurements undertaken during the reporting period. As a result of the College's commitment to ethical and sustainable procurement, **3** regulated contract suppliers were Living Wage accredited during the reporting period. The College will continue to encourage suppliers to adopt Fair Work practices and seek accreditation where appropriate, supporting wider social and economic benefits across its supply chain.
Health and Safety at Work Act 1974	All contractors and sub-contractors engaged by the College are required to comply with the Health and Safety at Work etc. Act 1974 and all associated regulations and statutory provisions. To ensure safe working practices across all College campuses, contractors undertaking works on site must: • Hold current membership of an approved Safety Schemes in Procurement (SSIP) accreditation scheme. • Submit appropriate Risk Assessments and Method Statements (RAMS) for review and approval before any work commences. • Provide evidence that all personnel undertaking the works possess the relevant training, qualifications, competencies and certifications required for the activities being performed. • Ensure that these requirements are communicated to and complied with by all agents, suppliers and sub-contractors engaged in delivering the contract. The College contract leads monitor compliance with these requirements as part of its contractor management arrangements, helping to ensure that all

Procurement Reform (Scotland) Act 2014 duties and measures	College Compliance and Performance
	work undertaken on its premises is carried out safely, competently and in accordance with relevant health and safety legislation.

Section 3: Community Benefits Summary

In line with the Procurement Reform Act and sustainable procurement, the College's policy on identifying community benefit requirements is to consider on a case-by-case basis, the relevance and proportionality to the subject matter of the procurement. The requirement is then built into the procurement specification and into the eventual conditions of contract performance.

As part of the tendering process suppliers were invited to describe their approach to delivering community benefits or achieving social value through a contract, where relevant. Relevant community benefits included the following:

- **Financial contributions** such as funding for local projects, or support community initiatives.
- **In-kind support** which could be the donation of equipment, or direct investment in local infrastructure like roads, community centres, or shared facilities.
- **Skills development**: This can involve offering training, educational opportunities, or creating jobs for local residents, helping them gain skills for skilled employment.
- **Local sourcing and contracts** through encouraging contractors to use local businesses for sub-contracting opportunities or to purchase goods, services or works from the community.
- **Environmental initiatives** by supporting local environmental projects, such as community gardens areas made wildlife friendly.

In 2025-26, although no contract over £4m was awarded, the following community benefits and sustainability benefits were fulfilled:

- apprenticeship work experience for students and a student vs staff competition arranged with supplier James Frew Ltd.

Section 4: Supported Business Summary

The College reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with GPA and Scottish Procurement Legislation and ensuring value for money for the College.

In 2025-26 the College did not reserve any new contracts with a supported business. It did spend **£2,328** with Hansel Alliance, a third sector business in Ayrshire, for laundry services under a local contract, **£5,511** with Hey Girls CIC on sanitary products through the existing framework for washroom solutions and sanitary products and **£14,364** with Saxen, who are on the APUC sustainable furniture framework, for recycled office and refectory furniture.

Section 5: Future Regulated Procurements Summary

It is a mandatory requirement of the Procurement Reform (Scotland) Act 2014 that the College includes in its annual procurement report, a list of regulated procurement that the College expects to commence in the next 2 years. This list is outlined in **Appendix 2**.

In summary, there are a total of **15** potential contracts to be extended and/or re-let with a value of **£2,068,000** in the next 2 years.

New consultancy services for the College's cloud hosted estate and software will also be tendered during the coming period, worth an estimated **£200,000** over 18 months from November 2026.

From discussions with the Head of Facilities and the Estates and Sustainability Manager about future requirements and analysis of spend for planned preventive maintenance across the campuses to cover alarms, CCTV, fire prevention, boiler maintenance and other areas, at present are small, local arrangements in place each of below regulated contract value. However, in total the overall spend is over £75,000 per annum and these are areas where combined regulated contracts will provide efficiencies and possible savings. The procurement category strategy for these will be worked on in 2026-27 and contracts let in 2027-28.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about the details of the actual College requirements. Over a forecast period of two years, it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in **Appendix 2** should be viewed with this in mind.

Appendix 1: List of Regulated Procurements (Compliant and Non-Compliant) Completed in 2025-26

Compliant:

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date	Value over contract Period ex VAT	SME status	Supported Business
Cyber Security Managed Software Service for Ayrshire College	Academia Ltd	1/08/2025	B	01/08/2025	31/07/2028	£236,250	No	No
Migration of Telephony to a Softphone Solution- Microsoft Teams	Exchange Communications Ltd	02/09/2025	C	02/09/2025	01/09/2028	£52,900	Yes	No
Supply of Training Services for Ayrshire College Framework	2020 Safety Training Ltd; Attainment Training Solutions; Cast; Computer Tutoring Ltd; Crimson Kite Consultancy Ltd; Crossroads Global Ltd; Enlighten Training Ltd; Forward Focus Training Ltd; Genius Software Solutions Ltd; Lighthouse Business Consultants ltd; Mitchell Murdoch Group Ltd; Rewards Training Recruitment Consultancy (Scotland) Ltd; Richard Ibbotson t/a Ask Richard; Successful Learning Solutions Ltd; Supportive Solutions Ltd; The Houston Exchange; Weldpro-Qual Ltd	30/09/2025	C	01/10/2025	30/09/2027	£62,500	Yes	No
Azure Managed Services	Phoenix Software Ltd	03/11/2025	B	03/11/2025	02/11/2028	£67,500	No	No
2D and 3D Scanning Service	Construction Photodocumentation Scotland t/a Multivista	06/01/2026	C	06/01/2026	05/07/2026	£85,000	Yes	No
Mobile Telephony Service	Vodafone Limited	02/06/2026	A	02/06/2026	01/06/2029	£50,000	No	No
					TOTAL	**£554,150**		

Non-Compliant

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date	Value over contract Period ex VAT	Background	Proposed Solution[5]
Finance system Software Licence, Support and Maintenance	Symmetry Ltd	13/08/2025	C	01/09/2025	31/08/2029	£371,000	The College has concluded that when considering both value for money, technical specification and ability to deliver on similar projects that Symmetry Ltd will provide the most economically advantageous outcome for the College.	Research will be done to identify the most suitable framework to source a call-off contract via a further competition.

[5] Procurement Reform (Scotland) Act 2014 Part 2 Section 18 (2) (c)

Appendix 2: List of Regulated Procurements planned to commence in next two Financial Years, 2026/27 & 2027/28

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Expected contract notice publication date	Expected Start Date	Expected End Date	Estimated Value over contract period
Hair and Beauty- Hair Kits	B	re-let	03/05/2027	01/08/2027	31/07/2029	£50,000
Hair and Beauty- Beauty Kits	B	re-let	03/05/2027	01/08/2027	31/07/2029	£50,000
VEEAM License and Support	B	re-let	27/03/2027	27/09/2027	26/09/2030	£60,000
Staff Compliance VLE	C	re-let	11/05/2026	11/11/2026	10/11/2028	£70,000
Student PPE Clothing and Equipment	C	re-let	10/01/2028	10/07/2028	09/07/2030	£80,000
TQFE Teaching Programme	B	re-let	17/01/2027	17/06/2027	16/06/2029	£81,000
Hospitality Students Uniforms and Kit	C1	extend	n/a	01/08/2027	31/07/2028	£82,000
Student Online Portfolio and Assessment Platform	B	re-let	16/03/2027	16/09/2027	15/09/2030	£105,000
Ayrshire College Inter-site WAN Connectivity	B	re-let	25/11/2027	25/04/2028	24/04/2031	£110,000
Support and Maintain HR and Payroll System	B	re-let		21/11/2027	20/11/2032	£150,000
Waste Services	B	re-let	13/10/2026	01/12/2026	30/11/2028	£180,000
Washroom Services	B	re-let		01/02/2027	31/01/2030	£120,000
Data Platform Professional Services	C	new	29/09/2026	02/11/2026	01/05/2028	£200,000
Copy and Print	B	extend	n/a	01/07/2027	30/06/2030	£250,000
Supply and Delivery of Biomass Pellets	C	re-let	25/11/2027	25/04/2028	24/04/2030	£480,000
					Total	**£2,068,000**

Glossary of Terms

Contract Categories-A, B, C and C1 Contracts

Category A	Collaborative Contracts available to all public bodies • Scottish Procurement • Crown Commercial Services
Category B	Collaborative Contracts available to public bodies within a specific sector • Scottish Procurement • APUC • Scotland Excel • NHS National Procurement
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

APUC- Advanced Procurement for Universities and Colleges (APUC Ltd Reg. No. SC314764)

BT14 – Sustainability Based Benefits - sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:

· Reduction in waste – packaging and / or further use of residue from processes etc.

· Reduction in consumption - use of raw materials (consumables, utilities etc.)

· Recycling and/or reuse of products

· Enhanced Reputation and/or marketing opportunities

· Community Benefits delivery

· Carbon Reduction

Social, equality and / or environmental improvements

Category Subject is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

Community Benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. Benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of college contracts.

Contracts Registers these typically provide details of the procurement exercise to capture key information about the **contract** (the goods and services, values, date started, expiry date, procurement category etc.).

Cost Avoidance The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a "soft" cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.

Contract management or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

Government Procurement Agreement (GPA) Procurement Thresholds- The Thresholds as set out by the World Trade Organisation. The present thresholds are inclusive of VAT:

Contract Type	**1st January 2026 to 31st December 2027**
Supply, Services and Design	£207,720 inc. VAT (£173,100 ex VAT)
Works	£5,193,000 inc. VAT (£4,327,500 ex VAT)

Hunter – Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.

As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.

Living Wage - this is the real Living Wage. It is a voluntary age rate of pay that is enough to ensure that those receiving it can have an acceptable standard of living, and applies to all employees 18 and over. It is calculated by the Resolution Foundation and overseen by the Independent Living Wage Commission. The rate is reviewed annually by the Living Wage Foundation. The payment of the real Living Wage can be mandated in relevant and proportionate contracts as part of fair work considerations

Non-core expenditure/spend – third-party expenditure excluded from the scope of the Procurement Regulations.

Non-pay expenditure/spend - covers all third-party expenditure including non-core expenditure It excludes directly employed workers and associated costs such as national insurance, pension contributions and administration costs.

Procurement Journey is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

PCS (Public Contracts Scotland) - the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

Scope 3 Emissions - Greenhouse gas emissions are categorised into three groups or 'Scopes' by the most widely-used international accounting tool, the Greenhouse Gas (GHG) Protocol. Scope 1 covers direct emissions from owned or controlled sources. Scope 2 covers indirect emissions from the generation of purchased electricity, steam, heating and cooling consumed by the reporting company. Scope 3 includes all other indirect emissions that occur in a company's value chain.

GHG emissions have been estimated on the economic value of goods and services purchased and multiplying it by using Department for Business, Energy & Industrial Strategy (BEIS), formerly DEFRA conversion factors. The calculation tool has been developed by the Responsible Procurement Group Scope 3 sub-group, UKUPC, EAUC and HEPA.

Small and Medium Sized Enterprises (SMEs) encompass –

Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.

Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.

Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

Social Enterprises are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

Supply Chain encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

Supported business means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

Sustainable Procurement A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

Third-Party Expenditure is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including:

- Goods – tangible products such as stationery, which are often also known as supplies.

- Services – provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally.
- Works – including construction works and utilities, i.e. energy costs.

It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.

Annex A

1. Organisation and report details

a) Contracting Authority Name	Ayrshire College
b) Period of the annual procurement report	1 August 2025 to 31 July 2026
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? *(Yes/No)*	Yes

2. Summary of Regulated Procurements Completed

a) Total number of regulated contracts awarded within the report period	7
b) Total value of regulated contracts awarded within the report period	£925,150
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the report period	22

3. Review of Regulated Procurements Compliance

a) Did ALL regulated contracts awarded within the period comply with your Procurement Strategy	No
b	One of the contracts awarded in 2025-26 for a new finance system was a contract awarded without prior publication of a call for competition. Research will be done to identify the most suitable framework to source a future call-off contract via a further competition.

4. Community Benefit Requirements Summary

Use of Community Benefit Requirements in Procurement:

a) Total Number of regulated contracts awarded with a value equal to or greater than the Community Benefit threshold*	0
b) Total Number of regulated contracts awarded with a value equal to or greater than the Community Benefit threshold that contained Community Benefit Requirements*	0
c) Total Number of regulated contracts awarded with a value less than the Community Benefit threshold that contain Community Benefit Requirements*	0

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts equal to or greater than the Community Benefit threshold subcontracted to SMEs*	0
i) Total Value of contracts equal to or greater than the Community Benefit threshold subcontracted to third sector bodies*	0
j) Total Value of contracts equal to or greater than the Community Benefit threshold subcontracted to supported businesses*	0
k) Value of other community benefits fulfilled	0
l) (Optional) additional information on under threshold benefits secured	
(Optional) enter additional information	

*** The Community Benefit threshold (currently £4 million was subject to consultation in late 2025 early 2026. If a decision is made to revise the threshold this will be communicated to contracting authorities who should thereafter use the revised threshold value.**

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	5
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	5
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	0

6. Payment performance

a) Number of valid invoices received during the reporting period.	11,057
b) Percentage of valid invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	99%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	5

d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain	0
e) Number of regulated procurements undertaken that included the standardised statement associated with question 4C.4 of the SPD where it is anticipated a supply chain will be used	5
f) Value of regulated procurements undertaken that included the standardised statement associated with question 4C.4.	£554,150
g) Value of invoices paid late during the reporting period (Contracting authority to supplier)	Data not held

7. SME

a) Total number of regulated contracts awarded to SMEs during the period	4
b) Total value of regulated contracts awarded to SMEs during the period	£562,575
c) Total number of unique SME suppliers awarded a place on a regulated contract awarded during the period	19

8. Third Sector Bodies

a) Total number of regulated contracts awarded to third sector bodies during the period	0
b) Total value of regulated contracts awarded to third sector bodies during the period	£0
c) Total number of unique third sector bodies awarded a place on a regulated contract awarded during the period	0

9. Supported Businesses

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total value of regulated contracts awarded to supported business during the period	0
c) Total number of unique supported business awarded a place on a regulated contract awarded during the period	0

10. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£6,120,965
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£4,407,095
c) Total procurement spend with third sector bodies during the period covered by the annual procurement report.	£2,328
d) Total procurement spend with supported business during the period covered by the annual procurement report.	£5,511
i) procurement spend with supported business within the reporting year on regulated contracts	0

ii) procurement spend with supported business within the reporting year on non-regulated contracts	£5,511
e) Percentage of total procurement spend through collaborative contracts.	81%
f) Total delivered cash savings for the period covered by the annual procurement report	£112,891
g) Total non-cash savings value for the period covered by the annual procurement report	£308,519

11. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	15
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£2,068,000

Ayrshire College

