Meeting of the People, Infrastructure and Finance Committee
To be held on Tuesday 18 November 2025 at 5.00pm
Hybrid: Boardroom Kilmarnock Campus or via Microsoft Teams

AGENDA

1 Welcome and Declarations of Interest

2 Apologies

3 Minutes of the meeting held 9 September 2025   Paper 1 (C/P)
  - BRIC Action & Decision Tracker   Paper 1a (P)

4 Matters Arising

Part A - For Discussion, Decision and Approval

5 Health, Safety and Wellbeing Annual Report 2024 - 25 (4/5/7/8/10)   Paper 2 (R) (DD/MH)

6 Infrastructure Strategy Annual Review   Presentation (P) (ARi)

7 Facilities and Sustainability Update Report (11/12/14)   Paper 3 (P) (ARi)

8 Annual Procurement Report 2024 - 25 (3)   Paper 4 (P) (ARi)

Part B - Regular Reporting/Monitoring

9 Management Accounts as at 30 September 2025 (18/20)   Paper 5 (R) (ARi)

10 Financial Matters Update Report (21)   Paper 6 (R) (ARi)

11 People Strategy Quarterly Report   Link to People Dashboard (DD/MH)

12 SAI Update Report   Verbal (ARi)

Part C- Risk Management

13 Strategic Risk and Opportunities Register (25)   Paper 7 (R) (ARi)

Part D - For Information/AOB

14 AOB

Date of Next Meeting – Tuesday 10 March 2026 at 4.00pm **Kilwinning**

(C/P) Confirmed minutes will be published; (P) Papers will be published on the College website; (R) Papers will not be published for reasons of commercial sensitivity or for reasons of personal data confidentiality

Ayrshire College

**Minute of the Business, Resources and Infrastructure Committee
Hybrid meeting held at Kilmarnock Campus and via Microsoft Teams on
Tuesday 9 September 2025**

Present:

Matthew Wilson	Chair
Tracey Dalling	Vice Chair
Alicia Clyde	Non-Executive Board Member
Jason Currie	Non-Executive Board Member
Angela Cox	Principal, Ex-Officio
Janette Steel	Elected Member, Curriculum

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
Liz Walker	Chief Financial Controller
Hilary Denholm	Board Governance Advisor
June Northcote	Executive Assistant (Minute)

1. Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting, including new members Alicia Clyde and attendee Sara Rae.

The Chair announced the new Vice Chair as Tracey Dalling, going on to express thanks to Michael Ross for his contribution to BRIC, as he left to take up the post of ARC Vice Chair.

The meeting was confirmed as quorate.

2. Apologies

Apologies were noted from Lisa Keggans, Elected Member (Unison) and the Elected Student President, Darcie Hamilton.

3. Minutes of the Previous Meeting held on 3 June 2025 *(Paper 1) (P)*

The minute was approved as an accurate account.

Proposed: **Angela Cox** **Seconded:** **Tracey Dalling**

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

The Committee noted all previous decisions and completed actions. It was also noted that two actions were due for completion in November.

4. **Matters Arising**

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

10. **Procurement Framework** *(Paper 6) (P)*

L Walker summarised the Colleges Procurement Framework 2025-28, which sets out the College's strategic direction and objectives in terms of procurement.

Those present were advised that the Framework would be reviewed annually to ensure it remained relevant, with progress measured through a six-month report to the Senior Leadership Team, annual action plan reviews and the publication of the College Annual Procurement Report.

The Committee noted the five core outcomes.

1. <u>Robust and Transparent Procurement Process</u>: Adhering to relevant legislation and ensuring fairness, equality and non-discrimination in procurement.

2. <u>Maximising Efficiency and Collaboration</u>: Securing value for money by engaging early with stakeholders, delivering financial savings and generating community benefits.

3. <u>Embedding Sustainability in Procurement</u>: Implementing ethical, social and environmental policies aligned with the Scottish sustainable procurement duty.

4. <u>Procurement Skills Enhancement</u>: Expanding procurement knowledge across all staff levels through training and professional development.

5. <u>Driving Innovation and Digital Transformation</u>: Expanding e-procurement platforms, contract lifecycle management systems and exploring AI and automation.

Decision BRIC33-D03: The Committee recommended the Procurement Framework to the Board of Management for approval.

15. **AOB**

No other items of business were noted.

16. **Date of Next Meeting**

The next meeting is scheduled to take place on Tuesday, 18 November 2025 from 4pm (joint meeting with ARC for the financial papers then BRIC only from 5pm onwards).

(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

Meeting Date	Agenda Item	Reference	Details	Action Owner	Due Date	Action Decision	Open Complete Approved Declined
03.06.25	Human Resources and Health, Safety and Wellbeing Update Report (Feb 2025 to April 25)	BRIC32:A01	Provide follow-up to the Board of Management on the Supreme Court gender reassignment ruling and the approach which is being taken by the College to address the challenges this presents.	David Davidson	18.11.25	Action	
03.06.25	Human Resources and Health, Safety and Wellbeing Update Report (Feb 2025 to April 25)	BRIC32:A02	Provide further information to the Board of Management after the Scottish Government guidance on Martyn's Law has been issued.	David Davidson	18.11.25	Action	
09.09.25	2025-26 Committee Terms of Reference & Workplan	BRIC33: D01	The Committee recommended the revised 2025-26 Committee Terms of Reference & Workplan to the Board of Management for approval subject to minor amendments.	N/A	25.09.25	Decision	Approved
09.09.25	2025-26 Committee Terms of Reference & Workplan	BRIC33-A01	Revise areas for enhancement or clarification as noted.	HD	11.12.25	Action	
09.09.25	Voluntary Severance Scheme	BRIC33: D02	The Committee recommended the Voluntary Severance Scheme to the Board of Management for approval.	N/A	25.09.25	Decision	Approved
09.09.25	Procurement Framework	BRIC33: D03	The Committee recommended the Procurement Framework to the Board of management for approval.	N/A	25.09.25	Decision	Approved
09.09.25	Management Accounts as at 31 July 2025	BRIC33: D04	The Committee recommended the 31 July Management Accounts to the Board of Management for approval.	N/A	25.09.25	Decision	Approved

Meeting Date	Agenda Item	Reference	Details	Action Owner	Due Date	Action Decision	Open Complete Approved Declined
09.09.25	2025-26 Strategic Risk Register	BRIC33: D05	The Committee approved the Strategic Risk Register for submission to the Board of Management.	N/A	25.09.25	Decision	Approved

(Agenda Item 6 - Presentation)

People, Infrastructure and Finance Committee
18 November 2025

Infrastructure Strategy 2024-27
November 2025 Update

Infrastructure Strategy - Executive Summary

The College's Infrastructure Strategy 2024–27 sets out a vision to maximise asset utilisation, enhance digital and physical environments, minimise environmental impact, foster collaboration, and strengthen cybersecurity. The strategy is structured around six core objectives, each supported by targeted initiatives and performance metrics.

Progress is generally on track across objectives, with some areas requiring further data refinement and external engagement. The College is laying strong foundations for future business cases and remains committed to continuous improvement, sustainability, and digital transformation.
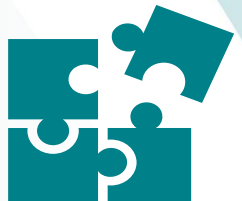
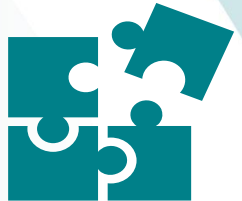**Our Values:** Open and Honest | Innovative | Respectful | Supportive

Infrastructure Strategy - Executive Summary

1) **Maximise Asset Utilisation and Environmental Impact**
   - Improved space utilisation through dynamic design and smart technologies.
   - Ongoing engagement with space planning experts and enhanced campus security (including Martyn's Law compliance and upgraded CCTV).
   - Digital enablement via Microsoft Viva, MyAyrshireApp, and managed cloud services.

2) **Rolling Investment and Service Enhancement**
   - Data submitted to SFC; further refinement underway.
   - Successful integration of Kilwinning campus.
   - Estate and ICT budgets under review with transition to leased vehicle fleet.
   - Digital transformation overseen by the Digital Governance & Transformation Group (DGTG), with AI, records management and cyber security subgroups.

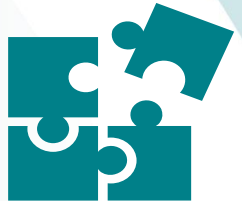**Our Values:** Open and Honest | Innovative | Respectful | Supportive

Infrastructure Strategy - Executive Summary

3) Enhance Student and Staff Experience

- Integration of social and learning spaces, supported by digital building plans.

- New finance and student funding systems in development.

- Digital-first approach with cloud migration and hybrid learning platforms (Microsoft 365, Azure Virtual Desktop).

4) Sustainability and Environmental Outcomes

- College Sustainability Group active; annual investment in LED lighting, heating and building management.

- Utility cost reductions (15% budget cut for 2025–26).

- Waste management improvements and sustainability awareness campaigns.

- 70% of IT classroom estate now thin clients; cloud-first approach adopted.

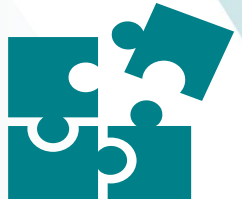**Our Values:** Open and Honest | Innovative | Respectful | Supportive

Infrastructure Strategy - Executive Summary

5) Collaboration and Partnerships

- Ongoing discussions with UWS, local councils and commercial teams for shared facilities and external engagement.

- Digital workspaces for stakeholders and expanded use of shared services (Hefestis, SCIL, Jisc).
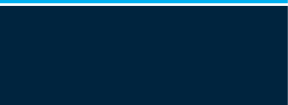
6) Cybersecurity and Asset Protection

- Continuous review of security protocols and automation for user lifecycle management.

- Investment in managed Security Operations Centre (SOC), cloud services, and AI-driven threat response.
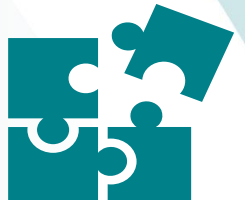
- Centralised asset information via Unidesk

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Infrastructure Strategy Objectives

RAG Status

■	Progress significantly behind where it is anticipated to be
■	Progress is behind where it was anticipated to be
■	Progress on track
■	Objective delivered
■	Objective not yet started

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Objective 1

Physical	Status	Examples
To see all space as touch down space thereby improving space utilization through inform / dynamic use of space		• Engaging services of **space planning company** to provide base data to inform future decision making
To combine technology and space to offer immersive experiences to all users		• Once space usage is known further work will be undertaken to fuse space and technology requirements together
To provide security to those on campus and to promote safe and accessible campuses		• Security protocols are constantly under review including introduction of **Martyn's Law** implications. • Any change in status of campus area will result in review of security arrangements. • Improved CCTV system at Ayr

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Objective 1

Digital	Status	Examples
To support ways of finding for all our communities. From your position find locations, resources and services		• Microsoft Viva for staff • MyAyrshireApp for students • Wireless technologies
To implement digital to operate all spaces as social, learning and office space to be used on demand		• Once space usage is known further work will be undertaken to fuse space and technology requirements together
To detect failing services and report on solutions		• **24/7 Managed Cloud Service** • Microsoft Intune reporting • RoboShadow
To deploy digital preservation technologies to support streamlined information governance, protecting business continuity and institutional memory		• Migration to the Cloud • **Microsoft Purview** • **Digital Governance & Transformation Group (DGTG)**

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Objective 2

Physical	Status	Examples
To input / respond to the SFC Infrastructure Strategy outputs		• Data submitted and now logged on SFC navigator system. • **Workshop held with SFC and College Scotland to review**. Data sets across colleges found to be inconsistent. Further refined data set to be submitted early 2026
To integrate the operation of Kilwinning campus		• Kilwinning campus **successfully transferred** and all staff now on College contracts
To develop a four-year rolling estate works plan		• Initial planning work carried out with Heads of Department and awaiting outcome of curriculum plan
To optimise the estate / ICT budget to continue to enhance the College infrastructure in line with curriculum / strategic priorities		• Ongoing review of budgets with targeted investment. • Transition underway from owned vehicle fleet to **leased fleet**.

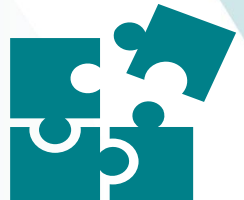**Our Values: Open and Honest | Innovative | Respectful | Supportive**

Objective 2

Digital	Status	Examples
To implement and report on success of Digital Transformation projects		• Annual **digital infrastructure report** • SLT oversight on transformational projects • Digital Governance & Transformation Group (DGTG)

To embed operations of Digital Governance and Transformation Group to ensure digital investment is aligned to College strategic priorities		• **DGTG formed** with four subgroups identified:
		  o Artificial Intelligence
		  o Records Management
		  o Data Protection and Cyber Security
		  o System Development and Rationalisation

To ensure that the voice of students and staff are included in all developments		• DGTG – Cross college staff and Student Association (SA) membership • **Digital platform** to request developments • Regular engagement with SA
To develop a four-year rolling digital works plan		• Year two implemented • Year three under review

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Objective 3

Physical	Status	Examples
To blend and integrate social and learning spaces, traditionally thought of as being separate entities		• **Digital plans** of all buildings being generated / to be combined with work on space planning • Once space usage is known further work will be undertaken to fuse space and technology requirements together
To pioneer innovative practices by optimizing the synergy between space, people, processes and systems resulting in efficient and effective administration service		• New **finance system** implementation will aim to implement these objectives • **Student funding system** currently being upgraded with material input from College staff.
Contribute to the transformation of the all workspaces into a digital operating environment to support "any space = workspace"		• Once space usage is known further work will be undertaken to fuse space and technology requirements together

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Objective 3

Digital	Status	Examples
To improve the experience of students who seek help or require engagement with departments and services		• Nexus • **UWS/Pheonix partnership** – AI projects • **Digital signage** • Learning Resource Centres sessions
To bring together a suite of digital learning technologies into coherent platforms for learning that delivers on the Ayrshire College experience		• Microsoft 365 • Virtual Learning Environment (AVD) • Microsoft Azure Virtual Desktop (AVD)
To embrace further a digital-first approach that leverages the security, elasticity and efficiency of cloud services, while concurrently maintaining a robust on-campus presence ensuring a powerful hybrid approach		• **Cloud First** approach • DGTG • SLT support

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Objective 4

Physical	Status	Examples
To promote more initiatives through the College Sustainability Group in line with the Governments climate action change agenda	🟧	• Engage platform presence • **SEES group** set up and embedded
To prioritise further investment in the College estate in LED lighting, improved heating systems, and close monitoring of the building management systems	🟩	• **Annual investment plan** in sustainable initiatives • Close working with Kilmarnock facilities management team • Improvements to **building management systems** at Kilwinning / Kilmarnock
To monitor and manage utility costs, in particular high usage areas and identify opportunities where savings can be made	🟩	• **Improved water and waste monitoring** • Annual reporting of costs
To promote sustainability awareness campaigns to encourage students' participation and to encourage staff and visitors to play their part	🟧	• SEES Group objective to improve overall engagement of staff and students
To develop a College waste management programme to ensure all users recycle waste products correctly	🟧	• Engagement with **waste management company** • Improvements to waste collection bins

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Objective 4

Ayrshire College

Digital	Status	Examples
To drive the reduction of the environmental impact, using smart technologies to improve the environment for our staff and students	🟩	• 70% of IT classroom estate are thin clients • Cloud First approach • M365
To adopt best practice within ICT project implementation, whilst embedding knowledge of sustainability and increasing awareness of the impact of digital on the environment.	🟧	• DGTG • Digital Services staff on sustainability group
To reduce the College overall power consumption through careful resource management ~~and implementation of a carbon accounting system~~ to help the College measure its CO2 emissions.	🟧	• 70% of IT classroom estate are thin clients • Awaiting outcome of space utilisation
To ensure through the procurement process that new systems and services are available remotely and 24/7/365 to support the needs of our staff and students and reducing the need for travel.	🟩	• Cloud migration • M365 – Teams, telephony • VLE

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Objective 5

Physical	Status	Examples
To develop options for shared facilities, co-locations with stakeholders and collaborative ventures		• Conbtubnued discussion with UWS and local councils • Once space usage is known further work will be undertaken to market potentially available space
To work with commercial teams to bring in external users to the College estate for events, community groups and local business participation		• Once space usage is known further work will be undertaken to market potentially available space
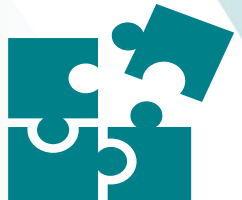
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Objective 5

Digital	Status	Examples
To provide safe digital workspaces for external users and stakeholders		• Separate internet connection for lets
To continue to explore digital technologies that provide learning within other stakeholder premises		• UWS Partnership • Eduroam • Scottish Colleges IT Leaders forum
To increase use and participation for shared services through Hefestis, SCIL & Jisc		Member of the following Hefestis services o CISO Share o DPO Share o Unidesk • Regular Jisc meetings, six monthly strategic now organised with regular bi-monthly technical meetings
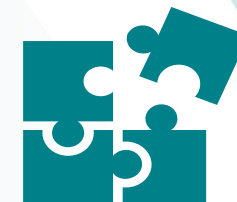
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Objective 6

Physical	Status	Examples
To ensure physical assets and their locations are secured for access including monitoring and alerting		• Security protocols are constantly under review including introduction of **Martyn's Law** implications.
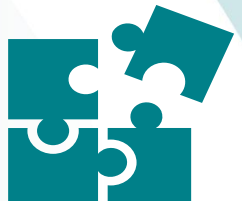
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Objective 6

Digital	Status	Examples
To implement automation that manages user lifecycle management including their access		
To invest in leading edge technology to protect our digital estate through monitoring and responding to threats		• 24/7 Managed Security Operations Centre (SOC) • 24/7 Managed Cloud Service • Roboshadow
To use AI and automation to remove human bottlenecks ~~when responding to a threat~~		
To centralise college information relating to assets, dependencies and impact		• **Unidesk**

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Performance Metrics

- **Obtaining SFC and Scottish Government approval to proceed with business cases for new investment in the College and then to secure capital funding for implementation.**
  - ❖ **Lack of overall SFC Infrastructure Strategy** is proving problematic – format and source of funding unclear
  - ❖ College is progressing with laying foundations for future business case development – strategic statement of intent, space planning, utilisation, **external engagement (Scottish Futures Trust)**

- **Spending capital monies on maintenance works in line with the priorities detailed in condition survey reports and user requirements.**
  - ❖ **Annual capital investment planning undertaken** and outcomes from curriculum planning incorporated into plan
  - ❖ **Engagement with SFC to** highlight requirement for ongoing maintenance funding as revenue not capital
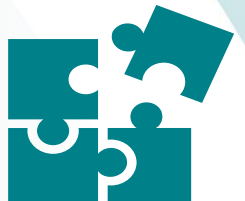
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Performance Metrics

- **Ensuring legal and regulatory compliance and high standards of infrastructure management.**
  - ❖ **Planned maintenance pro**gramme in place along with dedicated staff resource to ensure compliance
  - ❖ Health, Safety and Welfare Team College wide **monitoring risk assessment and monitoring system** in place
  - ❖ No HSE notifications or enforcement notices

- **Releasing efficiency savings, through robust management of ongoing utility costs.**
  - ❖ Utility cost 2025-26 **budget reduced by 15%** through:
    - ❖ Review of heating set points
    - ❖ Installation of new boilers
    - ❖ Heating and Cooling Policy
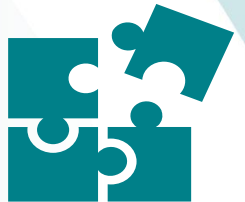
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Performance Metrics

- **Reducing the College's carbon footprint and rationalising the College estate where appropriate in accordance with the Scottish Government's 'Public Bodies Climate Change Duties' submission.**
  - ❖ **Annual report** submitted as required
  - ❖ 2024-25 report in progress and update to the next Committee

- **Maximising the value of the College infrastructure through income generated from commercial and community use.**
  - ❖ Work has commenced on **identifying space for future income generation**
  - ❖ Green shoots of progress to increased commercial income

- **Managing risk and implementing risk mitigation plans.**
  - ❖ **Embedded risk management process** across all operational areas
  - ❖ Implementation of **digital risk management solution** will allow further embedding of risk management process
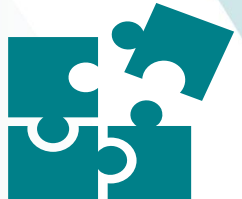
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Overall Progress

Objective	Overall Status
1) To maximise the use of all assets through improved space utilisation / intelligent design and to minimise our environmental impact by using smart technologies.	
2) Implement rolling investment plan to improve service design and delivery methods	
3) To significantly enhance the student and staff experience through dynamic and impactful digitally enabled on and off-campus environments	
4) To minimise the environmental impact of the College and maximise sustainable outcomes	
5) To prioritise seeking collaborations as a means of delivery through partnerships with other education providers and stakeholders	
6) To further enhance our cybersecurity position to ensure the protection of sensitive data, maintain system integrity, meet regulatory compliance and foster a culture of cybersecurity awareness among staff and students	
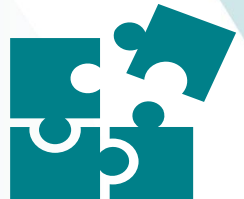
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Thank You
and
Any Questions?

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Ayrshire College   *(Paper 4)*

Title of Meeting: People, Infrastructure and Finance Committee

Date: 18 November 2025

Title: **2024-25 Procurement Annual Report**

Purpose: To summarise the Colleges performance, in relation to procurement for the period 1 August 2024 to 31 July 2025.

Recommendation: Members are asked to approve the report.

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1. Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires public organisations, that have an estimated annual regulated spend of greater than £5m to develop and implement a Procurement Strategy, which is reviewed annually. Organisations must also publish an Annual Procurement Report describing procurement activities conducted during the same period as the Procurement Strategy update.

Key Highlights

- **Total Procurement Spend:** £7,517,451 (ex VAT), a 42% increase from 2023/24, mainly due to the digital transformation programme and the setup of SAI Ltd, the College's new commercial aviation venture.

- **Contracted Regulated Spend:** £6,200,210 (82% of procurement expenditure) was under contract. In the Higher and Further Education sector, regulated spend typically ranges between 60–75%, depending on the institution's size, procurement maturity, and use of collaborative frameworks.

- **Collaborative Spend:** £3,317,402 (44% of procurement spend) was through collaborative contracts. Collaborative spend across Scottish public bodies typically ranges from 25% to 35% of total regulated procurement spend. The College's 44% collaborative spend suggests a strong engagement with national or sectoral frameworks and an effective procurement strategy aligned with best practice.

- **Direct Savings:** £175,375 (3% of contracted spend) in direct savings from contracted spend.

- **Supplier Engagement:** The College worked with 659 companies, with 225 (22%) based in Ayrshire. 499 SMEs accounted for 72% of total spend.

- **Regulated Procurements:** 10 regulated procurements were awarded above the Public Contracts (Scotland) Regulations 2015 threshold, totalling £1,061,550. Of these, 7 contracts (84% of value) were awarded to SMEs.

- **Community Benefits:** The College included community benefit requirements in all regulated and lower-value procurements, with specific benefits detailed in Section 3 of the report.

- **Procurement Skills:** 87 staff participated in procurement training as part of the Evolve management and leadership programme. An e-learning module for procurement awareness was launched in November 2024.

- **Compliance:** All regulated procurements were conducted in line with the principles of equal treatment, non-discrimination, transparency, proportionality, and mutual recognition.

- **Prompt Payment:** Over 99% of invoices (10,174 processed) were paid on time, with an average payment time of 25 days.

- **Sustainability and Fair Work:** The College embedded sustainability, fair work, and living wage considerations in procurement processes. Three regulated suppliers were accredited Living Wage employers.

This report demonstrates Ayrshire College's commitment to strategic, ethical, and sustainable procurement, supporting local suppliers, SMEs, and community benefits, while ensuring compliance with statutory requirements and delivering value for money.

2. Associated Risks

The report advises of adjustments to the Procurement Strategy, which are necessary to secure future performance improvements and to enable the College to respond to local, national and global economic, political, social, and financial risks.

3. Equality and Diversity Impact Assessment

An EqIA is not required.

4. Publication

This paper will be published on the College website.

Liz Walker
Chief Financial Controller
18 November 2025

Annual Procurement Report
2024 - 25

Empowering People
for a **Changing World**

Contents

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated[1] spend of £5 million or more to develop a [Procurement Strategy](#) and then review it annually. They are also required to publish an Annual Procurement Report (APR) which summaries how the organisation has performed in its procurement activities and in the delivery of the strategic objectives set out in its strategy.

This Annual Procurement Report for Ayrshire College covers the period of 1 August 2024 to 31 July 2025 and is the eighth report published by the College.

1. Procurement Dashboard Figures for 2024-25

1.1 Spend Analysis

Ayrshire 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.

Year	2021/22	2022/23	2023/24	2024/25[2]
Procurement Spend[3] ex VAT	£5,978,957	£7,436,313	£5,259,577	£7,517,451
Contracted Regulated Spend	£4,772,152 80%	£5,656,114 76%	£4,891,407 93%	£6,200,210 82%
Collaborative Contracted Spend (% of procurement spend)	£2,134,149 36%	£2,563,547 35%	£3,591,178 68%	£3,317,402 44%
Direct Savings from Contracted Spend[4]	£108,325 2%	£205,049 4%	£127,738 3%	£175,375 3%

Ayrshire College's procurement expenditure for 2024-25 was **£7,517,451,** up **42%** from 2023-24 with much of the increase in delivery the college's digital transformation programme and from the setup of SAI Ltd which is Ayrshire College's forthcoming commercial aviation venture, with **£6,200,210 (82%)** of procurement expenditure under contract.

1.2 Compliance

10 regulated procurements awarded during 2024-25 above the Public Contracts (Scotland) Regulations 2015 Threshold with a value of **£1,061,550** (see Appendix 1)[5]. **1** of these, a C1 collaborative contract with New College Lanarkshire for soft drinks and confectionery has a contract value over the GPA threshold of £213,477 (inc VAT) for goods and services.

No works contracts over the GPA threshold were awarded during the reporting period and there were **4** single source regulated procurements, worth **£440,413** in 2024-25. 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.

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[1] 'Regulated' procurements are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods and services (or £2,000,000 excluding VAT for a public works contract).

[2] Figures still to be finalised and verified by APUC as the MI is still being collected.

[3] Influencable non-pay spend after rent, rates, subscriptions etc have been removed

[4] BT1 savings- Direct Price Based Savings

[5] The source of this data is the institution dashboard contained within the APUC Buyer's Guide Portal (APUC Collaboration Site).

1.3 Supplier Profile

Ayrshire College has a strategic objective to be a 'Partner of Choice' with a commitment to the Ayrshire region. For this reason, engaging with and supporting local suppliers, wherever possible, remains a key element of the college's Procurement Strategy. As shown below, the College did business with a total of **659** companies in the reporting period 2024-25 and placed orders with **225** suppliers (**22%**) based in Ayrshire During 2024-25, the College did business with **499** SMEs and **72%** of the total spend.
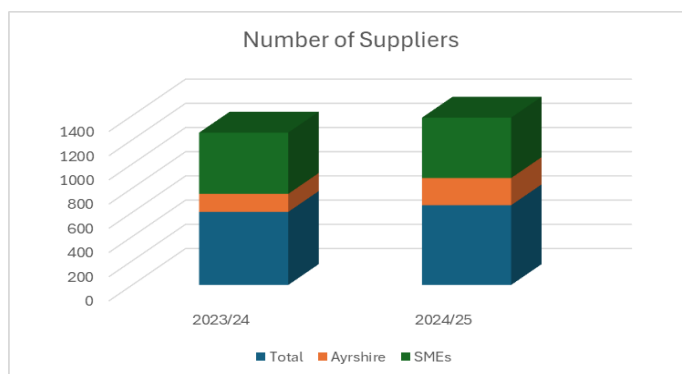
1.4 Savings and Benefits

As shown in the table above, in 2024-25 there was **£550,905** of BT1[6] and BT2[7] savings which is **9%** of contracted spend for the year.

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 2024-25 is given in Section 3 of this report.

1.5 Procurement Skills

In delivering the strategic aim of enhancing the experience and capability of procurement practitioners, staff taking part in the college's Evolve management and leadership training programme were given training on the procurement journey, the procurement function in the college and on contract and supplier management, in early 2025, with **87** from senior leadership to curriculum managers staff attending.

A procurement awareness e-learning module on the college's intranet procurement page, aimed at all staff involved in purchasing, also became active in November 2024

This report has been produced by the Procurement Manager and approved by Ayrshire College's Board of Management on 11 December 2025

Signed: ……………………………………………….

                 Angela Cox

Position: Principal and Chief Executive

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[6] 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).

[7] 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 Ayrshire College completed during the reporting period of 2024-25 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 **10** contracts with estimated values over the £50,000 regulated procurement threshold, awarded during 2024/25, with a total contract value of **£1,061,550**. Of these **7** were awarded to SME's with an estimated total contract value of **£894,050**, i.e. **84**% of total contract value awarded during the reporting period. This is an increase of **18%** on the previous year.

Collaboratively, the college awarded **6** regulated contracts under national and sector frameworks with a total value of **£493,900.**

With the setting up of the college's commercial aerospace project at the new location at Prestwick airport and the specialist nature of what was required, there were **4** single source regulated procurements, worth **£440,413** in 2024-25 (see Appendix 1).

Section 2: Review of Regulated Procurement Compliance

Successful delivery against the procurement strategy objectives is part of a customer valued, continual improvement process that seeks incremental improvements to process and outcomes over time. Procurement activities at Ayrshire College are subject to regular, independent review. In June 2024 the college underwent the new PCIP Pulse Check lite review which confirmed progress in all areas moving the college into silver banding. The table below provides an update of the actions and progress against the objectives that appear in the procurement strategy action plan.

Procurement Strategic Objective	Delivery and compliance in 2024/25
To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement service	APUC issue a quarterly Supply Chain Market Intelligence report which the Procurement Manager (PM) examines to understand any supply issues that may impact the college in delivery of its objectives, alerting the relevant budget holder to these as necessary. A summary of this data is circulated to SLT information. The PM also attends collaborative meeting with the 3 Ayrshire Councils, Scot Govt and APUC with membership of the Procurement Strategy Group – Colleges (PGS-C), Open Forums, networking events, regional team meetings and also Environmental Association of Universities and Colleges (EAUC) meetings
To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the teaching and learning, and service support communities, through the development of an effective and coordinated purchasing effort within the College	The college launched its College Connections/Ayrshire Way Hub internal e-platform for staff and a Procurement site was developed with information to back up the training and e-module available. This resource includes buyers guides to generic categories such as books, stationery and transport as well other topical procurement information which wasn't available before. The PM is a member of the Digital Governance and Transformation Group, the Facilities Management group and is also on the Social. Economic, Environment Sustainability (SEES) group.
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities	Having identified an area of non-regulated spend in soft drinks and confectionery, in 2024-25 Ayrshire College teamed up with New College Lanarkshire to research the market and put in place a competitively priced collaborative contract. The use of the collaborative frameworks continues to provide value with **£3,317,402 (44%)** of the college's procurement spend going through collaborative frameworks. The PM attends the APUC input Contracts Priorities Workshop to shape the collaborative Agenda for the upcoming year
To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the	As part of the college's Evolve management and leadership training programme, 87 staff from senior leadership to curriculum managers were given training on the procurement journey, the procurement function in the college and on contract and supplier management, in early 2025.

Procurement Strategic Objective	Delivery and compliance in 2024/25
life of contracts for the benefit of college staff and students.	A procurement awareness e-learning module on the college's intranet procurement page, aimed at all staff involved in purchasing, became active in November 2024. The PM attends national and sector procurement events, conferences and training as part of as part of their continual performance review and development process. Key contracts are managed by contract leads and the procurement manager and by measuring supplier performance with regular reviews to ensure delivery of value to the college.
To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of corporate planning conducted through a fair and transparent process	Spend data and contract compliance along with procurement performance is analysed monthly and reported to the college senior leadership team on a quarterly basis and key suppliers managed to monitor their performance under college contracts and call-off frameworks. This data is used to inform and prioritise the College 2 year forward procurement plan for 2025-2027.
To embed sound ethical, social and environmental policies within the College's procurement function and to comply with relevant Scottish, UK and where still relevant, EU legislation in performance of the sustainable procurement duty	When compiling a contract strategy the PM works with stakeholders to ensure that the sustainable procurement duties are met, with on particular focus on the following areas- reducing scope 3 emissions and considering the economic and social impacts. 6 of the regulated contracts let in 2024/25 had sustainability objectives and criteria embedded in them and all college contracts have Living Wage and Fair Work practice considerations embedded in the terms and conditions.

In making its regulated procurements, every care has been taken to ensure that the College awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business. Ayrshire College has conducted all its regulated procurements in compliance with Public Contracts (Scotland) 2015 principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

The following section details the College compliance and performance during 2024-25 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	Ayrshire College Compliance and Performance
Contribution of Procurement to the Carrying Out of its Functions and Achievements of its Purpose	To contribute to Ayrshire College's achieving its strategic ambition of 'Enabling learning which provides our people with the skills to be successful and our economy to thrive', the Procurement service analyses non-pay expenditure on a quarterly basis to identify tender and efficiency opportunities and plan procurement activity.

	The regulated procurements completed in the reporting period have been carried out with the involvement and consultation of relevant stakeholders and tender or project strategies have considered the risk, value and strategic importance of the procurement how they align to the College's strategic aims and objectives.
Delivering Value for Money	All procurement exercises consider the best balance of cost, quality and sustainability and whole-life costing through discussions with curriculum and support sectors of the College to understand the budget allocations and constraints as well of requirements. Contract and supplier management is used to ensure requirements are being met and value is being delivered. A review of the continued need for the contract and the performance of the contractor is carried out before any contract is extended or re-tendered. Collaborative contracts are used where the terms and sustainable procurement outcomes benefit the college. In 2024-25 Ayrshire College used collaborative contracts for **£3,317,402 or 44%** of its purchases which is lower than in 2023-24 due to the unique spend on the aerospace project in partnership with Prestwick Airport this year. These sector and national frameworks have delivered **£175,375 (3%)** of direct savings Category A and B spend in 2024-25.
Acting in a Transparent and Proportionate Manner and Treating Relevant Economic Operators Equally And Without Discrimination	Ayrshire College strives to conduct all its regulated procurements in compliance with Public Contracts (Scotland) 2015 principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition with procurement documentation as straightforward as possible and following a standard format. Tender notices are all published via the Public Contracts Scotland (PCS) portal and to make procurement opportunities accessible to smaller and local businesses lower value procurements are published through PCS Quick Quote. Guidance for suppliers about the College's procurement process is on the [Procurement webpage](#) which also has a link to the [Contracts Register](#). In 2024-25, the college published **3** regulated tender notices for category C/C1 contracts (see Appendix 1). In addition to this, **7** quick quotes were issued – **4** if which were further competition invites for regulated value call off contract and **3** for under threshold purchases such as Apprenticeship Student transport. A total of **148 suppliers** were invited to quote. The College continues to seek opportunities to encourage SMEs to participate in procurement activity. For example, during the reporting period **7** regulated contracts awarded were to SMEs (see Appendix 1) and **1** of the **7** quick quotes
Consulting and engaging with those affected by its procurements.	When a procurement tender strategy is being developed, market research is carried out and internal and external stakeholders consulted to consider the affect of the resultant contract such as the impact on services for students, or could a local contract be combined with other similar institutions' needs. Such consultation will always be on a scale and approach relevant to the procurement in question. The feedback informs Ayrshire College of possible

	necessary adjustments and improvements to strategies, specification and the contract performance criteria. Suppliers who have participated in any procurement with the college are offered feedback. This is offered to both successful and unsuccessful suppliers to encourage ongoing improvement and to ensure an understanding of the evaluation process.
Prompt Payment Performance	The college's finance staff processed **10,174** invoices in 2024-25 and paid over **99%** of its invoices within the period and those out with that timescales were delayed due to queries or disputes over evidence of delivery or price. On average, the college paid invoices within **25** days which was up on the previous average of **26** days. The College's conditions of contract include the prompt settlement clause that requires contractors to pay their sub-contractors within the same timeframe, in accordance with the government's policy to embed prompt payment policies throughout supply chains involved in public procurement.
Sustainable Procurement Duty and Response to the Global Climate Emergency	Consideration is given to the environmental, ethical, economic and social impacts in all regulated procurements during the tender strategy, specification and criteria development and throughout the procurement journey. Use is made of the sustainability tools and systems such as the Sustainability Test and whole life cycle mapping. The College continues to use the Ecovadis sustainability assessment scheme where environmental, labour and human rights ethics and sustainable procurement is evaluated for those key suppliers that are participating in the scheme. In response to the climate emergency, Ayrshire College has formed a Social, Economic and Environmental Sustainability (SEES) group to implement and follow the Association of Colleges (AoC) and EAUC Roadmap and introduce the Sustainability Leadership Scorecard (SLS) to work towards the UN's Sustainable Development Goals (SDG's). The Procurement Manager is a member of the Partnership and Engagement group, which focuses on community and public engagement, procurement and supplier engagement, business and industry interface, and the food and drink sector. In accordance with the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020, the college reports in the Public Bodies Climate Change Duties (PBCCD) annual report its targets for reducing indirect emissions of greenhouse gases such as supply chain Emissions. These emissions are calculated from suppliers spend and using these the college assesses how it can align spending plans and use of resources to contribute to reducing emissions and delivering emissions reduction targets.
Community Benefits	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 2024-25 is given in Section 3 of this report.

Fair and Ethically Traded Goods and Services	The college actively sources goods that are fairly and ethically traded where possible. Sustainability including fairly and ethically traded goods and services are considered throughout the procurement journey in our regulated procurements from project strategy to contract and supplier management. In 2024-25 the college spent **£11,705** sourced Fair Trade hot drinks ingredients**.** Ayrshire College has published its own [Modern Slavery and Human Trafficking Statement](#) and complies with its duties under the Modern Slavery Act by seeking to only to contract with suppliers that comply with all appropriate and relevant legislation and updated annually.
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 always striving to offer nutritious and seasonal food throughout its refectories, cafes and training restaurants with the vast majority of food and catering requirements purchased through APUC and TUCO framework agreements. The products and services under these agreements comply with the highest standards of animal welfare. The college continues to source hot beverage ingredients from fair trade suppliers. The College has several initiatives that contribute to improving health and wellbeing by continuing to offer students a free breakfast of cereal or porridge and lunch of soup and roll following its success in previous years.
Living Wage	Ayrshire College is a living wage accredited employer and where relevant and proportionate, Fair Work practices and the Living Wage have been considered for all regulated procurements. A Living Wage statement has been incorporated within each invitation to tender or quote document and scored where appropriate as part of Fair Work award criteria**. 3** of the regulated contracted suppliers are living wage accredited.
Health and Safety at Work Act 1974	All contractors and sub-contractors must comply with the Health and Safety at Work Act 1974 (c.37) and any provision made under that Act. All contractors conducting works within the College campuses must be Site Safety in Procurement (SSIP) scheme members and submit risk assessments and method statements prior to work commencing on site and must evidence that staff have the relevant training and certification. They are made aware that these requirements apply to all their agents and sub-contractors involved.

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 2024-25, although no contract over £4m was awarded, the following community benefits and sustainability benefits were fulfilled:

- interactive learning sessions and a practical competition, delivered in partnership with Polypipe Building Products, giving students valuable insights into the plumbing industry and hands on experiences with modern tools and materials.

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 (using the only Supported Business Register currently available and published by STUC).

In 2024-25 Ayrshire College did not reserve any new contracts with a supported business. It did spend **£1,734** with Hansel Alliance, a supported business in Ayrshire, for laundry services under a local contract and **£5,322** with Hey Girls CIC on sanitary products through the existing framework for washroom solutions and sanitary products.

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 **30** potential contracts to be extended and/or re-let with a value of **£4,363,808** in the next 2 years.

From discussions with managers about future requirements and analysis of spend over last 4 years, there are areas where regulated contracts will be required such as minor works for repairs and maintenance in Estates. This is especially so now that the college's Kilwinning campus is now under the ownership and management of the college with the PFI funding completed in June 2025. From this, **3** potential contracts have been identified with an approximate value of **£320,000.**

ICT professional managed services for the college's cloud hosted estate and software will also be tendered during the coming period, worth an estimated **£168,000** over 5 years.

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 2024-25

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
Student PPE Clothing and Equipment for Ayrshire College	ALJ Industrial Supplies Ltd	16/07/2025	C	10/07/2025	09/07/2026	£121,000	Small (10-49 employees)	no
Supply of Apple Equipment to Ayrshire College	Sync (a trading name of GBM Digital Technologies Limited)	25/06/2025	B	13/06/2025	12/06/2029	£92,500	Large (over 250 employees)	no
Vehicle Leasing	Alphabet (GB) Limited	14/04/2025	A	14/04/2025	13/04/2029	£100,000	Medium (50-249 employees)	no
Thin Client OS Licence Support Service for Ayrshire College	I-Konic Ltd	04/03/2025	B	19/02/2025	18/02/2028	£91,400	Small (10-49 employees)	no
Supply of Confectionery and Soft Drinks	Glencrest Ltd	12/02/2025	C1	19/02/2025	18/02/2027	£270,000	Small (10-49 employees)	no
Staff Compliance Course eLearning and Assessment On-line Platform	Think Associates Ltd T/A Think Learning	07/01/2025	C	11/11/2024	10/11/2026	£62,650	Medium (50-249 employees)	no
Kitchen and Ventilation System Deep Cleaning Service	Perfect Service Solutions Ltd	15/10/2024	B	15/10/2024	14/10/2026	£75,000	Small (10-49 employees)	no
ICT VEEAM Renewal	Academia Ltd	15/10/2024	B	15/10/2024	14/10/2027	£60,000	Large (over 250 employees)	no
On-line Apprenticeship Student Portfolio Assessment Platform	Onefile Ltd	24/09/2024	C	16/09/2024	15/09/2027	£114,000	Medium (50-249 employees)	no
Citrix Licences 2024	Phoenix Software Ltd	19/09/2024	B	01/10/2024	30/09/2025	£75,000	Large (over 250 employees)	no
					TOTAL	**£1,061,550**		

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[8]
SOC Software Support	Phoenix Software Ltd	01/12/2024	C	01/02/2025	31/11/2025	£55,320	As part of the college's digital transformation and move from campus based servers to cloud hosted, a temporary arrangement was put in place to guide the college and to identify the future requirements of a cloud managed support service	Research will be done to identify the most suitable framework to source a call-off contract via a further competition.
Aeroplane Purchase and Escrow	Insured Aircraft Title Service LLC	11/11/2024	C	16/10/2024	n/a	£231,893	In 2024-25 Ayrshire College set up it's new commercial aviation training venture (SAI Ltd). These procurements were very specialised in nature	All future and recurring requirements will be under the commercial entity SAI Ltd Market research will be used and where there is more than one potential supplier identified, and to ensure value for money, invitations to quote or tender will be issued.
Electric Vehicle Chargers Installation and Management	Connekt Ltd	30/09/2024	C	01/10/2024	30/09/2025	£53,200		
Creation of Augmented Reality Content	Sigma IO	10/09/2024	C	01/09/2024	31/03/2025	£100,000		
					Total	**£440,413**		

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[8] 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, 2025/26 & 2026/27

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
Waste Services	B	extended	03/06/2025	01/10/2025	30/09/2026	£78,000
Washroom Solution for Ayrshire College	B	extended	03/06/2025	01/10/2025	30/09/2026	£188,000
Cloud Hosted Azure Managed Service	B	new	10/10/2025	01/11/2025	31/10/2030	£168,000
Internal Audit	B	extended	03/04/2026	01/08/2026	31/07/2027	£75,000
Hospitality Students Clothing and Kits	C1	extended	03/04/2026	01/08/2026	31/07/2027	£50,000
Hair and Beauty- Hair Kits	B	extended	03/04/2026	01/08/2026	31/07/2027	£50,000
Hair and Beauty- Beauty Kits	B	extended	03/04/2026	01/08/2026	31/07/2027	£50,000
Estates Minor Works Framework	C	new	04/10/2025	01/02/2026	31/01/2028	£120,000
Health Surveillance Service	B	re-let	12/10/2025	09/02/2026	08/02/2028	£204,000
Supply of Biomass Pellets	C	extended	26/12/2025	25/04/2026	24/04/2028	£160,000
Ayrshire College Inter-site WAN Connectivity 2023	B	extended	27/12/2025	26/04/2026	25/04/2028	£168,308
Student Records System Support and Maintenance	B	extended	03/04/2027	01/08/2027	31/07/2028	£84,000
Similarity Detection Service	B	re-let	13/04/2026	11/08/2026	10/08/2028	£128,000
Microsoft Campus Agreement	B	extended	25/04/2026	23/08/2026	22/08/2028	£240,500
Supply of Mobile Telephony Service	B	re-let	04/07/2025	01/11/2025	31/10/2028	£50,000
Azure Managed Services	B	new	04/07/2025	01/11/2025	31/10/2028	£150,000
Staff Compliance Course E-Learning Platform	C	extended	14/07/2026	11/11/2026	10/11/2028	£135,000
Lift Servicing and Maintenance	B	new	03/08/2025	01/12/2025	30/11/2028	£50,000
Catering Supplies- Confectionery and Soft Drinks	C1	extended	27/10/2026	24/02/2027	23/02/2029	£270,000
ICT Firewall	B	re-let	03/04/2027	01/08/2027	31/07/2029	£50,000
Adobe Campus License	B	re-let	16/04/2026	14/08/2026	13/08/2029	£165,000
Supply of Electricity	A	re-let	02/12/2026	01/04/2027	31/03/2030	£188,000
Water and Wastewater Services	A	re-let	02/12/2026	01/04/2027	31/03/2030	£270,000
Supply of Natural Gas	A	re-let	02/12/2026	01/04/2027	31/03/2030	£700,000
Copy and Print Solution	B	re-let	03/03/2027	01/07/2027	30/06/2030	£150,000
Waste Services	B	re-let	03/06/2026	01/10/2026	30/09/2029	£78,000
Washroom Solution for Ayrshire College	B	re-let	03/06/2026	01/10/2026	30/09/2029	£188,000
Internet Design, Support and Hosting	C	re-let	25/06/2026	23/10/2026	22/10/2029	£90,000

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
Student Psychological Assessments	C	re-let	12/07/2026	09/11/2026	08/11/2027	£84,000
TQFE Training Programme	B	re-let	17/02/2027	17/06/2027	16/06/2029	£70,000
Internal Audit	B	re-let	03/04/2027	01/08/2027	31/07/2029	£150,000
Hospitality Students Clothing and Kits	C1	re-let	03/04/2027	01/08/2027	31/07/2030	£150,000
Hair and Beauty- Hair Kits	B	re-let	03/04/2027	01/08/2027	31/07/2028	£50,000
Hair and Beauty- Beauty Kits	B	re-let	03/04/2027	01/08/2027	31/07/2028	£50,000
					TOTAL	**£4,851,808**

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)

APUC's Sustain Supply Chain Code of Conduct APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the APUC Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.

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.

College Dashboard – the area within the APUC Buyers Portal being developed by the APUC eSolutions team providing easy access to Colleges' key management reporting data being recorded centrally through **Hunter**. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure reporting and Annual Procurement Report Data. The list of reports is planned to expand to cover savings and Procurement & Commercial Improvement Programme dashboard data.

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 2024 to 31st December 2025
Supply, Services and Design	£214,904 inc. VAT (£179,087 ex VAT)
Works	£5,372,609 inc. VAT (£4,477,174 ex VAT)

Hub (Spikes Cavell) – The Scottish Procurement Information Hub is provided by Spikes Cavell as a spend analysis tool allowing organisations to: -

- Identify non-pay spend on external goods and services
- Identify key suppliers and how many transactions are made with each
- Highlight common spend across suppliers and categories
- Identify spend with SMEs and/or local suppliers

This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made. For more information, visit the Scottish Government's Hub page.

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

Lotting - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts.

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.

Output Specification requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

Prioritisation - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

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.

Procurement & Commercial Improvement Programme (PCIP) replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

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

PCS-Tender is the national eTendering system and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

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.

Segmentation the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

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.

Supported employment programme means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme 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.

[NOTE: reference to contract is also to be construed as meaning a Framework Agreement]

1. Organisation and report details

a) Contracting College Name	Ayrshire College
b) Period of the annual procurement report	01/08/24 to 31/07/25
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	10
b) Total value of regulated contracts awarded within the report period	£1,061,550
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	10
i) how many of these unique suppliers are SMEs	7
ii) how many of these unique suppliers how many are Third sector bodies	0

3. Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	10
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	4

4. Community Benefit Requirements Summary

Use of Community Benefit Requirements in Procurement:

a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	6

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 college 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 sub-contracted to SMEs	0
i) Total Value of contracts sub-contracted to Social Enterprises	0
j) Total Value of contracts sub-contracted to Supported Businesses	0
k) Other community benefit(s) fulfilled	0

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	0
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.	10
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	3

6. Payment performance

a) Number of valid invoices received during the reporting period.	10174
b) Percentage of 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.	10
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

7. Supported Businesses Summary

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£7,056
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	£7,056

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£7,517,451
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£5,412565
c) Total procurement spend with Third sector bodies during the period covered by the report.	£1,734
d) Percentage of total procurement spend through collaborative contracts.	44%
e) Total targeted cash savings for the period covered by the annual procurement report	Target not set
f) Total delivered cash savings for the period covered by the annual procurement report	£175,375

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	30
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£4,363,808