



# **NHS Highland**

## **Annual Procurement Report**

**2024-2025**



# Table of Contents

1. Introduction .....	3
2. Summary of Regulated Procurements Completed .....	6
3. Review of Regulated Procurement Compliance .....	9
4. Community Benefit Summary .....	9
5. Supported Business Summary .....	10
6. Other Items of Note .....	10
7. Future Regulated Procurements Summary .....	11
8. Procurement Annual Report Ownership and Contact Details .....	11
9. Annex A - Annual Procurement Report template .....	12

## **1. Introduction**

### **The Purpose of this Annual Report**

The Procurement Reform (Scotland) Act 2014 requires a public contracting authority, such as NHS Highland to prepare and publish an annual procurement report on our regulated procurement activities as soon as reasonably practicable after the end of our financial year. This is NHS Highland's sixth annual procurement report under the 2014 Act and covers the period from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

This report is intended to:

- Aid visibility of NHS Highland's procurement activities,
- Be a mechanism for conveying how NHS Highland is meeting legislative procurement requirements,
- Outline how NHS Highland's procurement activity is contributing to the delivery of its broader aims and objectives, and
- Address key points contained in NHS Highland's procurement strategy.

The minimum content of an annual procurement report is prescribed by Section 18(2) of the 2014 Act. As touched on above, there is a link between this annual procurement report and NHS Highland's Procurement Strategy.

### **Publication and Communication**

Section 19 of the 2014 Act requires the health board to publish its annual procurement report in a manner which it considers to be appropriate and this must include publication on the internet. Our annual procurement reports and procurement strategy are published on NHS Highland's procurement web pages found at this link:

<https://www.nhshighland.scot.nhs.uk/AboutUs/Procurement/Pages/ProcurementPublications.aspx>

NHS Highland will also notify the Scottish Ministers by email with a link to the above web page in accordance with the legislation and guidance.

### **NHS Highland Procurement Overview**

NHS Highland, at 32,500 square kilometres, is the largest geographical health board in Scotland, reaching from Thurso in the far North of Scotland to Campbeltown, on the Kintyre peninsula, in the South. The population residing in our board area is around 320,000 people. The Procurement Department has statutory responsibility for regulated procurement activity across the whole Health Board area, including in Argyll & Bute.

NHS Highland had core trade spend of approximately £295M during 2024/25, with over 54% being transacted with Small and Medium-sized Enterprises (SMEs).

The Procurement Department provides strategic oversight and a comprehensive operational procurement service for functions across the board, with some specific Estates Works and Adult Social Care operational contracting activity being undertaken by separate teams within the board. Our activities include strategic sourcing and contract implementation, procure-to-pay processing and management of eProcurement systems and processes. We are a professional procurement service, providing expert advice and guidance to improve effectiveness and value for money on all expenditure for goods, services and works.

While Estates contracting activity for Works is devolved, the Procurement Department operates a business partnering approach, with Strategic Procurement staff working in partnership with Estates colleagues when undertaking regulated tendering activity. Procurement Department staff work with Estates colleagues to assess their procurement needs and draft procurement strategies for each project. Procurement staff manage competitive local tender projects and access appropriate national framework agreements, to select suppliers and award multi-year contracts for Estates related goods and services spend. The Adult Social Care Commissioning, Contracts and Compliance Team has lead responsibility for the commissioning cycle, including adult social care procurement. The Procurement Department provides technical procurement support to this team for these areas of activity, and in particular for registered and unregistered services. The Procurement Department provides strategic and operational procurement support to the [Argyll & Bute Integration Joint Board](#), when carrying out structured tendering. We work in partnership with Commissioning and Contracts Managers to identifying value for money opportunities, ensuring regulatory compliance and providing procurement activity work planning and support.

We operate within the context of the published [Procurement Strategy](#).

The NHS Highland Procurement Strategic Aims and Objectives are aligned to national, sectoral and local strategies and are developed in response to the challenges, levers and drivers most likely to impact on our operating environment over the next 5 years. We are committed in our ambition as an anchor organisation to achieve environmental, social and economic sustainability and will work in partnership with key stakeholders to ensure that all our activities have a positive impact and support growth.

Our Strategic Aims and Objectives are to be:

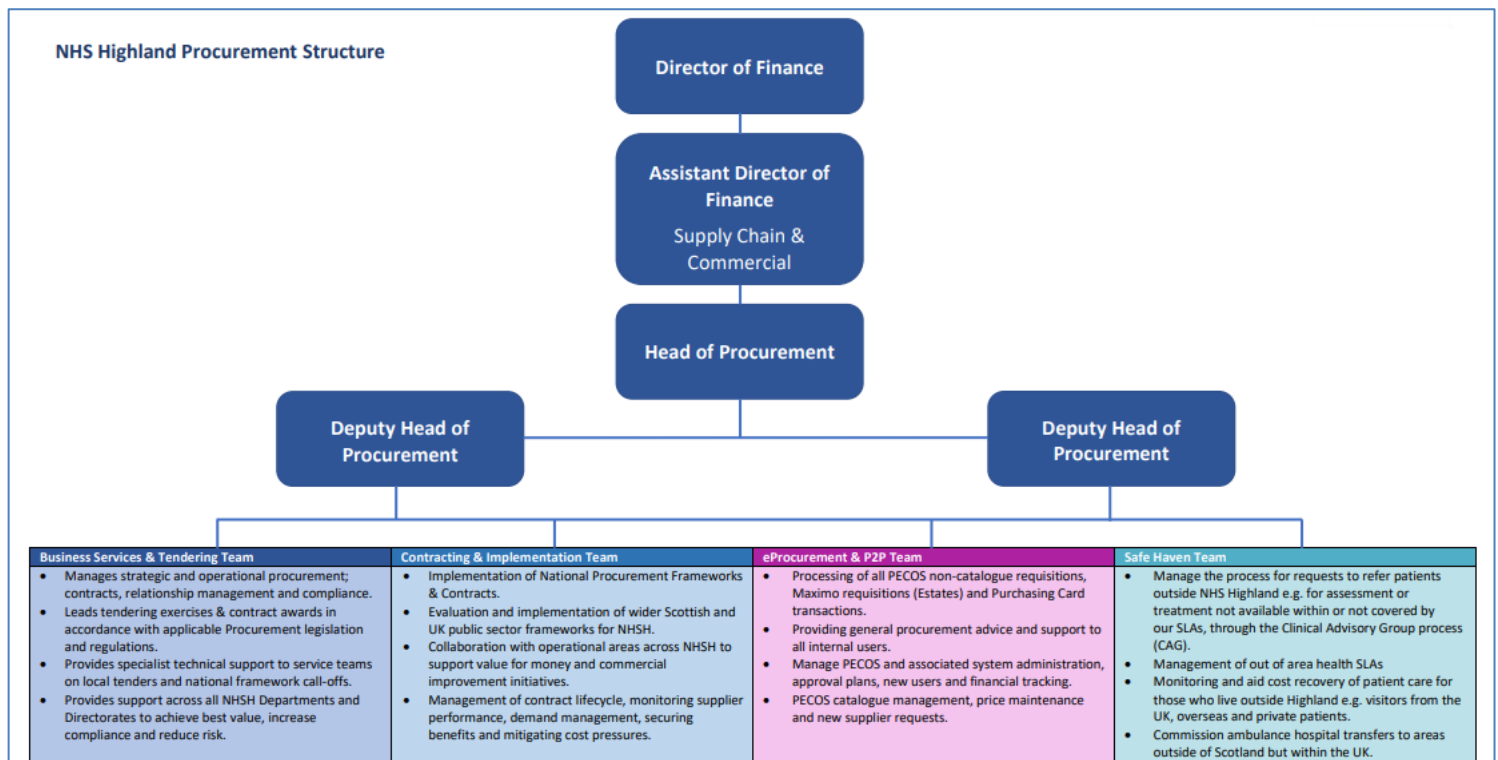
- **Good for Business and their Employees** by maximising the impact of procurement to boost a green, inclusive and wellbeing economy, promoting and enabling innovation in procurement.
- **Good for places and Communities** by maximising the impact of procurement with strong community engagement and development to deliver social and economic outcomes as a means to drive wellbeing by creating quality employment and skills.
- **Good for Society and Patients** by ensuring that we are efficient, effective and forward thinking through continuous improvement to help achieve a fairer and more equal society. Providing focus, ensuring quality, value, and a robust, responsive healthcare supply chain, and contributing to the continual improvement of patient care and outcomes.

- **Open and Connected** by ensuring procurement is transparent and engaged at local, national and international levels. Improving digital reach, data quality, consistency, collaboration and open the digital 'front door' for all stakeholders.
- **Good for Workforce** by attracting, training and retaining a professional Procurement workforce. Our goal is to equip teams with the skills and capabilities needed to meet the evolving challenges of the procurement landscape. This will ensure a resilient, future-ready workforce committed to procurement excellence in patient care.

Where our requirements cannot be met by local, regional, or national frameworks, contract requirements in excess of £50,000 (regulated procurements) are advertised on the Public Contracts Scotland website. Contract requirements in excess of the World Trade Organisation's Government Procurement Agreement thresholds (relevant procurements) are forwarded by Public Contracts Scotland to the UK e-notification system, called Find a Tender Service (FTS).

To ensure best value for procurements under £50,000 contract value, competitive quotation processes are undertaken to a lower threshold of £25,000.

The 2024/25 Procurement Senior Leadership Team structure is as follows:



## 2. Summary of Regulated Procurements Completed

### Definition

In accordance with the Procurement Reform (Scotland) Act 2014, any procedure carried out by a contracting authority in relation to the award of a proposed contract, where the estimated value is equal to or greater than the contract threshold is considered a Regulated Contract. This includes call-off contracts and framework agreements.

### Summary of Regulated Procurement

The following table provides a high-level summary of the regulated contracts NHS Highland has awarded within the timeframe of this report. Awarded regulated contracts can also be viewed in more detail on the Health Board's public contract register on the Public Contracts Scotland website.

Supplier Name	Value (GBP)	Supplies / Services / Works	Call off?
Aird Medical Practice Aultbea & Gairloch Medical Practice Aviemore Medical Practice Brora and Helmsdale Medical Practice Burnfield Medical Practice Craig Nevis Surgery Creich Surgery Crown Medical Practice Croyard Medical Practice Culloden Medical Practice Culloden Surgery Dingwall Medical Group Dornoch Medical Practice Dunbeath Surgery Dunvegan Medical Practice Fairfield Medical Practice Fortrose Medical Practice Glen Mor Medical Practice Golspie Medical Practice Grantown Medical Practice Thurso & Halkirk Medical Practice Kingsmills Medical Practice Kingussie Medical Practice Kyle Medical Practice Munlochy & North Kessock Medical Practice Nairn Healthcare Group Portree Medical Centre Riverside Medical Practice Loch Ness East and Strathnairn, Cromarty and Dunedin Medical Practices Southside Road Surgery Tain & District Medical Group Tain & Fearn Area Medical Practice Tweeddale Medical Practice Ullapool Medical Practice	£10,500,000.00	HH193-24-HB Enhanced Medical Services	No
Stryker UK Limited	£10,000,000.00	HH244-24-NP Orthopaedic Hip & Knee Implants	Yes
Campbeltown Medical Practice Islay Medical Practice Lochgilphead Medical Centre Lorn Medical Practice Mull and Iona Medical Group The Bute Practice	£ 4,890,518.00	Integrated GMS Out of Hours Community Hospital Inpatient and Accident & Emergency Service	No
Nat West	£ 4,400,000.00	HH057-23-CCS Procurement Cards	Yes
MBM Print & SCS Ltd	£ 3,900,000.00	HH076-24-SP Print Services	Yes
Ash Healthcare Ltd	£ 3,240,085.00	HH054-23-HB Out of Hours Medical Services to Caithness & Lochaber	No

Change Mental Health	£ 2,641,648.00	HH086-23-HB Community Link Worker Service	No
Highlander International Recycling Ltd Highland Council Keenan Recycling Limited Northern Recycling Solutions	£ 1,918,308.00	HH149-24-NP Recyclates and General Waste Management	Yes
Highland Groundcare Ltd	£ 1,600,000.00	HH079-23-HB Grounds Maintenance and Winter Services	No
Intuitive Surgical Limited	£ 1,029,000.00	HH165-24-SC Intuitive Da Vinci System	Yes
We Are With You	£ 977,768.00	HH087-24-HB Argyll & Bute Community Link Worker Service	No
DH OpCo UK Ltd (Dedalus)	£ 790,311.30	HH186-23-LPP Revive Inform ECM Maintenance & Support	Yes
Dacoll Holdings Ltd	£ 653,818.00	HH265-24-SBS Infrastructure Upgrades and new Server Hosts	Yes
Taylor and Fraser	£ 582,881.00	HH068-23-HB Periodic Electrical Inspection, Testing and Reporting	No
Brightsolid Online Technology Ltd	£ 565,500.00	HH199-24-SG Server Co-Location	Yes
Elecar	£ 556,000.00	HH071-24-HB Transport for Renal Dialysis Patients in Areas of Argyll & Bute	No
Loganair Limited	£ 547,122.00	HH032-24-TW20 Patient & Staff Air Travel	No
Meridian Productivity Ltd	£ 498,075.00	HH112-24-SBS Time in Motion Study	Yes
Medical Imaging Systems Limited	£ 327,000.00	HH275-24-NP DR X-Ray	Yes
Softcat Plc	£ 320,674.43	HH158-24-SBS Cloud Backup Recovery	Yes
Custody and Offender Medical Services	£ 300,000.00	HH037-24-TW17 Forensic and Custodial Medical Service	No
SWARCO Smart Charging Limited	£ 292,229.00	HH234-24-ESPO Vehicle Charging Infrastructure Solutions, Argyll and Bute	Yes
Synaptik	£ 253,890.00	HH211-24-NP Ophthalmology Cataract Surgery	Yes
Buchanan Orthotics Ltd	£ 250,000.00	HH053-24-TW27 Orthotics A&B	No
UK Test Ltd	£ 247,887.20	HH005-24-HB Portable Appliance Testing (PAT)	No
Chess ICT Ltd	£ 240,620.00	HH301-24-YPO Sophos Endpoint Protection	Yes
Dacoll Holdings Ltd	£ 218,325.00	HH239-24-SBS Raigmore SAN Replacement	Yes
Health Assured Limited	£ 210,000.00	HH017-24-YPO Employee Assistance Programme	Yes
Dell Corporation Ltd	£ 206,800.00	HH285-24-SBS Server Upgrade Project	Yes
EQL Limited	£ 200,000.00	HH120-24-CCS Digital MSK Pathway for Patients in Primary Care	Yes
G & A Barnie Group Ltd.	£ 199,629.00	HH041-23-HB Gas Safety Service	No
Medical Imaging Systems Limited (MIS Healthcare)	£ 197,000.00	HH205-24-NP Campbeltown X-Ray	Yes
Adam & Company Wealth Management	£ 188,000.00	HH052-23-HB Investment Manager Services (Endowment Fund)	No
Sinclair Finance & Leasing	£ 178,747.80	HH243-24-CCS 4 Year Vehicle Lease	Yes
Computacenter	£ 174,918.00	HH028-25-SP Morse Enterprise Subscription (Cambric)	Yes
Medical Imaging Systems Limited (MIS Healthcare)	£ 168,018.72	HH287-24-NP Capital Turn Key Works, Campbeltown Hospital	Yes
ResMed (UK)Ltd	£ 166,988.00	HH139-24-NP Sleep and Ventilation Equipment Consumables	Yes
Westfield Generators Limited	£ 164,776.00	HH044-24-HB Emergency Generator Servicing	No
Computacenter	£ 161,973.00	HH028-24-SP Morse Enterprise Subscription (Cambric)	Yes
Health Net Connections Limited	£ 156,000.00	HH206-24-SC Service and Support of ViewPoint CVUS	Yes
GE Medical Systems Ltd	£ 150,504.26	HH238-24-SC Infant Warmer	Yes
GE HealthCare	£ 149,462.00	HH257-24-NP Obs & Gynae Ultrasound Service Agreement	Yes
Access UK Ltd	£ 147,050.00	HH088-24-CCS Social Prescribing Software	Yes
Change Mental Health	£ 140,000.00	HH242-24-TW21 Provision of DBI Services	No
InterSystems	£ 139,086.81	HH261-24-NP Patient Management System	Yes
Ash Healthcare Ltd	£ 138,060.00	HH220-24-TW09 Out of Hours Medical Services to Tongue & Armadale	No
Philips Electronics UK Limited	£ 136,434.00	HH169-24-SC Radiology IT Infrastructure and Imaging Systems Support	Yes
Philips Electronics UK Limited	£ 134,007.49	HH272-24-NP High Acuity Monitoring	Yes
GE Medical Systems Ltd	£ 131,337.00	HH328-24-NP CT imaging system Service Contract	Yes
Computacenter	£ 129,643.60	HH227-24-SP Nugensis	Yes
Liaison Financial Services Ltd	£ 122,400.00	HH198-24-CCS Specialist VAT Review Services	Yes
Fresenius Medical Care (UK) Limited	£ 121,877.00	HH129-23-NP Haemodialysis Machines (Belford)	Yes
Softcat Plc	£ 118,912.62	HH156-24-SBS Data Security Platform	Yes
Live Argyll	£ 118,080.00	HH266-24-TW28 LiveArgyll Facilities	No
EDC Systems Ltd t/a Questar	£ 108,663.00	HH254-24-NP Telematics	Yes
System C Healthcare	£ 108,592.50	HH259-24-LPP Maternity EPR and Clinical Summary System	Yes
GE Medical Systems Ltd	£ 103,500.00	HH330-24-NP Upgrade of Vivid	Yes
Leica Microsystems (UK) Ltd	£ 100,971.00	HH208-24-TW13 Microscope Servicing	No
Specialist Computer Centres	£ 95,708.00	HH091-24-SBS VMware Licences & Subscriptions	Yes
DH OpCo UK Ltd (Dedalus)	£ 92,950.00	HH185-24-TW08 EDIS Support	No
Belmont Medical Technologies Ltd	£ 92,502.00	HH331-24-NP Audiological Equipment	Yes
EIDO Healthcare Ltd	£ 92,043.27	HH215-24-CCS Patient Informed Consent Licence (EIDO)	Yes
Trovex Limited	£ 91,944.00	HH191-24-TW24 IPS Panels (New Craigs)	No
Necall Technology Limited	£ 90,818.00	HH282-25-SBS Solution Care	Yes

Tain & District Medical Group	£ 90,000.00	HH207-24-TW14 Medical Support to County Community Hospital Invergordon	No
Echosens UK Ltd	£ 83,145.00	HH232-24-TW19 Fibroscan Liver Scanners	No
Apex Scotland	£ 75,400.00	HH231-24-TW18 Apex Delta Project	No
KINTO UK Ltd	£ 73,410.80	HH245-24-CCS 3 x Citroen Relay 35 L2 (4 Year Lease)	Yes
Granicus-Firmstep Ltd	£ 72,125.00	HH127-23-CCS Community Engagement CRM	Yes
Softcat Plc	£ 66,802.00	HH256-24-SBS Managed Service for Imprivata	Yes
Rotamap Ltd	£ 64,800.00	HH162-24-CCS CLW Rota for the Anaesthetics Department	Yes
Voice Technologies	£ 64,642.54	HH189-24-SBS Document Workflow Application	Yes
InHealth	£ 62,160.00	HH140-23-NP Staffed NHS Mobile Unit	Yes
GE Medical Systems Ltd	£ 61,247.34	HH329-24-NP Repair LD Processor 56800 V3 FRU	Yes
Zurich Municipal	£ 60,000.00	HH145-24-YPO Engineering Inspection Services	Yes
Pluxee UK	£ 59,000.00	HH174-24-CCS eVoucher Scheme and Platform	Yes
Specialist Computer Centres	£ 56,991.80	HH161-24-SBS HP Extended Support	Yes
Hays	£ 56,441.00	HH173-24-CCS Non-clinical Fixed Term Staff	Yes
Computacenter	£ 56,386.00	HH212-24-SP Aruba Support Package	Yes
Heidelberg Engineering Ltd.	£ 55,102.00	HH201-24-TW12 Spectralis Service Agreement	No

## Summary of Non-Competitive Actions

In 2024/25, a total of 13 regulated contract commitments, totalling £2.08M, were made via a Procurement Waiver (single source) process. These awards are conducted in line with NHS Highland's Standing Financial Instructions and are reported to NHS Highland's Senior Leadership Team on a regular basis.

Supplies/ Services/ Works	Supplier	Justification	Value (ex VAT)
HH032-24-TW20 Patient & Staff Air Travel	Loganair Limited	The services can be provided only by a particular economic operator for the following reason: absence of competition for technical reasons	£ 547,122.00
HH037-24-TW17 Forensic and Custodial Medical Service	Custody and Offender Medical Services (COMS)	The services can be provided only by a particular economic operator for the following reason: absence of competition for technical reasons	£ 300,000.00
HH053-24-TW27 Orthotics A&B	Buchanan Orthotics Ltd	Additional deliveries by the original supplier ordered under the strict conditions stated in the Directive	£ 250,000.00
HH242-24-TW21 - Provision of DBI Services	Change Mental Health	The services can be provided only by a particular economic operator for the following reason: absence of competition for technical reasons	£ 140,000.00
HH220-24-TW09 Out of Hours Medical Services to Tongue & Armadale	Ash Healthcare Ltd	The procurement is for Health / Social Care & falls below the regulated threshold.	£ 138,060.00
HH266-24-TW28 LiveArgyll Facilities	Live Argyll	The services can be provided only by a particular economic operator for the following reason: absence of competition for technical reasons	£ 118,080.00
HH208-24-TW13 Microscope Servicing	Leica Microsystems (UK) Ltd	The services can be provided only by a particular economic operator for the following reason: absence of competition for technical reasons	£ 100,971.00
HH185-24-TW08 EDIS Support	DH OpCo UK Ltd (Dedalus)	New services, constituting a repetition of existing services and ordered in accordance with the strict conditions stated in the Directive	£ 92,950.00
HH191-24-TW24 IPS Panels (New Craigs)	Trovex Limited	Extreme urgency brought about by events unforeseeable for the contracting authority and in accordance with the strict conditions stated in the Directive	£ 91,944.00
HH207-24-TW14 Medical Support to County Community Hospital Invergordon	Tain & District Medical Group	The procurement falls outside the scope of application of the Directive	£ 90,000.00



HH232-24-TW19 Fibroscan Liver Scanners	Echosens UK Ltd	The supplies can be provided only by a particular economic operator for the following reason: absence of competition for technical reasons	£ 83,145.00
HH231-24-TW18 Apex Delta Project	Apex Scotland	The works, supplies or services can be provided only by a particular economic operator for the following reason: absence of competition for technical reasons	£ 75,400.00
HH201-24-TW12 Spectralis Service Agreement	Heidelberg Engineering Ltd.	The services can be provided only by a particular economic operator for the following reason: absence of competition for technical reasons	£ 55,102.00

### 3. Review of Regulated Procurement Compliance

The new [NHS Highland Procurement 5 Year Strategy \(2025-2030\)](#) has now been launched. The new strategy sets out how we will deliver our health board procurement activity over the next five years and also reflects on our ambitious programme of work to maximise the impact of procurement in the Highland region and beyond.

NHS Highland supports the use of the Scottish Government Procurement Journey and follows the process set out in all of our regulated procurement exercises. We utilise the Public Contracts Scotland (PCS) Tendering system and maintain our publicly accessible contracts register on the PCS Portal.

Our procurement compliance is tested and verified by regular audit function reports being provided to our Audit Committee. We are also assessed through the Procurement and Commercial Improvement Programme (PCIP) process. All actions and recommendations are taken forward to our action plans for continuous service improvement.

### 4. Community Benefit Summary

During the reporting period community benefit requirements were included for the regulated procurements undertaken by NHS Highland. Where appropriate, NHS Highland has included corporate and social responsibility factors in the tender evaluation criteria in order to recognise employers who pay the real living wage, employ local people through apprenticeship schemes and/or are involved with local charities, community groups and Third Sector organisations.

We engage with Third Sector organisations, suppliers and staff to promote the 'Community Benefit Gateway' and increase visibility of local projects, working closely with our colleagues in Public Health to support local social mitigation plans. NHS Highland Procurement contributes directly to the delivery of our Anchors Strategic Plan 2023-2026 objectives:

- Deliver the best health & care outcomes for our population
- Be a great place to work for our people
- Create value by working collaboratively to transform the way we deliver health and care.

## **5. Supported Business Summary**

NHS Highland is committed to supporting this key Scottish Government initiative, and fully support the importance of growing social enterprises within our local communities. NHS Highland continue to work to identify ways to increase spend in this sector.

During 2024/25 our direct spend with supported businesses was £294,096 for goods and services provided by On-Site Scanning Ltd, Hey Girls and Highland Blindcraft.

## **6. Other Items of Note**

During 2024/25 development on our single board-wide Master Contract Register has continued, incorporating cash and non-cash Savings and Benefits capture and work-planning using the 'Provalido' platform solution provided by National Procurement. Further work is planned during 2024/25 to develop a more robust capture and report process using Public Contracts Scotland for Community Benefits.

The NHS Highland Safe Haven Team joined Procurement in September 2024, having previously been part of Strategy & Transformation. Safe Haven are responsible for supporting many activities across NHS Highland, including;

- Managing the process for requests to refer patients outside NHS Highland e.g. for assessment or treatment not available within NHS Highland, or not covered by our Service Level Agreements (SLAs). This is also known as the Clinical Advisory Group process (CAG).
- Managing of out of area health SLAs (with the exception of the Argyll & Bute agreement with NHS Greater Glasgow & Clyde).
- Monitoring and aiding cost recovery of patient care for those living outside NHS Highland e.g. visitors from the rest of the UK, overseas and private patients.
- Commissioning ambulance hospital transfers within the UK but outside of Scotland.

We offer fully funded support to staff studying towards full membership of the Chartered Institute of Procurement and Supply (CIPS) through the qualification route, with funded places made available to all staff for a wide range of relevant training and development opportunities throughout the year. In January 2025 we partnered with the Highland Council to offer a Paid Public Sector Placement opportunity as an Assistant Procurement Officer (Band 4 equivalent). This initiative has proved to be very successful, and will continue in to 2025/26.

All procurement staff receive formal annual appraisals, plus a mid-year review of progress against objectives. Each member of staff is required to log at least 30 hours protected learning time each year as part of their Personal Development Plan.

## 7. Future Regulated Procurements Summary

During the next two financial years, the authority expects to commence the following regulated procurement activity.

Subject Matter	Contract Type	Expected Start Date	Expected Award Date	Estimated annual contract value
HH349 Accommodation Laundry Service	Re-let	Dec-25	Mar-26	£180,000
HH062 Clinical Health Portal Hosting	Re-let	Aug-25	Sep-25	£150,000
HH032 Patient & Staff Air Travel	Re-let	Sep-25	Nov-25	£550,000
HH053 Orthotics A&B	Re-let	Dec-25	Feb-26	£250,000
HH056 Renal Patient Transport	Re-let	Jan-26	Mar-26	TBC
HH004 Specialist Environmental Aids for Deaf People	Re-let	Jan-26	Mar-26	£35,500
HH185 EDIS Support	Re-let	Jan-26	Mar-26	£95,500
HH312 E-Rostering Service	Re-let	Jan-26	Mar-26	£86,600
HH242 Distress Brief Intervention (DBI)	Re-let	Jan-26	Mar-26	£350,000
HH148 Asset Management Software Maintenance (Equip Store & Telecare)	Re-let	Jan-26	Mar-26	£13,000
HH063 Pharmacy Stores and Ward Based Automation - Maintenance	Re-let	Jan-26	Mar-26	TBC
HH108 Adult Social Care at Home Contracts	Re-let	Jan-26	Mar-26	£4,600,000
HH058 Paging System	Re-let	Feb-26	Apr-26	£48,000
HH025 Domestic Mobility Equipment Servicing and Maintenance and LOLER	Re-let	Feb-26	Apr-26	£210,215
HH221 Independent Advocacy Services for ASC	Re-let	Apr-26	Jun-26	£450,000
HH005 Portable Appliance Testing (PAT)	Re-let	Jun-26	Aug-26	£62,000
HH015 Childcare Vouchers	Re-let	Jul-26	Sep-26	TBC
HH145 Engineering Inspection Services	Re-let	2026-27	2026-27	TBC
HH027 External Audit	Re-let	2026-27	2026-27	TBC
HH002 Aids for Daily Living	Re-let	2026-27	2026-27	TBC
HH006 Staff Benefits - Cycle to Work	Re-let	2026-27	2026-27	TBC

## 8. Procurement Annual Report Ownership and Contact Details

**Completed by:** Becky Myles

**Designation:** Head of Procurement

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**Tel:** 07583 963047

**Date:** 22/11/2025

## 9. Annex A - Annual Procurement Report template

<b>1. Organisation and report details</b>	
a) Contracting Authority Name	NHS Highland
b) Period of the annual procurement report	01/04/2024 - 31/03/2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b>2. Summary of Regulated Procurements Completed</b>	
a) Total number of regulated contracts awarded within the report period	127
b) Total value of regulated contracts awarded within the report period	£ 58,026,710
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	103
i) how many of these unique suppliers are SMEs	82
ii) how many of these unique suppliers how many are Third sector bodies	4
<b>3. Review of Regulated Procurements Compliance</b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	114
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	13
<b>4. Community Benefit Requirements Summary</b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	4
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	2
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	10
<b>Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:</b>	
d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	not recorded
e) Number of Apprenticeships Filled by Priority Groups	not recorded
f) Number of Work Placements for Priority Groups	not recorded
g) Number of Qualifications Achieved Through Training by Priority Groups	not recorded
h) Total Value of contracts sub-contracted to SMEs	not recorded
i) Total Value of contracts sub-contracted to Social Enterprises	not recorded
j) Total Value of contracts sub-contracted to Supported Businesses	not recorded
k) Other community benefit(s) fulfilled	4
<b>5. Fair Work and the real Living Wage</b>	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	10
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.	19
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	n/a
<b>6. Payment performance</b>	
a) Number of valid invoices received during the reporting period.	195,000
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	88.00%
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
<b>7. Supported Businesses Summary</b>	
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:	£ 294,096
i) spend within the reporting year on regulated contracts	£ -
ii) spend within the reporting year on non-regulated contracts	£ 294,096
<b>8. Spend and Savings Summary</b>	
a) Total procurement spend for the period covered by the annual procurement report.	£ 295,486,809
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£ 161,779,028
c) Total procurement spend with Third sector bodies during the period covered by the report.	£ 50,912,427
d) Percentage of total procurement spend through collaborative contracts.	9.52%
e) Total targeted cash savings for the period covered by the annual procurement report	£ 1,200,000
i) targeted cash savings for Cat A contracts	£ -
ii) targeted cash savings for Cat B contracts	£ -
iii) targeted cash savings for Cat C contracts	£ -
f) Total delivered cash savings for the period covered by the annual procurement report	£ 1,036,707
i) delivered cash savings for Cat A contracts	£ -
ii) delivered cash savings for Cat B contracts	£ 371,420
iii) delivered cash savings for Cat C contracts	£ 665,287
g) Total non-cash savings value for the period covered by the annual procurement report	£ 1,139,094
<b>9. Future regulated procurements</b>	
a) Total number of regulated procurements expected to commence in the next two financial years	21
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£ 28,323,260