

Glasgow Kelvin College

Finance and Resources Committee – 26 November 2024

Annual Procurement Report 2023-24

Report by Vice Principal Operations & Procurement Manager

1. Introduction

One of the requirements of the Procurement Reform (Scotland) Act 2014 is that all public bodies publish a detailed report on procurement activity. The purpose of this report is to present the members of the Finance and Resources Committee with Glasgow Kelvin College's Annual Procurement Report, covering the period from 1 August 2023 to 31 July 2024 for noting - attached at [Appendix 1](#).

The College's Procurement position for the year is also summarised on, the Annual Procurement Report Template, at **Annex A** of the report, which is required by Scottish Government.

2. College Procurement

Members will be aware that Advance Procurement in Universities and Colleges (APUC) is the procurement centre of expertise for the College and University sectors in Scotland. Additionally, APUC provides a regional procurement shared service to the three Glasgow Colleges whereby they employ qualified procurement staff who are placed in each College. This arrangement ensures appropriate professional supervision and that regional collaborative procurement can take place within the region. It also helps avoid duplication and contributes to the work of the Glasgow Colleges Group and Glasgow Colleges Regional Board (GCRB).

The Annual Procurement Report has been prepared by APUC staff and outlines the main procurement activity and plans at the College. It also confirms that the College is fully compliant with the requirements of the Act.

The College has a procurement section on its web site which hosts this report along with other key procurement contacts and related documents such as the Procurement Strategy: [College Procurement - Glasgow Kelvin College](#)

All public bodies are required to publish similar reports and these should be made publicly available on-line.

3. Resource Implications

There are no new resource implications associated with the contents of this report. The cost of the APUC shared service is reviewed annually and included in the College budget.

4. Impact on Students

There are no adverse impact on students as a consequence of anything within this report.

5. Equality Impact

No negative impacts on people with protected characteristics have been identified as a consequence of this report.

6. Risk and Assurance

No new risks have been identified as a consequence of the contents of this report.

The Annual Procurement Report has been prepared by qualified procurement staff employed by APUC and therefore provides the Committee with external assurance that the College is compliant with the Procurement Reform legislation.

7. Data Protection

There are no data protection issues identified as a consequence of this report.

8. Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

9. Recommendations

Members of the Finance and Resources Committee are recommended to note the contents of this report and its appendix.

10. Further Information

Members may obtain further information relating to the contents of this report from Jeanette Evans, Vice Principal Operations, jevans@glasgowkelvin.ac.uk or Alice Ng, Procurement Manager, ang@glasgowkelvin.ac.uk

JE/AN
Glasgow Kelvin College
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