



SEIRBHEIS PHRÌOSAIN NA H-ALBA

# SCOTTISH PRISON SERVICE ANNUAL PROCUREMENT REPORT APRIL 2021- MARCH 2022

**Unlocking Potential - Transforming Lives**

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## About the Scottish Prison Service

SPS is an Executive Agency of the Scottish Government with 15 prisons located across Scotland: 13 are operated by the SPS, and 2 by private sector operators under contract. The SPS's principal objective is to contribute to making Scotland Safer and Stronger. The SPS does this through its duty to protect the public by keeping those who sentenced by the courts in safe and secure custody. Our commitment to public safety is delivered through constructive engagement with those in our care, focussing on recovery and reintegration.

SPS directly employs circa 4,600 staff and for 2021/22 had an overall operating budget of £427.4m (2022/23, estimated to be £444m). Approximately (50%) of this expenditure is committed via procurement activity and ongoing contracts (£201.4m external spend in 2021/22). The [SPS Public Information Pages for 2021/22](#) provide various data about prison numbers and those in custody.

The SPS Corporate Plan, published on the SPS website, sets out its business objectives. SPS intends to produce an updated Corporate Plan covering a five-year period (2023-28) which will set out measure flowing from the recently published [Vision for Justice in Scotland](#) and the evolving person-centred, desistance and rehabilitation approaches within the criminal justice sector.

SPS engages and works with a variety of justice and third sector partners that variously support or are involved with, individuals in the community, in-custody and leaving custody. This report illustrates some of the collaborative activity to tackle the cycle of reoffending.

## Procurement Strategy

The legislative provisions of the Procurement Reform (Scotland) Act 2014 require that certain public bodies publish a Procurement Strategy. The last [Procurement Strategy](#) covered a period (2019-2022) and this Annual Procurement Report (APR) reflects on the final (2021-22) year of that. SPS has published an updated [Procurement Strategy covering 2022-23](#). We will revisit and update the Strategy again in 2023 to align with the next SPS corporate planning cycle (2023-28).

The SPS continues to recognise the importance of effective procurement in supporting the SPS's operational activity, ensuring that SPS derives value for money from its external expenditure and that the goods, services and works procured are fit for purpose.

The management of public procurement activities in Scotland is subject to a general duty to undertake 'Regulated' <sup>1</sup> procurement in a transparent and proportionate manner, and treating all potential suppliers fairly and without discrimination. SPS recognises that the Procurement Reform (Scotland) Act 2014 created a statutory obligation to consider the Sustainable Procurement Duty (i.e. wider socio-economic-environmental factors) including Community Benefits and that subsequent policy promotes Fair Work First, taking forward actions to address the Climate Emergency, and to encourage contractual outcomes that directly or indirectly contribute towards various National Outcomes.

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<sup>1</sup> "Regulated" procurement reflects requirements whose aggregate value over the term of the contract is estimated to be >£50k (Goods or Services) and >£2m (Works).

## Foreword from the Head of Procurement

I am delighted to publish the Scottish Prison Service's fifth Annual Procurement Report (APR) in accordance with the requirements of the Procurement Reform (Scotland) Act. SPS has endeavoured to extract and publish relevant information to inform all of our stakeholders of the range of contracts and outcomes achieved by the SPS through its procurement activity over the period.

The period covered by this APR continued to reflect an ongoing response to the Covid-19 pandemic with the various restrictions easing as the year progressed. SPS should take credit for the way the organisation has responded here, continuing to manage its operations and discharge its duties throughout the pandemic. This also extends to the work undertaken by procurement and stores staff, by our supply base, and to the steps taken towards to restart and recovery.

A number of UK and global supply chain challenges flowing from Brexit and the Covid-19 pandemic continued into 2021-22. These manifested themselves across a variety of contracts and commodity groups in respect of availability, service levels and pricing issues. In the latter part of the year, the conflict in Ukraine, the associated sanctions and the resulting market disruptions added a further dimension to the supply-chain and commercial challenges faced by SPS and its suppliers. Procurement continued to monitor supply issues and provide updates as part of SPS's Supply Impact Response Group (SIRG) activity. The spectre of rapidly increasing inflation affecting the prices for a range of purchased requirements also became a focus of contract SPS management activity and reporting to the SIRG

The Scottish Government has set out a number of [Public Procurement Priorities \(2021-24\)](#) that consider key areas such as supply chain resilience, sustainable economic recovery and developing systems to drive sustainable outcomes. A great deal of the activity being reported in this APR directly aligns with these priorities.

During 2021/22 construction work continued on a number of projects including HMP Stirling (the new National Facility for Women) and the two Community Custody Units for Women – in Glasgow and Dundee. All three facilities are set to open during 2022/23. Work also continued on the refurbishment and building improvements at HMP Barlinnie. The HMP Highland project resumed in 2021/22 with SPS progressing the initial procurement activity and awarding a 'stage one' contract to progress the design work for the new prison to replace HMP Inverness. A contract for SPS's Digital Transformation Programme also provides SPS with a number of cyber-security enhancements, the migration to cloud of core applications and support for a wide range of workplace modernisation activity.

The role of SPS Fauldhouse (Central Stores) continued to develop in 2021/22. This included a range of activity to support the resumption of prison industries, the management of SPS's corporate stockholding of PPE, managing a range of items to support the ongoing construction projects, and the provision of services to Police Scotland – including preparation for the COP-26 summit.

This year's APR also once again provides a summary of the positive social, economic and environmental outcomes achieved from the programme of work. These achievements are notable in a year where we continued to emerge from the Covid-19 restrictions and given the challenging macroeconomic conditions. SPS can be proud of this record.



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# SPS Procurement Annual Summary

## Looking back at 2021 / 2022 ....



£201.41m procured external spend



£53.85m new contracts awarded



143 contracts awarded



51 Regulated / Call-off procurements



£229k spend with Supported Business (including via supply chain)



A new contract awarded to a Supported Business



£34m spent by SPS with SMEs. Circa £36.7m of 'local' sub-contract spend through main Works contractors



98.9% invoices paid on time by the SPS within a 30-day payment period



7 new Regulated procurements with Community Benefit provisions



£294k Sales of Prison Industry products generated by SPS Fauldhouse

## Contextual Background – Procurement in SPS

SPS has a well-established procurement environment with mature policies and practices that support effective public procurement. The elements set out in this section are key enablers of being able to discharge effective procurement – both “Regulated” projects and those within the scope of the wider public contract regulations. SPS expects its procurement activity to be delivered in a way which ensures that it meets the legal, ‘best practice’ and wider socio-economic-environmental obligations required by legislation and through Scottish Government policy to underpin delivery of the National Outcomes.

### 1.1 Compliance with Legislation

The SPS Procurement Strategy reflects SPS’s ongoing legal obligation to ensure ongoing compliance with the Scottish Public Procurement Regulations and associated Statutory Guidance across its procurement activity. The legislative requirements, including the obligations which flow from areas such as the Sustainable Procurement Duty, the UK General Data Protection Regulations, or Cyber-Security provisions continue to feature in SPS’s handling of procurement activities. The SPS also recognises that Scottish Ministers have recently sought to increase the focus of public bodies on activities that promote Fair Work First and which address Climate Emergency and Circular Economy. All are areas SPS were already addressing and where we will continue relevant actions.

SPS continues to actively contribute to the cross-sectoral Procurement Policy Forum and disseminates emerging procurement policy and guidance (including [Scottish Procurement Policy Notes \(SPPN\)](#) and [Construction Policy Notes \(CPN\)](#) within SPS. We conduct regular discussions on policy and best practice in SPS procurement contract development, contract management and full team meetings to ensure awareness of policy and its application within our procurement activity.

SPS also continues to contribute to the programme of best practice set up by the Central Government Procurement Collaboration Group. This network shares best practice amongst a small sectoral group.

To assist the SPS’s understanding and interpretation of procurement legislation, policy, and best practice it actively engages with Scottish Central Government and cross-sectorally. The Scottish Government Legal Department (SGLD) is consulted for specific guidance in interpreting and applying legislative and case law provisions within procurement.

### 1.2 Procurement Policy and Arrangements

#### 1.2.1 Contract Development

Procurement Policy & Services Department (PPSD) at SPS headquarters conducts the full cycle of SPS procurement and contract management activity for the majority of the SPS’s annual external expenditure £201.41m in 2021-22 (*£177.45m in 2020-21*). In any given year, the PPCSD team typically tenders, awards, or reviews or extends 100+ contracts for Goods, Services or Works to underpin SPS business needs. These projects are of varying complexity and span a range of values across Regulated and Non-Regulated procurement (as defined by the Procurement Reform (Scotland) Act 2014).

A Procurement Manual and associated policy and practice underpin SPS fulfilling the obligations set out in the Public Procurement Regulations, relevant Statutory Guidance and best practice 'Procurement Journey' during the delivery and management of contracts for SPS. SPS procurement policy includes a number of core principles that underpin the programme of activity including:

- PPSD advertising and competing larger contracts (>£20k in value). This is accompanied by flexibility for devolved procurement officers to award business, which is not met already covered by national contracts, in response to local operational needs (<£20k);
- procurement procedure thresholds (aligned with the above principles);
- the mandated use of relevant national contracts / framework agreements (including category A and B collaborative contracts established by Scottish Government or others) within SPS;
- appropriate separation of duties between delegated financial and procurement authorities; and
- controls to support good governance and accountability for procurement decisions in SPS with exception such as Non-Competitive Actions being subject to specific control approvals, and
- due consideration of the obligations flowing from the Sustainable Procurement Duty including those related to climate emergency / net zero objectives, Fair Work First, etc.

Over 90% of the SPS's external expenditure is conducted through central contracts set up by the SPS directly or through call-off from relevant available collaborative contracts. The balance is managed through devolved procurement activity.

SPS empowers specific staff (DPA Officers) across the SPS estate to undertake transactional procurement at a local level up to the value of £20k within parameters set out in the SPS Procurement Manual e.g. where there is no national contract, and subject to quotations being obtained in competition for requirement above £3,000 in value. This balances the legal requirement to consider procurement activity at a corporate level with the necessary degree of local procurement autonomy to respond to local needs and/or emergencies. PPSD delivers commercial awareness training virtually to devolved DPA Officers and continues to host periodic meetings with the Procurement Leads Group from prisons.

PPSD engages closely with relevant 'internal client' stakeholders from pre-procurement / planning activity, through the procurement processes and into establishing area-specific or 'national' contracts. SPS has also continued its successful collaboration with HMPs in England and others for some relevant contracts.

### **1.2.2 Contract and Supplier Management (CSM)**

SPS deploys a small CSM team to oversee a portfolio of approximately 250 'live' contracts used to support the range of SPS operational activities. CSM activity also includes local oversight of Scottish Government (and other) collaborative contracts used by the SPS. Contract Summary information is provided to end users to enable them to effectively access and utilise contracts. This information will increasingly be managed within the Professional Electronic Commerce Online System (PECOS) that is currently being rolled out across SPS (see paragraph 7).

The CSM activity with prisons and suppliers seeks to ensure that SPS contracts are performed as intended and that any issues are addressed. Approximately half of the contracts used by the SPS receive active contract management by the central CSM team that includes scheduled meetings with the relevant suppliers. The remaining, typically low value / lower risk, contracts receive periodic oversight such as an annual review. Works contracts are subject to oversight by a project manager from Estates & Technical Services until the project is completed and signed-off.

The CSM team also undertakes reviews of contracts that are approaching their intended expiry with a view to determining (via price benchmarking) whether there is value for money rationale for SPS to exercise the extension option that may be available in the contract. Decisions to extend or re-tender any contract involve engagement with the internal customer and are subject to relevant governance approval within SPS.

SPS also maintains a dedicated team for Contract and Supplier Management oversight of the two Private Prison contracts (for HMP Kilmarnock and HMP Addiewell) and the Scottish Court Custody & Prison Escort ('SCCPES') Contract. PPSD continues to provide commercial and contractual support to this team as required. Supplier relief provisions reflecting the ongoing Covid-19 related operational restrictions in the SPS prison regime were mirrored in the operation of the two private prison contracts during the year.

The SPS established a multi-functional National Covid-19 Response Group (NCRG) in early 2020; the group included PPSD. That work of that group continued into 2021-22 to provide ongoing leadership, coordination and direction around all aspects of the SPS operational response to the dynamic events that arose from Covid-19. This included reflecting the national Covid-19 response levels into a prison setting. The focus was upon maintaining safe prison operations whilst minimising the risks Covid-19 infection amongst staff, prisoners or others who work in prisons. The NCRG governance structures continues but is expected to discontinue as Covid-19 restrictions generally ease and we revert to a normal operational structures.



*Covid-19 artwork produced by a prisoner in HMP Dumfries*

As we moved into the early part of the new financial year (2021-22) and the progressive easing of Covid-19 restrictions, most contracts were able to revert to a more normal business as usual position. Some restrictions remained in prisons and we continued to see some Covid-19 supply chain impact (availability of materials or people) affecting some contracts. SPS continues to monitor this and any contractual / operational impact as part of contract management activities.

The corporate planning and contingency activity for Brexit and the supply arrangements associated with managing SPS's response to the Covid-19 pandemic served to highlight the importance of supply-chain to the SPS operations. As a result of this, the Head of Procurement now chairs an SPS **Supply Impact Response Group (SIRG)** and provides reports to the SPS Executive Management Group. SIRG focuses on SPS contracts: supply availability, minimising inflationary cost impacts, and taking actions (through procurement or contract management activity) that support operational resilience.



### 1.2.3 Stakeholder Voice

Procurement continues to maintain close engagement with Operations Directorate and other key stakeholders regarding contracts which are specific to their business area; both in terms of contract development and post-award contract management.

SPS operates a number of methods to engage stakeholders and ensure that we obtain end-user feedback to inform procurement activities and decisions. For example,

- User Intelligence Groups (UIG) being also formed as necessary to agree procurement strategy, contract requirements and specifications;
- Relevant stakeholders and UIG members are also engaged during tender evaluation, contract award decisions and in supporting contract and supplier management arrangements;
- a Prison Canteen Control Board and individual Prison Involvement Advisory Committees (PIAC) provides opportunities for those in custody to be consulted about the range and type of goods made available;
- in-prison forum groups provide feedback about prison catering / menu choices;
- staff members or unions are represented in terms of decisions relating to uniform; and
- SPS also undertook work to secure user feedback from the prisoner kiosk proof of concept at HMP Shotts, and from users of the Virtual Visits system to inform the future service offering;

SPS's use of community benefit provisions in major Works projects has led to significant pre-tender engagement with community based stakeholders such as the economic development team or community benefit lead in the relevant local authority. The dialogue has allowed SPS to develop a sense of what the local area and each local authority would value and prioritise, and to connect contractors into some of the local networks that could support delivery of outcomes.

We see the above, and SPS's ongoing engagement with statutory, criminal justice and third sector partners (see section 3.5) being an inherent part of SPS engaging within the local communities that we serve. The SPS will continue to promote and undertake this type of engagement where SPS and the prisons themselves are viewed as anchor organisations within their community.

## 2. Value for Money – Competition

The SPS Strategic Themes anticipate that its services are effective and provide value for money. The procurement of Goods, Services and Works through contracts typically comprises approx. 45% of the annual SPS budget. Procurement professionals recognise that competition, effective engagement with the market, and ensuring that contracts are then properly performed are all key elements to achieving value for money.

The way that SPS interacts with suppliers is a key component to achieving effective procurement and contract outcomes particularly for the more involved projects. SPS takes active steps to undertake pre-procurement activity, early market engagement and being accessible to prospective bidders.

During the period, SPS has continued to undertake pre-tender Applicant Forums and Bidder Forums during tender processes. Covid-19 has led to some adaption here where the Procurement team have prepared and used Information Packs, uploaded additional information to Public Contracts Scotland, held one-to-one virtual Q&A sessions with prospective bidders and generally sought to work around the prevailing Covid-19 restrictions. As these restrictions eased, we have seen a return of face-to-face meetings and site visits blended with continued use virtual meetings.

SPS has continued to advertise its contracts appropriately (through the Public Contracts Scotland website) endeavoring to make these opportunities as accessible as possible for small, medium and large suppliers alike. In doing so, we also appreciate that the significant expenditure of public funds through contracts can support the wider economy, contribute to Fair Work, and contribute to environmental / climate objectives.

SPS also actively undertakes post-tender debriefing (for both successful and unsuccessful bidders), and has seen a number of bidders reflect on such feedback and develop their approach when next tendering to the SPS. We continue to see these as providing a valuable opportunity for stimulating competition both at the time and in the future.

There is a key role for public procurement to support the Scottish Government's Covid-19 'restart and recovery' agenda and in ensuring effective competition and best value. Despite all the good work indicated above the SPS have noted challenges in obtaining bids during 2021/22 and into 2022/23. Of the 105 projects tendered by SPS and reviewed in 2021-22:

- 36% of projects tendered resulted in no 'competition / interest' or 'severely limited competition' (i.e. no bids or only 1 compliant bid being received).
- A further 24% of projects had 'limited competition' i.e. less than 3 compliant bids.
- In 25% of tenders, bidder prices were also noted to be exceeding previous pricing by more than 10%+ (above inflation price surges), and being higher than SPS forecast / budget projections for the contract. This trend has continued into 2022-23.

The review suggests that potential bidders are being more selective around the projects they elect to bid for at a time when pent-up demand (lots of other contract opportunities) being available following Covid restart. The relative complexity and associated paperwork of bidding for public contracts when other 'easier' options are available is also a consideration for bidders.

Global supply-chains continue to be affected by Covid restrictions and inflationary pressures have increased both in the UK and more widely. Supply-chain availability (lack of specific materials or parts) and pricing issues also affect the ability to submit fixed price tenders and complete project timeously (longer lead-times) across various commodities and projects.

In late 2021/22, the conflict in Ukraine added another dimension to what were already challenging supply-chain and cost pressures. Energy (gas and electric), transport and fuels (oil, petrol and diesel), commodity prices (wheat, cooking oils, fish, meat, steel, cardboard and aluminium packaging, fresh fruit and vegetables, etc.), Living Wage and National Insurance increases were all combining to present a challenging climate for many sectors. UK general inflation as measured by the 'Consumer Price Index' rose to 7% in March 2022 (versus 0.7% in March 2021); various projections that CPI may reach approx. 10% or more by the end of 2022; and that the prices of some items may remain at a higher level compared with the past. This price volatility and consequent budgetary pressures have encouraged some demand management and revisiting what SPS elects to purchase.

[Section 1](#), paragraphs 3 and 4 of this report provide a summary of the Regulated procurement activity conducted by the SPS during 2021-22.

### 3 Sustainable Procurement Duty (SPD)

SPS procurement activity recognises the need to consider and address the Sustainable Procurement Duty (SPD) for 'Regulated' procurements. The Procurement Reform (Scotland) Act 2014 and associated Statutory Guidance outlines a range of policy areas for consideration within procurement projects. Some of these, such as Community Benefits, involvement of SMEs, engagement with the Third Sector, Supported Business, Climate / Net Zero, and addressing socio-economic-environmental aspects within the authority's area feature as areas reported in their own right in this APR. In SPS's case, the 'authority's area' includes all of Scotland and the communities in which we operate.

The SPS Procurement team has considered the various Scottish Government guidance around the SPD. It maintains a Sustainability Prioritisation Tool that provides a basis for the internal client and buyers to make informed decisions about the relevant and proportionate aspects of the SPD that they wish to prioritise within individual Regulated or Non-Regulated procurement projects.

SPS also appreciates the clear synergy between the SPD, the opportunity to support elements of the SPS's corporate 'Unlocking Potential: Transforming Lives' agenda and the [SPS Employability Strategy](#) (published in March 2018). SPS therefore continues to seek to leverage the opportunities presented by Community Benefit provisions not only through SPS's own tenders but also by encouraging others to also develop outcomes that support those who may have been in custody.

Sections 3.1 to 3.8 of this APR highlights how SPS has addressed and achieved outcomes against the various aspects of the SPD as part of its strategic outcomes.

#### 3.1 Sustainable Procurement Duty - Social & Economic Value

The SPS Procurement Strategy recognises the importance of the Scottish Model of Procurement, the Value for Money Triangle, and the need to achieve proportionate consideration of sustainability and social value outcomes from procurement activity (as well as ensuring that quality and cost requirements are met).

SPS procurement activity seeks to generate improved economic, social and/or environmental outcomes for the communities in which SPS operates. As Scotland's prison service, we have sought to focus attention towards activities that provide opportunities for progression for people in or leaving custody. Many people in our care are '*disadvantaged persons*' in terms of their specific circumstances and socio-economic background. They will often have experienced particular challenges in terms of gaining access to employment opportunities and work experience, housing, or had poor prior learning experiences. In addition, some individuals will be from areas of multiple deprivation where there may be limited opportunities and they have had to contend with other health or social issues. A period in custody in itself also serves to create additional barriers to employment.

SPS is well aware of the contribution that some of our major contracts provide to the local economy. The quantification of the impact continues to prove challenging and remains an area we continue to develop on a contract by contract basis where suppliers have more mature recording methods which support reporting. For example, sub-contract work and spend with local suppliers on materials and new employment within a 30-mile radius of a construction site.

[Section 3](#) of this report details specific **Community Benefits** and, where quantified, local economic outcomes achieved during the reporting period.

We have achieved some successes through procurement activity engaging with suppliers that wish to work with SPS by providing community work placements, and/or opportunities for employment for those leaving custody. There is a clear appetite and recognition amongst some suppliers of the social value in working with the SPS in these areas. Whilst some of the momentum in this area has been affected by Covid-19 restrictions, SPS will continue to actively seek out these types of opportunities, especially with 'Tier 1' suppliers and contractors.

### 3.2 Fair Work First and Living Wage

SPS has been an Accredited Living Wage employer since 2016. As well as ensuring that SPS continues to pay its employees the current Living Wage, SPS procurement activity contributes by including Fair Work First provisions (including Living Wage) in tenders and bid evaluation.



SPS contract management activity continues to monitor supplier compliance with 'Fair Work First' commitments including suppliers providing the annual Living Wage increase, and continuing any associated Fair Work provisions for their staff working in SPS sites. SPS reflects the updated April 2021 Fair Work First provisions (SPPN 3/2021) within its procurement activities.

The 'supplier relief' provisions undertaken by the SPS during 2020-21 in accordance with Scottish Procurement Policy Note guidance contributed to the suppliers concerned being able to retain staff in post and ensured that the employees concerned were not financially disadvantaged as a result of being absent from work as a result of Covid-19 or the associated self-isolation. Selective supplier relief continued into 2021/22 through SPS continuing to provide some operational flexibility to suppliers whose actions or services continued to be affected by Covid-19; either the continued in-prison restrictions, or those in society generally.

### 3.3 Equality and Diversity (E&D)

SPS continues to consider [Equality and Diversity](#) in its procurement activity and the need to comply with the [Equality Act 2010](#) and the 'General Duty'. SPS includes equality provisions in the tender specification and, where appropriate, in the contract award criteria, and/or the terms & conditions pertaining to contract performance.

All new staff undertake the SPS E&D e-learning via the SPS College, and the SPS's Equality & Diversity classroom-based training. In procurement, this learning is also supported by specific guidance to inform decisions about equality matters within tenders and contracts.

In October 21, a prison officer from HMP Inverness won the Proud Scotland Award for Public Service in recognition of the work undertaken as Chair of SPS' Staff Network PRiSM and the commitment to LGBTI and equality issues within the SPS. The award was against a strong group including members of Police Scotland, NHS Scotland and the Army, however SPS triumphed on the night receiving the highest number of votes overall.

The SPS LGBTQ+ network (PRISM) is a fully inclusive network which invites everyone (including supplier / contractor staff who work in prisons) to join no matter what sexual orientation they identify as. PRISM regularly promotes LGBTQ+ events and celebrations such as the annual Pride Month or the International Day Against Homophobia, Transphobia and Biphobia (IDAHOBiT) within SPS. The SPS disability and Women's networks are also open to employees of contractors who regularly work in prisons in Scotland. The SPS internal website regularly promotes equality matters and events such as LGBTQ+ or Black History Month.

SPS continues to be accredited as a Diversity Champion by [Stonewall](#). The assessment process considers, amongst other factors, how an organisation's procurement activity contributes towards eliminating discrimination and promoting equality. A number of suppliers used by the SPS are 'Diversity Champions' in their own right.

The Learning & Skills contract reflects the need to provide learning services that are sensitive to, and respond to the needs, of individuals in general and specifically within the nine protected characteristics. There is also an obligation to ensure accessibility, and to promote the key facets of the Public Sector Equality Duty (PSED) through the learning activities. For example, Learning Centre staff in HMP Edinburgh supported a blind prisoner learner by arranging seven tactile "Living Paintings" from the Anton Jurgens Charitable Trust. These contain different themes, a supportive audio CD and allow the learner to have appropriate resources for art. Further materials can be acquired on loan as necessary.

Holocaust Memorial Day (HMD) project classes were facilitated by Fife College in HMYOI Polmont over ten sessions from Dec – Jan 2022. Eighteen learners worked towards being 'memorial ambassadors' for the HMD events in Jan 2022 by writing and recording radio content which was played in the whole establishment daily during the week of HMD.

Work was also undertaken in the year to extend the existing contractual licence arrangements with Do-It Solutions Ltd for a Learning Difficulty and/or Disability (LDD) screening tool to identify conditions such as dyslexia, or dyscalculia, dysgraphia, etc. SPS has contracted Fife College to use this tool in prisons as part of the work in the Learning Centres.

As part of its activities, the privately operated prison HMP Addiewell runs monthly Diversity & Inclusion awareness activity for LGBTQ+, Black History Month, Preventing Violence Against Women, etc. in order to encourage a broader more tolerant social environment amongst the prisoner group. Additionally, they encourage their training staff to reinforce this diversity awareness and tolerance during day-to-day activity.

Other parts of this APR serve to illustrate some of the range of different learning and engagement activities undertaken to be inclusive and to promote equality and diversity.

### 3.4 Supported Business

SPS continues to work in collaboration with the British Association for Supported Employment (BASE) to build on the successful partnership that is now well established. [Section 4](#) of this APR provides further information on the SPS engagement with Supported Businesses.

The SPS is delighted to note that Morrison's Construction's engagement with BASE has continued into 2021-22. That work continues to explore how Supported Business can become an embedded part of the Morrison Construction supply-chain for other projects beyond HMP Stirling and how this partnership with SPS can generate very positive outcomes for disabled and disadvantaged groups, including those in the care of SPS. BASE have released a Case Study "[The Power of Procurement in Action](#)" about this work.



A new 3 year laundry service contract (non-Regulated) was awarded in the year to Forth Sector trading as St Jude's Laundry. The two Community Custody Units (CCUs) will source their mattresses from Dovetail ahead of the two units opening in 2022-23. These mattresses are the type Dovetail supplies to the H&FE sector for halls of residence.

### 3.5 Third Sector & Social Enterprise

SPS appreciates the distinctive and vital role that the Third Sector plays in supporting people in our care or following liberation. This section reflects where SPS engages with the Third Sector and a number of other public bodies to provide joined-up services to those in, or leaving custody. Covid-19 restrictions continued to affect some face-to-face activity during 2021-22 however, the revised operating models established in the prior year allowed services to continue.

#### 3.5.1 Contracted Services

A number of Third Sector organisations provide services through contracts awarded by the SPS e.g. Barnardos, Committed to Ending Abuse (CEA), the Samaritans, Lifelink, Early Years Scotland, Shelter, Dick Stewart Hostel, Paws for Progress, Dundee Survival Group, and the Salvation Army. The SPS's direct expenditure with Third Sector organisations was £816k in 2021-22 (£776k in 2020-21).

A number of these services continued to be affected by Covid-19 restrictions during the year. SPS continued to provide 'supplier relief' to a number of contracted Third Sector organisations to enable them to retain the capacity and capability to provide services until Covid-19 fully restrictions eased. Committed to Ending Abuse (CEA) and Barnardo's were also able to restart face to face activity and now operate a blended model reflecting continued use of the virtual systems.

The roll-out and continued use of mobile phones by those in custody allows access to the national Samaritans helpline as a permitted number making it accessible on a 24/7 basis. Access to helplines was seen as an important component in supporting mental health and wellbeing particularly when Covid-19 and the associated restrictions had affected those in custody and their families.

#### 3.5.2 Externally Funded Third Sector Activity

SPS is not permitted to provide grants to Third and independent sector organisations however there is a significant body of grant funded activity made available by this sector to those in or leaving custody. This is additional to any 'contracted' expenditure by the SPS itself. These arrangements are typically subject to an SPS Third Sector Partnership Agreement that sets out the obligations and intended outcomes. In October 21, the SPS Strategy & Stakeholder Engagement Directorate worked with the CJVSF to update the Third Sector Partner Agreement. This is used when establishing governance arrangements around grant funded services provided to those in, or leaving custody. PPSD provided advice to that activity around Fair Work First applying to grant funded activity, Data Protection and cyber security provisions.



SPS maintained its established links with the [Criminal Justice Voluntary Sector Forum](#) (CJVSF) and liaised with this body and relevant service providers, regarding activities affected by Covid-19 restrictions and their restart recovery plans.

The SPS and the CJVSF took part in [Evaluation Support Scotland's \(ESS's\) Working Better Together Opportunity programme](#) (*report available in the link*). The programme provided an opportunity to reflect and learn about the impact of our partnership working during the Covid-19 pandemic to date.

A strategic needs assessment was undertaken in 2021 to provide a shared understanding amongst SPS and partner organisations of the needs of women in custody including those who may reside in the new Community Custody Units. This collaborative work identified the key themes of women's needs (Addiction and Recovery, Resettlement, Mental Health and Wellbeing, Physical Health, Learning and Skills, Families and Criminogenic). Activity is underway to map out the current service provision, to identify gaps in service delivery and provide an evidence base to support development of services with both Statutory and Voluntary Third Sector partners. The Women's Strategy Team continues to work to develop a network of both in reach and community based outreach services to support women in the new facilities once they are open.

SPS signed a new Third Sector Partnership Agreement in the year with the Aberlour Scottish Guardianship Service (a partnership project between Aberlour and the Scottish Refugee Council). The service is intended to support unaccompanied, non-EU, young people (under 18) who have presented in Scotland. The individuals may either have been trafficked (or have indicators of trafficking) to work in the cultivation of cannabis or other similar activity related to illegal drugs, or be seeking asylum. Those charged or who may have been placed in custody will be able to access support, and as necessary, a Criminal and Immigration lawyer through this service.

- **Public Social Partnerships (PSPs)**

Scottish Government and the SPS are amongst a number of public sector bodies that continue to provide oversight and governance of the three justice facing Public Social Partnerships (PSPs) – see below. These were established in 2012 to provide throughcare services to assist those in, or leaving, custody transition into the community. Scottish Government - Community Justice continue to fund these three PSPs into 2022/23 at approx. £4m per annum.

Each PSP has a lead organisation, a network of 3rd sector partners and governance arrangements that include relevant public sector partners such as the Scottish Government, SPS and others.



**New Routes PSP** led by the Wise Group with Apex Scotland, Sacro, Families Outside and SAMH as partners. The service is subject to oversight governance jointly by the SG, SPS, NHS Scotland and the Dept. for Work & Pensions. The service provides access to New Routes mentors within the following prisons – Addiewell, Barlinnie, Dumfries, Edinburgh, Glenochil, Grampian, Greenock, Inverness, Kilmarnock, Low Moss, Perth and Polmont. The mentors provide

specialist one to one support and guidance for men leaving prison for up to six months' pre-release and six months' post-release.

In the year, the service engaged with circa 1,500 individuals using the hybrid approach of MS Teams and face-to-face contact (with prioritised support) that was established during the pandemic. Circa 800 participants worked with the service prior to their release to identify needs and agree routes to address these across the following 10 domains that flow from National Outcomes (ranging from motivation to change behavior, physical and mental wellbeing to employment skills)

All partners within the New Routes PSP continue to complete tracing activity for clients who do not engage post-release. This ensures reasonable attempts are made re-offer the service-to-service users who have disengaged.

**Shine PSP** led by Sacro with partners including Apex Scotland, Barnardo's, Circle, The Wise Group, Turning Point Scotland, Access to Industry, and the Venture Trust. This provides a mentoring service at Cornton Vale, Edinburgh, Grampian, Greenock and Polmont. Mentors work with women up to 6 weeks pre-release and a minimum of 6 months in the community. Shine also works with women subject to a Community Payback Order.



In the year, Shine was awarded funding for digital resources to allow women leaving custody and who may be at risk of fatal drug related overdose access to Digital Lifelines. [Digital Lifelines Scotland](#) seeks to help overcome digital exclusion, improve health outcomes for people who use drugs and reduce their risk of harm and death by helping them to connect digitally with services and those that care about them. Shine is currently also working with the SPS in adapting the mentoring service model to reflect the needs of those who will reside in the two new Community Custody Units when they open in 2022/23.

**Moving-On Scotland PSP** led by Action for Children in partnership with Barnardos. This delivers a throughcare support service for young men (16-24) in East Ayrshire, Inverclyde, Renfrewshire, Glasgow, South Lanarkshire and the Highlands upon their release from HMYOI Polmont. The service works with the young men throughout their sentence & following release, or with those in the community subject to Community Payback Orders (CPO) / Unpaid Work (UPW). Of the 85 referrals made within the 12-month period of 2021-2022, 38 referrals have come from a custodial setting, and 47 from a community setting. The focus of this PSP is to support individuals towards a more Positive Destination (e.g. addressing and reducing substance misuse, or an improvement in employment skills and are ready to enter employment), starting a college course, moving into employment, or undertaking training / volunteering (for a period of 3 months or more).

The Moving-On PSP has been successful in obtaining modest additional funding through the Covid-19 Relief funds to support its activities. The easing Covid-19 lock down restrictions and the PSP move into new premises allowed the recommencement of the Moving-On 2 Mechanics activities where the clients involved work towards an SQA award, Health and Safety certificate through working with engines and restoring classic motorbikes. A new 'Geez a Buzz' activity in partnership with the Rainbow Room salon also saw six clients engage in a barbering programme and undertake a City and Guilds level 1 qualification in hairdressing. REHIS Health and Safety certificate (11 individuals) and construction skills (CSCS) (15 individuals) activities were also undertaken within a range of training, personal development and employment focused work.

The Scottish Government launched a consultation on Release from Custody and Bail. The consultation, which was conducted over Dec 21 / Jan 22, sought the views of people in Scotland with experience of the criminal justice system on bail and release from custody arrangements. A number of the PSP member organisations provided responses to the survey reflecting their lived experience of working with the client group and addressing user needs.



- **Collaboration with Councils and others.**

SPS and Fife College work with various councils and local community partners to facilitate a range of learning activity. For example:

- In HMP Perth, a strong Adult Numeracy and Literacy partnership remains with local community learning and development organisations: Perth & Kinross Council, The Learning Curve, [ESOL Perth](#), PUSH (promoting inclusion for people with learning disabilities), Perth College, Crossing Borders (international non-profit organisation and charity for cross-cultural education) and [Churches Action for the Homeless \(CATH\)](#).

Learning Centre staff focus on building pathways and signposting within the community, with learners engaging, given support whilst in prison and facilitating the support of partner agencies on release. Outcomes this past year include SQA qualifications in Literacy, Numeracy, English to Speakers of Other Languages (ESOL), Employability, Communications, ICT and Personal Development Awards.

- During September 2021, HMP Grampian's Learning Centre began working in partnership with Aberdeenshire Council Community Learning and Development (CLD), to deliver 'Steps to Excellence', a 12-week programme designed to help participants make a more positive impact in their lives through improving self-image, self-esteem, and positive thinking.
- The Learning Centre staff supported Fife Council's delivery of 'Seven Habits for Successful Families' course in HMP Glenochil. The 8-week course is intended to help develop parenting and family relationship skills.
- The Learning Centre in HMP Dumfries resumed partnership with the [Stove Network](#) (an independent Arts Association based in Dumfries and South West Scotland) in August 2021. Fifteen learners worked on art and creative writing projects during 3 sessions. The work was displayed at the Stove gallery in May 22.



*Celebration of Art, produced by a prisoner in HMP Barlinnie*

- The contracted operators of the two private prisons (HMP Addiewell, Sodexo; and HMP Kilmarnock, Serco) both maintain local networks of third sector and social enterprises that they variously work with to support those in, or leaving custody. For example:
  - HMP Addiewell collaborates with Routes to Work North; Routes to Work South; Passport Access to Industry; and the Fair Start providers – Start Scotland & Remploy. Fair Start assists with employability support for prisoners on liberation and provide assistance with job search, travel and in work support.
  - HMP Kilmarnock works with Ayr Housing Aid; North Ayrshire Housing; Seascope (housing support) – charitable organisation; Veterans First Point; Advocacy Service – charity funded by NHS; Prison Navigators (We Are With You); SACRO Alcohol Support; and the Auchinleck Community Development Initiative – charity; Faith in Throughcare, Recovery Enterprise, and Ping (drug addiction support).

- **Prison Visitor Centres and Visits**

The operation of the Family Visit Centre at each Scottish prison is managed through local Service Level Agreements (SLAs) with a Third Sector or faith based partner. Activities are managed within the context of the SPS Family Strategy and the ethos of [SPS encouraging family contact](#). A National Prison Visitor Centre Steering Group provides oversight of the operating arrangements. These arrangements are generally funded by external sources with the SPS undertaking various support obligations in respect of the physical upkeep of the facilities etc.

The SPS re-tendered and awarded a new 3-year contract in Aug 21 for the provision of a Virtual Visits system to Unilink. This service had commenced in mid-2020 in response to Covid-19 restrictions affecting the ability to host face-to-face prison visits by friends and family. Visitor / user feedback about virtual visits had been strongly positive (approx. 85% indicating future use of the system) and system usage remained consistent with over 80,000 virtual visits undertaken to date. SPS therefore took the decision to continue this service. The flexibility to visit virtually (avoiding the costs and time of travel) now complements the ability of family and friends to attend face to face visits at a prison and to engage with services in the Visitor Centres.

### 3.5.3 Partnership Working - Welfare and Housing

The SPS Strategy & Stakeholder Engagement Directorate has continued to liaise with key partners such as DWP (Group Scotland), Social Security Scotland and with National and Local Housing partners during 2021-22 to ensure people in and leaving custody get access to the services they need and achieve successful outcomes in the community. In addition, the Scottish Government is undertaking a full independent review of the Scottish Welfare Fund. SPS is represented on the Review Advisory Group to provide advice and policy perspectives from our area of interest / work. Work with the DWP over the last year has had a greater emphasis on employability links following liberation. A revised SPS and DWP Partnership Agreement underpins our joint working.

SPS has also worked collaboratively during the year with the SHORE Review Steering group chaired by Scottish Government (other members are Community Justice Scotland, COSLA, ALACHO, SOLACE, CJVSF, Scotland's Housing Network (SHN), Simon Community and the Risk Management Authority). The focus has been reviewing the implementation of the 'Sustainable Housing on Release for Everyone' (SHORE) standards through a mapping exercise of service delivery across all 32 local authorities and 15 prisons. This work has identified areas of good practice, the degree of compliance with SHORE, the impact of Covid on service delivery and areas for improvement. This will inform work around the development of a national approach to service delivery and minimising homelessness on release that will continue during 2022-23.

### 3.5.4 Circular Economy

SPS normally undertakes a number of circular economy, recycling, reuse activities in conjunction with the Third Sector e.g. repair of washing machines and electrical appliances on behalf of Home Aid, Furniture Plus, Tayside Recyclers, and repair of bicycles on behalf of the Bike Station, etc.

These activities continued to be suspended during 2021-22. The recent easing of Covid-19 and prison regime restrictions has led to SPS considering restart options some of the Third Sector organisations.

**Gymnasium equipment.** As part of the purchase of new gymnasium equipment, the SPS encouraged circularity. In 2021/22, this resulted in the sale of a further 58 used machines (*various types & ages*) to the supplier (Pulse Fitness). The old equipment will, where possible, be refurbished and sold into the second-user market by the supplier.



*'On Your Marks' produced by a prisoner in HMP Dumfries*

**Ceremonial Dress Uniform.** The SPS maintains a central pool of approx. 100 sets of formal dress uniform at SPS Fauldhouse that are available for loan to staff for specific events such as the recent Jubilee celebrations. There is an internal process to order and return the uniforms which are then laundered and returned to stock at SPS Fauldhouse. This circular approach replaced issuing dress uniform to all new recruits and prison officers particularly when these garments were used infrequently.

## 3.6 Health and Wellbeing

### 3.6.1 Food Contracts

The SPS procurement strategies for food contracts reflect the Scottish Government's ambition to contribute to the Scottish economy and to help improve the nation's health & wellbeing whilst taking cognisance of the unique environment in which SPS operates. SPS also recognises that a healthy, nutritious and varied menu (reflecting both dietary and religious needs) provided by the in-house catering officers is a core part of the prison regime. The menu choices provided therefore routinely reflect vegetarian, vegan, Kosher and Halal requirements. The use of vegetarian menu options has increased in SPS over the past few years and led to a modest reduction in the value of fresh meat being purchased annually.

The menu choices provided by the SPS to those in custody are nutritionally balanced, and informed by NHS national dietary guidance / targets. These reflect a reduction in the consumption of high fat, salt and sugar products, and an increase in fruit and vegetable consumption. SPS food contracts therefore seek to provide SPS caterers with good quality food products and ingredients that allow SPS to serve varied, seasonal menus.

In 2021-22, PPSD re-tendered and awarded new contracts in November for the supply of food products to the SPS. The existing contracts for Milk and Dairy and Bread & Rolls were extended out to late 2022 / early 2023 respectively. The Commodity / Service Strategy, tender specification and bid evaluation for the new contracts took due account of the prevailing policy guidance and food accreditation / assurance schemes; the range of legislative requirements; obligations in terms of animal welfare and sustainable sourcing, and supply-chain food traceability.

In the fresh meat & poultry contract, the successful supplier (McLays Foods, Glasgow) only use approved suppliers that meet the EU and UK Animal Welfare regulations and that operate a policy that addresses the [Animal Welfare Council's Five Freedoms](#) criteria. These "Freedoms" seek to ensure that the animals are free from hunger and thirst; discomfort, pain, injury or disease; able to express normal behaviours; and are free from fear and distress. The SPS frozen food supplier (Bidfood) operates the same principles when sourcing frozen animal-based meat products. Bidfood encourages all its suppliers to hold third party accreditation British Retail Consortium (BRC or equivalent) and to provide evidence of their continuous accreditation thereafter.

McLays holds certification with Quality Meat Scotland (QMS) that supports the use of sustainable, quality products from local suppliers. Animal welfare and wellbeing is at the core for all QMS assurance schemes with the standards are approved by the Scottish Society for Prevention of Cruelty to Animals (Scottish SPCA). McLays Foods also operate procedures to enable them to hold [SALSA Accreditation](#) (Safe and Local Supplier Approval). Protected geographic indication (PGI) butcher meat products, dairy items and fish are sourced from sustainable Scottish suppliers. Meat based bakery products (such as pies and sausage rolls) are produced by PARS Foods - a Scottish SME supplier less than 500 metres from McLays own premises (CO2 food miles).

Prior to the meat & poultry tender, the SPS had consulted with an Imam around the specification requirements for Halal. The current legislative position Welfare of Animals (Slaughter or Killing) Regulations 2012 allows an exemption for pre-stunning animals prior to slaughter. SPS recognises the need to consider animal welfare, therefore the contract reflects supply of Halal products from birds or animals that have been pre-stunned and supplied with the necessary certification to verify the products are Halal.

Grahams the Family Dairy supplies fresh milk and a range of dairy products to the SPS. Grahams are a [Red Tractor accredited](#) (Packer and Processor). Their farm suppliers either meet or exceed the Red Tractor Farm Assurance scheme requirements and they are committed to the Animal Welfare Council's Five Freedoms for livestock. Grahams also visit its farm suppliers at least once per year to check conditions including animal welfare. The milk supplied to the SPS is 100% sourced in Scotland.

### 3.6.2 Health Promotion

Fife College conducted a number of events in various prisons during the year as part of project-based prisoner learning activities to promote mental health and well-being to those in custody. For example:

During '**Stress Awareness Month**' in April 2021, the Learning Centre staff in HMP Grampian delivered eight workshops to thirty learners to help raise awareness of stress. Over a hundred activity packs were created which contained activities and information to support individuals and promote relaxation. These packs were distributed to all those currently engaging with the prison Learning Centre.

- During October 2021, Learning Centre staff in HMP Cornton Vale facilitated a Breast Cancer awareness event in partnership with SPS and NHS. Learning Centre staff held creative workshops where twenty-eight attendees made jewellery and badges related to the themed event.
- Learning Centre staff in HMP Dumfries in partnership with SPS developed and led a 12-week 'Through This Together' mental health awareness project. Twenty-five learners took part in activities such as creating newsletters and a short film, using audio-visual techniques to share experiences and raise awareness. The short film was subsequently shown to partner agencies and visitors as part of Mental Health Awareness Month.
- During 'Mental Health Awareness Month' in November 2021 Learning Centre staff in HMP Barlinnie facilitated several events and activities 2021 aimed at tackling mental health stigma and supporting those in our care. Two hundred "express yourself" in-cell creative packs were distributed to tie in with the events. In addition, facilitated workshops for twenty (20) learners illustrated how art can be used as a coping mechanism.
- Fife College in partnership with the NHS, and the SPS facilitated a drama performance by [Street Cones](#) on the topic of suicide and its impact. Forty-seven learners attended the event, with many engaging with a challenging topic with which they may not have been familiar
- Learning Centre staff also worked with twenty creative arts learners to create magazine and a series of displays that were installed throughout the prison to raise awareness of the events happening around Mental Health Month.



SPS is pleased to note that Fife College's in-prison work has been recognised through several awards including the College Development Network (CDN) Awards (Dec 2021) for the Health and Wellbeing, Innovation and Skills Development categories and also a commendation at the Learning Places Scotland Awards (Nov 2021). These awards were for the response (in-cell learning) and support provided to those in custody during the periods of Covid-19 lockdown and restrictions.

Fife College's own Staff Innovation Awards also recognised the contribution of their Learning Centre staff in HMP Barlinnie. Awards for 'Innovative Curriculum Design' for the creation of radio podcasts and videos, and the award for 'Outstanding Support for the Learning Experience of Students'. The latter was for their work on peer tutoring within the field of English to Speakers of Other Languages (ESOL) and support for Foreign National Prisoners (FNP).

### 3.6.3 Drug Testing & Security Controls

Two contracts were awarded in January 2021 for test kits to screen for controlled & illegal drugs. SPS took the opportunity to revisit and update the specification to enable testing for more of the drugs known to be circulating and used in prisons. Follow-up analysis of test result data will provide a better picture of current drug trends in prison, allow SPS to update the drug detection equipment in use, and will assist SPS in the development of any updated drug & alcohol strategy for prisons.

The SPS worked with the Scottish Governments contracted copy printer supplier (Ricoh) to secure and rehome approx. 50 small desktop copiers that had been used at the COP 26 event into prisons. That allowed SPS to meet a specific operational security need to photocopy incoming prisoner mail to minimise drugs entering prisons within these items. This circular rehoming of copiers was also at a time when supply availability issues were leading to long lead-times for new equipment.

SPS invested in some new x-ray equipment for the front of house security searching and a body scanner for HMP Stirling. These investments in security equipment and capability reflect SPS's commitment to deterring and detecting contraband and illegal items from being brought into prison.

### 3.7 Fair and Ethically Traded Goods

SPS's standard approach to procurement includes consideration of what Fair Trade provisions could apply appropriately and proportionately within the SPS's general requirements.



The SPS food tenders and new contracts awarded in late 2021 include some Fair Trade products. These are reflected within a general set of supplier obligations to source sustainably and ensure fair practices within supply chains e.g. products supplied may variously include some Fair Trade products, Organic, Halal, MSC, Rainforest Alliance, Line Caught and Freedom Foods, or British Red Tractor Assured based on the product type and relevant assurance scheme.

The ongoing contract for the provision of a fully managed vending service (Abercromby Vending) reflects that the vended hot drink ingredients (coffee, tea and hot chocolate) are all Fair Trade products. SPS also purchases various confectionery and snack items for resale to prisoners through the prison retail canteen. A number of the products are Fair Trade Foundation or Rainforest Alliance accredited at an ingredient level – cocoa, vanilla, and sugar. Bidfood (SPS's supplier of prepacked food) supports the use of sustainably sourced palm oil and palm derivatives including in their own brand products.

A number of suppliers used by the SPS such as Allied Bakeries (bread and bakery products) or the supply-chain used by Bidfood and Bestway are part of the Food Network for Ethical Trade (FNET). This is a UK supplier-led initiative aiming to use the collective leverage of suppliers and retailers to bring about positive change in global food supply chains and working conditions. SPS will continue to seek information about relevant Fair Trade options, and will continue to encourage relevant use where there is a case to do so.

SPS makes relevant use of Government Buying Standards (GBS) when specifying a range of goods. GBS set out relevant sustainability provisions including in terms of ethical sourcing. When specifying softwood timber for prison industries, specified and accredited as meeting either the Forest Stewardship Council (FSC) or the Program for the Endorsement of Forest Certification (PEFC) of being sourced from legal and sustainable sources.

**Section 54 of the Modern Slavery Act 2015** requires that commercial organisations, whose turnover is at least £36m per annum, prepare and publish a Slavery & Human Trafficking Statement in respect of their business activity, policy and supply chain practices. The Act sets out obligations to ensure appropriate checks, training and due diligence is enacted to minimise the potential for slavery and human trafficking within business activities.

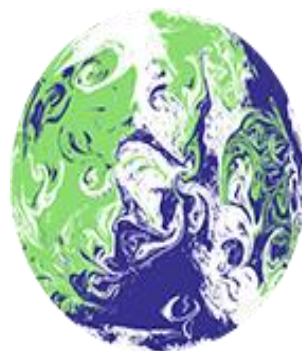


SPS takes step to validate that relevant suppliers to the SPS have published a Statement; all have done so. Additionally, where relevant to the contract, SPS may require that bidders evidence their Ethical Trading Policy. Part of the training for procurement staff includes material related to the risks of Modern Slavery and Serious Organised Crime in supply chains. Both are reflected into the risk profiling at the Commodity / Service Strategy stage of a procurement.

### 3.8 Climate Emergency / Net Zero

The Scottish Government's National Performance Framework sets out a number of National Outcomes and Sustainable Development Goals including in relation to Climate Change / carbon reduction and environment. Scottish Ministers have also set the ambitious goal of reaching net zero emissions by 2045.

The Conference of the Parties (COP26) summit in Glasgow (Nov 21) served to highlight the global imperative to address climate and that significant measures need to be taken in the coming decade if climate commitments regarding global temperature change are to be achieved.



**UN CLIMATE  
CHANGE  
CONFERENCE  
UK 2021**

IN PARTNERSHIP WITH ITALY

- **Climate - SPS Led Activity**

The SPS used COP26 to communicate to staff what activity SPS has already undertaken in the last decade as part of the SPS Carbon Management Strategy and associated infrastructure investments to minimise carbon but that much more needs to be done if the SPS and Scotland are to achieve net-zero.

A Director led cross-functional Carbon Management Strategy Board (CSMB) is currently taking forward work to develop SPS's climate / net zero strategy and plans for next step activities over the coming years. It is clear that SPS will need to challenge and influence how we build, operate and run SPS facilities; what and how much we buy; and also how we Reduce waste, or improve our levels of Reuse and Recycling. There has been engagement with various partners such as Zero Waste Scotland, Sustainable Scotland Network, and the Energy Savings Trust to understand the opportunities and to learn from others experiences. A key part of the work will include developing and updating the SPS's current [carbon emissions reduction strategy](#) and developing the forward change / investment plan to support the next phase of actions.

The SPS uses the Scottish Government's 'Climate Literacy' e-learning and has made that accessible to all staff via the SPS College e-learning site. This e-learning provides a basis to inform internal conversations around climate and future actions that SPS could take forward.

## ENVIRONMENTAL SUSTAINABILITY

*As a Scottish Government agency and custodians of a large public sector estate, the SPS recognises the contribution that we can make towards the delivery of Scotland's national net zero carbon emissions 2045 target. The SPS has a duty, but also a desire, to fully support the government's ambitions to lead by example in tackling not only the causes but the impacts of climate change.*

*Extract from the SPS Delivery Plan 2022/23*

The SPS has invested heavily in climate efficiency technologies including solar PV arrays, low energy technologies such as LED lighting across the prison estate, a ground source heat pump (HMP Grampian), and Combined Heat and Power (HMP Low Moss) to improve efficiency and CO2 reductions.

The latest solar PV system commissioned at HMP Dumfries in March 2022 will reduce SPS carbon emissions by 22 tonnes annually and by over 400 tonnes over the lifetime of the project.

This latest installation means that the SPS now has more than 4,000 PV panels in use across 11

sites; a total installed capacity of 1.1 MWp, generating 482.7 MWh during 2021/22. Over their expected 20-year in-service life, the PV panels are forecast to avoid carbon emissions of 1,406 tCO2e and to provide feed-in tariff (FIT) income and savings of approx. £900k.

Smart EV chargers, for use by staff and official SPS vehicles, are currently installed at four SPS sites. A contract for a further five sites (phase 2) was awarded in the year. SPS plans to complete the remaining sites (phase 3) by 2023. New prison sites such HMP Stirling and the two CCUs include smart EV charging points as part of the specification.

The SPS recognises that meeting the Scottish Governments stated target to decarbonise the public sector estate with zero carbon direct emissions from all buildings will prove challenging, operationally disruptive and require significant investment by SPS over the next 15 years. Kitchens & Laundries will need to transition from fossil fuel (gas) to electric. SPS will also need to take forward actions to decarbonise our vehicles based activities. The improvement actions to support CO2 reduction, adaption and mitigation for climate change will require action by various part of the SPS over many years.

Building energy demand continues to account for the majority of SPS emissions. The SPS uses the Scottish Government national utility contracts (electricity, gas, and water). An Energy Manager works with local estate teams to monitor, track utility usage and seek to minimise this across the estate energy. The current programme of replacing some older prisons with new build facilities which have high energy and environmental standards and that incorporate extensive renewable and low carbon technologies will continue to make a valuable contribution towards the SPS's climate / carbon improvements. Whilst SPS also continues to undertake various carbon related refurbishment and development activity cross the prison estate, the age and condition of some of the older sites will continue to present significant challenges in working towards net zero emission objectives.

As part of the current redevelopment programme, the SPS aims to design new prisons that enhance biodiversity and tackle the main drivers of biodiversity loss. For example, HMP Stirling will have wild meadow planting and areas of grass being less intensively cut. This also reduces CO2 from cutting operations. HMP Low Moss has already adopted that around the outside perimeter with that being cut only once a year with a high cut. However, certain areas inside prisons do need to be kept well mown to support security search sweeps.



The Sustainability Manager in SPS Estates & Technical Services (E&TS) prepares the SPS's annual submission required as part of the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Order. This reporting includes a section about "Procurement" activity. The reports are publicly accessible via [The Sustainable Scotland Network](#). SPS will prepare and submit its next report for 2021-22 in line with the reporting requirements.

- **Climate Emergency – Supplier Activity**

HMP Kilmarnock has also taken forward various measures to reduce its carbon footprint. These include installing LED lighting throughout the prison, installing new energy efficient boilers, replacing wing end RAMs with modern vent system under asset renewal, replacing the local IT server system which used electrical energy locally with a Cloud-based system, and reducing off-site training to reduce business related travel.

In 2021/22, HMP Addiewell switched from single-use plastic cutlery and drinking cups to biodegradable bamboo cutlery and paper cups. SPS undertook sourcing work in the year to allow SPS to also transition away from single use polystyrene containers and plastic cutlery ahead of the 1 June 22 ban on such items.

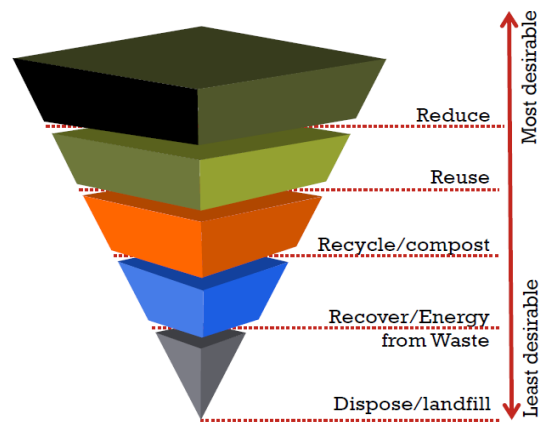
SPS tenders regularly include a question relating to the Sustainable Procurement Duty and seek information from the bidder / supplier of the actions being taken to address social, economic and environmental aspects within their operations and any contract with the SPS. The SPS food tenders in late 2021 served to illustrate a wide range of activities being taken forward generally by these businesses to tackle Climate Emergency. For example:

- All taking steps to minimise packaging / plastic film use; encouraging cardboard recycling and reuse, and moving towards multi-use boxes for deliveries.
- Installation of solar PV panels, LED lighting, rainwater harvesting and use in premises along with other energy efficiency measures.
- Work to decarbonise fleet operations, moving onto Euro 6 compliant vehicles, and ensuring effective routing / fewer miles travelled. The latter has led to some changes to established prison delivery schedules.
  - Working with their supplier networks to arrange load-backhaul.
  - Light fleet (cars) moving to hybrid, forklift moving from diesel to electric, and work noted around trialling hydrogen or hydronated vegetable oil (HVO) as a fuels for HGVs. Specific (CO<sub>2</sub>) and sustainability targets within the businesses for further reductions.
- Regular Safe and Fuel-Efficient Driving (SAFED 3) training & awareness to support the above.
- Food waste being sent for anaerobic digestion to produce electricity (thereby avoiding landfill). This is the last stage following prior steps to use - different pack sizes to better match user needs, sell - items being discounted, or donate to local Food Banks before the food expiry dates.
- Bidfood being ISO 14064-1 accredited for their management of greenhouse gases.
- Bidfood stocking and supplying Vegware. Vegware is a plant-based, compostable foodservice packaging that provides an alternative to single-use plastic or polystyrene catering consumables
- Bidfood and Bestway both operating arrangements with supply-chain partners to collect waste cooking oil from customers for conversion into bio-diesel.
- Work with organisations such as Resource Efficient Scotland, Zero Waste Scotland and others to advise and support improvement actions.

It is pleasing to see suppliers taking such pro-active steps to improve their environmental performance. The bid response also serves to highlight that these general measures and the associated improvements cannot be readily attributable to a particular public body or their contract.

**Recycling.** Prison work parties contribute significantly to SPS recycling activity by sorting and baling prison waste streams so that SPS minimises the amounts sent to landfill and optimises rebate revenue for sorted, baled waste. A number of SPS prisons continue to train those in custody to accredited standards in waste handling and sorting.

SPS sites generate approx. 2,500 tonnes of 'waste' material per annum. The majority is processed and recycled or recovered.



A new contract with Biffa Waste Services Ltd commenced operation in June 2021. This seeks to build upon the SPS's existing good recycling rates that minimise the amounts sent to landfill. As part of the contract, Biffa is required to undertake a waste stream audit of SPS sites, develop a sustainable waste plan, and to deliver waste awareness presentations to SPS staff. HMP Kilmarnock similarly operates a recycling workshop to reduce the amount sent to landfill. It works in partnership with Lowmac Waste and Recycling from Ayrshire.

**Cycle to Work.** The SPS continues to run and promote a Cycle to Work scheme as part of encouraging fitness and green travel. 2021-22 reflects the tenth year of SPS providing this facility to staff. Sixty-two employees used the cycle to work scheme in 2021-22 (76 in 2020-21).

**Supporting understanding of Climate Change.** In September 21, Learning Centre staff in HMP Cornton Vale worked in partnership with Culture Perth and Kinross to facilitate creative arts workshops where seventeen prisoner learners created individual items to make a display for Perth Museum. The display titled "[The Chaos of Us](#)" reflected the effect of human activity, the natural world and climate change across the globe. The council then offered family afternoon workshops in the museum for the families of the women involved in the project.

#### 4 Serious Organised Crime (SOC)

The [Strategy for Justice in Scotland](#) identifies the importance of tackling serious organised crime. SPS aims to ensure that it does not work with suppliers that have such involvement or connections.

SPS has an Information Sharing Protocol (ISP) with Police Scotland. This provides a route for SPS to undertake SOC checks of suppliers (as permitted by the Public Procurement Regulations) with Police Scotland. These checks reflect a risk based approach against business areas that Police Scotland has assessed as being most at risk of SOC activity. This due diligence check supports the supplier self-declarations made through the Single Procurement Document (SPD) (Scotland) and other 'open source' checks made by the SPS. Latterly these checks include use of a new website [Violation Tracker UK](#).

In 2021/22, the SOC check processes led to the SPS cancelling an intended award of contract due to alleged links to SOC activity by one of those tendering for the contract. This decision reflects SPS zero-tolerance approach where we identify that those involved in SOC are seeking to benefit from public contracts.

The SPS's routine requirement for all persons (including contractor staff) working in prisons to hold a valid Disclosure Scotland check plus security searching also serve as inhibitors to SOC. SPS recognises that it is not immune from such threats and we will maintain ongoing vigilance within our procurement activity, contract awards and contract management activity.

## 5 Health and Safety

SPS continues to place considerable emphasis on ensuring that it continues to comply with the Health and Safety at Work Act 1974. It is important that SPS works with reliable contactors that are familiar with this legislation, understand their responsibilities and operate safe systems of work within the constraints of working within security-controlled premises.

Within its procurement activity, SPS continues to use tenders to check and test tenderers' understanding of their Health and Safety responsibilities and also their track record. For example, requiring method statements that address Health and Safety, the [Construction Design and Management Regulations](#) (where applicable), evaluating these as part of the tender assessment, and ensuring compliance during the performance of the contract. Tenderers who do not fully comply in this way can be excluded from the tender process.

There is close liaison with Operations Directorate, Health & Safety and Fire Safety colleagues regarding the specification and standards and suitability of items, particularly those that may be provided in-cells or in prison association areas.

## 6 Payment of Invoices

SPS continued to take various steps to ensure prompt payment to the suppliers used and to the supply chain as set out in [SPPN2/2022](#) including use of Project Bank Accounts. All SPS contracts include a condition that commits SPS to pay all suppliers within 30 days of receipt of a valid, correct invoice. However, SPS aims to pay suppliers within 10 days of any undisputed invoice being received in accordance with Scottish Government guidance.



The various terms and conditions used by SPS also reflect obligations on contractors to pay their supply-chain promptly for properly completed work.

During the financial year ended 31 March 2022:

- SPS paid 98.9% (99.1% in 2020-21 and 2019-20) of all invoices received within the terms of its payment policy.
- SPS has sought to achieve the Scottish Government's aspiration to pay suppliers within 10 days. Payment performance on this basis was 90.7% (2020-21 91.4% and 2019-20: 90.5%).
- SPS publishes the payment performance statistics within the SPS Annual Report and Accounts.

The private sector operators of HMP Addiewell and HMP Kilmarnock have both indicated processes that support 30-day payment to suppliers and sub-contractors and both have defined routes for escalation of any issues.

### 6.1 Project Bank Accounts.

All four major construction projects currently in progress (HMP Stirling, the two Community Custody Units, and the Barlinnie Interim Measures Project) are using [Project Bank Accounts \(PBA\)](#) to support prompt payment to the supply chain. Four major sub-contractors for the HMP Stirling project have also signed-up for the PBA in their own right. A Commercial Manager in SPS Estates & Technical Services maintains oversight of the PBA arrangements.



The Terms & Conditions (T&Cs) used by the SPS also require prompt payment to sub-contractors. Where there is an extended supply-chain (e.g. major construction or Regulated Works) the assigned SPS Project Manager (Works) would serve as a local point of contact for any issues arising under a contract including in relation to payments or agreed retention payments. Suppliers and sub-contractors can also raise issues about SPS payment or main contractor / payment via the Head of Estates, to the Head of Procurement, or more generally to the SPS HQ Finance Department.

## 7 E-Commerce and Use of Systems

SPS continues to encourage fair and open competition and SME engagement by advertising contract opportunities above £20k via the [Public Contracts Scotland](#) website. In addition, for low value requirements, SPS extensively utilises [PCS Quick Quote](#) to enable bidders to provide electronic quotations on a fast turnaround basis. SPS continues to publish its [Contracts Register](#) in PCS.

As well as advertising on the PCS portal, SPS continues to utilise electronic tendering (via the [Public Contracts Scotland Tender \(PCS-T\) system](#)) as the preferred method of inviting tenders. This, and use of the SPD (Scotland) standard qualification questions, makes it easier and more cost-effective for suppliers to bid for SPS contract opportunities.

SPS uses electronic contract management (e-CM) within PCS-T as the primary SPS contract database and management tool. SPS maintains and updates data within the Procurement Hub as part of support the Scottish Government's strategic oversight of public procurement expenditure.



SPS commissioned a project to implement an electronic Purchase to Pay system (based around the Scottish Government's Professional Electronic Commerce Online System known as PECOS). The project is being jointly delivered by SPS with the Scottish Government's e-Commerce Shared Services Team.

Various mobilisation, training, and supplier enablement activity preceded the first SPS users in Headquarters going live on PECOS in January 22. SPS will then pilot PECOS at the first of the prisons (HMP Shotts) with a view to rolling the product out to administrative functional areas at all SPS sites by December 2022. SPS expects to steadily expand the coverage of PECOS and contract content over time.

A project has also been commissioned to implement government electronic Purchasing Cards (e-PC) within SPS. We expect to take this forward during 2022-23.

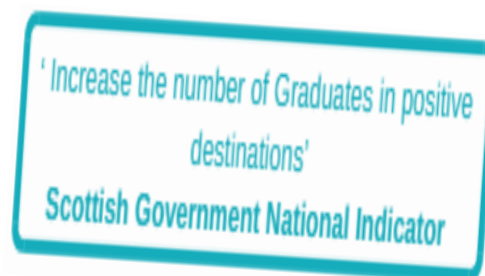
August 2021 saw SPS award a contract for a Digital Transformation programme to Microsoft. This contract is currently in progress and delivering a range of IT improvements including the delivery of a Cloud platform, improved cyber-resilience and workplace modernisation via MS Teams and Office 365 across the SPS to support business change and improved ways of working

There is further procurement and contracting work planned in 2022-23 to support activity being taken forward to upgrade infrastructure and improve the digital capabilities available to staff, those in custody and partners working with the SPS in prisons

## 8 People (Achieving Professional Excellence)

SPS seeks to promote the procurement profession and to encourage individuals to commence and develop a career in procurement. The SPS procurement team (PPSD) continued its proven Procurement Career Pathway (PCP) and to employ a 'grow from within' approach – introducing, developing and promoting talent. The PCP provides a number of viable entry (and exit) points for new, less experienced, or existing SPS staff to join the SPS procurement team and to develop their skills, experience and capabilities. PPSD supports this through structured in-house learning, coaching and encouraging the professional development of individuals. There are currently nine member of the PPSD team working towards achieving the CIPS professional qualification.

The challenge of on-boarding new staff in a virtual environment was considered during 2021/22 and, in a departure from the normal approach, SPS sought graduates who had already gained some public procurement experience. The campaign was successful with all four posts being filled in the summer of 2021. We will continue the Pathway model during 2022/23 with an external recruitment campaign to recruit two graduates to replace leavers.



**Devolved Procurement:** PPSD continued work to provide support to delegated procurement staff across the organisation. This included maintaining a support network through the established 'Procurement leads' and 'Estate leads' groups. It also included the provision of documents and guidance to support local procurement activity undertaken by Delegated Procurement Officers (such as Request for Quotations or various contract management activity). These networks also serve to increase awareness of the various policy and practice agendas such as Net Zero and to encourage best practice.

Training for devolved DPA Officers moved to on-line virtual delivery during the pandemic and this approach continued to be developed along with e-learning modules (including Climate Literacy) being available via the SPS College My-Lo platform.

**SPS Estates & Technical Services (E&TS)** identified that the in-house maintenance teams contain a significant number of staff who have the potential to retire over next 5-10 years. There are also perennial issues with the recruitment and retention of suitably qualified and experienced engineers, particularly in the specialist mechanical and electrical disciplines.

As part of workforce planning, SPS is taking forward a **Modern Apprenticeship (MA) programme** in E&TS. The plan reflects 18 candidates being recruited to complete the MA programme over a 6 year rolling period: 2022-2026 – 10 Modern Apprentices; 2023-2027 – 6 Modern Apprentices; and 2024-2028 – 2 Modern Apprentices.

SPS tendered and awarded a contract to Edinburgh and District Employers Training Association Limited (EDETA Limited) to develop and deliver the MA programme for the 18 candidates with either core electrical or core mechanical disciplines, with an additional multiskilling element. The MA programme will consist of the delivery of a National Certificate (NC) and Scottish Vocational Qualification (SVQ) Level 2 in year 1, and an SVQ Level 3 in years 2-4.

## 9 Collaboration

SPS supports sectoral (central government) and national collaborative procurement activities through use of relevant collaborative contracts / framework agreements, and engagement and participation at various levels. For example, ensuring relevant representation at the:

- Procurement Collaboration Group (PCG),
- the Central Government (CG) Cluster Group,
- participation in the national Scottish Government Procurement Policy and Construction forums,
- Public Sector Food Forum,
- ensuring relevant contribution to other initiatives that further effective working, and
- supporting the collaborative procurement agenda by leading or supporting certain activity.



SPS has continued its practice of sharing learning within the Scottish Central Government sector. We also selectively collaborate and contract with other public bodies in the justice sector such as HMPPS and Police Scotland where there are common operational requirements.

### 9.1 Collaborative Contracting

Approximately 21% of the SPS's annual external expenditure is undertaken and managed through collaborative contracts either set up by the Scottish Government, Crown Commercial Services, Scotland Excel, the SPS itself, or others. SPS has continued its successful collaboration with HMPPS in England for some relevant contracts (e.g. staff uniform, prison mattresses, etc). This reflects the desire to utilise procurement resources effectively through joint working and collaboration where there is good rationale to do so.

- The SPS led the collaborative procurement activity to re-tender the Occupational Health Service framework for the Central Government sector in Scotland. The new framework commenced in April 2021 and is now being used by 44 public bodies covering approx. 30,000 employees. Significant contract management activity was undertaken in the year with the supplier to address issues arising from a general shortage of OH qualified practitioners and the consequent impact (availability of appointment slots) which was affecting services to the SPS and the other collaborative partners. We are pleased to note that the position has improved.

The OH framework was also amended to provide SPS, and the other collaborative partners, with the ability to call-off physiotherapy services to support employees address musculoskeletal health conditions. The ability to take an early stage intervention is intended to both assist the employee but also reduce sickness absence days by either preventing an absence from occurring or reducing the time spent off work whilst waiting on any follow-up NHS services.

- The State Hospital joined and became a named user in the SPS tender / contract for non-metallic belts and lanyards.
- SPS also established, and maintains the contract management responsibility for the Scottish Court Custody and Prisoner Escort Service – a collaboration between the SPS, Police Scotland and Scottish Courts.
- SPS also led the development of a collaborative contract for the Employee Assistance Programme (EAP) for the Central Government sector. We plan to retender this again in 2022.

## 10 Employability and Commercial Activity

PPSD has responsibility for the range of commercial, sales and logistics activity undertaken at SPS Fauldhouse (Central Stores) to support [Prison Industries](#). Covid-19 led to the closure of prison industry workshops for the majority of 2020-21. As we moved into 2021-22, some Industries activity restarted however the usual autumn / winter manufacturing cycle has been lost and this has significantly affected items being available for sale to trade customers. Priority is currently being given to manufacturing for internal use such as cell furniture, some types of prisoner clothing and prison beds. Prisoner work-placements recommenced at SPS Fauldhouse in June 2021.

There is a range of procurement activity undertaken to support Prison Industries to source the material and equipment that underpins the manufacture of timber, textile and engineering products produced in Scottish Prisons. SPS Fauldhouse managed these purchases in 2021-22 against a much-reduced manufacturing demand for materials.

SPS Fauldhouse also continued the stockholding arrangement to hold PPE stocks and general items for Police Scotland. This utilises warehouse space normally attributed to goods manufactured by Prison Industries and reflects a constructive partnership between SPS and Police Scotland to hold stock of their PPE and, in the year, materials for Police response to the COP-26 summit.

Colleagues from the SPS Strategy & Stakeholder Engagement Directorate have the corporate lead in respect of the [SPS Employability Strategy](#) and employability initiatives in SPS. This includes engaging with organisations / employers that might wish to work with the SPS or like [Release.Scotland](#), who champion employing people with convictions.

Commercial or trade enquires about purchasing products manufactured by SPS Prison Industries should be directed to:

Telephone: **01501 773 979**      E-mail: [spsindustries@sps.pnn.gov.uk](mailto:spsindustries@sps.pnn.gov.uk)

Hyperlink: [SPS Industries Brochure](#)



# Section 1:

## Summary of the Regulated Procurement Completed by the SPS in 2021-22

This section provides a high-level summary of procurement activity undertaken by SPS in the reporting period 1 April 2021 to 31 March 2022:

1. SPS Annual Expenditure
2. Small and Medium Sized Enterprises (SMEs)
3. Regulated Procurement activity
4. Summary of the Regulated Procurement undertaken (April 21 to Mar 22)
5. Non-Competitive Actions (NCAs)

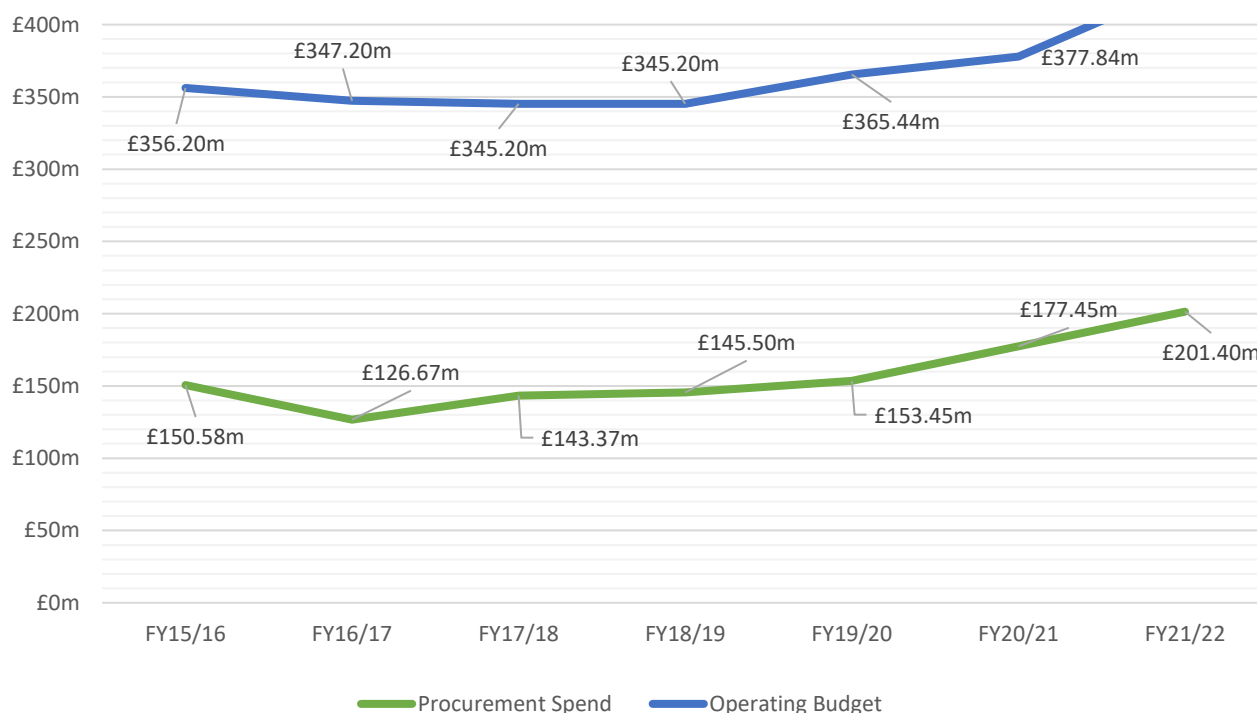
### 1) SPS Annual Expenditure

The Scottish Government provides the SPS with an annual operating budget; this includes specific capital a funding associate with the current new build prison estate.

In 2021/22 had an overall operating budget of £427.4m (2020-21, £377.84m; 2022/23, estimated to be £444m). Approximately (50%) of this expenditure is committed via procurement activity and ongoing contracts with external suppliers (£201.4m external spend in 2021/22).

In 2021-22 procurement activity achieved savings and efficiencies of £10.12m. The figure was £10.36m in 2020-21.

**Total SPS Operating Budget vs external spend via Procurement**



The procurement activity undertaken by the SPS flows from the need to operate a sizeable public sector prison estate to accommodate, feed and support approx. 7,500+ persons in custody. There are also relevant supplies, services, IT and FM activities to underpin SPS operations and a staff group of approx. 4,600. There is a rolling programme of contract development / renewal activity as well as a range of in-year (planned and unplanned) requirements.



## 2) Small and Medium Sized Enterprises (SMEs)

In 2021/22, approx. 74% of the approx. 1,100-1,200 suppliers used by the SPS are classed as SMEs. Approx. £34m (17%) of SPS's own external purchase expenditure was with SMEs.

The SPS's major construction projects and the operators of the two private prisons also engaged local SMEs as sub-contractors or as part of their supply chain generating a local economic impact (i.e. within a 20-50 mile radius of the site). In 2021/22, these 'Tier 1' and main contractors spent approx. £36m with SMEs.



## 3) Regulated Procurement Activity (2021-22)

Under the Procurement Reform (Scotland) Act 2014, "Regulated" procurement reflects contracts whose anticipated value is over £50k in value for goods and services or over £2m in value for public Works (excluding VAT). Contracts with values lower than these thresholds are classed as "Non-Regulated" procurement.

- During the period covered by this APR, the SPS awarded 119 new contracts or Framework call-offs to a total value of £48.124m. Of these, 39 were Regulated public procurements (£42.781m) as set out below.

Contract Type	2021-22 No. of new Contracts Awarded >£50k	2021-22 Total Value of new Contracts Awarded	2020-21 No. of new Contracts Awarded >£50k	2020-21 Total Value of new Contracts Awarded
Supply (Goods)	17	£31,167,780	23	£12,867,000
Services	21	£9,327,345	32	£27,563,000
Works	1	£2,376,500	17	£8,598,000
<b>Total</b>	39	£42,781,625	72	£49,028,000

### Notes:

- The Summary of the Regulated Procurement undertaken (April 21 to Mar 22) at point 4 below reflects 57 projects whose value was >£50k (Good or Services) or £2m for Works. SPS has elected to include some (non-Regulated) Work projects above £100k in value for transparency purposes.
- SPS continued to utilise contracts and Framework agreements where the award or call-off was undertaken in prior years.

- There were also twelve non-competitive actions (value approx. £5.6m) that exceeded the Regulated procurement threshold, plus another twelve smaller non-regulated NCAs to a value of £129k. See the table at point 5 below for details.
- An overall total of 143 awards / contract activity (incl. NCAs); total value **£53.85m**.

## Light Touch Regime

No light touch regime tenders were undertaken in the period.

## Lots

For all Regulated procurement, SPS gives due consideration under the [Public Contracts \(Scotland\) Regulations 2015](#), as to whether contract opportunities should be divided into Lots with the intent of creating smaller work-packages that may be suitable for SMEs. The Commodity / Service Strategy for each project will typically consider Lotting and the optimum approach to ensure effective competition.

In practice, a significant number of Works, capital and some service contracts continue to be tendered as smaller projects below the relevant Regulated thresholds reflecting a per prison, or regional focus: Lots are not then applicable. SPS estates / FM activity is also split into Areas – East, West, Central and North. A recent tender for maintenance of air conditioning and refrigeration equipment was split into two Lots: East and West Scotland. That led to different bidders being successful. Where a tender covers all Areas, bidders typically have the option to bid and price for one or more Areas. Prison estate teams also tend to utilise local builder's merchants and suppliers for purchases of ad-hoc materials.

For a number of supply of Goods and Service contracts, SPS seeks to ensure consistency of supply / service and price across the prison estate versus splitting into Lots. In doing so we seek to balance the value / duration of the contract with the need to ensure value for money through effective competition with the costs of doing so (e.g. bidder costs and SPS internal procurement / contract management costs) for what may be relatively low value contracts particularly if split into Lots.

#### 4) Summary of the Regulated Procurement undertaken (April 21 to Mar 22)

The following table details the 57 of the larger contracts awarded (£46.2m) in the period including new call-offs from relevant Frameworks. These are included in the count of 119 projects indicated at point 3.

	Date of Award	SPS Contract reference	Supplier Name	Subject matter of the Contract	Estimated £ Total Value of the Contract	Contract Start Date	Contract End Date	Notes	SME Status
1	Apr-21	01897	H&V Commissioning Services Ltd	Maintenance of Fire Dampers (HMP Grampian)	£50,000	19/04/2021	18/04/2024	Regulated	Small
2	Apr-21	01898	European Electronique Ltd	Provision of SAN Storage	£59,800	19/04/2021	18/07/2021	Framework	Medium
3	Apr-21	01837M	North SV Ltd	Electrical Resiliency Testing (HMP Shotts & HMP Barlinnie)	£52,200	26/04/2021	25/07/2021	Regulated	Medium
4	May-21	01884	Business Image Ltd	Non-Metallic Belts & Lanyards	£55,250	01/05/2021	30/04/2026 (Incl extn options)	Regulated	Small
5	May-21	10750	WQS UK Ltd	Replacement Cold Water Tanks (Multi Site)	£113,000	11/05/2021	04/06/2021	Works - Unregulated	Small
6	May-21	01544	Space Solutions Scotland Limited	Workplace Consultancy & Design Services (New SPS HQ)	£78,000	17/05/2021	31/03/2022	Regulated	Medium
7	Jun-21	01840	Psychological Services UK Ltd	Forensic Psychology Services	£100,000	14/06/2021	28/06/2025 (Incl extn options)	Regulated	Micro
8	Jun-21	10752	Truedeal Building Services Ltd	Abercrombie Hot Water Returns	£127,000	15/06/2021	14/12/2021	Works - Unregulated	Small
9	Jun-21	01921	DAMS Furniture	Furniture	£70,000	16/06/2021	29/03/2024	Framework	Large
10	Jun-21	01720	Biffa Waste Services	Recyclable and Residual Waste Management	£1,990,000	20/04/2021	11/07/2027 (Incl extn options)	GPA Threshold	Medium
11	Aug-21	01822	Unilink Software	Provision of Virtual Video Visits Service	£668,000	23/08/2021	22/08/2026 (Incl extn options)	GPA Threshold	Medium
12	Aug-21	01929	Microsoft Limited	Digital Transformation Programme	£2,732,000	23/08/2021	22/08/2025 (Incl extn options)	Call-off from CCS Framework	Large
13	Sep-21	01946	Park Place Technologies Ltd	Server Maintenance Framework	£160,655	01/08/2021	31/07/2025	Call-off from SG Framework, SP-19-001	Medium

14	Sep-21	10600	Balfour Beatty	Design and Construction of HMP Highland (Phase 1, pre-construction service agreement)	£2,376,500	01/09/2021	23/02/2023	Mini-competition under the CCS Construction Works & Associated Services Framework	Large
15	Sep-21	10757	James Ramsay (Glasgow) Ltd	HMP Edinburgh Heating Pump Replacement	£100,000	09/09/2021	31/03/2022	Works - Unregulated	Medium
16	Sep-21	01920	Pamela Macphee Consulting Limited	In-placement / Outplacement Service	£60,000	20/09/2021	19/09/2024 (Incl extn option)	Unregulated	Small
17	Sep-21	01911	Edenred UK Group Ltd	Employee Services (incl Benefits and Childcare)	£300,000	10/06/2021	09/06/2025 (Incl extn option)	Framework	Small
18	Sep-21	01930	Bridgeall Ltd	Implementation of SharePoint Online and Associated Support	£270,000	27/09/2021	30/09/2022	Unregulated	Large
19	Sep-21	01888	European Electronique Ltd	Replacement of perimeter security equipment	£191,500	30/09/2021	31/03/2022	Framework	Medium
20	Oct-21	01925	DataVita Ltd	SPS Offline Backup Services	£118,800	01/10/2021	21/10/2025 (Incl extn option)	Regulated	Small
21	Oct-21	10754	James Ramsay (Glasgow) Ltd	Replacement of Boilers (HMP Glenochil)	£100,000	04/10/2021	31/03/2022	Works - Unregulated	Medium
22	Oct-21	01940	European Electronique Ltd	CUCM Server Replacement	£69,250	05/10/2021	31/03/2022	Framework	Medium
23	Oct-21	01838C	Bestway Ltd	Pre-Packed Groceries / Food	£9,800,000	18/11/2021	17/11/2028 (Incl extn options)	GPA Threshold	Medium
24	Nov-21	01887	Blueprint Recruitment, Morgan Hunt UK Ltd, and Recruitment Direct Ltd	Provision of Temporary Maintenance Staff (Three awards made)	£1,050,000	15/11/2021	14/11/2026 (Incl extn options)	GPA Threshold. New SPS Framework	Small
25	Nov-21	01907	ADT Fire & Security Plc	Maintenance of Fire and Smoke Detection Systems	£433,200	01/11/2021	31/10/2027 (Incl extn options)	GPA Threshold	Large
26	Nov-21	01907	SPIE Limited	Maintenance of Fire and Smoke Detection Systems	£240,000	01/11/2021	31/10/2027 (Incl extn options)	Works - Unregulated	Medium
27	Nov-21	01951	G2 Air Conditioning	Maintenance of Air Conditioning & Refrigeration Equipment (East Scotland)	£100,000	14/11/2021	13/11/2023 (Incl extn options)	Works - Unregulated	Small

28	Nov-21	01919	Lifelink	Prisoner Support Intervention Services (HMP Barlinnie)	£146,550	23/11/2021	22/11/2024 (Incl extn option)	Unregulated	Small
29	Nov-21	01838B	BFS Group Limited T/A Bidfood	Frozen Food	£11,600,000	18/11/2021	17/11/2028 (Incl extn options)	GPA Threshold	Large
30	Nov-21	01838A	McLays Limited	Meat and Poultry	£7,000,000	18/11/2021	17/11/2028 (Incl extn options)	GPA Threshold	Medium
31	Nov-21	01932	Thomas & Adamson	Dilapidations Survey Services (HMP Kilmarnock)	£140,300	29/11/2021	30/11/2024	Regulated	Small
32	Nov-21	10787	Deca Solutions	Replacement of TV / Aerial System	£170,250	29/11/2021	31/03/2022	Works - Unregulated	Micro
33	Dec-21	10762	Truedeal Building Services Ltd	Hot Water Returns (HMP Glenochil)	£135,700	01/12/2021	31/03/2022	Works - Unregulated	Small
34	Dec-21	01918	Cortexa Limited	Online Learning Platform	£84,200	06/12/2021	30/04/2027	GPA Threshold	Small
35	Dec-21	01958	Rapiscan Systems Ltd	Supply and Maintenance of Explosive and Narcotic Detection Scanners	£168,000	23/12/2021	23/12/2026 (Incl extn option)	GPA Threshold	Large
36	Dec-21	01909	Adler & Allan Ltd	SUD Ponds Equipment (HMP Glasgow)	£53,400	16/12/2021	15/12/2022	Unregulated	Large
37	Dec-21	10711	WGM Civil Engineering Ltd	Installation of Sewage Outflow Sump Grinders (HMP Shotts & HMP Low Moss)	£277,500	17/12/2021	16/06/2022	Works - Unregulated	Medium
38	Dec-21	10767	Truedeal Building Services Ltd	Chiller Replacements (Two sites)	£106,000	17/12/2021	31/03/2022	Works - Unregulated	Small
39	Dec-21	01902B	Pendrich Height Services Ltd	Maintenance of Flues, Chimneys, Lightning Protection & High Level Equipment	£213,500	27/01/2022	26/01/2028 (Incl extn options)	Regulated	Small
40	Dec-21	01949	Smiths Detection	Body Scanner (HMP Stirling)	£200,000	13/01/2022	12/01/2023	GPA Threshold, Framework	Medium
41	Dec-21	01902A	K2 Specialist Services UK Ltd	Maintenance of Lightning Protection Systems	£69,000	27/01/2022	26/01/2028 (Incl extn options)	Regulated	Small
42	Dec-21	10755	Chillforce Ltd	Cooling Systems Replacement (Three sites)	£200,000	10/01/2022	31/03/2022	Works - Unregulated	Small
43	Dec-21	10764	Diamond Air Conditioning Ltd	Air Conditioning Replacement (Two sites)	£195,000	21/12/2021	31/03/2022	Works - Unregulated	Small

44	Dec-21	10785	Pointer Ltd	Multi-Site CCTV Control and Data Equipment Replacement	£586,800	22/12/2021	31/08/2022	Works - Unregulated	Medium
45	Dec-21	01960	Claremont Office Furniture	Furniture (HMP Stirling and the two CCUs)	£300,000	22/12/2021	On Delivery	Unregulated	Small
46	Dec-21	10766	TreeGreen Ltd	In cell Light Fittings Upgrade (HMP Grampian)	£142,530	22/12/2021	31/03/2022	Works - Unregulated	Small
47	Jan-22	01913	DX Network Services Ltd	Courier Services	£380,500	05/01/2022	04/01/2029 (Incl extn options)	Unregulated	Large
48	Jan-22	10753	JBD Tritec Ltd	Replacement Steam pipework (HMP Barlinnie)	£332,000	07/01/2022	31/05/2022	Works - Unregulated	Medium
49	Jan-22	01959	FutureScan Ltd	Provision of X-Ray machines for the Women's National Facility	£216,200	19/01/2022	20/01/2025	GPA Threshold	Micro
50	Jan-22	01961	Virgin Media Business Limited	Supply of LAN Equipment to the SPS	£1,081,000	25/01/2022	20/12/2024	GPA Threshold	Large
51	Feb-22	10772	Richard Irvin FM Ltd	Installation of Immersion Heaters in Hot Water Calorifiers (HMP Grampian)	£108,000	02/02/2022	31/03/2022	Works - Unregulated	Large
52	Feb-22	10773	Pendrich Height Services Ltd	Repointing and Downpipe Replacement (HMP Castle Huntly)	£120,000	03/02/2022	31/03/2022	Works - Unregulated	Medium
53	Feb-22	10814	Industrial Flooring Prep Scotland Ltd	Iona Hall Level 1 and 2, Resin Flooring Replacement (HMYOI Polmont)	£123,000	17/02/2022	30/02/2023	Works - Unregulated	Small
54	Feb-22	10813	West Caplaw Contracts Ltd	Installation of a Safe Access System (HMP Grampian)	£117,000	17/02/2022	16/05/2022	Works - Unregulated	Small
55	Mar-22	10736	Pointer Ltd	Security Management Service (SMS) Upgrade (HMP Barlinnie & HMP Edinburgh)	£50,000		30/03/2022	Regulated	Medium
56	Mar-22	01975 01983	North SV Ltd	IT Infrastructure Upgrade at Multiple Sites (Phase 1 & 2)	£234,820	08/03/2022	31/03/2022	Framework	Medium
57	Mar-22	01945	Edinburgh and District Employers Training Association Limited (EDETA)	Training Provider for the Modern Apprenticeship Programme (Engineering)	£159,000	30/03/2022	30/03/2028	Unregulated	Micro

## 5) Non-Competitive Action (NCAs)

In 2021-22, the SPS undertook (12) Non Competitive Actions (NCAs) to the sum of £5.598m which exceeded the Regulated procurement threshold. A number of these NCA actions followed Covid-19 related disruption to SPS tender processes. SPS record the rationale for each NCA, these are provided to the Head of Procurement, and approval obtained before proceeding.

There were additionally 12 smaller non-regulated NCAs to a total value of (£129k). These comprised a number of low value reactive Works / FM related projects, some organisation specific training requirements e.g. British Institute of Cleaning Science (£20k) and Institute of Leadership and Management (£16k), and services from a Third Sector organisation (Paws for Progress, Educational, Therapeutic and Interactive Dog-Assisted Services, £30k).

SPS Ref.	Supplier	Subject Matter	Estimated Value of NCA	Start Date	End Date
01325	Grahams the Family Dairy	Milk & Dairy	£1,100,000	Nov 21	Nov 22
<b>Reason for NCA:</b> A tender for Milk & Dairy conducted during 2021 led to a no-award decision. The parties concerned were informed of the reasons. SPS then elected to extend the existing contract with Grahams Dairy for a further 12 months whilst procurement determined next steps.					
01329	Allied Bakery	Bread & Rolls	£660,000	Jan 2022	Jan 2023
<b>Reason for NCA:</b> Insufficient resources and capacity to tender this food contract in 2021 along with other projects. Prices were benchmarked vs similar public sector contracts and an extension agreed with Allied.					
01561	Do-It Solutions Ltd	Learning Difficulties / Disability (LDD) screening tool	£32,000	Sept 21	July 24
<b>Reason for NCA:</b> LDD screening is a restricted specialist market. The tool was piloted, licenced and the fully adopted within SPS in Dec 2019 following extensive lead-in work. Covid-19 restrictions then affected in-use deployment and the associated data gathering of LDD incidence. Change would be technically challenging and require revalidation of any new tool as suitable for the intended purpose within prisons. The data gained by use of the tool will serve to inform a general review of Learning & Skill Services in 2022-24.					
01866	Unilink Software Ltd	Proof of Concept Kiosk Solution at HMP Shotts	£79,450	Feb 22	Feb 24
<b>Reason for NCA:</b> Continuity of service is required at HMP Shotts due to their operational reliance on the system. A delayed national Kiosk tender process is being planned and will be taken forward to adopt this type of technology across more SPS sites					
01497	Brightwork and Blueprint	Provision of Temporary Maintenance Staff	£206,000	May 2021	Nov 2021
<b>Reason for NCA:</b> A two-supplier framework agreement that was extended for six months whilst SPS completed the tender process. A new contract (01887) was subsequently awarded to three suppliers in Nov 2021.					

00796	Redwood Technology	Prisoner Telephony (Maintenance support) and phones at the two CCUs and HMP Stirling.	£1,238,750	Apr 22	Mar 25
<b>Reason for NCA:</b> VEAT & NCA to extend the in-service life of the prisoner phone system for up to 3 years. Rationale considered the proprietary hardware / software involved plus also the specific engineering skills required to ensure support. SPS is taking forward a project to provide in-cell telephony (as part of the Digital Strategy) and will replace its older analogue phone system at the same time. The three new sites required interoperable connectivity with the existing system.					
01652	Maxim Facilities Management	Cleaning Service (HMP Shotts and SPS HQ)	£86,800	Dec 21	Sept 22
01078D 01078C	Robertson Facilities Management Ltd	Cleaning Service (various SPS sites, 8 off)	£559,000	Oct 21	Sept 22
<b>Reason for NCA:</b> Contracts extended to allow co-terminus expiry and re-tender within an SPS wide cleaning tender that includes revised specifications (informed by the pandemic response). These services are currently being re-tendered with contract award(s) intended in summer 2022.					
n/a	Robinson Medical Recruitment	Social Care for persons in custody	£567,000 p.a.	Apr 21	Mar 23
	Independent Clinical Service t/a Scottish Nursing Guild		£323,000 p.a.		
<b>Reason for NCA:</b> Prisons primarily utilise SPS's two contracted providers Ailsa Care (via Scotland Excel) and Cera Care Operations (Scotland) Ltd – part of Mears Care. The requirement needs the provision of shifts that are often ad-hoc or at short notice. Fulfilment also continues to be affected by the limited / non-availability of care staff with the contracted provider(s) in the travel-to area around the relevant prisons, and by a general overall shortage of care staff nationally.  SPS procurement policy allows local call-off from (named) non-contracted providers registered with the Care Inspectorate where the contracted suppliers cannot fulfil care requirements. SPS issued internal guidance (GMA 027A/18) to provide clarity to prisons.  Scottish Government and the NHS are taking forward work to shape a National Care Service and how social care may best be delivered across Scotland. This work will affect Scottish prisons. The NCA continued during 2021-22 and has rolled into 2022-23. SPS will continue to review care arrangements and any change of options available via Scotland Excel frameworks pending clarity around the National Care Service.					
01261A and 01261B	ATUS Systems Ltd	Maintenance and Repair of Radio Based Staff Alarm Systems	£180,000	July 2021	July 2025
	Stanley Security Systems		£360,000	July 2021	July 2024
<b>Reason for NCA:</b> Existing specialist systems require maintenance by the OEM due to proprietary software, spare parts and technical knowledge.					
00936	SSG Insight (EMEA) Ltd	Computerised Maintenance Management System (CMMS) - Licensing Agreement	£206,000	May 2021	Feb 2026
<b>Reason for NCA:</b> Software licence to continue use of the existing system for a further 5 years. This will negate significant costs of change.					



## Section 2:

### Review of Regulated Procurement Compliance

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The SPS Procurement Strategy 2019-22 set out the main objectives and priorities for the APR during the 12-month reporting period to March 2022.

The prior sections of this APR set out how the SPS ensures that relevant factors are reflected into Regulated procurement activity and that these contracts meet SPS organisational needs whilst providing a number of value added outcomes. Points 1 to 1.4 below set-out a range of activities that support SPS to assure compliant procurement activity.

#### 1 How does SPS ensure Compliance?

Procurement processes within SPS are structured in such a manner that projects whose value is Regulated or above are managed and overseen by a professional procurement function in conjunction with stakeholders. Each procurement process is subject to a number of 'gateway' approval stages with the internal client as projects progress e.g.

- Commodity / Service Strategy,
- Invitation to Tender,
- Contract Award Recommendation report,
- Contract preparation and sign-off within PPSD, and
- Contract Management Activity (post award).

The SPS scheme of Delegated Procurement Authority (DPA) supports the above by escalating the gateway review and contract signature within the PPSD management hierarchy.

The procurement arrangements, policy and processes enable SPS to meet the provisions set out in its Procurement Strategy for conducting Regulated procurement. Staff are trained and have relevant management support to enable them to operate effectively and confidently within the regulatory and best practice framework.

Use of PCS, PCS-T and e-Contract Management (e-CM) enables PPSD to maintain records (including tenders, bids and contracts, etc.) in electronic form within the respective systems. Contract development activity (new projects), and the cyclical renewal of contracts that require to be retendered, is planned by the respective managers in PPSD.

#### 1.1 Devolved Procurement.

Where there are no national or other centrally awarded (collaborative) contracts, prisons undertake devolved procurement activity up to £20k in accordance with the provisions set-out in the SPS Procurement Manual and policy. The responsibility for procedural and process compliance rests with the Governor / Finance Manager of the respective prison.

PPSD advise and support this devolved procurement activity as required. This may include reviewing aspects of the procurement process - the procurement route or bid evaluation method for example.

PPSD continues to provide training support and regular network meetings are held for devolved procurement leads at each prison to develop their capabilities in compliantly managing lower value tender activity.

## 1.2 Non-Competitive Action (NCA)

SPS actively seeks to minimise the number and scope of Non-Competitive Actions (NCA) in any year through a combination of pre-planning known renewals, requiring that the business area concerned provide rationale and obtain the prior approval from the Head of Procurement for an NCA.

Any decisions taken to approve an NCA need to balance the Public Procurement Regulations and SPS procurement policy with value for money, meeting business need and not disadvantaging a supplier that may have acted in good faith to supply with the commercial and legal risks of SPS actually purchasing or continuing to do so. NCA requests are reviewed and either approved or rejected by the Head of Procurement based on the rationale and justification provided.

It should be noted that the SPS Procurement policy does permit exceptional purchases at the devolved local level to meet emergency or operational needs however it is expected that the situation would be regularised as soon as practicable through a procurement or use of an existing SPS contract. The prison concerned would highlight any exceptional instances and these are recorded by PPSD along with the rationale. [Section 1](#), paragraph 5 reflects where NCAs were undertaken in the year along with the reasons for these.

## 1.3 Contract Management

The SPS's proactive, planned approach to Contract & Supplier Management provides assurance that contracts are delivering the intended outcomes. Where this is not the case, relevant action is taken in conjunction with the relevant internal stakeholder/ Directorate and the supplier.

Contract management activity reviews contracts at agreed review points e.g. where any annual price review is required, or ahead of SPS considering extension of an existing contract. This typically includes reviewing contract performance and business need with the internal client and PPSD undertaking price benchmarking ahead of making a gateway recommendation to either extend or retender specific contracts. This review activity is intended to inform the PPSD contract development team of upcoming projects that require re-tender or extension. SPS also monitors payment performance to suppliers as previously described in paragraph 6 / 6.1 of this report.

## 1.4 Audit

The Scottish Government Audit function and external auditors undertake oversight of the SPS including procurement function and processes (both PPSD and devolved procurement). An external auditor (Azets) and Audit Scotland also undertake a range of audit activity annually that includes procurement.

An Internal Audit that reported in June 2021 reviewed purchases and stocks held as result of the SPS's response to Covid-19. A number of management actions were taken including reminding staff that stakeholders receiving goods and services that require special or technical knowledge must follow proper approval processes to confirm that the requirements meet the provisions set out in the contract and/or invoice.

An audit by Azets in early 2020 looked at the SPS purchase to pay processes, new supplier adoption processes, and business control changes made as a consequence of the response to Covid-19 and remote working. This Azets audit exercise was repeated in early 2021 and again in early 2022. There were no procurement facing recommendations from the latest Azets audit.

The Scottish Government Audit function commissioned some work late in the financial year to review SPS's arrangements for contract management. The final audit report and any associated recommendations are not yet available.

## Section 3:

### Community Benefit Summary

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The legislative environment reflected in the Public Contract (Scotland) Regulations along with the Community Benefit provisions of the [Procurement Reform \(Scotland\) Act 2014](#) encourage public bodies to consider how their procurement activities can be used to underpin social, economic or environmental considerations within the performance of public contracts.

#### SPS Approach to Community Benefits

In the period covered by this APR, SPS reflected Community Benefits into all Regulated procurements where the estimated value of the contract was equal to or greater than £4m. For SPS, a particular focus is the social element of community benefits affecting persons in, or leaving, custody. Many such individuals come from backgrounds and situations that cause them to be disadvantaged relative to others. In addition to highlighting this priority group, SPS also actively promotes and encourages the use of Supported Business and social enterprise in the main contractor supply chains.

The Sustainable Procurement Duty and Community Benefit provisions within public contracts also provides SPS with an opportunity to leverage community benefit outcomes which support the [SPS Employability Strategy](#) and SPS's own unlocking potential, transforming lives agenda – whether those affected are in, or have left custody. This can be through direct engagement with SPS (offers of work-placements or employment, or engaging with SPS Prison Industries), working with external partners who work with prisons to support prisoners or their families, or engaging supported business or social enterprise in the supply-chain.

The SPS approach also recognises that there is a need to engage with relevant stakeholders (such as the local authority, etc) before, during and after any procurement process to ensure that community benefit outcomes are properly considered, supported and reported.

SPS routinely considers the inclusion of community benefits for its tendered contracts. This is not limited to Regulated procurement but applies to any contract for which this is both appropriate and practicable and can form part of a bidder's offer. This consideration has formed part of the individual commodity / service strategy, tender, contract and contract monitoring.

In Works projects, SPS uses the Construction Industry Training Board (CITB) matrix broadly sets out expectations about community benefits outcomes based on the value and duration of the project. The construction sector is familiar with the CITB methodology and the concept of Community Benefits and well positioned to deliver these types of outcomes (especially on large scale, higher value, longer-term projects). Nonetheless, SPS does continue to seek to secure community benefits in goods and service contracts.

Collecting, recording and validating data in relation to Community Benefits remains an ongoing challenge. This includes the facility to report on what Community Benefits pledges were made and the extent to which the resulting outcomes were specifically linked to that contract.

The remainder of this section provides a summary of the outcomes achieved in the period. A number of contracts continued to be affected in-year by Covid-19 restrictions and/or supply chain disruption and this, in turn, affected the community benefit outcomes and reporting.

## 1. Community Benefits Included

The following tables outline the Community Benefit outcome achieved in the reporting year. There were seven new contracts awarded and ten legacy contracts with ongoing Community Benefits.

<b>1) Design &amp; Construction of the HMP Highland (PCSA) in Inverness.</b>	<b>Supplier: Balfour Beatty</b>
<b>Contract Start Date: Sept 2021</b>	<b>End Date: Feb 2023</b>
<b>Contract Value: £2.4m (Phase 1)</b>	<b>Contract reference: 10600</b>

The HMP Highland project set out to deliver Community Benefits in accordance with CITB guidelines for a construction project of circa £50+m (Band 9). The project is currently at the Stage 1 (incorporating design and advance works). Stage 2 will entail the main works contract.

Balfour Beatty's approach to the delivery of social value is captured in its sustainability strategy, '[Building New Futures](#)' that aligns with Scotland's National Performance Framework National Outcomes. Balfour Beatty has a track record of prior engagement with the SPS as part of its community benefits delivery on other public contracts and providing training / employment opportunities for those in, or leaving custody. SPS therefore feels confident that the social, economic and environmental outcomes proposed by Balfour Beatty as part of their bid for HMP Highland will be taken forward as the project moves from design to construction. Current commitments include:

<b>Community Benefit Area</b>	<b>Commitment</b>
Work placements	23
Job creation - a focus on engaging those who have been in custody along with apprentices, young people not in education, ex-armed forces, graduates, etc.	24 (8 being targeted towards those who have been in custody)
CCIAG events	14
Training & development	1,100 weeks
Qualify Workforce	30
Training Plans	6
Volunteering hours with local charities or social enterprises during construction works.	80 hours
Supply chain engagement events / Meet the Buyer	2 (dates TBC)
Environmental – construction waste diverted from landfill Surplus / waste materials to be donated where possible	95% target

There was extensive networking with local stakeholders by the SPS and bidders at the pre-tender / tender stage. Balfour Beatty has now developed a community benefits plan that reflects some very positive engagement and relationships with the current Governor of HMP Inverness; Apex Scotland – North; Barnardos – Inverness; the local Department for Work & Pensions; and a number of other local and national Third Sector organisations.

A Community Benefits Advisor has now been appointed by Balfour Beatty and will work with the SPS (HMP Highland) project team to support benefits realisation over the contract term. The advisor has experience of working and delivering social value outcomes in the Highlands through some of Balfour's other projects

Balfour Beatty has indicated that it will engage with Scottish Social Enterprises and engage Scotland's Bravest Manufacturing company for the manufacture of external project boards and community information boards. The job creation plan reflects Community Focus Scotland CIC providing site catering and hospitality. In addition, dialogue is underway with the supply chain (Tier 2 and beyond) to extend the reach of Community Benefits, particularly to local firms. The early response here has been very positive indeed.

Balfour Beatty is one of the pilot supporters for the Mates in Mind (MIM) mental health programme within the construction sector and is a Living Wage accredited employer across all business units in Scotland.

<b>2) Food – Meat &amp; Poultry</b>	<b>Supplier: McLays Ltd</b>
<b>Contract Start Date: 18 Nov 2021</b>	<b>End Date: 17 Nov 2028 (incl extns)</b>
<b>Contract Value: Approx. £1m p.a.</b>	<b>Contract reference: 01838A</b>
<p>McLays has indicated that they would work flexibly with the SPS to provide some external day release work-placement and training opportunities for those in custody. McLays have previously done so. Options exist in Butchery – meat preparation, etc; the Fruit &amp; Vegetable, or in the Hygiene – cleaning parts of McLays business operations.</p> <p>The goal would be to train and educate individuals on all aspects of the job so that individuals are better placed to find employment after release either with McLays or elsewhere.</p>	

<b>3) Food – Frozen and Chilled</b>	<b>Supplier: BFS Group Limited trading as Bidfood</b>
<b>Contract Start Date: 18 Nov 2021</b>	<b>End Date: 17 Nov 2028 (incl extns)</b>
<b>Contract Value: Approx. £1.6m p.a.</b>	<b>Contract reference: 01838B</b>
<p>Bidfood has a track record of working with the Ministry of Justice in England and supporting charities such as Springboard, The Clink Restaurant, the Princes Trust, or Hospitality Action that all support disadvantaged individuals into training or employment. This includes providing a number of depot-based training (work placement) and employment opportunities for those in, or leaving, custody.</p> <p>Bidfood have indicated that they would work with the SPS to identify specific social value projects within Scotland and to take forward work during the term of this contract that engages those in, or leaving custody, or that supports organisations working with that group.</p>	

<b>4) Food - Prepacked Groceries</b>	<b>Supplier: Bestway</b>
<b>Contract Start Date: 18 Nov 2021</b>	<b>End Date: 17 Nov 2028 (incl extns)</b>
<b>Contract Value: Approx. £1.4m p.a.</b>	<b>Contract reference: 01838C</b>
<p>Bestway donate 2.5% of pre-tax profits to charitable causes through the <a href="#">Bestway Foundation UK</a>. Over the past 35 years, the Foundation has sponsored various work and projects in Pakistan and the UK. The regional depots also take forward various work to support local charities.</p> <p>Bestway have indicated that they would work with the SPS to identify specific social value projects within Scotland and to take forward work during the term of this contract that engages those in, or leaving custody, or that supports organisations working with that group.</p>	

<b>5) Food - Milk &amp; Dairy</b>	<b>Supplier: Grahams the Family Dairy</b>
<b>Contract Start Date: May 2015</b>	<b>End Date: Nov 2022</b>
<b>Contract Value: Approx. £1.1m p.a.</b>	<b>Contract reference: 01325</b>
<p>Grahams Dairy indicated that they were prepared to offer a job role to someone leaving custody as a driver's mate. Grahams offer includes sponsoring the individual through their HGV qualification.</p> <p>The opportunity has been passed to HMP Castle Huntly to identify any individuals nearing liberation with an interest in pursuing this role and training.</p>	

<b>6) Digital Transformation Programme (DTP)</b>	<b>Supplier: Microsoft</b>
<b>Contract Start Date: Aug 2021</b>	<b>End Date: Aug 2023</b>
<b>Contract Value: £2.73m</b>	<b>Contract reference: 01929</b>
<p>Call-off from the CCS G-Cloud 12, RM1557.12 Framework. SPS procured the Microsoft “Cloud Navigator Service” with the intent of delivering a range of digital transformation within SPS including migration to One Drive Cloud, the roll-out of M365 and MS Teams, improved cyber-security, enhanced SharePoint and a range of other related IT business and process improvements.</p> <p>Whilst not an intrinsic part of the service definition, SPS and Microsoft identified the potential for a range of social value outcomes to be delivered as part of the DTP, particularly for those in the care of the SPS. This was set in the context of the SG’s Digital Strategy to expand digital inclusion and upskilling. The project is also taking forward work to upskill the SPS staff group to make better use of the functionality in the M365 suite.</p> <p>SPS and MS are currently developing activity to make use of the MS Digital Skills Pathway and Digital Literacy Courses within prisoner learning activities in HMP &amp; YOI Polmont.</p> <p>The early part of the project has largely reflected enabling and roll-out of the various IT products within SPS. Benefits realisation is being monitored as the programme of work progresses (e.g. adoption and use of the new tools to support operational effectiveness and efficiency within SPS and its work with partners). This will form part of the reporting in the next APR 2022-23.</p>	

<b>7) Management of Recyclable and Residual Waste</b>	<b>Supplier: Biffa Waste Services Ltd</b>
<b>Contract Start Date: April 2021</b>	<b>End Date: July 2027 (incl extns)</b>
<b>Contract Value: Approx. £330k p.a.</b>	<b>Contract reference: 01720</b>
<p>Services commenced in June 21. Biffa have offered to hold a number of educational and recycling workshops and training sessions for SPS staff and / or members of the community / local school pupils, etc. They committed to providing an exhibition stand at events organised by SPS with a minimum of one per annum that would encourage employability initiatives.</p> <p>A waste management training demo module for use in the recycling areas of the prisons has been sent to HMP Polmont to review. This type of work would support SPS’s own recycling and CO2e reduction efforts. In addition, Biffa are looking at the options to engage some prisoners on day release work experience at its facilities.</p> <p>Biffa have also offered to sponsor an SPS led or backed event such as a prisoner award or sporting event. To tie in with this Biffa could also look to support activity by contributing to an award, prize giving, incentive or something similar in nature e.g. ‘The SPS Biffa Award’. Biffa have indicated flexibility to develop other community benefit outcomes with the SPS.</p>	

## Contracts awarded in prior years with ongoing Community Benefits:

<b>8) HMP Barlinnie Interim Measures Programme (BIMP)</b>	<b>Supplier: Kier Construction</b>
<b>Contract Start Date: Jan 21</b>	<b>End Date: Approx. Nov 22</b>
<b>Contract Value: Approx. £5.5m</b>	<b>Contract reference: 10710</b>
<p>Kier Construction continues work to deliver this programme of work along with a range of Community Benefits. These reflects the Construction Industry Training Board (CiTB) guidelines for a construction project of circa £3.61m - £6m (Band 2). The BIMP project has been affected by Covid-related restrictions affecting overall progress. Kier has nonetheless continued to take forward and report a range of community benefit activity.</p> <p>Kier has also reported the following outcomes for the project to date using the National TOMS (NT) metrics:</p> <p><b>Employment.</b></p> <ul style="list-style-type: none"> <li>• NT1: 9.2 FTE local direct employees hired or retained on the contract for one year or the whole contract duration.</li> <li>• NT7: 36 hours of support provided to unemployed / disadvantaged people e.g. career mentoring, mock interviews, CV advice, etc. <ul style="list-style-type: none"> <li>○ Working in partnership with APEX and Open Gates, Kier supported their Built-It Vocational CSCS Training programme. The Kier site manager attended their Open Day to inform potential trainees about the variety of careers available and advice on the skills / expectations for those working in construction. Kier provided the group with a tour of one its current construction projects in Glasgow.</li> </ul> </li> </ul> <p><b>Improved Skills.</b></p> <ul style="list-style-type: none"> <li>• NT8: 22 hours of staff time spent on local school and college visits delivering career talks, etc. <ul style="list-style-type: none"> <li>○ Mar 22, Introduction to Careers Session with 10 pupils from Smithycroft Secondary School.</li> <li>○ Apr 22, Career Insight Session – Bus Dev't, Planner, Civil Engineer</li> </ul> </li> <li>• NT10: 102 training weeks of apprenticeships on the contract by nine apprentices.</li> <li>• NT13: 12 weeks of work placements for 2 persons.</li> <li>• NT20: 7 employees provided with access to at least 12 months of a wellbeing programme.</li> </ul> <p><b>Local economic Impact.</b></p> <ul style="list-style-type: none"> <li>• NT14: Third Sector / Supported Business. Purchased PPE items from Re-Employ as a starter kit for those on an Apex Build IT Course.</li> <li>• NT19: Up to April 22, approx. £3.474m spent with local SME suppliers on materials or sub-contract work with 95% of that spend being within a 20 mile radius of HMP Barlinnie.</li> </ul> <p>Kier Construction has committed to Fair Work First practices / Living Wage.</p> <p>Kier Construction Scotland in partnership with Kier Utilities and its supply chain members, Careys, Castle Group and MetalTech launched the first 'Kier Making Ground Programme' in Scotland at HMP Barlinnie in Glasgow on 17 May 22. Making Ground is Kier's prison engagement and employment programme. That is intended to create entry routes for both serving and ex-prisoners into employment in the construction sector.</p> <p>As part of the above, Kier held engagement sessions in the resources hub within HMP Barlinnie where they met with over 60 individuals. The next stage of this programme will be to look at providing further employability support to individuals and potentially matching some of them to employment opportunities.</p>	

<b>9) SPS Staff Uniform</b>	<b>Supplier: Cooneen Defence Ltd</b>
<b>Contract Start Date: July 20</b>	<b>End Date: July 26</b>
<b>Contract Value: Approx. £600k p.a.</b>	<b>Contract reference: 01796</b>

The SPS maintained its long-standing collaboration with the Ministry of Justice (MOJ) for the sourcing of prison officer uniforms. The award to Cooneen reflects a return to supply by a UK based company albeit with manufacture continuing to be offshored in India and Bangladesh. This is reflected in a number of the Community Involvement and Supporting our Environment projects supported by Cooneen.

The contract requires that Cooneen maintain an **Environmental Sustainability Plan** that reflects the provisions set out in Government Buying Standards (GBS), the Green Public Procurement guidance and Ecolabel for textile products. The contract also reflects that Cooneen evidences that its supply-chain is operating according to the internationally accepted standard set out in the Ethical Trading Initiative (ETI) Base Code, SEDEX, the Worldwide Responsible Apparel Production (WRAP) or such equivalent.

**Community Involvement projects delivered in 2021**

- India CSR Project 2021 - Tirupur Computer teacher’s Salary paid for fourth year and the supply of essential groceries to local orphanage in Tirupur.
- Bangladesh CSR Project 2021 - donation of mosquito nets to children in local school.
- Oxygen for India donation as part of a Covid-19 response.
- UK Poverty Awareness - Donations to Sharewear Clothing Scheme and Children’s Pyjamas to Women’s Aid in Omagh.
- Shoe Box Appeal/staff donations for “Adults in Need” Manchester.

**Social Accountability Projects delivered in 2021**

- Modern Slavery Awareness Training delivered to all Cooneen Group employees globally.
- Anti-Slavery Day, Modern Slavery Protection support package delivered to Anti-Slavery International.

**Environmental projects delivered in 2021**

- Zero Waste to Landfill achieved - Cooneen Defence Ltd and Cooneen Protection Ltd
- ISO 14001 Environmental Management System maintained - zero minor or major non-conformities.
- Uniform end-of-life Pilot Project due to go live in Dec 2021. SPS will seek to explore options here.
- Over 6,000 trees planted in Madagascar, Nicaragua, Mozambique and UK National Forest.
- Cooneen Waste Fabric Re-Use in a local schools “Fragments” art project
- [Better Cotton Initiative \(BCI\)](#) to promote better standards in cotton farming and practices. Since October 2019, their suppliers have transferred 700,000kg of Better Cotton Claim Units to customers or held on account for future use.

**Health, Welfare and Safety projects delivered in 2021**

- Mental and Physical Health Awareness programmes delivered includes Wellness Wednesday’s health with advice and tips for employees, On-Line Pilates Class, Men’s Mental Health Awareness, Time to Talk Day, Breast Cancer Awareness Day (wear it pink on Friday), Stress Awareness and Mindfulness Awareness programmes.
- World Health Day donations to Mind UK and Mindwise NI.
- Employee Assistance programme rolled out for staff globally.

Cooneen uses the National Living Wage as the minimum basis of payment to staff.



<b>10) HMP Stirling (Women's National Facility)</b>	<b>Supplier: Morrison Construction</b>
<b>Contract Start Date: Dec 2019</b>	<b>End Date: Est Autumn 2022</b>
<b>Contract Value: Approx. £54M</b>	<b>Contract reference: 10471</b>

The HMP Stirling project set out to deliver Community Benefits in accordance with CITB guidelines for a construction project of circa £50+m (Band 9). Following the award of contract, Morrison Construction moved quickly to take forward the social value elements working with various partners to do so e.g. Stirling Council, Wise Group, Community Focus Scotland, Katie's Cradle, and BASE. There have been regular meetings and dialogue throughout to maintain a focus on the community benefits elements of the project.

- Morrison engaged [Community Focus Scotland CIC](#) to run the on-site food cabin. The cabin employed local people; has had a turnover of £2k-£3k per month since the project started, and any profits are being re-invested back into the local community.
- **Developing a Supported Business Supply chain.** Morrison continued dialogue in the year with BASE to explore how Supported Business could work with them as part of the Morrison supply-chain on this and other projects. Morrison's commercial team have sourced £35,000 of soft seating for the new facility from [North Lanarkshire Industries](#) a supported business.
- **"Pathways to Employment"** programme through the Wise Group. This service will work with up to 10 women under the care of SPS at both pre and post release stage. Participants will receive support & advocacy from a mentor, coupled with specialist employment support, employment, and ongoing in-work support through the programme. The "Pathways" programme will provide access to mental health and wellbeing support, employability Job Search & Training; Diet and Health Eating; Benefits, Budgeting & Energy Advice; Alcohol/Drug Education. The start was delayed due to Covid-19, will commence imminently, and will continue beyond the construction phase of the new prison with Morrison's funding this work for 1 year.
- The project established a **Community Fund** with the aim to maximise benefit to the local Stirling and Cornton Vale communities. Morrison has managed the fund with the SPS, Stirling Council and the Wise Group agreeing local priorities. To date this has led to £16,385 of funded activity.
- The team has worked with the prison Family Centre to sponsor two events for families, one for Halloween and the other a Christmas party, which meant that the families were able to spend time with their relatives in a different environment and share a Christmas meal with them. Community Focus Scotland also donated 50 selection boxes.

In addition, the project has delivered:

- 17 jobs created
- 1,166 training weeks on site
- 197 hours of Volunteering
- 20 weeks of Work experience
- 64 hours of Career Support
- 47 Hours of educational sessions

Within the above, Morrison engaged with **Developing the Young Workforce (Forth Valley)** on their professionals in construction campaign and with Stirling Council on their school employability activity.

Volunteering work supported the Bridge of Allan based charity '[Reanimate](#)' that brings animals and people together to overcome trauma. HMP Cornton Vale had existing links with this charity in terms of the service supporting some of those in custody.

- **Local economic Impact:** At contract award, Morrison anticipated that approx. 90% of the contract value would be spent within Scotland. Morrison has worked with Stirling Council and their existing supply-chain to develop the local economic benefits by using suppliers within a 50-mile radius of the project. To date the total local spend is £28.78m.
- Morrison's has committed to Fair Work First practices / Living Wage.



**Recovery Seating Area at HMP Stirling.**

This area at HMP Stirling is intended to be used by the women for activities such as outdoor meetings, music, gym buddy sessions, quiet reflection / meditation when the weather permits. A landscape architect from Morrison Construction worked with the Ground & Gardens work-party from HMP Cornton Vale on the design, and the women then built this area using materials donated by Morrison.

<b>11) Retail Goods (Prisoner Canteen)</b>	<b>Supplier: J.W. Filshill Ltd</b>
<b>Service Start Date: June 2019</b>	<b>End Date: August 2023</b>
<b>Contract Value: £4.5m p.a.</b>	<b>Contract reference: 01684</b>
<p>J.W. Filshill Ltd has continued to develop and sustain a range of community benefit activities generally and as part of this contract.</p> <ul style="list-style-type: none"> <li>• Filshill has built a partnership with <a href="#">Street League</a> offering employment / training placements for young people from some of Scotland's most disadvantaged communities. Two individuals have engaged to date and a further two are due to commence.</li> <li>• The Filshill Community Fund continued to support a number of charities and causes through the donation of goods or funds up to £500. <ul style="list-style-type: none"> <li>○ To aid the people of Ukraine, Filshill donated £10,000 to the Red Cross as well as £2,000 worth of stock (nappies, baby food, toilet roll etc).</li> <li>○ Trussell Trust Foodbank. Three pallets worth of donations were split across four foodbanks.</li> </ul> </li> <li>• <b>Circular Economy.</b> The intended introduction of Deposit Return Scheme Legislation has led Filshill to trial Reverse Vending Machines (RVMs) in three stores. This work remains ongoing. Filshill are in discussion with Biffa regarding potential backhaul activity from SPS sites.</li> <li>• <b>Local economic Impact.</b> Filshill indicate that approx. £25m of the goods sold by value are sourced annually from Scottish SME suppliers.</li> </ul>	

<b>12) Design &amp; build of the Community Custody Unit (CCU) in Hilltown, Dundee The Bella Centre</b>	<b>Supplier: Ogilvie Construction Ltd, (OCL) Stirling</b>
<b>Contract Start Date: Dec 2019</b>	<b>End Date: Est. Aug 2022</b>
<b>Contract Value: Approx. £7.8m</b>	<b>Contract reference: 10624B</b>
<p>The project will deliver the Community Benefits in accordance with CITB guidelines for a construction project of circa £6.1m - £10m (Band 3).</p> <p>Work on the CCU (now named the Bella Centre) started in Autumn 20 and, at the time of writing this APR for 2021-22, is now close to being completed. There has been very good liaison between Ogilvie and Dundee City Council throughout the project. The Council has been proactive in providing details of local suppliers who that could be used, promoting use of the Dundee City Council “skills bank” which sought to match individuals to OCL job requirements / vacancies and the Dundee “shared apprentices” scheme.</p> <ul style="list-style-type: none"> <li>• <b>Local economic Impact.</b> In the 12 months up to March 22, a further £817K of materials was purchased from local suppliers, and £251k of work sub-contracted to local suppliers (£1.068m in the year). Since the start of construction in Nov 20, a total of £1.7m. This expenditure includes a variety of construction material suppliers, the steelwork, scaffolding, site security guarding, plant hire, and cleaning.</li> <li>• <b>Local employment (40 miles).</b> This is a small construction project with approx. 30-40 employed on the site. Ogilvie Construction’s head office is in Stirling and the construction team drawn from their Glenrothes and north Fife base. To date, 95% of those working have been engaged locally to the site.</li> <li>• The project has led to two new employment opportunities. Two existing apprenticeships were sustained and one new apprenticeship was initiated during the project. Fourteen School and college students carried out work experience</li> <li>• <b>Circular economy.</b> <a href="#">SCRAPAntics</a> in Dundee were offered surplus materials to recycle and reuse.</li> <li>• Ogilvie has committed to Fair Work First practices / Living Wage.</li> </ul>	



***Community Art Installation (sculpture)  
unique to the Bella Centre.***

The art installation was designed in conjunction with the SPS & Dundee City Council and installed as part of the construction.

<b>13) Design &amp; build of the Community Custody Unit (CCU) in Maryhill, Glasgow The Liliac Centre</b>	<b>Supplier: Ogilvie Construction Ltd, (OCL) Stirling</b>
<b>Contract Start Date: Dec 2019</b>	<b>End Date: Est. Oct 2022</b>
<b>Contract Value: Approx. £8.2m</b>	<b>Contract reference: 10624A</b>
<p>The project will deliver the Community Benefits in accordance with CITB guidelines for a construction project of circa £6.1m - £10m (Band 3). Work on the CCU (now named the Liliac Centre) started in Autumn 20 and, at the time of writing this APR for 2021-22, is due to be completed later this year.</p> <ul style="list-style-type: none"> <li>• <b>Local economic Impact.</b> Up to March 22, approx. £892K of materials was purchased from local suppliers in, and around, the Glasgow area (£1.3m since project commencement). The expenditure includes a variety of plant / equipment hire and construction materials.</li> <li>• Ogilvie's has committed to Fair Work First practices / Living Wage.</li> </ul>	

<b>14) Scottish Court Custody &amp; Prison Escort Services (referred to as "SCCPES")</b>	<b>Supplier: GEO Amey PECS Ltd</b>		
<b>Service Start Date: Jan 2019</b>	<b>End Date: Jan 2027</b>		
<b>Contract Value: £28m p.a.</b>	<b>Contract reference 01500</b>		
<p>GEO Amey launched its management apprenticeship scheme, with 19 of the target 20 placed filled with First Line Managers across GEO Amey (SCCPES and PECS) studying for Level 3 ILM. This process is part of their drive to engage with high potential officers as part of our talent and succession programme. GEO Amey continue to work in partnership with Skills for justice and several other companies to help to shape a specific Prison Custody Officer (PCO) apprenticeship scheme to be implemented.</p> <p>During the financial year 2021/2022, the number of employees on GEO Amey's payroll in Scotland increased from 805 to 832 (+3.3%). Recruitment is on-going to increase this number.</p> <p>GEO Amey continues to be mindful to maximise the value of expenditure within the Scottish Economy, with a specific action within their 2022 corporate business plan to maximise expenditure of the "Scottish Pound".</p>			
<b>Supply chain engagement</b>			
GEO Amey has maintained use of Supported Businesses and a Social Enterprise in their supply chain for the contract:		<b>£ Spend in FY 2021-22</b>	<b>Aggregate £ spend</b>
<b>Supported Business</b>			
• Uniform, PPE, signage, forms etc	Haven Products	£93,342	£427,702
• Vehicle Base Cleaning	All Cleaned Up	£57,986	£209,058
• Vehicle Base Furniture	City Building / RSBI	-	£72,859
<b>Total spend with Supported Business</b>		<b>£151,328</b>	<b>£558,291</b>
<b>Social Enterprise</b>			
• Document Management & Storage	WildHearts	£37,645	£209,016
<b>Total in FY 2021/22 and in aggregate since contract commencement in early 2019.</b>		<b>£188,973</b>	<b>£918,635</b>
<p>GEO Amey report that they are in the process of extending their agreement with Haven for the continued provision of staff uniforms for the SCCPES contract. GEO Amey continue to use the Supported Business 'All Cleaned Up Scotland' to provide cleaning services in its eight vehicle bases in Scotland. WildHearts is a B2B social enterprise whose activities address a diverse range of social mobility, equality and employability issues in the UK and internationally. GEO Amey already had a relationship with WildHearts. The SCCPES contract has allowed them to develop and maintain activity with them.</p>			

<b>15) Learning and Skills (Education Services)</b>	<b>Supplier: Fife College</b>
<b>Start Date: Aug 2017</b>	<b>End Date: July 2022</b>
<b>Contract Value: £4.8m p.a.</b>	<b>Contract reference: 01313</b>

The prison population consists of many individuals from disadvantaged groups of the general population including many from areas of multiple deprivation. The focus of the contract is to provide a varied learning environment that supports an increase in the levels of attainment, engagement and essential skills. Whilst aligned to service delivery, the Community Benefits are over and above the core-contracted services themselves. The service itself delivered approx. 140,000 learning hours, 3,400 SQA certifications, etc in the period to the end of March 22. This year 5 of the contract continued to be affected by Covid-19 related restrictions affecting the numbers able to attend the learning centres. Despite this, there was a series of good work achieved in-year.

#### **Scholarships**

- Adam Smith Foundation Scholarships – an award of a £150 scholarship for learning materials was made to a learner in HMP & YOI Polmont.

#### **Training & Development:**

- Credit Bearing Awards and Individual Units – 1,462 were achieved against a background of continued Covid-19 restrictions affecting numbers able to access learning.
- Nine prison learners undertook and completed the London School of Music exams gaining qualifications at varying grades.

**Employer Engagement & Training** (which supports a person in, or leaving custody, to secure employment or move towards further training).

- Fife College has supported 10 different learners towards further H&FE study or employment following liberation.

#### **Learning Nexus and IT Learning Resources.**

Fife College continued to make updates and provide additional e-learning content throughout the year in all 13 Learning Centres. This includes the update to 128 current and installation of 28 new e-learning courses and 127 videos focussing on employability, people skills and health and wellbeing. All Health and Safety e-learning modules are RoSPA accredited providing industry recognised qualifications for the learners. Ten revised Open University Open Learn Courses were supplied for learners in all establishments. Subjects included business, grammar, and finance.

ICT classes in HMP Barlinnie are now incorporating Personal Development Awards into their course opportunities using the National Libraries of Scotland Resource to encourage project work and inclusive practice within classes.

#### **Charities and Community Events / Community Initiatives**

Prison Learning Centres continued to engage with their local community and other partners etc to support & develop joint learning, competitions, activities and local events that serve to build positive relationships. Examples of collaboration in the reporting year are:

- A number of Learning Centres resumed their partnership with [Open Book](#), co-facilitating weekly book group sessions for 33 learners in HMP Barlinnie, HMP Glenochil, HMP Low Moss and HMP Greenock. Event based activity was also scheduled around Book Week Scotland 2021 in HMP Greenock, HMYOI Polmont and HMP Cornton Vale, and several author visits were also held in the year.
- SPS and Fife College continue to support learners prepare and apply to [The Hardman Trust](#). The Trust seeks to support individuals who are planning for their future beyond prison with modest funding to assist them towards their goal. The 10 activities that received awards this year (£8,290 in total) ranged from gardening, cycle repair and barbering tools to construction, gym instructor, and drone operator courses. The awards were presented to the successful applicants at an event attended by SPS Chief Executive, Hardman Trust Directors, and the Governor.

<b>15) Learning and Skills (Education Services)</b>	<b>Supplier: Fife College</b>
<b>Start Date: Aug 2017</b>	<b>End Date: July 2022</b>
<b>Contract Value: £4.8m p.a.</b>	<b>Contract reference: 01313</b>

#### **Creative Media Activities**

- During Oct and Dec 21, the Learning Centres in HMP Edinburgh and Low Moss facilitated week-long residencies by [Good Vibrations](#); this followed their partnership agreement with SPS. In HMP Edinburgh 4 learners attended over 9 sessions (78 learning hours). In HMP Low Moss, 6 learners attended over 8 sessions (90 learning hours). The majority of these individuals had not previously engaged in learning. During the project, they sampled various percussion instruments and prepared for a performance that was attended by an invited audience of staff and peers. Learners are now working on an SQA qualification; ‘working with others’
- In May 21, the Learning Centre in HMP Barlinnie co-facilitated a literacy residency with Graeme Armstrong. 15 students engaged in the course for 5 weeks totalling 202 learning hours, completing 15 SQA Creative Writing Qualifications (SCQF Level 4), 20 SQA Working with Others (SCQF Level 5), 18 Personal Development Awards (SCQF Level 5) and 4 Communications (SCQF Level 3) Writing units.

In June 21, the Barlinnie Learning Centre also worked with SPS, Glasgow School of Art and the musician Pete Docherty to facilitate life-drawing classes where 13 learners attended a combined drawing and question-and-answer session.

- During Prisoner Week in November 2021, Dumfries Learning Centre collaborated with SPS to show 10-minute film, “together” to 190 prisoners at HMP Dumfries. Twelve mainstream and protection learners had created and edited the feature during film making sessions in the Learning Centre.
- Following positive feedback in previous years, Fife College, with STiR / CMG (Creative Media Group) in HMP Shotts, coordinated the submission of creative and inspiring artworks from learners across all establishments, to produce a calendar that were then distributed to learners in all establishments.
- Annual Koestler Awards 2021 Competition. All prisons take part in this national art competition. 855 entries were submitted from Scottish prisons and 402 awards were achieved. The number of entries was significantly higher than the 513 and 224 awards achieved in 2020-21.



*Lake of Menteith, painted by a prisoner in HMP Low Moss*

The award of the two private prison contracts pre-dates the Procurement Reform (Scotland) Act and the associated provisions for community benefits in major public contracts. Both contractors undertake various community facing engagement and activities that are relevant to the Sustainable Procurement Duty (economic, social and environmental outcomes). We are therefore using this APR to highlight some of that work in what are the SPS's two single largest service contracts by value.

<b>16) Operation of HMP Kilmarnock</b> <b>Contract reference: 00388</b>	<b>Supplier: Serco Ltd</b> <b>(Justice &amp; Immigration Division)</b>
<b>Start Date: Nov 1997</b>	<b>End Date: March 2024</b>
<p>HMP Kilmarnock employs circa. 260 FTE staff by Serco itself, 16 Facilities maintenance sub-contractors, NHS Scotland have approx. 42 (inclusive of administration and clinical staffing) which is approx. 320 staff from the local area. The 'local' economic spending power of the annual wage bill is reported as approx. £7.9m per annum.</p> <p><b>Small &amp; Medium Enterprises – local economic impact</b></p> <ul style="list-style-type: none"> <li>• In FY 2021-22 HMP Kilmarnock spent circa. £940k with 71 SMEs (2020-21, £894k with 64 SMEs).</li> <li>• In 2021-22, circa £670k of that was spent with 56 local suppliers i.e. suppliers within a 40-mile radius of the prison. This reflects use of local vendors on an as needs basis, for example flooring contracts to replace worn or damaged flooring, Painting contracts who regularly attend to maintain non prisoner areas, grounds maintenance contractors who are contracted to maintain the external grounds and items such as annual weed spraying, are all from the local Ayrshire area.</li> </ul> <p><b>Prompt Payment to Suppliers / Supply Chain</b></p> <p>The establishment pays all suppliers within a 30-day window from receipt of invoice through its SAP payment system. Payment performance is measured centrally within Serco. The Serco operating model means that any complaints or payment issues, for whatever reason, are alerted for the budget holder of that area to address.</p> <p><b>Fair Work First (FWF)</b></p> <p>Serco conducted a review earlier in 2022 and reaffirmed previous statements that all employees at HMP Kilmarnock are paid at least the Living Wage. Although Serco cannot mandate this to its supply-chain, they strongly encourage suppliers to work within Fair Work First provisions and to remunerate based on at least the real living wage.</p> <p><b>Volunteering</b></p> <p>HMP Kilmarnock work with the Ayrshire hospice as its chosen charity. Staff from HMP Kilmarnock staff also recently restored the gardens of the local community centre on a voluntary basis and similarly attended a local children's day centre to repaint and tidy up the outside areas.</p>	

<b>17) Operation of HMP Addiewell</b> <b>Contract reference: 00498</b>	<b>Supplier: Sodexo</b>
<b>Start Date: June 2006</b>	<b>End Date: Jan 2034</b>
<p>HMP Addiewell directly employs circa. 340 FTE staff. There are also a number of staff operating under contract in the establishment including Cyrenians (operation of the prison visitor centre); Circle (throughcare support); Social Work Services, and Psychology Services Scotland.</p> <p><b>Small &amp; Medium Enterprises – local economic impact</b></p> <ul style="list-style-type: none"> <li>• In FY 2021-22 HMP Addiewell spent £1.35m with 123 SMEs (2020-21, £1.2m with 113 SMEs).</li> <li>• In 2021-22, circa. £256k of that was spent with 22 local suppliers i.e. suppliers within a 40-mile radius of the prison.</li> </ul> <p><b>Prompt Payment to Suppliers / Supply Chain</b></p> <p>Sodexo encourages prompt payment to all suppliers especially SME. Sodexo has a robust purchase to pay process that includes an escalation process via the Business Manager and Head of Finance for any issues that may arise. Sodexo also have a prompt payment / emergency payment procedure in place</p> <p><b>Fair Work First (FWF)</b></p> <p>All staff at HMP Addiewell are paid at least the Living Wage and 99% of their staff are paid either at, or above, the Real Living Wage with associated company benefits package. There is a formal union recognition agreement and representation in key meetings such as Safety &amp; Risk, People First, Diversity, Equity &amp; Inclusion, Social Impact, etc.</p> <p><b>Community Benefits (Non-Contractual Activity)</b></p> <p>HMP Addiewell's collaboration with homeless charity <a href="#">Sleep Pods UK</a> was launched in Sept 2021. A work party of prison residents construct and QA test homeless shelters called Sleep Pods for distribution by the charity to rough sleepers. The prison residents have said they feel it beneficial to work on this type of essential emergency aid as they feel they are giving something back. HMP Addiewell accepted an initial target to make of 250 sleep pods. It has so far exceeded that target by 300%.</p> <p>HMP Addiewell raised £11,185 in charitable donations in the year.</p> <p><b>Staff Volunteering</b> – HMP Addiewell offer paid time off for staff to volunteer. Staff spent a total of <b>189</b> workdays volunteering included activities with:</p> <ul style="list-style-type: none"> <li>• West Lothian Food Bank</li> <li>• Addiewell Community Garden - working alongside the local community to build and maintain the Community Garden.</li> <li>• Fauldhouse Kids Halloween Party - staff donations and raising money by auctioning residents' artwork enabled HMP Addiewell to splash out on the local kids' Halloween party. Approx. 200 children were given Halloween-based snacks and gifts this year.</li> <li>• Addiewell Seniors' Coffee Morning.</li> <li>• Six organised community litter picks.</li> <li>• MacMillan, 26 mile sponsored walk.</li> </ul> <p>This is a decrease on the previous year's volunteering hours due to the many challenges caused by the pandemic, but Addiewell expects to increase its volunteering days in the current year.</p> <p>Training / Employability outcomes for those in, or leaving custody:</p> <ul style="list-style-type: none"> <li>• 12 CSCS cards</li> <li>• 16 REHIS certs</li> <li>• 8 job interviews with restaurant chains</li> <li>• 3 jobs filled by priority groups.</li> </ul> <p>Number of Qualifications Achieved through training by Priority Groups</p> <ul style="list-style-type: none"> <li>• 218 CPSS (Industrial Cleaning) certs.</li> <li>• 457 Food Hygiene certs.</li> </ul>	



## Section 4:

### Supported Businesses Summary

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The SPS has continued to work in collaboration with the [British Association for Supported Employment \(BASE\)](#) and to build on what is a well-established relationship. BASE, and its members, continue to be supportive of working with SPS to provide opportunities for persons in or leaving custody that are disabled or disadvantaged persons.

SPS procurement activities continue to promote and explore opportunities to engage with the Supported Business sector for Reserved Contracts wherever there is a fit between SPS requirements and the goods or services offered by this sector. SPS seeks to leverage engagement with supported business in one of three ways:

- Reserved Contracts;
- Local or national procurement by the SPS; and
- Supply chain opportunities as illustrated in the latter part of the table overleaf.

For potential Regulated or Non-Regulated procurement, PPSD refers to the [BASE Supported Business Directory](#), the [Partnership for Procurement database](#) and Scottish Government Supported Business Framework. SPS adjusted its Procurement Policy several years ago to increase the value which prisons can 'direct award' to Supported Business through the Scottish Government Framework without seeking competitive quotations. These thresholds remain and provide a basis for SPS to engage with Supported Business at a local level:

Furniture and Associated Products	<£5,000
Textiles/Personal Protective Equipment	<£5,000
Signage	<£10,000

#### 1. Regulated procurements placed with Supported Businesses

No Regulated contracts were awarded with Supported Businesses during the period covered by the report.

A new, non-Regulated contract (01955) was awarded in the year to Forth Sector trading as St Jude's Laundry. This will provide laundry services to the SPS College for the next 3 years (Feb 2022 up to Feb 2025).

SPS activity with Supported Businesses generally continues to reflect a series of direct awards typically for work / products whose value was < £5,000 (as per our policy above), or continued use of contracts awarded in prior years.

## 2. Spend with Supported Businesses

The following table summarises the total £ expenditure by the SPS with Supported Business during the period of this report. The table also reflects main contractors (appointed by the SPS) which have undertaken identifiable expenditure with Supported Business as part of an agreed Community Benefit outcome following award of a contract.

Supported Business	Total Annual £ Spend	Commentary
CCL (North) Ltd	£16,660	Uplift of WEEE for recycling. Reserved contract. Non-Regulated, 3-year contract that commenced in 2019-20.
Re-Employ	£9,250	
Matrix Fife	£6,360	
Forth Sector (St Jude's Laundry)	£4,800	Contract (01574) from Feb 2018 to Feb 22 for laundry services for the SPS College.
RNIB Enterprises Ltd	£2,200	
Royal British Legion Industries: Scotland's Bravest	£950	
Haven Products	£900	
Lady Haigs Poppy Factory	£780	
Miscellaneous: Dovetail Enterprises Ltd, Trade Right International CIC, RSBI / City Building (Contracts) LLP	£350	
<b>SPS Total</b>	<b>£42,250</b>	
<b>Main contractor spends to Supported Business as part of its supply chain.</b> Further details are provided in <a href="#">Section 3</a> .		
GEO Amey to Haven Products	£93,350	Supply of GEO Amey staff uniform.
GEO Amey to All Cleaned Up	£58,000	Cleaning of GEO Amey's premises in Scotland.
Morrison Construction to North Lanarkshire Enterprises	£35,000	Upholstery work, soft seating for HMP Stirling.
Kier Construction to Re-Employ	£400	Purchased PPE items from Re-Employ as a starter kit for those on an Apex Build-It Course.
<b>Supply-chain Total</b>	<b>£186,750</b>	
<b>In FY 2021-22, total overall expenditure with Supported Business circa. £229,000</b>		

## Section 5: Future SPS ‘Regulated’ Procurement

Regulated procurement reflects contracts over £50k in value for Goods and Services or over £2m in value for public Works (excluding VAT). “Non-Regulated” procurement reflects projects which are expected to be lower than the £50k or £2m thresholds. We have included the latter for information to provide transparency of these areas of expenditure.

This Section reflects the range of Goods, Service or Works contracts that, as at July 2022, the SPS reasonably expects to tender during 2022-23, or 2023-24.

- Whilst SPS can forward forecast and anticipate a number of contract renewals, the SPS forward work programme in this Section 5 (both the number of Regulated procurement projects and the estimated £ value) is dynamic and subject to variation annually. Emerging or changing business needs and availability of funding or capital to support investment activity also influence when projects may be progressed.
- In some cases, SPS has yet to take a decision whether to exercise an option to extend an existing contract or to retender. The decision-making process will include due consideration of the procurement route options (including collaborative government contracts) which SPS could take and also the term (duration) of any new contract.
- Decisions about the duration of the forward contracts (and hence their potential whole life £ value) are generally confirmed closer to the date of any Contract Notice advertisement. SPS’s general practice is to tender contracts for routine supplies and services with a duration of between 2 and 7 years in order to balance the need for continuity of service and supply with an appropriate level of competition.

### 1. Goods - Planned Contracts including Renewals (Indicative)

Contract & Subject Matter	New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est contract Value (£)
Supply of Milk & Dairy to SPS sites.	Re-let	Jul-22	Sep-22	Nov-22	£1.1m p.a.
Supply of Bread & Rolls to SPS sites.	Re-let	Aug-22	Aug-22	Jan-23	£650,000 p.a.
Staff Uniform - specialist roles e.g. SPS Physical Education Instructor (PEI) and other specialist roles	Re-let	Feb-23	Jun-23	Aug-23	£40,000 p.a.
Supply of fresh fruit & vegetable to SPS sites Project tendered and contract award made Q1, 2022/23.	Re-let	<i>Nov-21</i>	<i>May-22</i>	<i>May-22</i>	£500,000 p.a.

Contract & Subject Matter	New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est contract Value (£)
Provision of Dog Food, Equipment and First Aid Kits for the SPS working dogs. (Contract provides the option to extend to 2024- decision TBA).	Extension available	TBC	TBC	Feb-23	£9,000
Supply of Heated Food Trolleys to SPS sites	Re-let	TBC	TBC	Dec-23	£70,000
Supply of Prisoner Clothing & Footwear to SPS sites.	Re-let	Oct-22	Feb-23	Apr-23	£500,000
Supply of hairdressing & barbershop products including for vocational training.	New	TBC	TBC	TBC	£30,000 p.a.
Supply of Catering Consumables.	Re-let	Dec-22	May-23	Jun-23	£150,000 p.a.
Provision of Janitorial and cleaning supplies.	Re-let	Dec-22	May-23	Jun-23	£1,700,000 p.a.
Provision and Maintenance of Fall Arrest Bags.	Re-let	Feb-23	Jun-23	Jul-23	£40,000
Supply of Extendable Batons to the SPS.	Re-let	Jul-22	Sep-22	Oct-22	£200,000
Supply of softwood timber (various cut lengths) for use in Prison Industries. (Contract provides the option to extend to 2023 - decision TBA).	Extension available	TBC	TBC	Nov-22	£1,500,000
Supply of Electrical Goods, Appliances and Accessories.	Re-let	Aug-23	Dec-23	Jan-24	£60,000 p.a.
Supply of Contingency Food Packs.	Re-let	Oct-23	Feb-24	Mar-24	£40,000
Furniture, Fittings and Equipment (FF&E) for the new HQ (non-Works).	New	Apr-22	Apr-22	Jul-22	£300,000
Supply of Catering Staff Uniforms. (Contract provides the option to extend to 2024 - decision TBA).	Extension available	TBC	TBC	Sep-22	£80,000
Provision and Maintenance of In-Cell TVs. (Contract provides the option to extend to 2024 - decision TBA).	Extension available	TBC	TBC	Sep-22	£500,000
Supply of Mattresses and Pillows. (Collaboration with the MOJ. Contract provides the option to extend to 2025 - decision TBA).	Extension available	TBC	TBC	May-23	£800,000
Supply of Material for Laundry Bags. (Contract provides the option to extend to 2024 - decision TBA).	Extension available	TBC	TBC	May-23	£35,000 p.a.

Contract & Subject Matter	New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est contract Value (£)
Supply of Retail Goods. (Contract provides the option to extend to 2026 - decision TBA).	Extension available	TBC	TBC	Aug-23	£4,400,000 p.a.
Supply of PPE and Workwear. (Contract provides the option to extend to 2025 - decision TBA)	Extension available	TBC	TBC	Nov-23	£200,000 p.a.
<b>Digital Services - IT and network related</b>					
Telecom Billing and Invoicing for the SPS.	Re-let	Jul-22	Sep-22	Oct-22	£10,000
Staff Telephony Voice Calls and Lines.	Re-let	Aug-22	Sep-22	Oct-22	£300,000
Support for SAP Business Objects.	Re-let			Dec-22	£60,000 p.a.
Provision of a Wide Area Network.	Re-let	Apr-23	Oct-23	Nov-23	£1,200,000
Prisoner Telephone System (currently fixed landline based).	New	Aug-22	Sep-22	Oct-22	TBC
Self-Service System. Electronic portal to enable self-selection of prison services.	New	Jun-22	Aug-22	Sep-22	Estimated £2,000,000
Storage Area Network Maintenance.	Re-let	Sep-23	Feb-23	Mar-23	£30,000 p.a.
Desktop Hardware Maintenance Services.	Re-let	Nov-22	Apr-23	May-23	£40,000 p.a.
Web Monitoring Services.	Re-let	Jan-23	Jun-23	Jul-23	£20,000 p.a.
Supply and Maintenance of RSA Tokens. (Contract provides the option to extend to 2023- decision TBA).	Extension available	TBC	TBC	Dec-22	£20,000 p.a.
Support and Maintenance of EPOS System.	Re-let	Aug-23	Jan-24	Feb-24	£40,000 p.a.
Provision of Application, Virtualisation and Termination Replacement Devices.	Re-let	Sep-23	Feb-24	Mar-24	£40,000 p.a.

## 2. Services - Planned Contracts including Renewals (Indicative)

Services: Contract & Subject Matter	New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est Contract Value (£)
Mobile Phones for Staff.	Re-let	Feb-23	Jun-23	Jul-23	£68,000
GPMS Marking Software for the SPS.	Re-let	May-22	Jul-22	Aug-22	£10,000
Cleaning Services (various SPS sites across Scotland). Tender completed and award due in July as planned.	Re-let	Mar-22	Jul-22	Sep-22	£700,000 p.a.
Employee Assistance Programme (EAP) and Welfare Services for the Scottish Central Government sector (multi-organisation users).	Re-let	Jan-23	Apr-23	May-23	£200,000 p.a.
High Needs Social Care at HMP Glenochil.	Re-let	Aug-22	Oct-22	Nov-22	£200,000 p.a.
Youth Work Services.	Re-let	TBC	TBC	Nov-22	£258,000 p.a.
Legal Services (Mini- competition and call-off from an SG Framework)	Re-let	Jul-22	Dec-22	Jan-23	£600,000 p.a.
Domestic Abuse Support Services at HMYOI Polmont.	Re-let	Oct-22	Feb-23	Mar-23	£90,000
Transport and Distribution Services for SPS Central Stores (multi-pallet loads). Tender completed and awarded in Q1 2022/23.	Re-let	Dec-21	Apr-22	Apr-22	£375,000 p.a.
Provision of managed payroll service	Re-let	Apr-23	Oct-23	Nov-23	£160,000 p.a.
Agency Fuel Card Service for SPS fleet vehicles. Currently a call-off from a Crown Commercial Service Framework.	Re-let	TBC	TBC	Mar-24	£550,000
Cash In-Transit Services. (Contract provides the option to extend to 2024- decision TBA).	Extension available	TBC	TBC	Nov-22	£18,000
Learning and Skills Service for prisoners. Contract contains option to extend to mid-2024. Procurement process likely to commence mid 2023 onwards.	Extension available	TBC	TBC	Jul-24	£4,800,000 p.a.
Prisoner Support Intervention Services at HMP Barlinnie. (Contract provides the option to extend to 2023 - decision TBA)	Extension available	TBC	TBC	Nov-22	£50,000
Research and Evaluation Services. (Contract provides the option to extend to 2023 - decision TBA)	Extension available	TBC	TBC	Dec-22	TBC
Corporate Eye Care. (Contract provides the option to extend to 2026 - decision TBA)	Extension available	TBC	TBC	Mar-23	TBC

Services: Contract & Subject Matter	New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est Contract Value (£)
Cognitive Ability Testing. (Contract provides the option to extend to 2026 - decision TBA)	Extension available	TBC	TBC	May-23	£75,000
SPS HR Integrated System	New	Sep-22	Feb-23	Feb-23	TBC
Recycling of Organic and Food Waste	Re-let	Jul-22	Aug-22	Sep-22	£70,000 p.a.
<b>Facilities Maintenance (FM) and related services</b>					
Security Services at SPS College	Re-let	Jun-22	Jul-22	Jul-22	£22,000 p.a.
Principal Designer and CDM Services Tendered and award completed Q1 2022/23.	Re-let	<i>Oct-21</i>	<i>Apr-22</i>	<i>May-22</i>	£100,000
Provision of Multi-Trades Services to the SPS (all sites) - service may be Lotted to reflect geographic areas.	Re-let	May-23	Nov-23	Dec-23	£2,000,000 p.a.
Maintenance of fire protection watermist systems. (Contract provides the option to extend to 2024 - decision TBA).	Extension available	TBC	TBC	Sep-22	£100,000
Provision of Clinical and Washroom Waste Disposal Services to the SPS. (Contract provides the option to extend to 2024 - decision TBA)	Extension available	TBC	TBC	Sep-22	£200,000 p.a.
Quantity Surveying (QS) Services Framework Agreement for various Estate Works projects (Contract provides the option to extend to 2023 - decision TBA).	Extension available	TBC	TBC	Aug-22	£300,000
Maintenance of Boilers, Burners, Heating, Ancillary Equipment and Gas Infrastructure. (Contract provides the option to extend to 2025 - decision TBA).	Extension available	TBC	TBC	Sep-22	£540,000
Maintenance and Servicing of commercial Laundry Equipment (primarily Electrolux machines). (Tendered and contract awarded Q1, 2022/23)	Re-let	<i>Jan 22</i>	<i>June-22</i>	<i>Jul-22</i>	£850,000
Maintenance of Intelligent Key Management Systems.	Re-let	Oct-22	Feb-23	Mar-23	£100,000 p.a.
Clerk of Works Services. (Contract provides the option to extend to 2025 - decision TBA).	Extension available	TBC	TBC	Apr-23	£300,000 p.a.
Inverclyde Site Security Services.	Re-let	Feb-23	Jun-23	Jul-23	£10,000 p.a.

Services: Contract & Subject Matter	New / Extended / Re-let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Est Contract Value (£)
Maintenance and Repair of Radio Based Officer Alarms.	Re-let	Feb-23	Jun-23	Jul-23	£90,000 p.a.
Maintenance of Lifts and Stairlifts.	Re-let	Oct-23	Feb-24	Mar-24	£400,000
Maintenance of CCTV and PIDS (Contract provides the option to extend to 2025 - decision TBA).	Extension available	TBC	TBC	Mar-23	£800,000
Design and Technical Services Framework Agreement.	New	Jul-22	Oct-22	Nov-22	£400,000

### 3. Works - Planned Contracts including Renewals (Indicative)

A major Works construction project for HMP Glasgow exceeds the £2m Regulated threshold. The remainder of the Works projects which SPS reasonably expects to tender during 2022-23 are Non-Regulated. We have included these to illustrate the range of projects that SPS intends to take forward in the period. A number of Facilities Maintenance and (non-works) estate-related contracts appear in the Service contract table above.

#### Regulated Works Contracts

Contract and Subject Matter	New / Extended / Re-Let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
HMP Glasgow - construction of a new prison in Glasgow. Project has been tendered and a contract award made in July 22 for the pre-construction design stage.	New	Jul-21	July 22	Nov 23	Estimated £300m+
Installation of Data Cabling across SPS Establishments (4 Lots).	New	Mar-22	Jul-22	Jul-22	Estimated £4m



SPS expects to advertise the following non-Regulated Works projects in Public Contracts Scotland and for the Works to be completed in period to the end of March 2023. The estimated budget for these 15 projects is circa £6.265m.

## Non-Regulated Works Contracts

Contract and Subject Matter		New / Extended / Re-Let	Expected Contract Notice Publication	Expected Award Date	Expected Start Date	Estimated Value (£)
<b>Heating, Ventilation and Plumbing</b>						
Water Mist Pumps and Heads	Replacement of Water Mist Heads and Booster Pumps (HMP Low Moss).	New	Jul-22	Sep-22	Oct-22	£450,000
Water Mist Heads	Replacement of Water Mist Heads (HMP Edinburgh and HMP & YOI Polmont).	New	Jul-22	Sep-22	Oct-22	£500,000
Water Mist Pumps	Replacement of Water Mist Pumps (HMP Glenochil & HMP Edinburgh).	New	Jul-22	Sep-22	Oct-22	£250,000
Ventilation	Multi-Site Replacement of Dental Ventilation.	New	TBC	TBC	TBC	£375,000
<b>Roofing</b>						
Overcladding	HMP Barlinnie Letham Hall Overcladding Replacement.	New	TBC	TBC	TBC	£400,000
Roofing	Re-Roofing (Phase 1) (HMP Dumfries).	New	TBC	TBC	TBC	£1,400,000
Roofing	Re-Roofing (Phase 1) (HMP Greenock).	New	TBC	TBC	TBC	£600,000
<b>Security Systems</b>						
CCTV	Multi-Site CCTV System Replacement.	New	TBC	TBC	TBC	£1,300,000
Staff Alarms	Staff Alarm System Replacement.	New	Oct 22	TBC	Jan 23	£850,000
<b>Miscellaneous</b>						
Building Fit-Out	Category B Fit-out of the new SPS HQ Project tendered and awarded Q1, 2022/23.	New	Mar-22	June 22	June 22	£830,000
Kitchen Refurb	Kitchen Refurbishment (HMP Greenock).	New	TBC	TBC	TBC	£830,000
A-Hall Upgrade	HMP Perth Upgrade of A-Hall.	New	TBC	TBC	TBC	£500,000
Cell Call System	Cell Call System Replacement (HMP Glenochil).	New	Jun-22	Jul-22	Sep-22	£400,000
Solar Photovoltaic	Multi-Site PV & Battery Storage Installation.	New	TBC	TBC	TBC	£300,000
Lifts	Multi-Site Lift Replacement.	New	Jun-22	Aug-22	Sep-22	£260,000

## Section 6: Annual Procurement Report Template (Annex A)

### 1. Organisation and report details

- a) Contracting Authority Name.
- b) Period of the annual procurement report.
- c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report?

Scottish Prison Service
1 Apr 21 – 31 Mar 22
Yes

### 2. Summary of Regulated Procurements Completed

- a) Total number of Regulated contracts awarded within the report period.

51
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**Note:** The SPS made 143 contract awards in 2021-22 with the majority being non-Regulated. SPS publish a [Contracts Register](#) in the Public Contracts Scotland website.

- b) Total value of regulated contracts awarded within the report period.
- c) Total number of unique suppliers awarded a place on a Regulated contract awarded during the period.
- i) how many of these unique suppliers are SMEs.
- ii) how many of these unique suppliers are Third Sector bodies.

£53.85m
47
36
1

### 3. Review of Regulated Procurements Compliance

- a) Number of Regulated contracts awarded within the period that complied with your Procurement Strategy.
- b) Number of Regulated contracts awarded within the period that did not comply with your Procurement Strategy. (See [Section 1, para 5: Non-Competitive Actions](#)).

39
12

**Note:** As per Scottish Government guidance, the contract figures shown in (2) and (3) include where SPS awarded or called-off in the year from a Framework Agreement such as those set up by the Scottish Government or the Crown Commercial Service (CCS), etc.

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

4
4
3

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

- d) Number of Jobs Filled by Priority Groups (*Each contracting authority sets its own priority groups*).
- e) Number of Apprenticeships Filled by Priority Groups.
- f) Number of Work Placements for Priority Groups.
- g) Number of Qualifications Achieved through training by Priority Groups.
- h) Total Value of contracts sub-contracted to SMEs.
- i) Total Value of contracts sub-contracted to Social Enterprises.
- j) Total Value of contracts sub-contracted to Supported Businesses.
- k) Other community benefit(s) fulfilled.

33.2
12
4
1,864
£35,693,000
£73,645
£186,750
1,268 weeks 215 days 100 hours 279 hours £39,570

- Training (weeks) delivered through the contract
- Volunteering (days)
- Career support
- Educational / industry awareness sessions to schools / colleges
- Community Fund (financial donations to good causes)

**Note:** This (4) reflects a summary of the Community Benefits outcomes for the seven new contracts awarded in year plus ten contracts awarded in prior years. Section 3 of this report provides narrative details to support these summary figures.

## 5. Fair Work First and the real Living Wage

a) Number of Regulated contracts awarded during the period that have included a scored Fair Work criterion.	1
b) Number of regulated contracts awarded during the period where the supplier committed to pay the Real Living.	17

## 6. Payment performance

a) Number of valid invoices received during the reporting period.	51,432
b) Percentage of invoices paid on time during the period (“On time” means within the time-period set out in the contract terms).	98.9%
c) Number of Regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	51

**Note:** Prompt payment of invoices in supply-chains features as a standard term in SPS contracts.

d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
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## 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:	£42,250
i) spend within the reporting year on Regulated contracts.	£0
ii) spend within the reporting year on Non-Regulated contracts.	£42,250

**Note:** SPS awarded one non-Regulated contract to a Supported Business in the year.

Supported Businesses also received £186,750 of supply-chain Community Benefit spend through contracts award by the SPS.

## 8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£201.41m
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£34m

**Note:** SPS relies on the DXC Observatory Hub to classify suppliers by size. The SPS purchased from 1,162 suppliers in 2021-22; 74% are classed as small or medium enterprises.

c) Total procurement spend with Third sector bodies during the period covered by the report.	£816,000
<b>Note:</b> Section 3.5 of this APR summarises the SPS's wider engagement with the Third Sector including Grant funded services.	
d) Percentage of total procurement spend through collaborative contracts.	Approx. 21.5%
e) Total targeted cash savings for the period covered by the annual procurement report	N/a
i) targeted cash savings for Cat A contracts	N/a
ii) targeted cash savings for Cat B contracts	N/a
iii) targeted cash savings for Cat C contracts	N/a
f) Total delivered cash savings for the period covered by the annual procurement report	£9,776,380
i) delivered cash savings for Cat A contracts	£985,495
ii) delivered cash savings for Cat B contracts	£103,385
iii) delivered cash savings for Cat C contracts	£8,687,500
g) Total non-cash savings value for the period covered by the annual procurement report	£350,229

## 9. Future Regulated procurements

a) Total number of Regulated procurements expected to commence in the next two financial years	62 *
b) Total estimated value of Regulated procurements expected to commence in the next two financial years	£336.3m *

### \* Notes:

- I. Whilst SPS can forward forecast and anticipate a number of contract renewals, the SPS forward programme in Section 5 (both the number of Regulated procurement projects and the estimated £ value) is dynamic and subject to variation annually based on a combination of factors. Factors include the availability of funding particularly for the potential major Works projects, emerging or changing business needs, whether SPS elects to exercise any available extension options provided in the contract, and the term (duration) of contracts that SPS elect to tender.
- II. Non-Regulated Goods and Services projects (i.e.<£50k) have not been reflected in the figures in (9) above.
- III. Non-Regulated Works projects for 2022-23 are provided for information in Section 5. These are excluded from the above figures (9). These 15 projects have a value of approx. £6.265m.



**“THANK YOU** to all SPS staff, and everyone else working within the prison setting, who continued to deliver a critical public service, despite the challenges brought on by the pandemic.

*For the SPS, Hidden Heroes Day (29<sup>th</sup> Sept 2021) was an opportunity to recognise the exceptional efforts of all staff and to celebrate the way in which we have collectively pulled together over the past 18 months in the face of adversity. Whilst our work may be largely hidden from public view, the contribution we make is most definitely not and we should all be exceptionally proud of what we have achieved, and what we continue to achieve on a daily basis”.*

Caroline Johnston, SPS Director of Corporate Services

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Annual Procurement Report 2021-22, dated July 2022

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