





Scottish Prison Service



ANNUAL PROCUREMENT REPORT APR 22 - MAR 23



Unlocking Potential
Transforming Lives



SEIRBHEIS PHRÌOSAIN NA H-ALBA

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About the Scottish Prison Service

The SPS is an Executive Agency of the Scottish Government. There are currently seventeen prisons located across Scotland: fifteen directly operated by SPS and two operated by private sector operators under contract to SPS. There is also an SPS Headquarters, an SPS College and SPS Fauldhouse which serves to provide a Central Stores and operational training facility. SPS directly employs around 4,600 staff.

SPS operates the Victim Notification Scheme for registered victims of crime, who have the right to receive information about the progression and eventual release of the person convicted of the offence against them. SPS also manage the contract for the Scotland-wide Court Custody and Prisoner Escorting Service for the provision of the safe and secure transport of those in custody to and from Courts and appointments on behalf of multi-agency justice partners.

The role of Scotland's prisons is derived from two key documents: the Scottish Government's '[Vision for Justice](#) in Scotland 2022' and the Scottish Sentencing Council's 'purposes of sentencing'. The work of SPS staff and prisons contributes to the delivery of the National Outcomes specified in the [National Performance Framework](#) particularly the outcomes of:

- We live in communities that are inclusive, empowered, resilient and safe.
- We respect, protect, and fulfil human rights and live free from discrimination.

SPS also deliver actions that contribute to realising the National Strategy for Community Justice. The 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 SPS Corporate Plan, published on the SPS website, sets out our organisational objectives in the period covered by this APR. The SPS is producing an updated Corporate Plan covering a five-year period (2023-28).

The legislative provisions of the Procurement Reform (Scotland) Act 2014 require that larger public bodies publish a Procurement Strategy. SPS published an updated [Procurement Strategy covering 2022-23](#). An updated Strategy has been produced which aligns with the current SPS corporate planning cycle (2023-28).

The SPS continues to recognise the importance of effective public 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. SPS corporate priorities are typically reflected in Annual Delivery Plans which, in turn, often variously require procurement action and contract activity. This APR illustrates how the SPS has used its procurement activity to address the various legislative and policy requirements set out in the Procurement Strategy.

Foreword from the Head of Procurement

I am delighted to publish the Scottish Prison Service's sixth 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 our stakeholders about the range of contracts and outcomes achieved by the SPS through its procurement activity over the period.

The Scottish Government has set out a number of [Public Procurement Priorities \(2021-24\)](#) in 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 alongside the delivery of SPS's own corporate priorities.

2022/23 presented a difficult environment for procurement in terms of both tendering contract opportunities and in managing the contracts. General inflation, increased energy and food costs in particular, the requirement to meet Real Living Wage commitments in contracts etc. all contributed to across-the-board cost pressures. A number of UK and global supply chain challenges flowing from the Covid-19 pandemic and the conflict in Ukraine also continued to disrupt markets during the year.

Despite this, I am very pleased that SPS can report a wide range of successful outcomes. We are well aware of the "power of procurement" to have a positive socio-economic impact, and this is very evident in this year's APR. It demonstrates not only direct outcomes from procurement but also the work that takes place across Scotland by SPS staff in conjunction with suppliers and partners. There are clear social value outcomes which all too often go unheralded. I would specifically highlight the innovative work of Morrison Construction and BASE, working as part of the HMP Stirling project to form a supported business supply chain partnership and also Fife College in setting up "Connections" – the first national prisoner artwork exhibition which included on campus and digital accessibility to the art exhibits.

During 2022/23 there was significant development with the prison estate. The two Community Custody Units for Women (Bella in Dundee and Lillias in Glasgow) opened and became operational. The construction work on HMP Stirling (the new National Facility for Women) also continued to make good progress with its operation imminent. A big milestone for SPS was the opening of our new Headquarters in November 22. The building, with its smaller operational footprint, provides excellent modern facilities that better support hybrid working.

All in all, there is a great deal in this year's APR to positively reflect on. I hope you find it both interesting and informative.



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SPS Procurement Annual Summary

Looking back at 2022 / 2023



**£233.4m procured external spend.
32.5% (£76m) with Scottish based business.**



**£40.98m
contracts awarded.**



125 contracts awarded.



47 new Regulated / Call-off procurements.



**£565,000 spend with
Supported Business
(including via supply chain).**



**£1.5m spend via the
PECOS e-procurement system.**



**£43.45m spent with SMEs.
Plus £9.5m of 'local' spend through
sub-contract / supply-chain activity.**



**98% of SPS invoices
paid within a 30-day period.**



**3 new Regulated procurements
with Community Benefit provisions.**



**£710k Sales generated by
Prison Industries / SPS Fauldhouse.**

1 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.

1.1 Compliance with Legislation

The management of public procurement activities in Scotland is subject to a general duty to undertake ‘Regulated’¹ procurement in a transparent and proportionate manner and treating all potential suppliers fairly and without discrimination.

The SPS Procurement Strategy recognises that the Procurement Reform (Scotland) Act 2014 created a statutory obligation to consider the Sustainable Procurement Duty (i.e. the wider socio-economic-environmental factors) including Community Benefits within procurement activity. Other legislation and policy considerations promote Fair Work First, taking forward actions to ensure Health & Safety at Work, addressing the provisions of the UK General Data Protection Regulations and Cyber-Security, addressing the Climate Crisis / Net Zero, and to encourage contractual outcomes that directly or indirectly contribute towards various National Outcomes.

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 core sectoral group.

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



External view of the new Community Custody Unit (CCU) Bella in Dundee

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

1.2 Procurement Policy and Arrangements

Procurement Policy & Services Department (PPSD) is located at SPS headquarters. During the year PPSD moved from Corporate Services Directorate to report to the Finance Directorate / Director of Finance. That role was substantively filled in the year with the appointment of Gerry O' Donnell who had been serving as an interim director.

1.2.1 Contract Development

PPSD conducts the full cycle of SPS procurement and contract management activity for the majority of the SPS's annual external expenditure £233.42m in 2022-23 (£201.41m in 2021-22). In any given year, the PPSD team typically tenders, awards, reviews and/or extends 100 - 130 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).

An SPS Procurement Manual and associated policy and practice underpin SPS fulfilling the obligations set out in the Public Procurement Regulations, relevant Statutory Guidance and the best practice 'Procurement Journey.' 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
- consideration of the obligations flowing from the Sustainable Procurement Duty including those related to the climate crisis / 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 requirements above £3,000 in value. This balances the legal requirement to consider procurement activity at a corporate level with a necessary degree of local procurement autonomy to flexibly respond to local needs and/or emergencies. PPSD delivers commercial awareness training to devolved DPA Officers and hosts regular 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.

1.2.3 Stakeholder Voice

SPS procurement activity 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. We use various routes to engage stakeholders to inform procurement activities and decisions. That includes:

- User Intelligence Groups (UIG) being also formed as necessary to agree procurement strategy, contract requirements and specifications,
- Relevant stakeholders and UIG members also being engaged during tender evaluation, contract award decisions and in supporting contract and supplier management arrangements; and
- Staff members and unions are represented in terms of decisions relating to uniform.

SPS apply the principles described in the [Scottish Approach to Service Design \(SAtdSD\)](#) and seek to ensure that people in SPS care are 'supported and empowered to actively participate in the definition, design and delivery' of the services provided by SPS (from policy making to live service improvement). In this way, any subsequent procurement activity will be informed by internal stakeholders reflecting relevant positions into definitions of business needs and through end-user feedback. This includes:

- A Prison Canteen Control Board and individual Prison Involvement Advisory Committees (PIAC) which provides opportunities for those in custody to be consulted about the range and type of products made available.
- In-prison forum groups provide feedback about prison catering / menu choices.

SPS's use of community benefit provisions in major Works projects have also 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. Procurement professionals recognise that competition, effective engagement with the market, and ensuring that the resulting contracts are 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 to be accessible to prospective bidders.

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 continue to support the Scottish Government post Covid-19 'restart and recovery' policy and contribute value to the wider economy of Scotland.

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

Despite all the good work indicated above the SPS has observed ongoing challenges in obtaining bids for some projects. The relative lack of bidders and higher than anticipated costs in some projects was first noted during 2021/22 and this continued into 2022/23. Potential bidders appear to have become more selective around the projects they elect to bid for and are more risk averse in respect of liability / indemnity provisions. Supply-chain availability (lack of specific materials or parts leading to longer lead-times / project disruption) and price uncertainty / inflation issues are also affecting the level of bidder interest. The relative complexity and associated paperwork of bidding for public contracts when other 'easier' options are available is also a consideration for bidders.

Section 1, paragraphs 3 and 4 of this report provide a summary of the Regulated procurement activity conducted by the SPS during 2022-23.

3 Sustainable Procurement Duty (SPD)

SPS procurement activity recognises the need to proportionately 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. Key areas such as Community Benefits, involvement of SMEs, engagement with the Third Sector and Supported Businesses, Climate / Net Zero, and addressing socio-economic-environmental aspects within the authority's area feature elsewhere in this APR.

As Scotland's prison service, the SPS has a strong sense of purpose around social value activities that engage with individuals in custody, those leaving custody and their families. In SPS's case, the "Authority's area" includes all of Scotland and the communities that the prisons service. SPS procurement activity therefore seeks to generate improved economic, social and/or environmental outcomes on a broad basis. SPS has a track record of working collaboratively with local authorities, other statutory partners, and the Third Sector through various operating arrangements to support our target groups.

The SPS Procurement team has considered the various Scottish Government guidance around the SPD. PPSD 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.

The following sections (3.1 to 3.8) of this APR highlight 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

SPS is aware of the contribution that some of our major contracts and expenditure provides to the economy, employment, and local spending power. The quantification of the impact continues to prove challenging and remains an area we continue to assess on a contract-by-contract basis especially with suppliers which 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.

The SPS was pleased to contribute to the Scottish Government sustainable procurement research undertaken by Harkins Research & Consultancy and to variously feature in the report published in Feb 2023: [Scotland's journey of achieving sustainable procurement outcomes 2002-2022: independent review](#). SPS had been interviewed and contributed to the research in early 2022.

The SPS Head of Procurement was one of several contributors to a short film setting out what sustainable procurement means to them. He also reflected how that relates to the SPS's corporate "Unlocking Potential: Transforming Lives" agenda. See [Vimeo video link](#).

SPS has achieved various successes through procurement 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 momentum in this area was affected by the pandemic, SPS will continue to actively seek out these types of opportunities, especially with 'Tier 1' suppliers and contractors.

"SPS is in the business of unlocking potential and transforming lives. It's a challenging agenda, and my colleagues certainly don't take that lightly".

"In the context of community benefits it's not just about counting outputs. I think we need to be proud where the outcomes have supported individuals to develop".

"Disadvantaged groups, those in or leaving custody and where the impact has been transformational for them as individuals".

That's what SPS and our suppliers should take pride from.

Andy Door, SPS Head of Procurement.

Section 3 of this APR details specific **Community Benefits** and, where quantified, local economic outcomes achieved during the reporting period.

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.



A new SPS Cleaning services contract awarded in Sept 22 to Regent Office Care (Samsic) and Maxim Facilities and maintained the position of the suppliers being Living Wage accredited and providing this to employees as part of a Fair Work First package.

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 Fair Work First provisions (SPPN 3/2021) within its procurement activities.

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.

The SPS Service User Rights and Equalities Manager has undertaken work with a transcription / translation contractor to translate a range of forms commonly in prisons into the six most used languages of those in custody. These translated forms support the Scottish Prison Rules, Rule 11 of information being provided in a manner which enables the prisoner to understand it.

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 accreditation 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.

In May 22 an awareness event was held at HMP & YOI Polmont to mark International Day Against Homophobia, Transphobia and Biphobia (IDAHOBIT). This is a worldwide celebration of gender and sexual diversity, and an opportunity to campaign against violence and discrimination, which people from the LGBTQ+ community can face. The theme for this year's event was, "Our bodies, our lives, our rights" - a celebration of the free expression of gender and sexuality.

The event was run with the third sector partner Committed to Ending Abuse (CEA). CEA has provided support to those in custody in Polmont for the past seven years and is an ally service for the LGBTQ+ community. Prior to the day, individuals in Polmont were invited to submit artwork based on what IDAHOBIT meant to them.



On the day itself, a stall was set up to enable people to come together and discuss the significance of IDAHOBIT and what it means to them. Event packs were given to each individual, and a radio show was created and broadcast in collaboration with the establishment's media centre and one of CEA's LGBTQ+ service users. CEA were delighted to see a substantial amount of support from prisoners, staff, and senior management from the establishment.



A staff member said: *"This event supported me to help support someone close to me through the journey they are now going on. The staff offered me support and kind words that I felt empowered me to support the individual I'm close to".*

A young person said: *"It gave me a voice and gave me a community that now feels like home."*

The SPS Learning & Skills contract with Fife College 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.

Holocaust Memorial Day (HMD) project classes were facilitated by Fife College in HMP & YOI Polmont for eight learners over ten sessions. Learners worked towards becoming 'memorial ambassadors' for the HMD events in January 2023, as well as writing and recording radio content which was played to the whole establishment daily during the week of HMD. The events took place in the Performing Arts area of Polmont and were attended by SPS and Fife College staff.

Fife College staff in HMP Inverness facilitated several awareness sessions during Black History Month in October 2022. One of these sessions included a partnership with Highland Archive Centre who delivered a talk on the Highlands connection to slavery. A total of 26 learners attended the sessions and achieved a communications SQA qualification.

In celebration of International Women's Day in March, Fife College facilitated events in HMP & YOI Polmont and HMP Grampian. In Polmont, eight female learners hosted an event for 36 invited guests, including fellow learners, SPS and Fife College staff, and spoke about the inspirational women they have been learning about. In HMP Grampian, five learners attended a conversation cafe with six inspirational females from the local community who shared their success stories.

The learning centre in Polmont also marked International Men's Day in November 2022, by asking learners to nominate inspirational men in their lives, who were issued with a Fife College designed certificate in recognition of their nomination. Fife College supplied 63 certificates.

The Scottish Prison Service is committed to a culture of respect and support for both people in our care and staff, and we do not tolerate discrimination in any form. We welcome the good work done by CEA, and will continue to engage with them, and other partners like Fife College, who share these key principles.

3.4 Supported Business

SPS continues to work in collaboration with the British Association for Supported Employment (BASE) to build on the well-established, successful partnership. 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 which started as part of the HMP Stirling construction project has continued. Supported Businesses, Social Enterprise (SE) and Third Sector Organisations (TSOs) are being encouraged to become an embedded part of the Morrison Construction supply-chain for other Morrison projects beyond HMP Stirling. BASE released a Case Study "[The Power of Procurement in Action](#)" about this work and there is further Case Study information in Section 3.

The joint work to develop this supply chain relationship has been recognised by winning a Go Award 2022/23 in the Social Value Category and a Highly Commended at the National Go Awards (June 2023) in Birmingham.

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.

HMP Low Moss - Memorial Garden

Friday 11th November, marks Remembrance Day: a day to honour those who serve and remember the sacrifice of the Armed Forces community from across the UK and the Commonwealth.

HMP Low Moss opened a new Memorial Garden as a peaceful space to allow quiet contemplation for those in our care and our staff. The centrepiece, made from recycled materials, was a culmination of the hard work and effort of individuals from different establishments. The monument is accompanied by a mural, completed in partnership with colleagues from Fife College (see image).



The opening of the memorial comes as HMP Low Moss steps up plans to reinvigorate support services for veterans. During the year they held a veterans' networking event, bringing together both internal and external partners. The event, designed to build connections with many external agencies supporting veterans, saw our Veterans in Custody Support Officers (VICSOs) joined by representatives from Erskine Veterans Charity, Combat Stress: The Veterans' Mental Health Charity, Sacro, SAMH, SSAFA the Armed Forces charity, V1P - Veterans First Point Lothian, and Scottish Veterans Residences.

Suzie Hamilton, Veterans' Commissioner, and Councilor William Sinclair also attended on behalf of the Cross-party Group for Armed Forces and Veterans Community.



Governor in Charge, Karen Norrie, said, “I’m so appreciative for the work that everyone’s done. This was a marshland a few months ago. Our staff have done an exceptional job, those in our care have done an exceptional job. “This will be here for a number of years. Hopefully, those who built it won’t be. But a lot of people will be able to use this in the future.”

3.5.1 Contracted Services

Various Third Sector organisations provide services through contracts awarded by the SPS including Committed to Ending Abuse (CEA), the Samaritans, Barnardo’s, Lifelink, Early Years Scotland, Dick Stewart Hostel, Paws for Progress, Dundee Survival Group, and the Salvation Army. The SPS’s direct expenditure with Third Sector organisations was £849k in 2022-23 (£816k in 2021-22).

#SamaritansAwarenessDay. Over the past year the SPS has worked with the Samaritans to refresh the ‘Listener scheme’ across prisons. The first Listener scheme in Scotland was launched in HMP Edinburgh in 1994 and aims to reduce instances of suicide and self-harm for those in prisons. The Samaritans work with prison staff to select and train people in prison who have shown an interest in becoming a ‘Listener.’ The Listeners use their own personal experiences to provide confidential emotional support to their peers, to assist anyone who is struggling to cope or feeling suicidal and provide a link between prisoner and staff if required.

Volunteers from the Samaritans attend establishments regularly for meetings to provide support to Listeners and to ensure they are coping with the demands of the role. Those selected as Listeners receive intensive training, which is based on the training that Samaritans volunteers undertake but adapted for the prison setting. This role is entirely voluntary. Those in custody also have 24/7 access to the national Samaritans helpline via the in-cell telephony.

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.



SPS maintained its established links with the [Criminal Justice Voluntary Sector Forum \(CJVSF\)](#) and held regular meetings on a bi-monthly basis to share updates on work of mutual interest. Discussions have continued around the Third Sector Partnership Agreement in 2022-23 to ensure effective partnership working to achieve the delivery of positive outcomes for individuals, families, and communities.

The Women's Strategy Team used the Strategic Needs Assessment, undertaken in 2021, which identified the key needs of women (Addiction and Recovery, Resettlement, Mental Health and Wellbeing, Physical Health, Learning and Skills, Families and Criminogenic), to engage fully with statutory and third sector partners. As a result, 15 Partnership agreements were signed and implemented during the year. The Women's Strategy Team continue to work to develop a network of both in reach and community-based outreach services to support women in the new facilities now that they are open.

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 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).

- **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 Division will continue to fund these three PSPs for 2023/24. However, Community Justice Scotland (CJS) is collaborating with Scottish Government to review voluntary throughcare and mentoring services (which are provided by the PSPs) for people on remand and leaving prison after short term sentences of up to four years.

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



New Routes PSP is led by the Wise Group with Apex Scotland, Sacro, Families Outside and SAMH as partners. The service provides access to New Routes mentors within the following prisons – HMPs 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, 1308 individuals started with New Routes and 1,155 were liberated. 750 service users (65%) engaged with the service in the community. 715 engaged with other services and for those exiting the service 575 reported an improvement in their circumstances. The service saw a 36% increase in service users in the last two quarters which led New Routes to pass the annual profile for new starts. HMPs Barlinnie, Addiewell, Low Moss and Glenochil reported the largest numbers.

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 to re-offer the service-to-service users who have disengaged. The service continued with the purchase of mobile phones which are valuable not only for integration and engagement but also contacting family and preventing risk of loneliness.

Shine PSP is led by Sacro with partners including Apex Scotland, Barnardo's, Circle, The Wise Group, Turning Point Scotland, Access to Industry, and the Venture Trust.

During 2022-23 the PSP provided a mentoring service at HMPs 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 on remand and those who are subject to a Community Payback Order.



Shine worked with the SPS in adapting the mentoring service model to reflect the needs of those who reside in the two new Community Custody Units. Shining On was launched in spring 2022. This pilot project, based in the Forth Valley area, continued and built on the work carried out by Shine Mentors with their Mentees.

Shining On provided women who have completed their formal mentoring support with Shine and are ready to engage with a volunteer to continue to work to achieve personal goals and gain confidence. The service works to increase wellbeing and reduce social isolation.

There were 484 referrals to Shine in 2022-23 with 358 of these from prison (73%) and the remainder from the community. Of those prison referrals a high percentage of the women were on remand (62%). The area where women indicated the highest improvement through working with the service was Mental Health and Wellbeing.

Moving-On Scotland PSP is led by Action for Children in partnership with Barnardo's. 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 HMP & YOI Polmont. The service works with the young men throughout their time in custody and following release, or with those in the community subject to Community Payback Orders (CPO) / Unpaid Work (UPW).

Of the 46 referrals made within the 12-month period of 2022-2023, 17 referrals have come from a custodial setting, 16 from a community setting and 13 from the remand population. There was a significant reduction in the number of referrals from Polmont in this year due to a reduction in the number of young people imprisoned and system changes to ensure more accurate recording of statistics.

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 readiness to enter employment), starting a college course, moving into employment, or undertaking training / volunteering (for a period of 3 months or more). In 2022-23, 21% moved into employment, 8% started college and 45% participated in training or voluntary placements. Others were supported to achieve industry standard qualifications (CSCS, First Aid, Abrasive Wheels). 74% were supported to maintain or improve their mental health and only two of the 46 referrals returned to custody (96% non-return rate).

- **SPS Case Management**

Work commenced in 2022-23 to review SPS Release Management processes from First Night in Custody through to the day of release. This includes engaging with partners to ensure a more coordinated approach in line with the proposals in the Bail and Release from Custody Bill. The SPS is working closely with Scottish Government and Community Justice Scotland to ensure that this aligns with their work on Voluntary Throughcare and Mentoring services.

- **Prison Visitor Centres and Visits**

The operation of the Family Visitor Centres 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 including and engaging families. The Visitor Centres work to a National Performance Framework developed in collaboration with SPS, Scottish Government and key stakeholders, outlining the shared outcomes to provide consistent standard of support across visitor centres. The centres support families, provide facilities for children, link families into local services, and provide a listening ear when people need it most.

The visitor centre at HMP Addiewell is a partnership between Sodexo and Cyrenians – a charity aimed at tackling the causes and consequences of homelessness. The team at Addiewell was involved in this year's Scottish Prison Visitors' Centre Roadshow where professionals from across the social sector were invited to see the work being done to support families of those in custody.

A National Prison Visitor Centre Steering Group provides oversight of the operating arrangements and SPS representatives regularly attend and input to the group, providing updates and sharing of practice, promoting engagement and partnership working. These arrangements are funded by external sources with the SPS undertaking various support obligations in respect of the physical upkeep of the facilities etc.

Prison Visitor Centre managers and the national prison visiting lead were actively consulted in the development phase of the new SPS Family and Parenting Strategy to be published in 2023-24. Furthermore, SPS has created a national family contact officer forum to engage in best practice and promote engagement with visit centres across the prison estate.

The SPS re-tendered and awarded a new 3-year contract in August 2021 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 during 2022/23 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 and UK), Social Security Scotland National and Local Housing partners, Community Justice Scotland, and Scottish Government colleagues during 2022-23 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 has undertaken a full independent review of the Scottish Welfare Fund and SPS is now represented on the SWF Policy Advisory Group to provide advice and policy perspectives which will inform policy improvements.

Work with the DWP over the last year has had a greater emphasis on employability links following liberation. Consultation and development of Universal Credit pilots at HMP Barlinnie (telephony), HMP Grampian (departure lounge) and HMP Edinburgh (digital) has been undertaken with engagement between SPS and DWP Digital Services. These will test different approaches to help individuals prepare their Universal Credit claim (including the exploration of digital processes) and claimant commitment before release and to ensure they have verifiable identification and a bank account upon release.

Following on from the work of the SHORE (Sustainable Housing on Release for Everyone) Steering Group during 2021-22, partners agreed to reconsider the structure of the group and its work going forward. The Scottish Government is currently exploring a new approach with a SHORE oversight governance group and Task and Finish Groups. The work over the next year will include the development of a pilot which will test improvements which can then be rolled out nationally and will inform a revision of the SHORE Standards.

The Scottish Government will be introducing a Housing Bill in 2023. SPS has participated in working groups during the year as the proposals contained within the Bill include the introduction of Prevention of Homelessness Duties for public bodies, which includes SPS.

3.5.4 Circular Economy

SPS contracted Pickfords Move Management and their partner Ramco to support the closedown activities at the old SPS Headquarters. Assorted used office furniture, miscellaneous goods and a back-up electricity generator were collected from the building by Pickfords and were auctioned / sold by Ramco (UK) Ltd. This circular approach of encouraging recycling and reuse of items avoided landfill and generated some environmental benefits:



- Waste Diverted from landfill - 68.50 Tonnes.
- Carbon emission avoided by recycling - 251.39 Tonnes CO2e.
- Carbon equivalents - 107,623 Litres of petrol, or 5,587 trees growing for 10 years, or 31 houses offsetting electricity for 1 year.



Recycling IT and Bicycles. Following the Covid-19 pandemic the SPS has restarted in-prison circular economy activity with the Third Sector. For example, HMP Barlinnie started new work in January 23 with the charity [Reusing IT](#). The charity receives donated old IT equipment from the H&FE sector, some councils, the NHS, and some independent schools. Reusing IT sends assorted items (keyboards, mice, cable, monitors, etc) to HMP Barlinnie. These are checked, tested, cleaned, de-labelled and packed for return to Reusing IT. The charity then distributes those items to schools and young people in Scotland, Ukraine or in Africa. Some obsolete items like tower computers are also deconstructed by the prison into parts for onward recycling.

The IT recycling activity is typically undertaken by older prisoners from the high dependency unit who find the work supportive in dealing with PTSD or other mental health issues. The next stage (in the coming months) is testing, cleaning, fault finding and repairing PC's. This will include fitting new parts and rebuilding PC's, with the prisoners gaining some IT assembly experience.

HMP Barlinnie restarted activity in its bicycle refurbishment work shed during 2022/23. This receives used, donated bicycles from [Bike for Good](#), Glasgow; [Camglen Bike Town](#), Rutherglen / Cambuslang (*a not for profit cycling initiative*), and North Glasgow (NG) Homes. NG Homes has recently been funded by Glasgow City Council's 'Go Cycle Glasgow' Fund to support active travel in the north of the city and the other partners similarly promote cycling within their communities. The refurbished bicycles are typically sold or made available by the partners to young people, those on low- incomes, etc to allow them to enjoy the benefits of active travel.

The prisoners refurbish and service the bicycles using a mix of donor bikes and new parts provided by the partner organisations. SPS staff supervise the prisoners and train them to a Velotech equivalent level as part of the activity. Barlinnie is currently processing approx. 30 bicycles per week / 1,500 per annum for the 3 partner organisations.

PPSD and SPS Fauldhouse have been exploring several new initiatives with potential external partners to contribute both social value and circular economy benefits. This work started during 2022-23 and has developed into a proof of concept. We will follow-up and report on this activity in the next APR.

3.6 Health and Wellbeing

3.6.1 Food Contracts

The SPS food contracts and menu planning reflects that prison catering operations run 365 days per annum providing 3 meals per day to approx. 8,000 individuals in custody. SPS recognises that a healthy, nutritious, and varied menu (informed by NHS healthy eating guidelines / targets, dietary and religious needs) provided by the in-house catering officers is a core part of the prison regime and contributes to the wellbeing of those in custody.

NHS national dietary guidance reflects a reduction in the consumption of high fat, salt and sugar products, and an increase in fruit and vegetable consumption. The menu choices provided routinely reflect vegetarian, vegan, Kosher and Halal requirements. SPS food contracts therefore seek to provide SPS caterers with good quality food products and ingredients that allow SPS to serve varied, seasonal menus. Ingredient and allergen information is made available by the contracted suppliers which is shared with SPS caterers.

The SPS Commodity / Service Strategy, tender specification and bid evaluation for food contracts takes 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. The SPS APR 2021-22 (section 3.6.1) narrated the various accreditations, animal welfare provisions and considerations taken forward by the SPS when awarding those food supply contracts. Those provisions continue.

- Grahams the Family Dairy supplies fresh milk and a range of dairy products to the SPS. Grahams is a [Red Tractor accredited](#) (Packer and Processor). The milk supplied to the SPS is 100% sourced in Scotland.

During 2022/23 Grahams Dairy introduced cardboard carton packaging for the 500ml and 250ml milk containers from high density polyethylene (HDPE) bottles. SPS purchase approximately 2.4 million of these sizes of milk annually. Carton packs have a significantly better environmental profile than HDPE particularly with respect to CO2 emissions, use of fossil resources, and consumption of primary energy. This change is estimated to reduce the plastic packaging used in supplying SPS by circa 30 tonnes per annum.



- Fresh meat & poultry supplied by McLays Ltd is predominantly sourced from within the EU. At the time of contract award (Nov 21), circa 9.5% of the meat supplied was UK sourced with Scotland comprising 4.25% of that. In the initial year of the new contract, circa 16.1% of the meat supplied was UK sourced with Scotland comprising 12.1% of that.
- Fresh fruit and produce supplied by McLays Ltd is being delivered in exact quantities to suit the needs of prisons. This includes a Bag & Tag service allowing prisoners to select and order items of fruit and vegetables for delivery to themselves. The latter is intended to promote healthier eating choices.

Throughout the year, McLays source approximately 80% of all produce available from within the UK. Whilst products are in season in the UK, they buy solely from local sources for the available items. 80% of all carrots and potatoes supplied are from UK farms all year round and seasonal produce such as Scottish strawberries are supplied when available.

The 2022-23 period also saw ongoing supply chain disruption in some food categories and that required focussed contract management activity by PPSD to ensure supply availability to SPS caterers and to minimise inflationary cost impacts.

Operations Directorate restarted the SPS Catering Manager Meeting, and this met several times in 2022/23. Food procurement and contract management issues are a standing item on the agenda. The most recent meetings have included guest speakers. This led to information developed by NHS Forth Valley in conjunction with HMP & YOI Polmont being provided by PPSD to all other prisons to encourage prisoners to make healthier choices from the retail canteen.

3.6.2 Health Promotion / Wellbeing



Paws for Progress CIC is a non-profit organisation that is reliant upon external funders to support its work of animal based therapeutic services. Paws for Progress work across a range of settings including schools, prisons and in the community.

Their flagship project is the prison-based rescue dog training programme at HMP & YOI Polmont, established in 2011, which continues to develop and expand, benefiting both the young people and the rescue dogs involved. Paws provide a structured course about dog training and animal care. The interaction with animals improves wellbeing for participants and supports social and peer mentor skills with other students. In April 2022, the SPS awarded Paws for Progress a new 3-year contract.



“The dogs—they change the way you think and the way you act. They trust you, it’s that mutual bond. You think you’re helping them but they’re helping you too.” Student, Paws for Progress.

In the Feb to Mar 23 period Paws delivered 81 sessions / 80 hours to 23 service users in mix of 1:1 and small group activity. The Ambassadors, Millie and Maddie attended a neurodiversity raising event at Polmont and their presence helped break down barriers with some individuals. Paws used the event to offer information, advice, and support as needed.

Other health and wellbeing activity conducted by SPS suppliers in the year includes:

Fife College working with the SPS and other partners such as the NHS to jointly support various health promotion events for those in custody:

- **Stress Awareness Month.** During April 2022, Fife College in HMP Grampian, HMP Barlinnie, HMP Shotts and HMP Castle Huntly facilitated stress awareness themed events. In HMP Barlinnie they worked with the NHS to deliver a stress awareness event, attended by 140 learners. In addition, 20 learners completed a stigma diary, which offered advice on how to overcome stigma within society. In HMP Grampian learning centre staff delivered eight workshops to 30 learners and distributed 120 activity packs for in-cell learning. These contained activities and information to support coping mechanisms, art therapy, breathing and physical exercise.
- **Mental Health Awareness Month.** Mental Health Awareness workshops were facilitated by Fife College throughout May 2022 in HMP Grampian. The learning centre held four sessions on 'food for mood' and 'mindfulness' sessions, attended by eight learners which contributed towards four core skills communications qualifications.
- **HMP Shotts** have been running 'Health Improvement Fridays' over the past year, delivered by SPS staff in partnership with Fife College and the NHS' Mental Health Team. The project focuses on mental health, with staff delivering a learning programme through activities such as reading groups, arts and crafts and ICT/Digital media classes. There are a number of areas that participants are able to focus on, including stigma around male mental health, suicide, bullying, sleep, physical activities, coping strategies, stress awareness and substance misuse.
- **HMP & YOI Cornton Vale** held a mental health and wellbeing event for women in our care. With this year's theme being 'loneliness', the event focused on making connections between the women and staff from SPS, the NHS, Fife College, and the Family Hub. A variety of activities were available to encourage people to create connections with each other. NHS Mental Health staff were also on hand to talk about support services.
- **HMP Barlinnie** held a health and wellbeing event in the Resource Hub of which over 130 people in our care attended. Several health and wellbeing stations were set up with staff from SPS, NHS, Fife College and other partners on hand to provide information, guidance and support. All stations also generated their own referral system to follow up individual concerns after the event.

The NHS provided information on how to address sleeping problems, stress, anxiety, and low moods. Fife College focused on games and exercises that those in custody could use to improve periods of low mood while also promoting opportunities available within the Learning Centre.

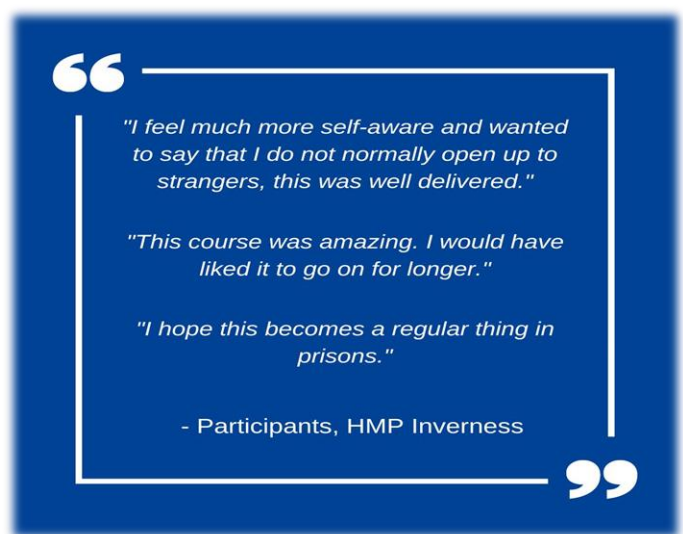
Staff from the SPS PE Department offered 'health checks' where individuals could have their weight, blood pressure and BMI measured. They also promoted the positive Mental Health benefits of using the Gym, particularly to those who were not regular attenders or who had never used the facilities during their sentences.

Staff from the Life Skills Unit focused on workshops that individuals could attend such as 'Barlinnie Brain Fog', 'Yes I Can' and 'Talking Heads'; all of which promote self-esteem, positive thinking and bringing prisoners together to encourage good mental health solutions.

The contract for Occupational Health Services with Optima Health was updated in the year to include two provisions that SPS is piloting to better support staff health and wellbeing:

- Access to early intervention physiotherapy services for employees with a musculoskeletal condition. This is intended to reduce sickness absence days by either preventing an absence from occurring or reducing the time spent off work through proactive early intervention. Optima will assess the employee and can then make an onward referral to the most appropriate route to meet the MSK condition needs of the employee.
- A specific occupational health advice service and follow-up immunisation for SPS staff who may in the course of their duties encounter sharp items which pierce the skin or have contact with contaminated items / material which creates a risk of that individual potentially contracting a blood borne virus (BBV). Whilst the number of such incidents is low the SPS wished to ensure that there was specific on-call telephone support available following such an event.

In October 2022, nine men in HMP Inverness completed an intensive 1-week Self-Coaching Recovery course, facilitated by [Recovery Coaching Scotland](#). Training to become a Recovery Coach allows individuals to provide support to substance dependent individuals, or those who are in recovery from substances, co-dependency, or other addictive behaviours. The course comprised of 10 sessions, covering a range of topics from an introduction to coaching, active listening, how to connect with others, resilience and personal values, and trauma-informed approaches to recovery. Feedback from the participants was overwhelmingly positive.



3.7 Fairly and Ethically Traded

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

The SPS food tenders and new contracts awarded in late 2021 reflect 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. Softwood timber for prison industries is specified and accredited as meeting either the Forest Stewardship Council (FSC) or the Program for the Endorsement of Forest Certification (PEFC) as being sourced from legal and sustainable sources.



SPS continues to consider what fairly and ethically traded provisions may apply within relevant contracts given the associated supply chains and countries of origin. This may include seeking assurances from suppliers of the steps taken by them to ensure established international labour standards are being met (e.g. the [Ethical Trading Initiative Base Code](#)) and that products or services being supplied are being obtained from legal and assured sources (Supply Chain Traceability). For example, the SPS tender for prisoner clothing & footwear asked bidders to detail

their ethical sourcing practices, supply partner relationships and oversight arrangements for the various goods sourced and imported from the Far East and Asia; and steps taken to avoid Modern Slavery in their supply chain. The successful bidder has been able to evidence that the suppliers used have been accredited by industry standard organisations - Oekotex and Worldwide Responsible Apparel Production (WRAP), and that their own organisation has attained an EcoVadis sustainability rating.



[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 Crisis / Net Zero

The SPS recognises the imperative to take steps to address the climate crisis, promote circularity (reduce, reuse) and to contribute towards Scotland's Net Zero ambitions. We recognise that procurement has an important enabling role to ensure the Goods Services and Works sourced and used in the SPS support these broad objectives (SPPN 3/2022, Taking account of Climate and circular Economy Considerations).

3.8.1 Climate - SPS Led Activity

A Director led cross-functional Carbon Management Strategy Board (CSMB) is developing SPS's climate / net zero strategy and activity plans over the coming years. It is clear that SPS will need to continually 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.

A key part of SPS's work will include developing and updating our current [carbon emissions reduction strategy](#) and developing the forward change / investment plan to support the next phase of actions. Procurement was one of several internal stakeholders who contributed to gap analysis and a report in August 2022 to inform the CSMB. Further work is now being taken forward including SPS seeking specific staff resources to take forward climate activities.



*Prisoner Artwork: HMP Grampian.
"Remember your roots. We have the world in our hands and have to protect it for our families".*

The SPS recognises that meeting the Scottish Government's 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. Prison kitchens and laundries will need to transition from fossil fuel (gas) to electric. SPS will also need to take forward actions to decarbonise our vehicle-based activities. The improvement actions to support CO2 reduction, adaptation and mitigation for climate change will require action by various parts 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). SPS Estates track utility usage with a view to improving SPS's energy performance. The current programme of replacing some older prisons with new build facilities which are designed with high energy and environmental standards, and which incorporate extensive renewable and low carbon technologies will underpin a key part of SPS's climate / carbon improvements. Whilst SPS continues to undertake various carbon related refurbishment and development activity across 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.

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.

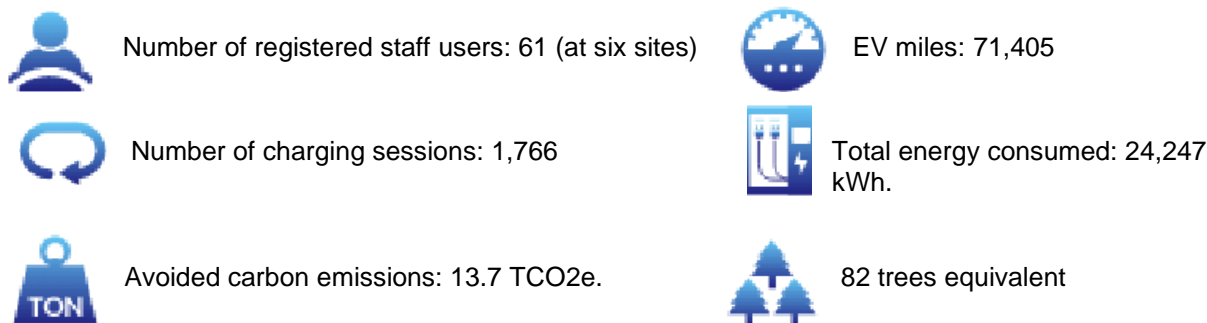
Extract from the SPS Delivery Plan 2022/23

The design brief for the new **HMP Highland** reflects that on opening, the prison will have zero direct emissions except for contingency situations such as generator and boiler back-ups. The prison will use an emission-free heating system (ground source heat pumps), some electricity generated on site (photo voltaic solar panels and wind turbines) and will include smart EV charging facilities (expected to be 7.3KW) for official vehicles and staff use. An IES dynamic thermal simulation modelling and fabric first approach has led to all key building components being reviewed and improvements being made to the design and thermal insulation performance of the new prison.

There has been extensive Ecological Survey Work and monitoring throughout the Construction phase especially concerning neighbouring badger populations. The design of the buildings, perimeter wall and other structures has been arranged to meet the stand-off distance required by the Badger Licence. Landscaping design to the east is being developed in coordination with the neighbouring Transport Scotland scheme (Inches to A9) to ensure mammalian fencing is coordinated to protect wildlife corridors and the adjacent Scretan Burn. External landscaping is utilising Meadow / Woodland / Amenity Grass mix will enable a varied mix of wildflowers and grasses to establish across the site, supporting a wide range of insects and other invertebrates through each season.

At the more general project level, the SPS has continued to upgrade and improve our existing estate building energy efficiency through installation of renewable technologies such as solar PV, improvement to the building fabric insulation and continuing upgrades of Building Energy Management System (BEMS).

Electric Vehicle Chargers: The SPS currently has 12 smart electric vehicle (EV) charging stations at six sites which equates to 24 EV charger outlets. These are provided by ChargePlace Scotland. These chargers are available for SPS official and staff vehicles. In the period Apr 22 to March 23 the dashboard activity shows:



Further EV chargers are due to go live in mid-2023 at the new Lillias CCU (in Glasgow) and HMP Stirling. We expect installation work on Phase II sites (including Barlinnie, Perth, Low Moss, the SPS College and Fauldhouse) to be completed in 2023/24. The SPS also commissioned the Energy Savings Trust to review the SPS vehicle fleet with a view to developing suggestions to support our Net Zero ambitions. Their report is due in mid-2023 and will inform subsequent specification setting and procurement activity for SPS vehicles.

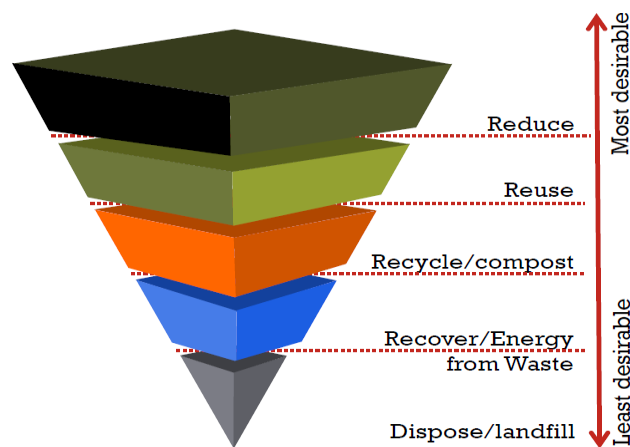
Single-use Catering Consumables: Scottish legislation banning the certain single-use polystyrene catering consumables and plastic products came into force on 1st June 2022. The ‘banned’ items include expanded polystyrene food containers and beverage cups; single use plastic plates, cutlery (forks, knives, spoons, sporks, chopsticks etc), drinking straws and beverage stirrers. SPS typically uses approx. 2.8m single use consumable items annually within its catering / food service activities.

The SPS had taken steps in advance of this legislation to revisit and change the range of catering consumables used in prisons towards Bagasse style products. These are made from plant based materials (sugar cane pulp) which will degrade in 3-6 months and be less polluting to the environment for future generations. By comparison, food contaminated polystyrene and plastic items sent for processing as general waste to landfill would exist and continue to pollute for many decades. The lifecycle of one polystyrene plate has an estimated CO2 equivalent of 6Kg (18 miles driven) whereas a bagasse plate of the type now being used has a CO2 equivalence of 164g (0.5 Miles driven).

HMP Addiewell also switched from single-use plastic cutlery and drinking cups to biodegradable bamboo cutlery and paper cups.

Recycling: Prison work parties contribute significantly to SPS recycling activity by sorting and baling prison waste streams so that SPS minimises the amount ending up in landfill.

SPS sites generate approx. 2,500 tonnes of ‘waste’ material per annum. The majority (circa 80%) is recovered / recycled by our waste management contractor (Biffa) avoiding landfill or processed as energy from waste. SPS also receives a monthly £ rebate sum from Biffa reflecting a gain share for the sale of sorted recyclable items e.g. baled cardboard, plastic bottles, and metals. HMP Kilmarnock similarly operates a recycling workshop to reduce 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.

Cycle to Work: 2022-23 reflects the eleventh year that SPS has run and promoted a staff Cycle to Work (C2W) scheme as part of encouraging fitness and greener travel. This year reflects Halfords as the new C2W provider. The scheme is now open for applications all-year round and reflects an increased purchase £ limit on bicycles. Halfords ran a series of roadshows across various prisons as part of the launch campaign. With these revisions, the C2W scheme has received 118 orders in 2022-23. (62 in 2021-22; 76 in 2020-21).

Climate Learning: The SPS uses the Scottish Government's 'Climate Literacy' and 'Circular Economy' 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. 168 SPS staff have accessed the Climate Literacy module to date with 96 having completed it.

Tracking and Reporting Improvement Reporting: 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 2022-23 in line with the reporting requirements.

3.8.2 Climate Crisis – Supplier Activity

In line with Procurement Reform (Scotland) Act 2014, SPS tenders typically 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 following reflects examples of supplier activity:

- In the HMP Highland project, Balfour Beatty has delivered carbon reduction saving through the implementation of Eco Sense welfare cabins onsite, use of Solar Floodlights and in 2022/23 a transition of new staff fleet vehicles to hybrid and electric.
 - The Eco Sense cabins that have in built features that provide a more sustainable solution through improved insulation which reduces the kVA of heaters and thus reduce diesel usage, saving both costs and carbon reduction. In addition, the cabins feature full disabled access throughout, and acoustic quilting and lighting that are helpful to those with Neuro-Diverse conditions.
 - Balfour Beatty and Sunbelt recently received a Supply Chain Excellence award at the 2022 Construction News awards ceremony for the development and utilisation of the cabins.
 - In addition to leading the way in the use of these cabins in Scotland, the site has used Solar Floodlights to reduce the amount of diesel consumed by site operations.

"Sunbelt Rentals is committed to advancing technology for a lower carbon future and to making our industry as inclusive as possible.

"Working with our partner Balfour Beatty we have developed an industry-changing solution with Eco Sense. Not only is the cabin design more energy efficient, but it can be powered by low or zero carbon power sources as the norm. In addition, the disability and neurodiverse elements will help to give everyone equal opportunities when working on site".

Ian Needham, Director of Accommodation at Sunbelt Rental

- The SPS supplier of prison retail goods (Filshell) has a target for this year is to reduce its carbon footprint to 130 grams per case and they are working towards being net zero by 2045. Their sustainability group have completed various actions including green accredited training this year. The business has adopted reusable bags which are being trialled in Keystores, they have installed electrical EV charge points and 211 solar PV panels at their new build facility, they are planting a garden with wildflowers and a beehive.
- The supplier of prison officer uniforms (Cooneen Group) has set specific carbon management and environmental performance objectives. The latter includes zero waste to landfill for all UK based sites. This objective has been reported as achieved ahead of the end of 2023 target.
- McLays Ltd make deliveries of food (Fresh meat and also fruit & vegetables) in reusable plastic crates to reduce the cardboard waste. They also use regenerated cardboard for the packing of items which cannot be packed into crates. “Wonky” fruit and vegetables are sold as such, and any unsold products are donated weekly to food banks that McLays engage with.

It is pleasing to see suppliers taking such pro-active steps to improve their general environmental performance, reduce use of energy, and increase recyclability rates. These type of bid responses highlight that these general measures and the associated improvements cannot be readily attributable to a particular public body or their contract.

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.

PPSD also uses the [“Violation Tracker UK”](#) website to support our due diligence checks of proposed suppliers for regulatory or other violations. This website, along with other open source and the SOC checks with Police Scotland provides a basis to verify self-declarations made by suppliers through the Single Procurement Document (SPD) (Scotland). Collectively these due diligence checks serve to deter and detect specific hygiene issues that SPS may wish to consider further before we trade with a particular supplier or if we should continue to do so.

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. We added an anti-fraud ‘Red Flags Procurement’ e-learning module from Police Scotland / Audit Scotland to the SPS College website to inform staff of some of the risk areas and business controls to mitigate those risks.

The SPS recognises that it is not immune to attempts to corrupt / circumvent purchase to pay processes or from the threat of engaging with suppliers with connections to SOC. We will therefore maintain ongoing vigilance within our procurement activity, contract awards and contract management activity.

5 Health and Safety

SPS places 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. For example, during the year SPS adopted an in-cell kettle (H&S fire safety) that is being used in Ministry of Justice (MOJ) prisons as being a more reliable and cost effective alternative than SPS's existing product.

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 (see 6.1 below).

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 98.04% (98.9% in 2021-22; and 99.1% in 2020-21) 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 89.03% (90.7% in 2021-22 and 2020-21 91.4%). This contributes to getting cash into the economy quickly, supporting suppliers and the economic recovery.
- SPS Finance monitors the payment performance statistics across SPs sites and published the aggregate figure performance 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. Serco who operates HMP Kilmarnock report that 84% of all invoices are paid within its 30-day payment policy.

6.1 Project Bank Accounts.

The major construction projects currently in progress (HMP Stirling, the Barlinnie Interim Measures Project, HMP Highland and HMP Glasgow) are, or will use, [Project Bank Accounts \(PBA\)](#) to support prompt payment to the supply chain. Four major sub-contractors for the HMP Stirling project had 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](#) (PCS) website. In addition, for low value requirements, SPS utilises [PCS Quick Quote](#) to enable bidders to provide electronic quotations on a fast turnaround basis. SPS continues to publish a [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 continues to use electronic contract management (e-CM) within PCS-T as a 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.

The roll-out of an electronic Purchase to Pay system (based on the Scottish Government's Professional Electronic Commerce Online System or PECOS)

gathered pace during 2022/23. The first site, SPS headquarters went live on PECOS in January 22. In the period to Nov 22, PPSD subsequently trained an initial 218 users and rolled PECOS out across all sites bar one (due to local resourcing challenges).

[Professional Electronic Commerce Online System \(PECOS\)](#)



- In 2022/23, the team has enabled contract content for 74 suppliers in PECOS.
- £1.5m of spend transactions has been made through PECOS.



Work continues to grow the adoption of PECOS including training a further tranche of users across SPS, increasing contract content and the volume and £ value of transactional activity being conducted through the system.

electronic Purchasing Cards (e-PC): A project has also been taken forward to implement and pilot the e-PC within SPS. Work is due to continue during 2023/24 to take stock and to then complete an SPS wide roll-out. e-PC is very much complementary to PECOS with the former being used to for low-expenditure and especially 1-off transactions and the latter for larger categories of expenditure, especially where this is contracted.

August 2021 saw SPS award a contract for a Digital Transformation Programme to Microsoft. This contract has progressed as planned during 2022/23 to deliver a Cloud platform, improved cyber-resilience and workplace modernisation via MS Teams and Office 365 across the SPS. A separate SharePoint update project also progressed during the year. Both projects provided significantly revised IT tools into SPS to support business change and improved ways of working including for the procurement function i.e. how we store, share and use project and contract information within SPS and the team.

There has also been procurement and contracting work in 2022-23 to support activity being taken forward to upgrade infrastructure (Cat 6 cabling) to support the roll-out of in-cell telephones. The new cabling infrastructure will also provide capability for SPS to take forward further in-cell services those in custody.

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. Several of the PPSD team are working towards achieving the CIPS professional qualification.

PPSD continued the Pathway model during 2022/23 with an external recruitment campaign to recruit two recent graduates and also two Development Opportunity posts where prison based staff moved into the HQ Procurement team.

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. PPSD also ensured 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 technical staff, 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 from 2022. Work is ongoing to recruit the second cohort of 8 Estates Modern Apprentices (Electrical/Mechanical) with successful candidates expected to join SPS around August 2023. To support this PPSD had awarded a contract to Edinburgh and District Employers Training Association Limited (EETA Limited) to develop and deliver the MA programme for successful candidates. The MA programme consists 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 and engage 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 (PSFF),
- Ensuring relevant contribution to other initiatives that further effective working, and
- Supporting the collaborative procurement agenda by leading or supporting certain activity.



9.1 Collaborative Contracting

Approximately 26% 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 the HM Prison and Probation Service (HMPPS) in England for some relevant contracts (e.g. staff uniform, prison mattresses, etc) and with Police Scotland where there are common operational requirements. This reflects the desire to utilise procurement resources effectively through joint working and collaboration where there is good rationale to do so.

- SPS led the re-tender of a collaborative contract for the Employee Assistance Programme (EAP) and staff Welfare Services for the Scottish Central Government sector. The prior generation of this framework provided services to 52 different public bodies and approx. 60,000 employees. This new framework was awarded in April 23 and includes a similar range of public bodies.
- The SPS continued to provide contract management oversight for two other significant collaborative contracts. Occupational Health Service framework for the Central Government sector in Scotland which commenced in April 2021, and the Scottish Court Custody & Prison Escort Contract (SCCPES) which provide services to the Scottish Courts, Police Scotland and the SPS itself.

10 Commercial Activity and Employability

10.1 Commercial Activity - Prison Industries

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. SPS has conducted a phased reopening / restart during 2023/23 with a priority being given to manufacturing for internal use such as cell furniture, some types of prisoner clothing and prison beds. Prison Industries / SPS Fauldhouse generated £710k of production value from internal and external activity in the year. Prison workshop activity and capacity continues to be constrained with activity continuing to fully recover following the Covid-19 pandemic.

The team at SPS Fauldhouse has designed and developed a new range of cell furniture for HMP Highland which will be manufactured by Prison Industries. The cell mock-up below illustrates the desk / storage, and bed in a single cell.



Prison Industry Manufacture - cell furniture and bed concept design for HMP Highland

SPS Fauldhouse continued its ongoing prisoner work placement programme. This included an individual from HMP Barlinnie who commenced at SPS Fauldhouse in June 2021 in a warehouse support role before progressing to open conditions at HMP Castle Huntly.

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 2022-23 in line with the manufacturing programme.



SPS Vocational Training - Brickwork



SPS Vocational training - Recycling

10.2 Employability Activities

SPS Strategy & Stakeholder Engagement Directorate has 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 who champion employing people with convictions. There is a correlation with the community benefits activity conducted through SPS procurement, the SPS vocational training and social inclusion activities to unlock potential amongst those in custody.

On 3rd March 23, the SPS hosted an employability event at HMP Low Moss to highlight the positive employment networks available across our communities. In attendance were over 30 stakeholders from a wide variety of employment sectors such as, construction, hospitality, facilities management, recruitment, recycling, food preparation, retail, and food & agriculture. This event was also supported by colleagues from DWP, Skills Development Scotland (SDS), Scottish Government, and HMP's Barlinnie & Greenock.

The shared experience highlighted the importance of creating opportunities for people leaving custody to achieve sustained employment and allowed for better understanding of potential barriers to employment for the people in our care.



Employability event at HMP Low Moss

Hospitality and Catering Training: Young men in SPS's care at HMP & YOI Polmont have been learning new skills from leaders in the hospitality and catering sector. Individuals taking part in the life skills course were taught culinary skills by professional chefs, and learned dining room and front of house etiquette, as part of the World Host event organised by staff at Polmont and the [Springboard UK](#) charity. At the end of the week, they showcased their new skills by serving afternoon tea to representatives of two hotel groups, [Apex Hotels](#) and [Hilton Hotels & Resorts](#).

The young men served up a series of culinary delights and had the opportunity to talk to the hotel representatives about possible careers in their industry and opportunities they might have upon release. The event was funded through the training provider [Access To Industry](#), and the Scottish Government's CashBack for Communities programme.



Participants said that the programme had given them greater confidence, knowledge, and hope of a career in the industry. Adam said: *"The week was spectacular, and very inspirational. It made me aspire to be more than I thought I could be, and break the cycle of the system that I am in."* Jamie said: *"I gained more knowledge about the hospitality industry, and what a job might entail."*

World Youth Skills Day 2022: The United Nations general assembly declared July 15th as “World Youth Skills Day”. This years’ theme was “Transforming Youth Skills for the Future”. The day is significant as it provides opportunities for employment and lifelong learning, through facilitated interaction among young people, technical and vocational education, businesses, and training providers.

To mark this important day, HMP & YOI Polmont held an employability event for those in our care with key internal and external stakeholders and partners. Representatives from a number of organisations attended the event, including The Verdancy Group, Tigers LTD, Springboard, Celtic FC Foundation, Rangers Charity Foundation, Anna Walls Consultancy, Fife College and Barnardo's Scotland. The event showcased Polmont's future commitment towards strengthening these partnerships, and ensuring learning and employment opportunities are available for our population.

Employability – Entrepreneurship: During 2022 a pilot initiative, delivered by Jahangir Wasim from Edinburgh's [Heriot-Watt University](#) and overseen by independent research and former professor of entrepreneurship Rob Smith, took place at HMP Grampian in Aberdeenshire. It provided those in custody with a series of tailored sessions designed to equip them with a range of new skills that can help them take steps towards establishing their own business upon release. The three-day course covered essential business skills, such as marketing, taxation and how to sell services and products.

With attendees chosen to attend the pilot based on their upcoming release date, the business ideas proposed included a food and drink company, house painting and pet care. Funding is now being sought by the University to sustain and extend the programme.

Wasim, head of business and management at Heriot-Watt University, said: *“People in custody face numerous barriers to employment when they finish their sentence. The stigma of a criminal conviction means many opportunities, regardless of their ability, experience and even qualifications, are closed. We know that this can cause challenges to an individual’s sense of personal value, belonging and the role they play within their community - all of which can contribute to the likelihood that they may offend again. This pilot set out to equip participants with a broad range of practical and **entrepreneurial skills**, providing them with hope and a renewed passion for how their life could look when they are released.”*

Employability - Hardman Awards: In mid-August, HMP Castle Huntly hosted a ceremony for a number of individuals in our care who have been given [Hardman Trust](#) Awards.

The Awards provide modest financial support to those nearing the end of long-term sentences and who have shown themselves to be working hard to equip themselves towards a future beyond custody. These awards can be made for a wide range of purposes, including business start-up tools such as a laptop and printer; tools for many different trades; work clothing; support costs for academic courses; HGV training and many other vocational courses. Two of the recipients in our care received baking equipment and cross-stitch and knitting supplies. SPS and Learning Centre staff from Fife College support learners prepare and apply for the Award.

Employability - Greene King Training Kitchen in HMP Grampian: the prison has worked with Greene King to establish a process whereby they interview prisoners who may be keen to find work in the restaurant trade prior to their release date and meet with them regularly to establish a relationship. To date Greene King have interviewed 18 and have offered employment to 15 individuals.

The parties are now working to develop a Greene King training kitchen in HMP Grampian. This will mirror a similar pilot project in Thameside Prison in England where individuals are trained on how to cook each of the Greene King signature dishes within a 12 week training block. If successful there is scope for possible employment with Greene King in a kitchen role upon release.

The pilot project at HMP Grampian will be delivered over 12 months initially and will involve 2 cohorts of 6 individuals completing the 12 week course which will be SVQ accredited. It is planned to increase this number to circa 20 in 2024.

Greene King Trainers will train SPS catering officers in the safe use of the specific catering equipment being provided into the training kitchen that the trainees will use. Equipment such as the 'Merrychef' ovens is common within a variety of commercial kitchen / fast food venues (such as McDonalds, KFC, Subway etc) so will provide trainees with excellent transferable employability skills beyond any opportunities to work for Greene King.

The initiative is supported by the Aberdeen Employability Partnership and the objectives align with the Aberdeen City Local Improvement Plan; Supporting individuals in a custodial environment to make progress on the Employability Pipeline: [Stretch Outcome 10 - Community Planning Aberdeen](#).

11 Useful Links

- The SPS website publishes quarterly [Public Information Page](#) updates about prisons and the numbers in custody.
- The SPS Procurement Strategy and prior Annual Procurement Reports from 2017-18 onwards can be found in the SPS Website / Publications / Performance Reports.
- Commercial or trade enquires about purchasing products manufactured by SPS Prison Industries should be directed to:

Telephone: **01501 773 979** E-mail: spsindustries@prisons.gov.scot

Hyperlink: [SPS Industries Brochure](#)



Section 1:

Summary of the Regulated Procurement Completed by the SPS in 2022-23

This section provides a high-level summary of procurement activity undertaken by SPS in the reporting period 1 April 2022 to 31 March 2023:

1. SPS Annual Expenditure.
2. Small and Medium Sized Enterprises (SMEs).
3. Summary of the Regulated Procurement Undertaken (Apr 22 - Mar 23).
4. Regulated Procurement Undertaken (Apr 22 - Mar 23) – Contract Specific
5. Non-Competitive Actions (NCAs).

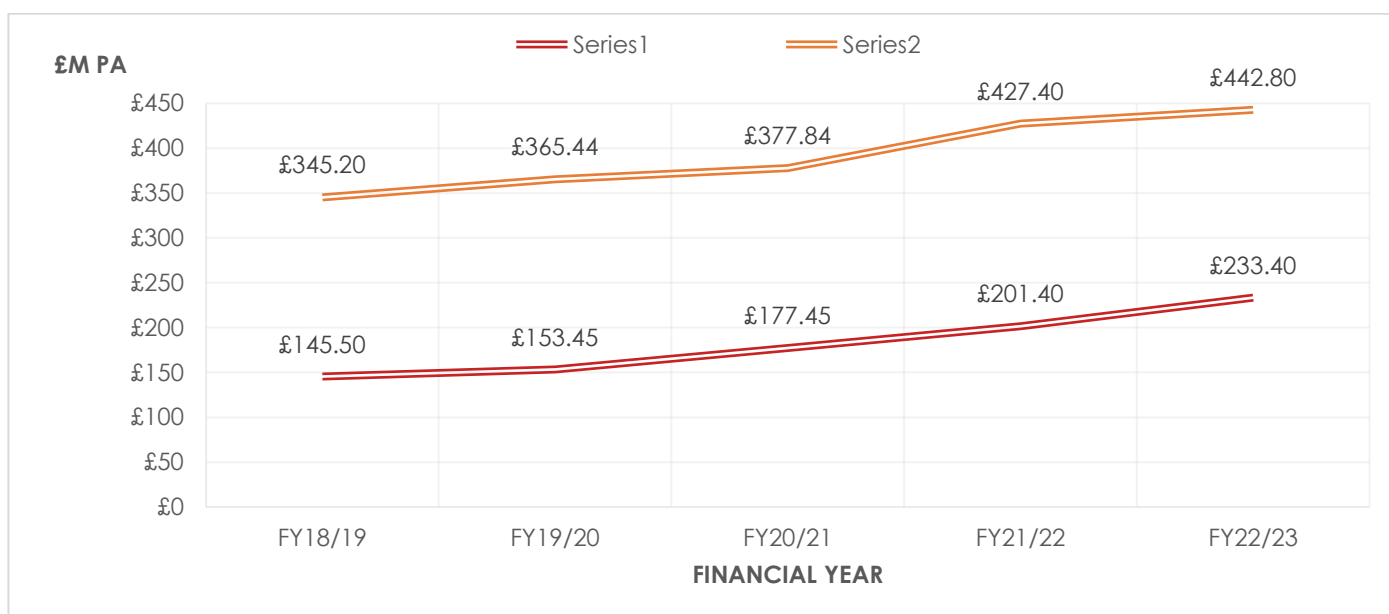
1) SPS Annual Expenditure

In 2022/23 the SPS had an overall operating budget of £442.8m (2021-22, £427.4m). This covered the cost of SPS staff, service delivery contracts by external providers, buildings and energy, prisoner food and other costs, and administration. A £72.8m Capital budget for 2022/23 associated with the current new build prison estate is included above.

In 2022/23, SPS procurement activity and external expenditure accounted for £233.42m (53%) of the overall SPS budget. 32.5% (£76m) of this was spent with businesses with a registered Scottish address (as indicated in the SPS finance system).

In 2022-23 procurement activity achieved savings and efficiencies of £16.22m. The figure was £10.12m in 2022-22.

Total SPS Operating Budget vs external spend via Procurement.

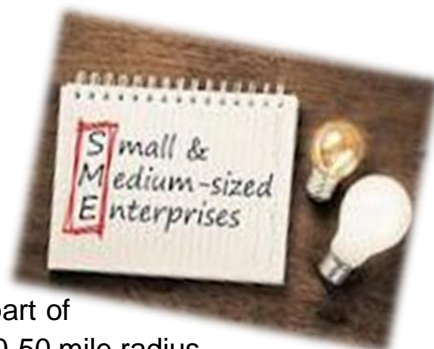


The procurement activity undertaken by the SPS flows from the need to operate a sizeable public sector prison estate to accommodate, feed and support approx. 7,500+ persons in custody. There are also relevant supplies, services, IT and FM activities to underpin SPS operations and a staff group of approx. 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 2022/23 the SPS used 1,100-1,200 different suppliers:

- 71% of those are classed as SMEs.
- Approx. £43.45m (19%) of SPS's external purchase expenditure was spent via 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 2022/23 these 'Tier 1' and main contractors spent approx. £9.502m with SMEs.

In 2022/23 and overall total spend with SMEs (£52.95m).

3) Summary of the Regulated Procurement Activity (2022-23)

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.

- In 2023/23 the SPS awarded 103 new contracts or Framework call-offs to a total value of £36.21m. Of these, 35 were Regulated public procurements (£28.88m). See the table at point 4 below for details.
- There were also 12 non-competitive actions (value approx. £4.57m) that exceeded the Regulated procurement threshold and another 10 smaller non-regulated NCAs to a value of £190k. See the table at point 5 below for details.
- An overall total of 125 awards / contract activity (incl. NCAs); total value **£40.98m**.

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. This is partly with the intention 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 four 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. The same SME contractor won both Lots. 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.

The SPS generally seeks to ensure consistency of Goods and Services supplied (and prices) across the prison estate. In doing so we seek to balance the value / duration of the contract with the need to ensure value for money through effective competition and 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. The secure nature of prisons also requires SPS to work with suppliers that accept the inherent security provisions including searching, delivery and working time restrictions, and Disclosure Scotland requirements associated with prisons.

Despite the above, the SPS reflects Lotting where it is reasonable for the category and requirement to do so. For example:

- The national prison data cabling project was split into 4 regional Lots leading to an award to two suppliers,
- A tender for security control and restraint equipment was Lotted to reflect the different specialist equipment,
- Janitorial cleaning materials and paper products tendered as 2 Lots, and
- Cleaning services for SPS sites were also tendered in 5 Lots leading to an award to two suppliers.

4) Regulated Procurement Undertaken (Apr 22 - Mar 23) – Contract Specific

The following table details the 63 of the larger contracts awarded (£34.41m) in the period including new call-offs from relevant Frameworks. There are also 40 smaller projects (£1.8m). The sum of these 103 projects is £36.2m of new contract awards in 2022/23.

	Award Date	SPS 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-22	SPS-01915	CCRS Brokers Limited	Insurance and Related Services (CCS RM6020 - Insurance & Related Services)	£62,500	26/04/2022	26/04/2025	Framework	Small
2	Apr-22	SPS-01832	Thomas & Adamson	Principal Designer Services & CDM Services for SPS	£97,250	22/04/2022	21/04/2026	Regulated	Small
3	Apr-22	SPS-02105	Scottish Government	MOU Provision of Internal Audit Services	£100,000	01/04/2022	31/03/2025	Regulated	Large
4	Apr-22	SPS-01939	Electrolux Professional	Maintenance, Repair and Supply of Laundry Equipment	£130,000	01/04/2022	01/04/2025	Regulated	Large
5	Apr-22	SPS-01949	Smiths Detection Limited	Body Scanner for the Women's National Facility (WNF)	£180,500	24/04/2022	27/04/2032	GPA Threshold	Large
6	Apr-22	SPS-01593	ADT Ltd	Maintenance of CCTV and PIDS (Contract extension option exercised)	£320,000	01/04/2022	31/03/2024	Works - Unregulated	Large
7	Apr-22	SPS-01994	Barnardo's Scotland	Parenting Interventions for Young People	£266,000	02/05/2022	30/04/2027	GPA Threshold	Large
8	Apr-22	SPS-01934	Stanford Logistics Ltd	Transport and Distribution Services	£354,000	11/04/2022	11/04/2025	GPA Threshold	Small
9	Apr-22	SPS-01933	McLays Foods Ltd	Supply of Fresh Fruit and Vegetables	£2,000,000	18/05/2022	18/05/2025	GPA Threshold	Medium
10	May-22	SPS-02013	Condeco Limited	Workspace Management System for SPS Headquarters (CCS RM1557.12 G Cloud 12)	£42,000	01/08/2022	01/08/2024	Framework	Medium
11	May-22	SPS-01993A	Michael Lupton Associates Limited	Control & Restraint Equipment	£130,000	25/05/2022	25/05/2027	Regulated	Small
12	May-22	SPS-02030	BT PLC	PSTN Voice Calls and Lines (CCS RM3808, Network Services 2)	£510,000	24/05/2022	23/05/2024	Framework	Large

13	May-22	SPS-01996	React Catering Services Ltd	Maintenance of Commercial Catering Equipment (East Scotland)	£20,000	03/05/2022	02/05/2023	Regulated	Micro
14	Jun-22	SPS-02015	Defend Solutions Ltd	Security Equipment for SPS	£78,000	24/06/2022	24/06/2023	Unregulated	Micro
15	Jun-22	SPS-10733	Swarco UK Ltd	Electrical Vehicle Charging Points (Multi-Site), Phase 2	£80,000	26/07/2022	26/04/2023	Works - Unregulated	Medium
16	Jun-22	SPS-10791	TreeGreen Ltd	LED Lighting Upgrade at HMP Low Moss	£171,000	25/07/2022	25/04/2023	Works - Unregulated	Small
17	Jun-22	SPS-10815	GHI Contracts	SPS Headquarters Cat B Office Fit Out	£836,000	09/06/2022	09/12/2022	Works - Unregulated	Medium
18	Jun-22	SPS-02035	British Telecommunications PLC	PSTN Voice Calls and Lines (CCU's) (CCS RM3808 - Network Services 2 Lot 1)	£17,500	02/06/2022	01/06/2025	Framework	Large
19	Jul-22	SPS-01985	Baker Hicks Limited	Architectural Services at Multiple Sites	£52,000	04/07/2022	21/11/2022	Regulated	Large
20	Jul-22	SPS-10816	TreeGreen Ltd	LED Lighting Upgrade, HMP Shotts	£64,000	25/07/2022	30/09/2022	Works - Unregulated	Small
21	Jul-22	SPS-10777	Hugh LS McConnell	Cold Water Tank Replacement and Roof Repair at SPS College	£107,500	15/07/2022	15/11/2022	Works - Unregulated	Medium
22	Jul-22	SPS-10770	Old Plean Roofing Ltd	Kitchen Roof Replacement and Castle Roof Repairs at HMP Castle Huntly	£131,500	25/07/2022	31/03/2023	Works - Unregulated	Small
23	Jul-22	SPS-02009	McLaughlin & Harvey Ltd	Provision of Office Furniture for SPS HQ (Scotland Excel - Supply, Delivery & Installation of Education & Office Furniture Lot 6)	£295,000	20/07/2022	20/10/2022	GPA Threshold	Large
24	Jul-22	SPS-02000/D	SPIE Scotshield Limited	Installation of Data Cabling Across SPS Establishments (1 Lot)	£920,500	01/07/2022	01/02/2023	GPA Threshold	Medium
25	Jul-22	SPS-02000/A,B,C	North PB Ltd	Installation of Data Cabling Across SPS Establishments (3 Separate Lots)	£2,967,000	01/07/2022	01/02/2023	GPA Threshold	Medium
26	Jul-22	SPS-01839/A,B,D	Maxim Facilities Management Ltd	Provision of Cleaning Services for the Scottish Prison Service (SPS) - Lots 1-4	£2,077,000	30/09/2022	30/03/2026	GPA Threshold	Large
27	Jul-22	SPS-01839/E	Regent Office Care Ltd T/A Samsic UK	Provision of Cleaning Services for the Scottish Prison Service (SPS) - Lot 5	£400,000	30/09/2022	30/03/2026	GPA Threshold	Large

28	Jul-22	SPS-10700	Kier Construction	Design and Construction of HMP Glasgow. Initial phase, Pre-Construction Services Agreement (PCSA)	£13,445,000	12/07/2022	12/01/2024	GPA Threshold	Large
29	Jul-22	SPS-01986	Allander Security Ltd	Security Services at SPS College	£36,000	08/08/2022	07/08/2024	Regulated	Small
30	Aug-22	SPS-10820	James Ramsay (Glasgow) Ltd	Installation of Heating Controls within D Hall at HMP Barlinnie	£119,500	15/08/2022	03/10/2022	Unregulated	Small
31	Aug-22	SPS-01962	Barnardo's Scotland	Support Intervention for Trauma, Bereavement & Loss	£391,500	10/08/2022	09/08/2027	Unregulated	Large
32	Aug-22	SPS-1839/C	Robertson Facilities Management Limited	Provision of Cleaning Services for the Scottish Prison Service (SPS) - Lots 1-5	£493,000	30/09/2022	30/03/2026	GPA Threshold	Large
33	Sep-22	SPS-02011	Pickfords Move Management	Relocation and site clearance services to support the move to the new SPS HQ	£61,250	08/09/2022	17/11/2022	Unregulated	Small
34	Sep-22	SPS-10870	WQS Wonderseal Ltd	Cold Water Storage Tank Replacement, HMP Low Moss	£74,000	24/10/2022	24/02/2023	Works - Unregulated	Small
35	Sep-22	SPS-10821	James Ramsay (Glasgow) Ltd	Main Boiler Replacement, HMP Castle Huntly	£270,250	16/09/2022	04/11/2022	Works - Unregulated	Small
36	Sep-22	SPS-01612	James Ramsay (Glasgow) Ltd	Maintenance of Boilers, Burners, Heating, Ancillary Equipment and Gas Infrastructure. Contract extension option exercised.	£550,000	01/10/2022	30/09/2025	Works - Unregulated	Small
37	Oct-22	SPS-10833	WQS Wonderseal Ltd	Multi-site Cold Water Storage Tank Upgrades	£76,250	19/10/2022	31/03/2023	Works - Unregulated	Micro
38	Nov-22	SPS-10827	Truedeal Building Services Ltd	Hot Water Returns at HMP Shotts, Lamont Hall	£137,000	30/11/2022	31/03/2023	Works - Unregulated	Small
39	Nov-22	SPS-10822	SPIE Scotshield Ltd	Cell Call Replacement, HMP Glenochil in Harviestoun & Devon Hall	£378,000	02/11/2022	31/03/2023	Works - Unregulated	Medium
40	Dec-22	SPS-02048	Oberlanders Architects LLP	Architectural Services for Replacement Works at HMP Greenock and HMP Dumfries	£62,000	05/12/2022	31/03/2023	Regulated	Small
41	Dec-22	SPS-10836	Chartwell Controls Ltd	Multi-Site BEMS Outstations Replacement	£66,000	19/12/2022	31/03/2023	Works - Unregulated	Micro
42	Dec-22	SPS-10867	J H Civil Engineering Ltd	Road Repairs Phase I, HMP Dumfries	£108,000	13/12/2022	13/04/2023	Works - Unregulated	Medium

43	Dec-22	SPS-10862	West Caplaw Contracts Limited	Replacement of Drive Mechanisms and Upgrade of Gate 3 at HMP Barlinnie	£124,000	12/12/2022	31/03/2023	Works - Unregulated	Small
44	Dec-22	SPS-01967	Influential Software Services Ltd	Provision of Support to Business Objects (CCS RM1557.13 - G Cloud 13)	£190,000	01/01/2023	31/12/2025	Framework	Small
45	Dec-22	SPS-10878	Newcastle Joinery Ltd	Safer Cell Refurbishment at HMP&YOI Polmont	£295,000	11/11/2022	31/03/2023	Works - Unregulated	Medium
46	Dec-22	SPS-02080	Newitt & Co Ltd	Sports Equipment	£300,000	13/12/2022	21/12/2026	GPA Threshold	Medium
47	Jan-23	SPS-02070	Hamilton Bros (Engineering) Ltd	Supply of a Tractor, HMP Barlinnie	£42,500	09/01/2023	31/03/2023	Unregulated	Medium
48	Jan-23	SPS-02073	Pulse Fitness Ltd.	Supply of Fitness Equipment (MOJ Framework - Supply of Sports Equipment & Sportswear)	£50,000	13/01/2023	12/01/2025	Framework	Medium
49	Jan-23	SPS-02061	European Electronique Ltd	Digital Services - Additional Storage at Data Centre(s) (Call Off from CCS RM6068 Technology Products & Associated Services)	£123,500	11/01/2023	31/03/2023	Framework	Large
50	Jan-23	SPS-01779	Bluestem Group	In-Cell Kettles (Call-off from MOJ Framework)	£100,000	26/01/2023	24/03/2025	MOJ Framework	Large
51	Jan-23	SPS-01993C/D	Civil Defence Supply Ltd	Control & Restraint Equipment for the SPS	£235,000	16/01/2023	16/01/2028	GPA Threshold	Small
52	Jan-23	SPS-01964	Anderson Strathern LLP	Legal Services for SPS (Mini-competition & call-off from an SG Framework)	£1,150,000	20/01/2023	20/01/2026	GPA Threshold	Large
53	Feb-23	SPS-02081	European Electronique Ltd	Provision of Servers for Hybrid Separation Environment (Call Off Contract 01961, CCS RM6068 Tech Products & Assoc Services)	£67,000	17/02/2023	31/03/2023	Regulated	Medium
54	Feb-23	SPS-10874	John McQuillan (Contracts) Ltd	Road Resurfacing at HMP Castle Huntly	£89,500	01/02/2023	01/04/2023	Works - Unregulated	Medium
55	Feb-23	SPS-01977	Aspire Industrial Services	Physical Education Instructors, Sports & Games and Control & Restraint Instructors Clothing	£95,000	28/02/2023	26/03/2026	Regulated	Small

56	Feb-23	SPS-10876	Hillhouse Quarry Group Ltd t/a MacAsphalt	Road and Path Resurface Repairs and Replacement at HMP & YOI Polmont	£111,000	09/02/2023	31/03/2022	Works - Unregulated	Medium	
57	Feb-23	SPS-10819	Brooke Edgley Specialist Technical (BEST) Services Ltd	Lightning Protection System at HMP Barlinnie	£130,000	13/10/2022	13/04/2023	Works - Unregulated	Medium	
58	Feb-23	SPS-10826	West Caplaw Contracts Limited	Replacement Kitchen Gate and Vehicle Gate Control Panels at HMP Glenochil	£244,000	10/02/2023	10/08/2023	Works - Unregulated	Small	
59	Feb-23	SPS-10825	Fireworks Fire Protection Ltd.	Water Mist Replacement at HMP Low Moss	£700,000	15/02/2023	31/10/2023	Works - Unregulated	Medium	
60	Mar-23	SPS-10858	JBD Tritec Ltd	Bellows Replacement at HMP & YOI Polmont	£147,500	08/03/2023	31/03/2023	Works - Unregulated	Medium	
61	Mar-23	SPS-10823	TK Elevator UK Ltd	Multi-Site Lift Replacement	£302,000	08/03/2023	31/03/2024	Works - Unregulated	Large	
62	Mar-23	SPS-02086	Alarm Radio Monitoring Ltd	Maintenance of Radio Based Staff Alarms	£40,000	15/03/2023	14/03/2026	Unregulated	Small	
63	Mar-23	SPS-02020	Working on Wellbeing (t/a Optima Health)	Employee Assistance Programme (EAP) and Welfare Services for the Scottish Central Government sector (multi-organisation users).	£1,200,000	01/05/2023	30/05/2027	GPA Threshold	Large	
					Regulated, GPA and Unregulated Works > £50k – 63 contracts.			£34,413,000		
					Miscellany – 40 contracts. Low value Unregulated and extensions of existing contracts			£1,803,500		
					Total value of new awards in 2022/23 103 contracts			£36,216,500		

5) Non-Competitive Action (NCAs)

In 2022-23, the SPS undertook (12) Non Competitive Actions (NCAs) which exceeded the Regulated procurement threshold to the sum of £4.572m (see table below). In each instance, prior approval was obtained from the Head of Procurement and the rationale recorded for each NCA along with file note.

Additionally, there were 10 smaller non-regulated NCAs to a total value of (£190k). These comprised various low value reactive Works / FM related projects, some urgent replacement equipment, and fees for media copyright licences, etc.

SPS Ref.	Supplier	Subject Matter	Estimated Value of NCA	Start Date	End Date
01325	Grahams the Family Dairy	Milk & Dairy	£1,500,000	Nov 22	May 24
Reason for NCA: 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 whilst procurement determined next steps. The requirement is likely to be tendered during 2023/24.					
01329	Allied Bakery	Bread & Rolls	£637,300	Jan 2023	Jan 2024
Reason for NCA: Extension due to adverse market conditions (supply availability) and lack of available competition able to consistently deliver in bulk the range of required bread & roll types to all SPS prisons. The requirement is likely to be tendered during 2023/24.					
n/a	Robinson Medical Recruitment Independent Clinical Service t/a Scottish Nursing Guild	Social Care for persons in custody	£744,133 £345,883	Apr 22	Mar 23
Reason for NCA: 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. SPS will continue to review care arrangements and any change of options available via Scotland Excel frameworks pending clarity around the National Care Service.					
01865	University of Dundee	Drug Testing Research	£150,000	Jan 23	Dec 24
Reason for NCA: Research reflects UofD testing samples provided by SPS to identify new types of drugs being introduced into prisons. This work supports regular updates in the SPS drug detection equipment and testing capability. Extension of the working arrangements with UofD for another 2 years. PPSD had undertaken some cost benchmarking vs commercial drug test labs. The UofD provided VfM against those sources for the number of tests being run per annum. There is also justification for an NCA with the UofD due to "competition being absent for technical reasons" (Public Contracts (Scotland) Regulations 2015 - 33 (1) (b) (ii)).					

01725	Samaritans	Prisoner Listener Scheme	£98,000	Apr 22	Mar 24
Reason for NCA: Prison specific bespoke service provided by the Samaritans and its local volunteers to support those in custody who may be considering self-harm or suicide. Service is seen as a core part of SPS's anti-suicide strategy.					
01924	Paws for Progress	Educational and Therapeutic Dog-Assisted Services at HMP & YOI Polmont	£104,033	Apr 23	Mar 25
Reason for NCA: Paws have been delivering services to Polmont since 2011 at no charge. Extensive market sounding showed that due to the niche market there are no other suppliers who can currently deliver the required service in Scotland. Therefore there is justification for an NCA due to "competition being absent for technical reasons" (Public Contracts (Scotland) Regulations 2015 - 33 (1) (b) (ii)).					
10878	Newcastle Joinery Limited	Safer cells at HMP & YOI Polmont	£300,000	Nov 22	Feb 23
Reason for NCA: An operational requirement for seven (7) standard prison cells to be refurbished into Safer Cells and one upgrade of a Safer Cell all within HMP & YOI Polmont. This request had a critical timeline with a completion of works. Market research undertaken with no Contractors demonstrating capacity to deliver on time.					
01553	Committed to Ending Abuse	Domestic Abuse Support Service	£93,972	Apr 23	Mar 24
Reason for NCA: HMP & YOI Polmont are currently reviewing their future population and service need requirements. It was therefore not possible to tender these services in 2022/23. The 12 month extension will allow this assessment of need to be concluded and provide sufficient time to develop an updated specification.					
01327	Barnardo's Scotland	Youthwork Services	£267,457	Dec 22	Nov 23
Reason for NCA: HMP & YOI Polmont are currently reviewing their future population and service need requirements. It was therefore not possible to tender these services in 2022/23. The 12 month extension will allow this assessment of need to be concluded and provide sufficient time to develop an updated specification.					
01161A	Protec Camerfield Ltd	Maintenance of Watermist Systems	£151,544		Sept 24
Reason for NCA: The specialist Fogex watermist systems at HMP Glenochil and HMP Edinburgh are currently maintained under contract 01661A by Protec Camerfield. A project to update these was tendered in August 2022 (10831 Multi-Site Water Mist Pumpset Replacement) but no bids were received. SPS therefore elected to extend the existing maintenance contract with Protec for these critical systems. There is justification for an NCA due to "competition being absent for technical reasons" (Public Contracts (Scotland) Regulations 2015 - 33 (1) (b) (ii)).					
01261A	Alarm Radio Monitoring Ltd	Maintenance and Repair of Radio-Based Officer Alarm Systems	£180,000	Mar 23	Mar 26
Reason for NCA: The SPS contract with Atus Systems UK Ltd ended in February 2023. The supplier had withdrawn from the market and was no longer capable of supporting this type of specialist system for the SPS. The UK proprietary rights for the alarm systems (Atus / Bosch) transferred to a different company Alarm Radio Monitoring Ltd. PPSD issued a VEAT in March 2023 and a contract was subsequently awarded to Alarm Radio Monitoring Ltd.					

Section 2: Review of Regulated Procurement Compliance

The SPS Procurement Strategy 2022-23 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-add outcomes. This Section 2 sets out the 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 Regulated projects 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.

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 advises and supports 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 to compliantly manage lower value tender activity at a local level.

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 provides 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 and meeting business needs versus the commercial and legal risks of making an NCA. 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 site 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 of this report.

1.4 Audit

The Scottish Government Audit function and Audit Scotland undertake oversight of the SPS including the procurement function and processes (both PPSD and devolved procurement).

Scottish Government commissioned Ernst & Young (EY) to undertake a review of SPS Contract Management processes. The June 2022 report made various specific recommendations. In response, PPSD and the Contract Management Unit in Operations Directorate have developed an action plan to take forward agreed activity during 2023/24. Key activity will include revisiting the contract management working practices and categorization to ensure the guidance remains fit for purpose / aligned to the needs of the SPS business and establishing an SPS Contracts Committee to provide high level corporate oversight of the contract management arrangements. Recommendations were also made in respect of training including 'technical owners.'

Section 3:

Community Benefit Summary

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 (often areas of multiple deprivation) 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) before, during and after any procurement process to ensure that community benefit outcomes are carefully 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 to broadly set 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 are generally well positioned to deliver these types of outcomes (especially on large scale, higher value, longer-term projects). However, SPS also seeks to secure community benefits in relevant 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 outturns were specifically linked to that contract.

The remainder of this section provides a summary of the outcomes achieved in the period.

1. Community Benefits Included

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

1) Design & construction of the HMP Glasgow (Pre-Construction Service Agreement stage)	Supplier: Kier Construction
Contract Start Date: July 2022	End Date: Jan 2024
Contract Value: £13.4m	Contract reference: SPS-10700
<p>The Scottish Prison Service (SPS) awarded Kier Construction the preconstruction services contract to deliver the new HMP Glasgow. This is set to replace the Victorian-era HMP Barlinnie.</p> <p>HMP Glasgow will be a modern facility built on a 54-acre site in Provanmill. SPS intends that it will be designed to deliver safety and security through the use of technology and design innovation in a way which supports positive outcomes for those in the care of SPS and the wellbeing of the wider community, as well as operating in a fully sustainable way throughout its lifecycle.</p> <p>Kier and its supply chain have now begun working on the pre-construction phase, closely collaborating with SPS as part of a strategic alliance (see below) and combining its national custodial experience with its Glasgow-based regional delivery team, to deliver the best possible design for this modern and progressive new facility.</p> <p>The SPS Project Team actively promoted its desire for the bidders to offer a wide range of community and social benefits during the Pre-Construction Services Agreement (PCSA) phase of the Works contract and to provide legacy commitments after HMP Glasgow has been built and is operational.</p> <p>The HMP Glasgow project set out to deliver Community Benefits in accordance with Construction Industry Training Board (CiTB) requisite range of community benefits for a construction project of c. £80m+ (band 9). The project is currently at the Stage 1 (incorporating design and advance works). Stage 2 will entail the main works contract.</p> <p>Kier has indicated that it will target 60% Social Return on Investment (SROI) reflecting (social 7% and local economic value 53%). Kier's proposed community benefit and social value deliverables include:</p> <ul style="list-style-type: none"> • The creation of a Community Benefits Mission Statement for HMP Glasgow. • Adopting their sustainability framework 'Building for a Sustainable World' for the project which fully aligns with the Scottish Government's National Outcomes. This will ensure the contract will directly contribute to the delivery of these outcomes. • The establishment of a Social Value Steering Group (SVSG) to develop and nurture existing partnerships and ensure new partnerships are created. • The creation of 100 new sustainable jobs for local people, including 40 sustainable jobs for prison leavers, 50% local employment, 90% offsite local employment and 50 apprentices / trainees. • 200 Work placements. • 50 careers events. • £200k planned spend with social enterprises and £50k in community donations. • Developing existing relationships with Supported Businesses and Third Sector organisations (All Cleaned Up, St Pauls Youth Forum, etc.); and • Use of their Thrive Social Value Calculator to forecast and capture impact from the offsite supply chain, giving a broader understanding of HMP Glasgow's social impact. • Support SPS's ambitions for delivering social value through its Making Ground programme. Making Ground is Kiers prison engagement and employment programme, designed to support serving prisoners and prison leavers into sustainable employment in the construction industry. 	

Net Zero

The Infrastructure Investment Plan for Scotland 2021-2022 to 2025-2026 sets out the long term plan for infrastructure in Scotland supporting an inclusive net zero carbon economy. HMP Glasgow forms part of this plan. In its role as project integrator employing a Design for Manufacture and Assembly (DfMA) approach, Kier will explore options for delivering a net zero carbon facility which also operates as a 'smart building', using automated processes and technology to support the operation of the new prison, for example through automated prisoner movement. HMP Glasgow will be delivered using modern methods of construction underpinned by use of digital technology to further support decarbonisation goals during construction and an efficient delivery programme.

Fair Work First

- Kier Construction committed to Fair Work First practices / Living Wage at the start of the project.

Prompt Payment.

- SPS will use of a Project Bank Account (PBA) so that Kier and its participating sub-contractors are paid concurrently and promptly throughout both the PCSA and the subsequent Works contract.

The Strategic Alliance for HMP Glasgow comprises the Scottish Prison Service as client and:

- Kier – main contractor.
- Holmes Miller – architect.
- Curtins – civils and structures.
- Pick Everard – architect.
- Arup – mechanical and electrical engineering.
- Medical Architecture – health planning and stakeholder engagement.
- FES Ltd – MEP subcontractor.
- PCE Ltd – precast concrete install and supply.
- Careys Ltd – groundworks and civil engineering.



Artists Impression of the new HMP Glasgow in Provanmill, Glasgow.

2) Cleaning Services to the SPS	Supplier: Regent office Care t/a Samsic UK Maxim Facilities Management Ltd
Contract Start Date: Sept 2022	End Date: Mar 2026
Contract Value: £2.477m	Contract reference: SPS-01839 A to E
<p>A five Lot cleaning service contract which was awarded to the two suppliers named above.</p> <p>Samsic UK and Maxim FM have both indicated that they will work with SPS to provide community benefits. Both regularly partake in social and employability initiatives within the local community e.g. sponsoring school based activities contributing to local job fairs to encourage local employment and offering work experience and apprenticeship programmes within local communities.</p> <p>SPS often train prisoners to a BICS accredited standard in cleaning. Both suppliers have indicated that they would seek to work with the SPS to provide work experience for prisoners who are due to be released. Arrangements TBC with SPS operations to determine suitable candidates.</p> <p>Fair Work First Both suppliers – all staff are paid, at minimum, the Living Wage. The employment packages reflect no use of Zero-hour contracts and other Fair Work First principles.</p>	

3) Supply of Fresh Fruit & Vegetables	Supplier: McLays Foods Ltd
Contract Start Date: May 2022	End Date: May 2025
Contract Value: £2m over 3 years	Contract reference: SPS-01933
<p>Community Benefits The SPS award of this, and the SPS Fresh Meat contract in late 2021 to McLays provides a platform for the supplier to both sustain its existing community benefit activity and to also develop specific outcomes with the SPS. McLays general community benefit activity includes:</p> <ul style="list-style-type: none"> • Providing work placements for young people leaving school, with disabilities or who are part of disadvantaged groups. • Donating to food banks in their local area and local area of our customers on a weekly basis, including delivery of the produce. McLays liaise with local foodbanks weekly to agree to produce required and arrange delivery at a time which suits and ensures the products can be fully utilised. • Providing full sponsorship of customer food development schemes such as Glasgow City Councils “Eat them to defeat them” aimed at promoting vegetables in primary schools. • Providing demonstrations such as butchery skills to customers in the education sector. McLays head butcher has visited local colleges and held multiple demonstrations of various butcher meat cuts for the learning of young aspiring chefs. • Offering full apprenticeships to young people interested in building a new career in their industry. McLays have a programme designed specifically to developing new butchers at its own cost. It also sponsors young people within its administration team to go on university courses for other areas of the business such as Finance/Accounts and food safety. <p>McLays has indicated that they would be willing to work with SPS to provide external day release work placements for those in custody. As an existing supplier to SPS this is something they have previously undertaken. Arrangements TBC with SPS operations to determine suitable candidates.</p> <p>Fair Work First McLays are members of The Real Living Wage Foundation. They currently pay all staff (including seasonal workers) the Real Living Wage and are committed to continuing to do so in the future. They have also signed up to the Scottish Business Pledge. The employment package reflects no use of Zero-hour contracts and other Fair Work First principles.</p>	

Contracts awarded in prior years with ongoing Community Benefits:

4) Design & Construction of the HMP Highland (PCSA) in Inverness.	Supplier: Balfour Beatty Contract reference: SPS-10600
<p>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.</p> <p>The APR 2021/22 had indicated the broad set of Community Benefit and social value commitments reflected in Balfour Beatty's bid. This APR reflects outcome reporting for the initial Pre-Construction Services Agreement (PCSA) phase of the project.</p> <p>The HMP Highland project team successfully hosted a Community Benefits Stakeholder Event in Inverness on 22 Nov 2022. The event included key local representatives from within HMP Inverness, the Scottish Prison Service (SPS), Balfour Beatty, Criminal Justice, Education, Employability and Health Services.</p> <p>The partnership session was hosted by the SPS's Operational Advisor for HMP Highland, and Balfour Beatty Social Impact Manager with partner presentations provided by G&A Barnie, Barnardo's, CITB & Community Focus Scotland. The partnership event built upon one-to-one dialogue sessions which have been completed with key stakeholders by HMP Highland project team members over the past 6 months.</p> <p>The session provided an opportunity to discuss progress that has been made within preconstruction; with community benefits, captured ideas and opportunities for future development which gained firm commitment from partners, with the aim of creating a long-term legacy for the local community.</p> <p>The Balfour Beatty Social Impact Manager provides oversight and direction to the various agreed activities and the outcomes set out in this APR. Balfour Beatty has reported using the National TOMS (NT) metrics for the period April 2022 to March 2023:</p> <p>Employment / Employability Engagement Activities.</p> <ul style="list-style-type: none"> • NT4: 2 full time equivalent direct local employees (FTE) hired on the contract who are not in Employment, Education or Training (NEETs). G&A Barnie created 2 apprenticeship positions for participants through Balfour's project partnership with the Scottish Academy for Construction Opportunities (SACO) programme. • NT7: 6 hours dedicated to supporting unemployed people into work by providing career mentoring, including mock interviews, CV advice, and careers guidance (over 20 years old). Balfour Beatty supported the DWP Employability event for inmates in HMP Inverness, the first in-person session within the prison in three years since Covid pandemic. <p>Improved Skills.</p> <ul style="list-style-type: none"> • NT8: 47 staff hours spent on local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks, introduction to the construction industry. Balfour Beatty supported DYW regional events through DYW Inverness regional team, supported UHI Site visits and project team delivered the Baker Hicks Family Design project at Millburn Academy in Inverness. • NT11: 12 hours dedicated to support young people into work (e.g., CV advice, mock interviews, careers guidance (under 20 years old.)). Balfour Beatty supported workshops for young people completing Barnardo's employability programmes. • NT12: 4 weeks of meaningful work placements or pre-employment courses; 1-6 weeks student placements (unpaid). G&A Barnie hosted work placements in their local factory at Carsegate, Inverness via the Highland "Scottish Academy for Construction" programme. • NT13: 6 weeks of meaningful work placements that pay Living Wage; 6 weeks or more – Baker Hicks hosted student placement via University of Highlands & Islands (UHI) in partnership with Architectural technology dept. 	

- **NT15:** 30 hours of expert business advice to TSOs and SMEs in the supply chain – Highland supply chain event hosted in Inverness by Balfour Beatty Procurement team with attendance by Regional Scotland Managing Director and HMP Highland Project Director. Event focus on Sustainability and Social Value.

Local economic Impact

- **NT18: £4.9m** spent to date with local supply chain during this PCSA stage. Highland based supply chain delivering key subcontract packages including groundworks and M&E offsite manufacturing. 86% Local spend (within 10 Miles).

During 2022/23 Balfour Beatty appointed local Highland businesses as part of the supply chain for HMP Highland. Key partners include UB Civils Ltd and G&A Barnie accounting for 86% of the spend to date being local.

- UB Civils, Inverness have completed a number of Advance Works on site including site clearance, water main diversion, mobilisation & ground preparation works.
- G&A Barnie, Wick have been appointed as M&E contractor on HMP Highland and are working on the offsite M&E design during the PCSA period.
- Both companies are based in the Highlands thereby supporting local employment. Both have previously worked with Balfour Beatty as part of its supply chain.

Fair Work First

Balfour Beatty committed to Fair Work First practices / Living Wage at the start of the project. They are a Living Wage accredited employer across all their business units in Scotland.

Prompt Payment.

Balfour Beatty have indicated that they have a target for prompt payment of their supply chain within 30 days. This commitment extends to the HMP Highland project.

Two short Case Studies are provided overleaf:

- The HMP Highland project team collaborated with the project Architect Baker Hicks to create and deliver an accredited education project with Millburn Academy pupils in Inverness.
- Creating apprenticeship opportunities in partnership with the Highland “Scottish Academy for Construction Opportunities” (SACO) programme.

Case Study - Baker Hicks – Education Design Project



Where: Inverness, Scotland

When: November 2022 – March 2023

Who: “Each year, we welcome talented young people onto our placement programme and the calibre of those at Millburn Academy has been fantastic. Pupils were full of enthusiasm to learn and explore – they showed a real interest in the subject matter and now know more about what it’s like to work in a consultancy environment, which should help them during the course of their career journeys.”

Laura James, Head of Scotland at BakerHicks

BakerHicks are the lead architects for the design, engineering, and project delivery of HMP Highland to RIBA 3 standards.

Higher and Advanced Higher Graphic Communication pupils from Millburn Academy’s Architecture Club completed a hands-on work experience opportunity to come up with mock designs for a brand-new family centre for HMP Highland.

Based on a real-life work scenario and brief provided by BakerHicks the pupils were mentored and guided by representatives from both BakerHicks and Balfour Beatty, the main contractor for the Scottish Prison Service project, giving them a chance to apply their learning from the classroom into the world of work.

At the start of the programme pupils were given an initial introduction to the project and tasked with creating a welcoming, clean, inviting, and comfortable pavilion located at HMP Highland’s wider campus, close to the school.

With a range of practical assignments including the creation of mood boards, sketches, interior design and space planning, pupils polished up on their 3D modelling and presentation skills, and with access to a team of building design professionals, were able to apply themselves to a real-life situation, coming away with a portfolio to support future college, university, or job applications.

Fully immersed in the project from November to March, pupils also gained skills vital to carry them through to the workplace including creative thinking, communication, teamwork, and self-critique.

Five pupils completed the project, gaining Bronze Industrial Cadet Certification and collectively completed over 100 Learning Hours through the project.

Case Study – Creating apprenticeship opportunities in partnership with the Highland ‘Scottish Academy for Construction Opportunities’ (SACO) programme.

The HMP Highland project team’s early engagement with Balfour Beatty’s appointed supply chain resulted in their M&E partner G&A Barnie employing two unemployed young people through local CITB training programme supported by Barnardo’s.

Two Highland teenagers gained construction apprenticeships thanks to the new partnership, helping with the build of the first new prison in the Highlands for more than a century.

The HMP Highland community benefit partnership includes Barnardo's Works Highland & Moray and has promoted the Scottish Academy for Construction Opportunities (SACO) programme, run by the CITB.

Callum and Luke achieved National 4 and 5 qualifications at school, but then struggled to find work. Both were keen to secure employment in the construction industry.

Their involvement with SACO meant they were able to complete Barnardo’s “6-week Access to Trades” course, where they achieved qualifications in Health and Safety, core SQA units, and attained their Construction Skills Certification Scheme (CSCS) cards.

As part of the programme they were provided with the opportunity to take part in site visits with G & A Barnie Group Ltd, a local construction firm working on the new prison.


Having impressed the firm during their visit, they were invited to interview for employment as Multi-Skilled Trainee Apprentices, for which they were both successful.

In February 2023, they both commenced their full-time paid positions, and will be supporting off site manufacturing of pipes, and mechanical and electrical packages, for HMP Highland.



“Working with local and national employers, and being involved in projects such HMP Highland, offers Barnardo's Works the opportunity for partnership and collaborative working which adds tremendous value and benefit to the work we do to prepare our young people for the world of work.”

Anne Walker, Service Manager at Barnardo’s Works Highland & Moray

5) Digital Transformation Programme (DTP)	Supplier: Microsoft
Contract Start Date: Aug 2021	End Date: Aug 2023
Contract Value: £2.73m	Contract reference: SPS-01929
<p>A call-off contract 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>Climate Crisis</p> <p>An SPS ‘WorkSmart’ project combined with the DTP reimagining the government workspace (e.g. use of MS365 and MS Teams) has allowed SPS to provide flexible, remote capability across the SPS estate. The DTP project supported a transition from SPS running on-premises computer systems towards Cloud operations and using Microsoft Teams to reduce commuting and business travel. As result of these changes Microsoft project that:</p> <ul style="list-style-type: none"> • New ways of on-line remote working are expected to provide a 2,000 tCO2e per annum reduction in SPS travel and a £3k per annum saving in power consumption. • Energy avoided – equivalent of planting 542 trees.  <p>Other business process benefits of the DTP work have been quantified (e.g. adoption and use of the new tools to support operational effectiveness and efficiency within SPS and its work with partners) and advised to the SPS using a Total Economic Impact methodology developed by Forrester Research.</p>	

6) Retail Goods (Prisoner Canteen)	Supplier: J.W. Filshill Ltd
Service Start Date: June 2019	End Date: August 2023
Contract Value: £4.9m p.a.	Contract reference: 01684
<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"> • Filshill has built a relationship with Street League. They use sport to work with 16-24 year olds who are not in education, training, or employment. Filshill has recently developed the working relationship between Taskmaster (the agency used by Filshill for temporary / permanent staff) and Street League. This opens-up a route towards employment opportunities for candidates in other businesses when they may not be suitable for Filshill, or there are no available posts within Filshill. <p>The Filshill Community Fund continued to support various charities and causes through the donation of goods or funds. Example of support provided in the past year:</p> <ul style="list-style-type: none"> • Refuges Poland. Donated £2,000 of stock and provided logistics help to the Glasgow Temple to move other publicly donated goods to a warehouse for sorting into 6 loads for distribution to Poland. • Donation and distribution of selection boxes at Christmas 2022 to 45 nurseries reaching 2,500 children. • Renfrew Football Club. Financial help (£2,500) to support the club run activity for disadvantaged youngsters, set up a mental health space, and to run an over 55s football team. • Filshill received a Gold Grocery Award during the year in recognition for its charity support work. <p>Circular Economy. Filshill’s Chief Marketing Officer is the lead president of the SGF (Scottish Grocers Federation) and has been working closely with Scottish Government and RVM (reverse vending machine) suppliers on the deposit return scheme (DRS). Whilst the DRS has now been paused till 2025 the intended introduction in 2023 had led Filshill to trial RVMs in a number of stores.</p> <p>Local economic Impact. Filshill indicate that approx. £30m of the goods sold by value are sourced annually from Scottish SME suppliers.</p>	

7) HMP Barlinnie (Improvement Programme)	Supplier: Kier Construction
Contract Start Date: Jan 21	End Date: Approx. May 23
Contract Value: Approx. £5.5m	Contract reference: SPS-10710

Kier Construction worked during the Covid-19 pandemic and the associated restrictions to deliver a programme of refurbishment work within HMP Barlinnie. This end of project report from Kier reflects the range of community benefits and social value outcomes achieved as a consequence of the SPS project. Kier has reported using the National TOMS (NT) metrics:

Employment / Employability Engagement Activities.

- NT1: 5 FTE local employees hired or retained on the contract for one year or the whole contract duration. This includes one 18+ year old as result of recruitment programme.
- NT7: 1,056 hours of support provided to unemployed / disadvantaged people e.g. career mentoring, mock interviews, CV advice, etc including with prisoner within HMP Barlinnie itself.

Improved Skills.

- NT8: 0 hours of staff time spent on local school and college visits delivering career talks, curriculum support, etc. The most recent was in March 23: Careers Event at Cathkin High school and a STEM Event at the Isobel Mair ASN School
- NT10: 218 training weeks of apprenticeships on the contract by nine apprentices.
- NT13: 16 weeks of work placements for 4 persons.
- NT20: 7 employees provided with access to at least 12 months of a wellbeing programme. The on-site training led to 15 people who had been unskilled completing some form of industry certification (training includes SMTS, manual handling, abrasive wheels).

Local economic Impact.

- NT14: £400 spent with Third Sector / Supported Business. Purchased PPE items from Re-Employ as a starter kit for those on an Apex Build IT Course. Also provided 5 hours of business support to the Third Sector organisation - Families Outside.
- NT19: Up to April 23, a total of £4.76m was spent with SME suppliers on materials or sub-contract work. 92% of that was with SME suppliers within a 20-mile radius of HMP Barlinnie. This overall figure reflects £1.29m being spent in the 12 months since the prior APR.
- Kier Construction committed to Fair Work First practices / Living Wage at the start of the project.

Build It

Unemployed and want to get into the construction industry? Get your CSCS Green Labourer Card with the 'Build It' programme in 2022

- SQA Health & Safety in a Construction Environment
- CITB Exam Workshops
- Industry input from Kier Construction
- Paid Travel Expenses
- Employability Skills

Logos: apex scotland, KIER, Open Gates

Kier also worked with APEX Scotland and the Glasgow based [Open Gates](#) project. Kier supported the Build-It Vocational CSCS Training programme at two events (Feb and June 22). The Kier site manager attended the Open Day to inform trainees about the variety of careers available and to provide advice on the skills / expectations for those working in construction. This included site visits to construction projects in Glasgow.



Apex Build It Trainees and Poster

8) HMP Stirling (Women's National Facility)	Supplier: Morrison Construction
Contract Start Date: Dec 2019	End Date: Est July 2023
	Contract reference: SPS-10471

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, and BASE. There have been regular meetings and dialogue throughout to maintain a focus on the community benefits elements of the project. As the construction phase concludes, this APR provides an overview of the social value achieved by the project.

- The work between Morrison Construction and BASE as part of the HMP Stirling project to develop a joint approach to embed Supported Businesses, Social Enterprise (SE) and Third Sector Organisations (TSOs) into the Morrison Construction supply-chain both for the HMP Stirling construction project but, more importantly, on an ongoing basis in other Morrison projects. This generated around **£300k of Direct spend with three Supported Businesses** which in turn contributed to protecting jobs for Adults with a Learning Disability, Veterans, and People with a lived experience of the Care and Justice system. There is a short **Case Study** overleaf setting out the approach and outcomes.
- Morrison engaged [Community Focus Scotland CIC](#) to run the on-site food cabin throughout the project up to April 23 as the construction phase wound down. The CFS cabin employed local people; has generated sales of between £80k-£100k since the project started, and any profits were re-invested back into the local community by CFS.
- **“Pathways to Employment”** programme through the Wise Group. This service is intended to work with up to 10 women under the care of SPS at both the pre-release and post-release stages. 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, and other issues but will continue beyond the construction phase of the new prison with Morrison funding this work for 1 year.
- The project established a **Community Fund** with the aim to maximise benefit to the local Stirling communities. Morrison has managed the fund with the SPS, Stirling Council and the Wise Group agreeing local priorities. This led to £47,155 of funded activity.

In addition, the project has delivered:

- 17 jobs created
- 197 hours of Volunteering
- 64 hours of Career Support
- 1,220 training / apprenticeship weeks on site
- 20 weeks of Work experience
- 47 Hours of educational sessions
- **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. Overall local spend was £30,074,594. This reflects an additional £1.29m spend since the last APR.
- Morrison committed to Fair Work First practices / Living Wage at the start of the project.

Case Study - Morrison Construction and British Association of Supported Enterprise (BASE)

The Scottish Prison Service (SPS) are delighted that Morrison Construction and British Association of Supported Enterprise (BASE) have been able to develop a joint approach to embed Supported Businesses, Social Enterprise (SE) & Third Sector Organisations (TSOs) into the Morrison Construction supply-chain both for the HMP Stirling construction project but, more importantly, on an ongoing basis in other Morrison projects.

The joint work to develop the Supported Procurement Group supply-chain network has been rightly recognised by the parties winning a Go Award 2022/23 in the Social Value Category and a Highly Commended at the National Go Awards in Birmingham.

As part of the Restricted tender procedure, the SPS encouraged the inclusion of Supported Businesses, SE and TSOs within the bidder supply-chain for HMP Stirling with the associated Community Benefit that this could provide. This SPS messaging was consistent from the pre-ITT stage (bidder forum), in the ITT itself, within the bid evaluation, and the bidder's commitment reflected as a contractual outcome. SPS also involved BASE and Stirling Council in the project from the pre-ITT stage. This allowed bidders to better understand SPS's objectives, the local aspirations in the Stirling area, and to meet relevant key stakeholders such as Alistair Kerr, Director & Chair of BASE Scotland.

BASE Scotland and SPS share a common interest in supporting disadvantaged persons into training, employment, and better life opportunities. As part of developing its bid, Morrison Construction discussed how the project might support this objective. The HMP Stirling project provided a catalyst for Morrison Construction, working with BASE, to gain a proper understanding of what the Supported Business sector, some SE and TSOs could deliver. This work developed into the co-creation with BASE of the **Supported Procurement Group (SPG)** providing a route for Supported Business, SE and TSOs to enter Morrison Construction's supply chain to directly provide goods and services to Morrison projects (food, furniture, signage etc).

Morrison undertook multiple engagement sessions with BASE and its network of Supported Businesses. The general concern amongst all was that the Morrison standard evaluation process for joining its Supply Chain, a 115-page document titled 'Onboarding', was too demanding for these organisations. The Morrison procurement team reviewed & simplified the process, trimming the document to just eight-pages, and renaming it 'Onboarding Lite'. Supported Business, SE and TSOs are now asked to provide only essential details of their organisation, the services / goods they provide, & to confirm their adherence to Morrison's regulations. This development work was undertaken against the backdrop of Covid-19 restrictions affecting the ability to meet; all parties showed resilience and fortitude to overcome this barrier, foster the relationship and to take forward the SPG.

In the HMP Stirling project, Community Focus Scotland (provided on-site catering at the construction site); Redeem Exchange (supply of hand sanitiser / wash-room products in the site welfare facilities); North Lanarkshire Industries (supply of soft furnishings), Made by Scotland's Bravest (signage), and the Wise Group have all variously benefitted from this joint work around the HMP Stirling Project. Wise Group is a Social Enterprise with a track-record in delivering employability support, including vulnerable groups. In this case, Morrison sponsored a 'Pathway to Employment' initiative which provides training and employment opportunities for women under the care of SPS, at both pre and post-release stage.

Probably the most sustainable legacy will be the development of the first private sector Supported Procurement Group in the UK with BASE members on boarded to Morrison Construction Supply Chain. In simple terms when Morrison is successful when bidding for or performing a contract, it has a route to source goods and services from the Supported Businesses as part of its supply chain, generate spend, protect Disabled People's Jobs in their local communities and lay a platform to employ more Disabled or Disadvantaged People.

The work continues and Morrison Construction has hosted its Subcontractor Forum Quarterly. The first one was hosted at Haven PTS the next (May / June 23) will be hosted at RSBI in Glasgow. This activity has filtered down and led to some of the Morrisons supply chain directly spending with Supported Businesses. This Forum continues the BASE network and Morrison Construction Supply Chain meeting to share good practise, build new relationships and to jointly develop opportunities.

Alistair Kerr Director & Chair of BASE Scotland Network commented: *“The accomplishment is an impressive realisation of the Collaboration between BASE Scotland, Scottish Prison Service Procurement & Morrison Construction being nominated at the National GO Awards. It builds on the Winning Nomination at Scotland GO Awards, Social Value Award. It has shone a positive spotlight on the art of the possible utilising Sustainable Procurement Duty’s to develop opportunities for Disabled People in our Local Communities in Scotland. A fantastic evidenced based Community Wealth Building example and true partnership between Public, Private and Third Sector Organisations that can be replicated and scaled to ensure Disabled People are not left behind. BASE Scotland are immensely proud of the nomination”.*

9) Community Custody Unit (CCU), Glasgow	Supplier: Ogilvie Construction
Contract Start Date: Dec 2019	End Date: Oct 2022
Contract Value: Approx. £8.2m	Contract reference: 10624A
<p>Work on the second CCU (named the Liliac Centre) was completed in the year and the facility handed over to the SPS for operational use. The concept of the CCUs reflects greater emphasis on reintegration and rehabilitation through custody in the community. Newly built, based on principles of a modern prison for women, the unit in Maryhill will house up to 24 female offenders. Both CCUs (<i>Bella in Dundee which opened in August 2022</i>) are designed to support independent living skills with those cooking, shopping [online] and budgeting for themselves as skills they need when they return to the community.</p> <p>The CCUs will typically hold those towards the end of a sentence in one of the larger women’s jails in Stirling or Grampian and will help prepare them for release within a secure environment with community access opportunities. For long-term prisoners (sentences of more than four years), it will only be within the last two years, or for those serving life, within the last four years.</p> <ul style="list-style-type: none"> • Local economic Impact. In the period between on-site commencement (Nov 20) to completion of Works in summer 2023, approx. £1.395m of materials was purchased from local suppliers in, and around, the Glasgow area. The expenditure includes a variety of plant / equipment hire and construction materials. • Ogilvie’s committed to Fair Work First practices / Living Wage for the project. 	



Liliac Community Custody Unit, Glasgow.

10) Scottish Court Custody & Prison Escort Services (referred to as “SCCPES”)	Supplier: GEO Amey PECS Ltd
Service Start Date: Jan 2019	End Date: Jan 2027
Contract Value: £30m p.a.	Contract reference: SPS-01500

In the financial year 2022/2023, GEO Amey continued to recruit (approx. 250 staff) to maintain its operational complement in Scotland. Recruitment activity is on-going. The recruitment activity supports ongoing purchase of staff uniform garments.

During the year, GEO Amey re-tendered its provision of staff uniforms for all parts of GEO Amey. The Supported Business (Haven) was successful in retaining the contract for contract for the supply in Scotland.

Supply chain engagement

GEO Amey has maintained its longstanding use of Supported Businesses and Social Enterprise in its supply-chain for the contract.

		£ Spend in FY 2021-22	Aggregate £ spend
Supported Business			
• Staff Uniform	Haven Products	£155,762	£584,331
• Vehicle Base Cleaning	All Cleaned Up	£70,513	£279,571
• Vehicle Base Furniture	City Building / RSBI	£804	£73,663
Total spend with Supported Business		£227,079	£937,565
Social Enterprise			
• Document Management & Storage	WildHearts	£43,500	£252,516
Total in FY 2021/22 and in aggregate since contract commencement in early 2019.		£270,579	£1,190,081

GEO Amey continues to use the Supported Business ‘All Cleaned Up Scotland’ to provide cleaning services in its operational 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.

Environmental - Climate Crisis – Vehicle Fleet

GEO Amey launched an environmental committee to review its environmental impact and identify Net Zero opportunities with a particular focus on its vehicle bases and fleet. SPS will follow-up with GEO regarding this work and how that may support the SCCPES contract.

Prompt Payment to Suppliers / Supply Chain

GEO Amey applies a standard payment provision of 30 days to all suppliers and transparently publishes its performance (in line with Business payment practices and performance reporting requirements). GEO also reviewed its supply chain to identify opportunities for increased efficiency (for example, consolidated invoicing) with reduced payment terms.

Fair Work First (FWF)

All GEO Amey staff engaged in SCCPES are paid at least the Living Wage. GEO Amey launched initiatives to improve its employee work / life balance and implemented a network of mental health first aiders to support colleagues.

11) Learning and Skills (Education Services)	Supplier: Fife College
Start Date: Aug 2017	End Date: July 2024 (extn option available)
Contract Value: £4.9m p.a.	Contract reference: SPS-01313
<p>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.</p> <p>Prison-based learners submitted 138 entries in July 2022 to nominate Fife College staff who they felt had delivered exceptional learning experiences. HMP Greenock was awarded “Prison Teaching Team of the Year” and a tutor within HMP & YOI Polmont was awarded with “Prison Teaching Staff Member of the Year”. Prison Learning and Skills was also strongly represented at the Fife College Innovation Awards in November 2022, with 17 entries, eight of which were shortlisted. A staff member from HMP & YOI Polmont was awarded the “Innovative Use of Technology” award for their work implementing and running of the Learning Hour which runs daily on the prison internal TV channel.</p> <p>Scholarships Following receipt of 13 scholarship applications, 3 Adam Smith Foundation awards were made to prison-based learners in HMP Shotts, HMP Grampian and HMP Edinburgh to further their studies and enable additional opportunities on release. In October 2022, a total of £750 was shared between three learners and spent on resources to support higher level maths and creative art studies.</p> <p>Training & Development:</p> <ul style="list-style-type: none"> • Credit Bearing Awards and Individual Units – 1,527 in 2023/23 (1,462 in 2021/22) were achieved against a background of continued Covid-19 restrictions affecting numbers able to access learning. • Eleven prison learners undertook and completed the London School of Music exams gaining qualifications at varying grades. <p>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.</p> <p>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 23 current and the installation of 32 new e-learning courses. All Health and Safety e-learning modules are RoSPA accredited providing industry recognised qualifications for the learners.</p> <p>Six licences for the photo and publisher software have now been purchased and installed at no cost to SPS. This will allow the Creative Media Group (CMG) to continue creation of the prison STIR magazine and other STIR related publications.</p> <p>Learning centre staff in all establishments can now access the ‘Click-View’ video learning content resource platform. This has been made available through Fife College’s further education subscription and enables access to a back catalogue of 30,000 curriculum linked resources. Whilst currently restricted due to copyright implications for offline download use, Fife College have been able to use the resource to support specific curriculum via the SPS’s in-cell TV provision in 8 establishments.</p> <p>Fife College continue to support ten Open University Open Learn Courses for learners in all establishments. Subjects included business, grammar, and finance. Six individuals completed degree level OU studies and graduated in the year.</p>	

11) Learning and Skills (Education Services)	Supplier: Fife College
Start Date: Aug 2017	End Date: July 2024 (extn option available)
Contract Value: £4.9m p.a.	Contract reference: SPS-01313

In September 2022, Fife College's curriculum and digital team introduced a weekly update to all prison-based staff including a '5-minute Friday' section offering short digital CPD via videos and worksheets to encourage digital upskilling. To date, 20 different topics have been covered. These guides and updates have been well received by staff and offer the opportunity for staff to input into future updates.

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 in the year include:

- The Learning Centres continued their partnership with [Open Book](#) co-facilitating weekly book group sessions for 614 engaged learners in HMP Barlinnie, HMP Glenochil, HMP Low Moss, HMP Greenock, HMP Shotts and HMP & YOI Polmont with over 250 sessions completed between all establishments.
- In November, event activity was scheduled around **Book Week Scotland**. Fife College successfully applied for 300 copies of 'Scotland's Stories' which were distributed across learning centres.
- **Scottish Book Trust**. Following the submission of two funding applications in 2022, the Scottish Book Trust awarded 12 partially funded 'live literature' author visits to seven Scottish prisons. The funding facilitated author workshops and motivated creative writing engagement by learners.
- Fife College engaged with 12 learners over 12 weeks in the laundry work shed within HMP Grampian, to promote learning and improve the sewing skills. Four SQA qualifications including problem solving, volunteering and employability were also achieved by the learners. The group created over 30 gift bags which were donated to the local Cancer Research branch in early December.
- **Macmillan Coffee Morning**. Fife College with SPS, coordinated events for Macmillan's World's biggest fundraiser coffee morning in September 2022 with 11 learners across HMP Castle Huntly and the Bella Centre baking and selling cakes to help raise money for those living with cancer.

Creative Media Activities

- In April 22, HMP Greenock worked with Inverclyde Libraries to facilitate an author workshop as part of a project called Scotland's Stories: Community Campfires Residency, supported by EventScotland and Scottish Book Trust. 20 male and female learners participated in the event which totalled 32 PLHs, many of whom are now engaging in creative writing classes as a result.
- In June 2022, working in partnership with Dundee Repertory Theatre at HMP Perth, there was 'A Play in a Week' series of workshops and final performance. Eight learners took part over ten classes, totalling 200 learning hours and achieving SQA qualifications. Feedback from learners was extremely positive with benefits evidenced, ranging from improved mental health to an increase in confidence.
- In August 2022, learning centre staff in HMP Dumfries worked with the Edinburgh International Book Festival to facilitate an insightful session by award winning writer, Karen Campbell regarding her new book 'Paper Cup' which was attended by 14 learners. HMP & YOI Polmont had also facilitated an author event in May 22 with Graeme Armstrong, writer of 'The Young Team'.
- During Prisoners Week in November 2022, learning centre staff in HMP Greenock, facilitated a visit from Scottish artist, Gerard Burns. 18 learners were given the opportunity to meet the artist and gain feedback on their own creative artwork.

11) Learning and Skills (Education Services)	Supplier: Fife College
Start Date: Aug 2017	End Date: July 2024 (extn option available)
Contract Value: £4.9m p.a.	Contract reference: SPS-01313
<ul style="list-style-type: none"> Throughout 2022/2023, Fife College held computer generated music workshops in partnership with Highland Culture Collective in HMP Inverness. The 12 sessions were attended by 12 learners, totalling 192 learning hours outcomes achieved including personal development and core skills SQA qualifications and Koestler submissions. Annual Koestler Awards 2022 Competition. All prisons take part in this national art competition. A total of 330 awards, including nine platinum awards, 14 gold awards and 19 silver awards, were achieved by prison-based learners following the submission of 864 entries from across the 13 SPS establishments. Learning Staff from HMP Shotts co-facilitated a partnership project with Koestler giving learners the opportunity to co-curate Koestler's 'One World' national exhibition in the Tramway, Glasgow in January 2023. 12 learners took part in a two-day project which offered first-hand experience of curating an exhibition with feedback stating the project had given them a huge sense of achievement and purpose. Learning staff in HMP & YOI Polmont, facilitated a 'Bake Off Event' in February 2023 attended by James Dewar, from the Great British Bake Off with 16 young people and female learners attending. All took part in discussion and a technical challenge to make and decorate cupcakes. James judged the entries and presented winners with a signed recipe book. 	

First National Exhibition of Artwork Created by Prison-Based Learners. Event held at Fife College's Kirkcaldy Campus – 4 to 30 Nov 22.

Fife College initiated a multi-agency project to promote the work of prison learning and showcase individual talent.

The '**Connections**' art exhibition ran for a period of four weeks during November 2022 with 78 pieces of prison artwork from across all 13 establishments being featured. Additionally, a specially designed and innovative digital exhibition and video walk through were created.

A version also produced for in prison viewing, allowing visitors, prison-based learners, and their families to experience the event. The digital exhibition attracted 472 virtual visitors whilst 245 visitors to the exhibition left a positive 'heart' reaction on Fife's feedback questionnaire.

- The online version of the exhibition can be accessed [here](#).

Theresa Medhurst, CEO Scottish Prison Service, said:

"This first national exhibition of prisoner artwork, hosted by Fife College at the Kirkcaldy campus, is the culmination of months of planning, implementation, and above all, partnership working between Fife College and the Scottish Prison Service, and also between the college and prison learners.

"Having the opportunity to showcase this at the college campus has been such a positive experience for everyone involved.

"The range, style and quality of artwork on display across the exhibition is testimony to the diverse abilities of those people studying art in prison environments, and the encouraging and constructive engagement they have with their local prison-based learning centres."

The award of the two private prison contracts pre-dates the Procurement Reform (Scotland) Act and the associated Sustainable Procurement Duty / community benefits provisions in major public contracts. We are nonetheless using this APR to highlight some of the good social, economic, and environmental activities undertaken by the operators of HMP Addiewell and HMP Kilmarnock.

12) Operation of HMP Addiewell Contract reference: 00498	Supplier: Sodexo
Start Date: June 2006	End Date: Jan 2034
<p>HMP Addiewell is operated by the private sector under contract to the SPS.</p> <p>Prompt Payment to Suppliers / Supply Chain 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>Fair Work First (FWF) All staff at HMP Addiewell are paid at least the Living Wage with associated company benefits package. There is a formal union recognition agreement and representation in key meetings such as Safety & Risk, People First, Diversity, Equity & Inclusion, Social Impact, etc.</p> <p>Community Benefits (Non-Contractual Activity) HMP Addiewell’s collaboration with homeless charity Sleep Pods UK was launched in Sept 2021. A Sleep Pod is an emergency one-person shelter designed for rough sleepers in severe weather conditions, to keep people warm and dry. Until now the emergency shelters, built and quality tested by staff and prisoners at HMP Addiewell, have been provided to the Homeless Project Scotland.</p> <p>With so many individuals displaced in Ukraine and following the earthquake in Turkey the team were keen to do something to help. HMP Addiewell worked with Sleep Pod to donate 250 of the Sleep Pods they had built to support the displaced in Ukraine and Turkey. While the Sleep Pod can never make sleeping outside safe, the hope is that they will offer some meaningful protection from the elements at a time in need.</p> <div data-bbox="153 987 874 1518" data-label="Image"> </div> <p><i>Assembly of Sleep Pod at HMP Addiewell.</i></p>	

13) Operation of HMP Kilmarnock Contract reference: 00388	Supplier: Serco Ltd (Justice & Immigration Division)
Start Date: Nov 1997	End Date: March 2024
<p>HMP Kilmarnock is operated by the private sector (Serco Limited) under contract to the SPS. HMP Kilmarnock employs over 300 staff from the local area (through Serco itself its maintenance sub-contractors and via NHS Scotland. The 'local' economic spending power of the annual wage bill is reported as approx. £8.6m per annum.</p> <p>Small & Medium Enterprises – local economic impact In FY 2022-23 HMP Kilmarnock spent circa. £360k with 17 SMEs (2021-22, £940k with 71 SMEs). Kilmarnock also contributes funding (circa £270k) to support some of the third sector joint work with the local council. These local services assist prisoners in, or when leaving, HMP Kilmarnock</p> <p>This reflects use of local vendors on an as needs basis, for example flooring contracts to replace worn or damaged flooring, painting contractors 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.</p> <p>Prompt Payment to Suppliers / Supply Chain 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. 84% of invoices are paid by Serco within 30-days.</p> <p>Fair Work First (FWF) Serco conducted a review in 2022/23 and have 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>Volunteering HMP Kilmarnock work with the Ayrshire Hospice as its chosen charity. Staff from HMP Kilmarnock staff also recently restored the gardens of two local community hubs on a voluntary basis. They also attend local schools to repaint and tidy up outside areas when requested.</p> <p>Note: HMP Kilmarnock is due to transfer to SPS operation from March 2024 and work is ongoing this year with the SPS to manage that transition. Serco is currently undertaking a series of agreed dilapidation and asset renewal works at HMP Kilmarnock this year which are expected to be around £2m. SPS procurement are reviewing the contract arrangements used by HMP Kilmarnock with a view to either transitioning relevant agreements to the SPS or including Kilmarnock 'in-scope' of existing SPS contracts. The transition project team recognises the importance of sustaining and maintaining existing local supply arrangements and 3rd sector activity.</p>	

Section 4:

Supported Businesses Summary

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's 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](#) and the 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 by the SPS to Supported Businesses during the period covered by this report.

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) that have made identifiable expenditure with Supported Businesses as part of a Community Benefit.

Supported Business	Total Annual £ Spend	Commentary
CCL (North) Ltd	£15,130	Uplift of WEEE for recycling. Reserved contract. Non-Regulated, 3-year contract that commenced in 2019-20.
Dovetail Enterprises Ltd	£10,047	The two Community Custody Units (CCUs) sourced their mattresses from Dovetail ahead of the two units opening in 2023.
Re-Employ	£1,920	
Matrix Fife	£1,545	
Forth Sector (St Jude's Laundry)	£6,220	Laundry services for the SPS College. Reserved contract. Non-Regulated, 3 year contract (01955) from Feb 22.
Royal British Legion Industries: Scotland's Bravest	£1,047	
Haven Products	£825	
Lady Haig's Poppy Factory	£780	
Miscellaneous: RNIB Enterprises Ltd	£25	
SPS Total	£37,540	
<p>The work of GEO Amey and Morrison Construction with Supported Businesses is reported in the prior Section 3 as part of Community Benefits flowing from them performing SPS contracts. Their direct £ spend is summarised below:</p>		
GEO Amey to Haven Products	£155,762	Supply of GEO Amey staff uniform.
GEO Amey to All Cleaned Up	£70,513	Cleaning of GEO Amey's premises in Scotland.
GEO Amey to City Building	£804	
Kier Construction to Re-Employ	£400	Purchased PPE items from Re-Employ as a starter kit for those on an Apex Build-It Course.
Morrison Construction. Supported Procurement Group - supply chain spend	£300,000	Direct spend with three Supported Businesses - see Case Study in Section 3.
Supply-chain Total	£527,479	
<p>In FY 2022-23, total overall expenditure with Supported Businesses was £565,000.</p>		

Section 5: Future SPS ‘Regulated’ Procurement 2023-24 and 2024-25

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 as of July 2023 which the SPS reasonably expects to tender during 2023-23, or 2024-25.

- Whilst the SPS forward work programme can highlight upcoming contract renewals, the number of Regulated procurement projects and the estimated £ value is dynamic and subject to variation annually. Emerging or changing business needs and the availability of capital funding also influence when some 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 consideration of the procurement route (including collaborative government contracts) that SPS could elect to use, and also the term (duration) of any new contract. Some estimated £ values are shown as “per annum” on the basis that the duration of the upcoming contract has yet to be agreed with the internal client.
- SPS’s general practice is to tender contracts for routine supplies and services with a duration of anything 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	Contract Notice Publication	Expected Award Date	Expected Start Date	Est Contract Value (£)
Supply of Prisoner Clothing & Footwear	Re-Let	Jan-23	Mar-23	Awarded Apr-23	£2,000,000
Supply of Catering Consumables	Re-Let	Mar-23	May-23	Awarded Jun-23	£176,000 p.a.
Provision and Maintenance of Fall Arrest Bags	Re-Let	Apr-23	Jun-23	Jul-23	£10,000
The Provision of General Office Supplies / Stationery (Call-off from a Scottish Government Framework)	Re-Let	-	Jul-23	Jul-23	£400,000 p.a.
Prisoner Canteen - Retail Goods (Contract provides an option to extend to 2026 - decision TBC).	Being Extended	TBC	Jul-23	Aug-23	£5,000,000 p.a.
Mobile Phones (Staff) (Expected to be a call-off from a Scottish Government Framework)	Re-Let	Jul-23	Jul-23	Aug-23	£68,000

Provision of Extendable Batons	Re-Let	Jul-23	Sep-23	Oct-23	£100,000
Supply of softwood timber (various cut lengths) for use in Prison Industries.	Re-Let	Jun-23	Oct-23	Nov-23	£750,000 p.a.
Supply of Bread and Rolls	Re-Let	Aug-23	Oct-23	Jan-24	£700,000 p.a.
Hot Food Trolleys	Re-Let	Aug-23	Nov-23	Dec-24	£100,000
Supply of Staff Catering Uniform	Re-Let	Sep-23	Mar-24	Apr-24	£20,000
Supply of Electrical Goods, Appliances & Accessories	Re-Let	TBC	Dec-23	Jan-24	£45,000 p.a.
Provision of Fuel Cards Currently a call-off from a CCS Framework.	Re-Let	Dec-23	Feb-24	Mar-24	£250,000
Supply of Contingency Food Packs	Re-Let	TBC	Feb-24	Mar-24	£42,000
Material for High Risk Clothing and Bedding	Re-Let	TBC	Apr-24	May-24	£100,000
Packaging Materials	Re-Let	TBC	May-24	Jun-24	£350,000
Prison Officer Uniform (Ongoing collaboration with HMPS)	Re-Let	TBC	Jun-24	Jul-24	£1,000,000 p.a.
Supply and Maintenance In-Cell TVs	Re-Let	TBC	Nov-24	Dec-24	£572,000
Body Worn Video Cameras	Re-Let	TBC	TBC	TBC	TBC
Digital Services - IT and Network Related					
IT Service Management (ITSM) Licences	New	Apr-23	Jun-23	Jul-23	£60,000 p.a
IT Service Management (ITSM) Professional Services	New	Jun-23	Jul-23	Jul-23	£50,000
Data Centre Refresh	New	Jul-23	Sep-23	Sep-23	£600,000
Data Warehouse Assessment (Lots)	New	Jul-23	Sep-23	Sep-23	£100,000
Courts & Agents Visits IT Refresh	Re-Let	Jul-23	Aug-23	Jun-23	£170,000
Provision of RSA Tokens	Re-Let	TBC	Nov-23	Dec-23	£40,000
WIFI Upgrade at the SPS College	New	Oct-23	Nov-23	Nov-23	TBC
ESTLAN/ SPUR Completion	New	Oct-23	Nov-23	Nov-23	£250,000
Microsoft Licenses (annual renewal / true-up)	Re-Let	Dec-23	Feb-24	Mar-24	£2,300,000
IT Health Check and Cyber Essentials	Re-Let	TBC	Aug-24	Sep-24	£30,000 p.a.
Application, Virtualisation & Termination Replacement Devices	Re-Let	TBC	Feb-24	Mar-24	£173,000

2. Services - Planned Contracts including Renewals (Indicative)

Contract & Subject Matter	New / Extended / Re-let	Contract Notice Publication	Expected Award Date	Expected Start Date	Est Contract Value (£)
Maintenance of Building Energy Management Systems	New	Dec-22	Mar-23	Awarded Apr-23	£185,000
Supply and support of a Prisoner Telephony System	New	Dec-22	Apr-23	Awarded May-23	£1,200,000
Provision of an Employee Assistance Programme (EAP) & Welfare Service for the Scottish Central Government Sector	Re-Let	Dec-22	Apr-23	Awarded May-23	£1,200,000
HR Integrated Transformation	Re-Let	Oct-22	May-23	Awarded May-23	£1,200,000
Multi-Site Security Services (Inverclyde & Provanmill)	Re-Let	May-23	Jun-23	Awarded Jun-23	£5,000 p.a.
Recycling of Organic and Food Waste	Tender	Oct 22	Jun-23	Awarded Jul-23	£70,000 p.a.
Provision of Staff Telephony Voice Calls & Lines	Re-Let	Mar-23	Jul-23	Aug-23	£90,000
Framework for QS Services	Re-Let	TBC	Jul-23	Aug-23	£900,000
The Provision of SFG20	Re-Let	Jun-23	Jul-23	Aug-23	£71,550
Cash in Transit Services	Re-Let	TBC	Oct-23	Nov-23	£25,000
High Needs Social Care at HMP Glenochil	New	Aug-23	Oct-23	Nov-23	£200,000
HR Benchmarking Service	Re-Let	Aug-23	Oct-23	Nov-23	£7,000 p.a.
Youth Work Services at HMP & YOI Polmont	Re-Let	Sep-23	Oct-23	Nov-23	£267,000 p.a.
Prisoner Support Intervention Services at HMP Barlinnie	Re-Let	Sep-23	Oct-23	Nov-23	£50,000 p.a.
Provision of Research and Evaluation Services	Re-Let	TBC	Nov-23	Dec-23	£40,000 p.a.
Janitorial Cleaning Supplies and Paper products	Re-Let	Aug-23	Feb-24	Jun-24	£2,500,000 p.a.
Learning and Skills Services (all prisons)	Re-Let	TBC	Jun-24	Jul-24	£5,000,000 p.a.
Management of Clinical and Washroom Waste	Re-Let	TBC	Aug-24	Sep-24	£400,000

2.1 Services - Facilities Maintenance (FM) and related services

Contract & Subject Matter	New / Extended / Re-let	Contract Notice Publication	Expected Award Date	Expected Start Date	Est Contract Value (£)
Maintenance of Specialist Systems at Bella and Liliacs Centres	New	May-23	Jun-23	Aug-23	£40,000 p.a.
Design & Technical Services Framework Agreement (Estates)	New	Apr-23	Aug-23	Aug-23	£800,000
Maintenance of Lightning Protection / Safety Access Equip	Re-Let	TBC	Jul-23	Aug-23	£130,000
Provision of Multi-Trades Services to the SPS (all sites) - service may be Lotted to reflect geographic areas	Re-Let	TBC	Nov-23	Dec-23	£3,000,000
Maintenance of Back-up Generators	Re-Let	TBC	Jan-24	Feb-24	£398,000
Maintenance of CCTV and PIDS	Re-Let	TBC	Feb-24	Mar-24	£63,000
Provision of Atlas Locking Systems	Re-Let	TBC	Feb-24	Mar-24	£115,000
Maintenance of X-Ray and Detection	Re-Let	TBC	Apr-24	May-24	£120,000
Maintenance of Watermist Systems (Protec)	Re-Let	TBC	Aug-24	Sep-24	£172,000
Water Quality Management Services	Re-Let	TBC	Oct-24	Nov-24	£81,000 p.a.
System Maintenance for Intercoms / Fobs / Cortech	New	TBC	TBC	TBC	£30,000 p.a.

3. Works - Planned Contracts including Renewals (Indicative)

Pre-construction service agreements have previously been awarded for HMP Glasgow (Kier Construction) and HMP Highland (Balfour Beatty). Further procurement activity is expected on both projects relating to the main construction phase. The remainder of the Works projects that SPS reasonably expects to tender during 2023-24 are Non-Regulated. We have included some of these larger projects below. A number of Facility Maintenance estate-related contracts appear in the Services contract table above.

Contract & Subject Matter	New / Extended / Re-let	Contract Notice Publication	Expected Start Date	Est Contract Value (£)
Design and Construction of HMP Highland - Main Contract	TBC	TBC	TBC	Est £100m
Design and Construction of HMP Glasgow	TBC	TBC	TBC	TBC
MTHW Pipework Replacement at HMP & YOI Polmont	TBC	TBC	TBC	£1,510,000
Staff Radio & Alarm System Replacement at HMP Perth	Mar-23	Jun-23	Jul-23	£1,260,000
Steam-LTHW Heat Exchanger at HMP Barlinnie	New	TBC	TBC	£125,000
Multi-Site Dental Ventilation	New	TBC	TBC	£190,000
HMP Dumfries Re-Roofing (Phase 1)	New	Jul-23	Oct-23	£1,477,000
HMP Greenock Re-Roofing (Phase 1)	New	Aug-23	Oct-23	£576,000

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 22 – 31 Mar 23
Yes

2. Summary of Regulated Procurements Completed

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

47

Note: The SPS made 125 contract awards in 2022-23 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.

£33.45m

- 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.

43
28
3

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](#)).

35
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.	1
b) Total number of Regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	1
c) Total number of Regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements.	2

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 (<i>Each contracting authority sets its own priority groups</i>).	26
e) Number of Apprenticeships Filled by Priority Groups.	11
f) Number of Work Placements for Priority Groups.	6
g) Number of Qualifications Achieved through training by Priority Groups.	1,878
h) Total Value of contracts sub-contracted to SMEs.	£9,502,000
i) Total Value of contracts sub-contracted to Social Enterprises.	£143,500
j) Total Value of contracts sub-contracted to Supported Businesses.	£527,429
k) Other community benefit(s) fulfilled. <ul style="list-style-type: none"> • Training (weeks) delivered through the contract. • Volunteering (days). • Career support. • Educational / industry awareness sessions to schools / colleges. • Support to Third Sector / SMEs • Community Fund (financial donations to good causes). 	1,491 weeks 207 days 1,138 hours 117 hours 30 hours £59,605

Note: This (4) reflects a summary of the Community Benefits outcomes for the three new contracts awarded in year plus ten contracts awarded in prior years. Section 3 of this report provides narrative support for 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.	17
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of the Regulated contract awarded during the period.	23
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a Regulated Contract during the period.	6

6. Payment performance

a) Number of valid invoices received during the reporting period.	53,763
b) Percentage of invoices paid on time during the period (“On time” means within the time-period set out in the contract terms).	98.04%
c) Number of Regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	46

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:	£37,540
i) spend within the reporting year on Regulated contracts.	£0
ii) spend within the reporting year on non-regulated contracts.	£37,540

Note: Supported Businesses also received £527,479 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.	£233.42m
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£43.45m

Note: SPS relies on the DXC Observatory Hub to classify suppliers by size. The SPS purchased from 1,135 suppliers in 2022-23; 71% are classed as small or medium enterprises.

c) Total procurement spend with Third sector bodies during the period covered by the report.	£849,000
Note: 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. 26%
e) Total delivered cash savings for the period covered by the annual procurement report	£15,614,791
f) Total non-cash savings value for the period covered by the annual procurement report	£606,951

9. Future Regulated procurements

a) Total number of Regulated procurements expected to commence in the next two financial years	65 *
b) Total estimated value of Regulated procurements expected to commence in the next two financial years	£139m *

*** Notes:**

- I. Whilst SPS can forward forecast and anticipate many 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 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.



THANK YOU to all SPS staff, everyone else working within the prison setting, our suppliers / supply-chain who continue to work with SPS to enable us to deliver a critical public service.

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Annual Procurement Report 2022-23, dated August 2023

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