

**Item: 20**

**Policy and Resources Committee: 25 November 2025.**

**Procurement Annual Report.**

**Report by Chief Executive.**

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## **1. Overview**

- 1.1. The Council published its updated Procurement Strategy 2023-2028, as required by the Procurement Reform (Scotland) Act 2014 (the Act), in December 2023. In order to report compliance with its Procurement Strategy and the Act itself, the Council must publish an annual report.
- 1.2. Public Authorities have a statutory duty to report annually on progress made on meeting the objectives as identified in their published Procurement Strategy.
- 1.3. Guidance and a template have been issued by the Scottish Government to report on procurement performance from 2017/18 onwards. This guidance and template have been and continue to be followed for the Council's Annual Procurement Reports.
- 1.4. The following sections as described in the guidance issued by the Scottish Government are mandatory reporting requirements:
  - Section 1 – Summary of Regulated Procurements Completed for the Reporting Period.
  - Section 2 – Review of Regulated Procurement Compliance.
  - Section 3 – Community Benefit Summary.
  - Section 4 – Supported Businesses Summary.
  - Section 5 – Future Regulated Procurements Summary.

## **2. Recommendations**

- 2.1. It is recommended that members of the Committee:
  - i. Approve the Procurement Annual Report for 1 April 2024 to 31 March 2025, attached as Annex 1 to this report, for publication.

### **For Further Information please contact:**

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## Implications of Report

1. **Financial:** There are no financial implications for the Council contained in this report.
2. **Legal:** In terms of Section 18 of the Procurement Reform (Scotland) Act 2014, the Council must prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of the financial year to which the report relates.  
In terms of Sections 2 and 3 of the Procurement Reform (Scotland) Act 2014, “regulated procurement” refers to any procurement above £50,000 for goods and services or £2,000,000 for works. “Works” includes building or civil engineering works taken as whole that are sufficient to fulfil an economic and technical function.
3. **Corporate Governance:** Not applicable.
4. **Human Resources:** Not applicable.
5. **Equalities:** An Equality Impact Assessment is not required for performance monitoring.
6. **Island Communities Impact:** An Island Communities Impact Assessment is not required for performance monitoring.
7. **Links to Council Plan:** The proposals in this report support and contribute to improved outcomes for communities as outlined in the following Council Plan strategic priorities:
  - ☒ Growing our economy.
  - ☒ Strengthening our Communities.
  - ☐ Developing our Infrastructure.
  - ☐ Transforming our Council.
8. **Links to Local Outcomes Improvement Plan:** The proposals in this report support and contribute to improved outcomes for communities as outlined in the following Local Outcomes Improvement Plan priorities:
  - ☐ Cost of Living.
  - ☒ Sustainable Development.
  - ☐ Local Equality.
  - ☐ Improving Population Health.
9. **Environmental and Climate Risk:** Not applicable.
10. **Risk:** Not applicable.
11. **Procurement:** This report supports the Council’s Procurement Strategy.
12. **Health and Safety:** Not applicable.
13. **Property and Assets:** Not applicable.
14. **Information Technology:** Not applicable.
15. **Cost of Living:** Not applicable

**List of Background Papers**

Procurement Strategy 2023-2028.

**Annex**

Annex 1: Procurement Annual Report for 1 April 2024 to 31 March 2025.



# **Procurement Annual Report**

**1 April 2024 to 31 March 2025.**

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## Definition of Key Terms

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract.                        | An agreement between the Council and any Contractor made by formal agreement or by issue of acceptance or an official order for Supplies, Services or Works.                                                                                                                                                                                                                                                                                                                                                                                                 |
| Contractor(s).                   | Includes any sole trader, partnership or company (limited or unlimited) or any duly incorporated trade, professional or commercial body.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Delegated Authority.             | Officers who have been given formal written authority by their Executive Director or Chief Officer to manage procurement exercises within a specified value range on behalf of the Council.                                                                                                                                                                                                                                                                                                                                                                  |
| Threshold.                       | The threshold for determining the application of the Regulations. In the case of the Public Contracts (Scotland) Regulations 2015 the threshold is £214,904 (indicative value excluding 20% VAT £179,087) for Supplies and Services and £5,372,609 (indicative value excluding 20% VAT £4,477,174) for Works. In the case of the Utilities Contracts (Scotland) Regulations 2016 the threshold is £429,809 (indicative value excluding 20% VAT £358,174) for Supplies and Services and £5,372,609 (indicative value excluding 20% VAT £4,477,174) for Works. |
| Framework Agreement.             | An overarching agreement with supplier(s) to establish terms governing individual contracts that may be awarded during the life of the agreement ('call-offs'), concluded in accordance with Section 34 of the Public Contracts (Scotland) Regulations 2015.                                                                                                                                                                                                                                                                                                 |
| Health and Social Care Services. | A public contract or framework for social and other specific services listed in Schedule 3 of the Public Contracts (Scotland) Regulations 2015.                                                                                                                                                                                                                                                                                                                                                                                                              |
| Life-Cycle Costing.              | All consecutive or interlinked stages, including research and development to be carried out, production, trading and its conditions, transport, use and maintenance, throughout the existence of the product or the works or the provision of the service, from raw material acquisition or generation of resources to disposal, clearance and end of service or utilisation.                                                                                                                                                                                |
| Procurement.                     | The process leading to the award of a public contract or framework agreement or establishment of a dynamic purchasing system for the acquisition of works, supplies or services from an economic operator.                                                                                                                                                                                                                                                                                                                                                   |

|                                         |                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Contracts Scotland (PCS) portal. | The Scottish Government's official national advertising <a href="#">portal</a> for public sector contract opportunities.                                                                                                                                                                                                                                            |
| Quick Quote (QQ).                       | An online quotation facility which allows the Council to obtain competitive quotes electronically for: <ul style="list-style-type: none"> <li>• Low value requirements between £10,000 and £50,000; and</li> <li>• Unregulated Works Contracts, depending on complexity of contract (as defined in Clause 17 of the Council's Contract Standing Orders).</li> </ul> |
| Quotation.                              | A formal offer to supply or purchase supplies, execute works or provide services where the estimated value of the contract is below £50,000.                                                                                                                                                                                                                        |
| Regulated Procurement.                  | As defined by the Procurement Reform (Scotland) Act 2014 and referred to as the Reform Act 'slice' a regulated procurement for Goods or Services Contracts with a value of £50,000 or above and for Works Contracts over £2,000,000 and less than the relevant Thresholds.                                                                                          |
| Regulations.                            | The Public Contracts (Scotland) Regulations 2015, the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and / or the Concession Contract (Scotland) Regulations 2016 as the context requires, but where the Council is acting as a Harbour Authority and chooses to do so, the Utilities Contracts (Scotland) Regulations 2016.   |
| Supplies.                               | Goods or the hire of goods and for any siting or installation of those goods.                                                                                                                                                                                                                                                                                       |
| Tender.                                 | A formal offer to supply or purchase supplies, execute works or provide services where the estimated value of the contract is £50,000 (excluding VAT) or more.                                                                                                                                                                                                      |
| Unregulated Works Procurement.          | A contract for Works with a value of between £50,000 and £2,000,000, being a procurement not covered by the Regulations and procured utilising the Council's database of pre-approved contractors.                                                                                                                                                                  |
| Works.                                  | Building construction, building maintenance or engineering works.                                                                                                                                                                                                                                                                                                   |

## Introduction

Orkney Islands Council ('the Council'), provides a range of facilities and services to a community with a population estimated as 22,020 in mid-2024 by the Office of National Statistics. The Council is also the Harbour Authority with a port estate of 29 piers and harbours, a Roads Authority for the islands and operates a network of inter-island air and ferry services.

The Council provides procurement and related services for a wide range of works, supplies and services with an annual spend, for the financial year 2025 to 2026, of over £67 million.

The Council operates a devolved model of procurement across four directorates including Orkney Health and Care. The central Procurement Services Team is based within Corporate Governance and consists of 4.7 full-time equivalent staff: a Service Manager (Procurement), three Procurement Officers and an Assistant Procurement Officer post. The Service Manager's responsibilities include the development of a network of 16 trained and experienced officers across the Council who are assigned delegated responsibility for the procurement of supplies, services and works.

The Council published its updated Procurement Strategy 2023-2028, as required by the Procurement Reform (Scotland) Act 2014 ("the [Act](#)"), in December 2023. To report compliance with its Procurement Strategy and the Act itself, the Council must publish an annual report.

There are 11 key priorities identified in the Procurement Strategy as follows:

- Sustainability, Climate Change and Net Zero Targets.
- Working with local suppliers.
- Value for money.
- Collaboration and partnering.
- Governance.
- Contract management.
- Communication.
- E-Procurement.
- Monitoring and measurement.
- Guidance.
- Training.

There are six key priority areas where targets and indicators have been identified and are attributable for the Procurement Strategy reporting period ending 31 March 2024 and are as follows:

- Sustainability.
- Working with local suppliers.
- Value for money.
- Collaboration and partnering.
- Contract management.
- E-Procurement.

The guidance and template issued by the Scottish Government has been used for this eighth Procurement Annual Report. The reporting period for this eighth annual report is from 1 April 2024 to 31 March 2025.

In addition to the required information set out in the Act, this report includes performance against several strategic indicators as detailed in the Council's Procurement Strategy 2023 to 2028.

To evidence our progress against our strategic targets and the new duties introduced by the Act, the published Annual Report details the form of measurements taken. The statistics presented in this report provide the evidence which should, over time, show how the Council is progressing against both the national and local objectives. Targets were set in the Council's Procurement Strategy and progress towards these has been noted in this eighth Procurement Annual Report.

## **Section 1 – Summary of Regulated Procurements Completed**

Section 18(2) of the Act requires organisations to include ‘**a summary of the regulated procurements that have been completed during the year covered by the report**’.

As defined by the Act and referred to as the Reform Act ‘slice’ a regulated procurement is for Goods or Services Contracts with a value of £50,000 or above and for Works Contracts over £2,000,000 and less than the relevant Thresholds.

A Regulated Procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. This includes contracts and framework agreements.

Appendix 1 provides the breakdown of the Regulated Procurements completed for the reporting period of 1 April 2024 to 31 March 2025.

## Section 2 – Review of Regulated Procurement Compliance

All procurement exercises carried out by the Council are required to be carried out in accordance with the Council's Contract Standing Orders (CSOs) and these are regularly updated to take account of changes in legislation and best practice in procurement. The CSOs were last reviewed and updated in February 2024.

Prior to the point of contract award, all recommendation reports are required to include a statement that the CSOs have been complied with, therefore full compliance is anticipated. Examples of internal and external review of the Council's processes and compliance with these processes are detailed in the audit / improvement capability outcomes as follows:

### Procurement and Commercial Improvement Programme (PCIP)

The Council first completed Scotland Excel's PCIP in July 2017. The PCIP is generally undertaken every two years, the most recent undertaken on 19 March 2024. Outcomes and recommendations from this exercise are incorporated into the Procurement Team Service Improvement Plan as a process of ongoing improvement.

The objective of the PCIP is to assist the Council to improve its structure, capability, processes and ultimately performance by attaining a level of procurement performance that is appropriate to the scale and complexity of its business. As part of the PCIP the Council is required to demonstrate a prudent and well-planned approach to defining its supply needs. Assessment of the Council's procurement improvement capability is carried out by Scotland's Centre of Expertise, Scotland Excel, and covers procurement activities carried out by the Council's Officers with Delegated Authority in the Procurement, Capital Projects, Facilities and Engineering Teams.

The PCIP identified the following Key Opportunities for further improvement, all of which have been incorporated into the Procurement Service Improvement Plan with work ongoing to complete these tasks.

| Ref | Description                                                                                                                                                                                                                                                                                                                                   |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I1  | The Council can benefit from expanding the content of procurement plans, namely collating a view of high value and high-risk procurement activities across the Council. This would allow the team to focus their resources on these key areas.                                                                                                |
| I2  | The team recognised the need for a suite of documents and processes to cover a number of key procurement areas including Contract and Supplier Management.                                                                                                                                                                                    |
| I3  | Although the team seek to utilise available learning and development opportunities, a more structured approach may benefit the organisation. Use of the competency framework within the team and with delegated procurement officers would be a positive step.                                                                                |
| I4  | The Council would benefit from including a risk status on each of its procurement contracts within the contract register. The majority of risks are about procurement and not the wider risk post-award. It would be ideal to include the risks of managing the supplier post-award. This would allow greater clarity and focus on key areas. |

| Ref | Description                                                                                                                                                                                                                                                                                                                      |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I5  | Although Procurement Influence achieved Developing, should the Council add evidence that the whole organisation has embedded corporate sourcing procedures which recognise sustainable and climate considerations, using the relevant tools throughout the procurement processes, then Improving Area or more could be achieved. |
| I6  | The Council would benefit from undertaking a Conflict-of-Interest form annually. Consider that the DPOs do this too.                                                                                                                                                                                                             |

## Internal Audit

The following three internal audits were undertaken within the reporting period of 1 April 2024 to 31 March 2025.

### Works, Inspection, Repairs and Maintenance

An Internal Audit of Works, Inspection, Repairs and Maintenance was completed during the reporting period 2024/25. The findings of this report were presented to the Monitoring and Audit Committee on 26 September 2024 and provided adequate assurance around the framework of governance, risk management and control relating to Works, Inspection, Repairs and Maintenance. The Audit Report is available [here](#).

### Insurance Processes

An Internal Audit of Insurance Processes was completed during the reporting period 2024/25. The findings of this report were presented to the Monitoring and Audit Committee on 13 February 2025 and provided substantial assurance around the framework of governance, risk management and control relating to Insurance Processes. The Audit Report is available [here](#).

### Orkney Health and Care Payment Processes

An Internal Audit of Orkney Health and Care (OHAC) Payment Processes was completed during the reporting period 2024/25. The findings of this report were presented to the Monitoring and Audit Committee on 13 February 2025 and provided unsatisfactory assurance around the framework of governance, risk management and control relating to OHAC Payment Processes. The Audit Report was heard in private as there was exempt information contained within the report.

Chair of the Monitoring and Audit Committee Councillor Lindsay Hall said: “This was undoubtedly a report which gave Councillors significant concern. The issues raised were given a good going over by the members of the committee, with many difficult and uncomfortable questions asked of the staff team present.

“We were reassured that, in most cases, the issues it raised had been identified and taken forward for action before the report came before us – with some actions already completed.

“It was clear to elected members that this was not about any individual wrongdoing but a lack of clear processes and policies - and that significant steps are already underway to make improvements in this regard.”

A follow up report is due to come back to the Monitoring and Audit Committee in February 2026.

## **Contract Standing Orders**

The Council's Contract Standing Orders are regularly updated to take account of changes in legislation. The latest update of the Council's Contract Standing Orders was undertaken in February 2024 to take account of the Threshold changes which took effect in January 2024, and the requirement to undertake financial assessments for contracts put in place using the Non Competitive Action procedure, as a result of an internal audit recommendation.

All Contracts awarded by the Council, regardless of value, are subject to an obligation to seek best value and to demonstrate transparency, equal treatment, non-discrimination, and proportionality.

Contracts awarded by the Council must comply with the CSOs.

Officers are required to comply with the CSOs, the Scheme of Delegation to Officers, the Scheme of Administration, and the Financial Regulations.

## **Procurement Strategy**

The Council's Procurement Strategy was first published in December 2016.

The Strategy was updated in January 2019, again for the period 2021 to 2023 and a further revised Strategy approved in December 2023 for the period 2023-2028 following a public consultation undertaken in the Summer of 2023.

Appendix 2 attached to this report includes the revised Procurement Strategy targets set out in the latest Strategy for 2023 to 2028 and records the progress made over the last financial year.

## Section 3 – Community Benefit Summary

The Council has a Sustainable Procurement Policy. This Policy sets out the general principles that the Council will follow across all its procurement and commissioning activities to ensure that these are undertaken in a sustainable manner.

This Policy also sets out how the Council will plan and manage its procurement activities to meet the Council's corporate aims and objectives and comply with regulatory and legislative requirements. Finally, the Policy supports the Council's commitment to sustainable procurement which is set out in the Council's Corporate [Procurement Strategy 2023-2028](#).

The Procurement Strategy is intended for all of those who are involved in, or affected by, the Council's procurement activities throughout our community and beyond. The Council spends tens of millions of pounds each year on a diverse range of goods, services and works from third parties. It is important therefore that this spending power is used to support key Council objectives. The Sustainable Procurement Policy has been developed to help the Council to meet its legal duties and to deliver its key strategic objectives. The [Sustainable Procurement Policy](#) was updated and approved by Council in March 2022. Due to the Council's fast developing policy to meet its Climate Change Duties and progress to Net Zero, the Sustainable Procurement Policy was further reviewed following a public consultation in 2024 to align with the Council Plan and Procurement Strategy.

Sustainable procurement supports the Council's values, as outlined in the [Council Plan 2023-2028](#) and the [Council Delivery Plan 2023-2028](#) which cover the reporting period of this Procurement Annual Report.

This Procurement Annual Report will report on the Procurement Strategy 2023 to 2028 which is aligned to the new [Council Plan 2023-2028](#), which has the following strategic priorities:

- Growing our Economy.
- Strengthening our Communities.
- Developing our Infrastructure.
- Transforming our Council.

It is a statutory requirement that Community Benefits must be considered for all procurement processes at or above £4 million in value to meet the Council's requirement to meet the sustainable procurement duty.

For each individual Regulated Procurement exercise, Officers with Delegated Procurement Authority must complete a 'Commodity Strategy for all Regulated Procurements' which includes a section on Community Benefits to be considered where applicable.

### Procurements that have included Community Benefits

There have been five procurements carried out by the Council, where Community Benefits for procurements with a contract value over the £4,000,000 threshold, have been included.

For procurement of Category C (local contract / framework including local collaborative framework agreements) Contracts which are undertaken by the Council, Community Benefits are included without exception as part of the award criteria where the value of the

Action Plan is over £4 million. These are recorded in the Procurement Strategy Targets/Indicators, attached at Appendix 2.

These contracts are as follows, and have either been completed or have ongoing spend within the reporting period for this annual report:

| <b>Date of Award.</b> | <b>Subject Matter.</b>                                  | <b>Estimated Value (£).</b> | <b>Start Date.</b> | <b>End Date.</b> |
|-----------------------|---------------------------------------------------------|-----------------------------|--------------------|------------------|
| 09/08/2010            | Hard Facilities Management Schools Investment Programme | 7,600,000                   | 08/09/2010         | 09/07/2030       |
| 05/01/2021            | Inter-island Air Services                               | 4,880,363                   | 01/04/2021         | 31/03/2025       |
| 09/04/2021            | School and Public Bus Contracts                         | 4,672,014                   | 16/08/2021         | 15/08/2031       |
| 15/03/2022            | New Kirkwall Care Facility                              | 12,641,675                  | 25/05/2022         | 23/08/2024       |
| 06/03/2025            | Scapa Deep Water Quay PCSA Stage                        | 5,997,945                   | 06/03/2025         | TBC              |

Where the Council can access Category A (national collaborative) contracts or Category B (sectoral collaborative) contracts via Framework Agreements the overall anticipated value of the Framework is inevitably of a high value and likely to be over the £4 million threshold for the inclusion of community benefits.

Contracts awarded under Framework Agreements are required to achieve Community Benefits as mandatory. However, for contracts awarded via a Framework Agreement it is more difficult to identify Community Benefits which will be realised locally, except where the local supply chain is involved in the delivery of the Contract.

Monitoring of Community Benefits for exercises before this year have continued as planned.

There has been an increase of one contract over the value of £4 Million with Community Benefit Clauses over the past financial year. However, the inclusion of Community Benefit Clauses is now routinely considered where appropriate for all procurements.

| <b>Community Benefit Analysis.</b>                                            | <b>1 April 2024 to 31 March 2025.</b> |
|-------------------------------------------------------------------------------|---------------------------------------|
| Total Number of Contracts where Community Benefit Clauses have been included. | 5.                                    |
| Number of Applicable Contracts with Community Benefit Clause.                 | 5.                                    |
| Percentage of total Applicable Contracts with Community Benefit Clauses.      | 100%.                                 |

## Other considerations

The following factors are routinely taken into consideration in relevant procurements, especially in construction or social care procurement. However, these may not always be specifically labelled as Community Benefit Award Criteria:

- Climate change (carbon and energy consumption, carbon in production, adaption, carbon in vehicle emissions).
- Materials (scarcity, security).
- Waste (production, reuse / recondition / remanufacture).
- Hazardous materials / emissions.
- Biodiversity (protection and enhancement).
- Heritage (protection and enhancement).
- Water (consumption and production).
- Employment (skills and training, SMEs / social enterprises / supported businesses).
- Communities.
- Fair and ethical trading (working conditions, conflict materials).
- Equality (protected characteristics).

Following the legislative changes, and as recorded for the financial years covered by this report on the Council's On-Contract Spend Register, Fair Work Practices are routinely included in the award criteria for all contracts. In addition, a Sustainable Procurement award criterion has been developed which can be adapted to use where relevant and proportionate for the procurement exercise undertaken. This is now included in contracts where there is an activity identified that would impact on climate change impact. There have been a total of 83 procurements undertaken including live ongoing contracts to the end of the March 2025 reporting period where Community Benefits / Sustainability Clauses have been part of the award criteria regardless of value.

The most notable significant procurement exercises which were undertaken during the current reporting period include one large infrastructure project and smaller contracts, for example, transport and haulage services or food supply where a direct impact is made on greenhouse gas emissions, consultancy services where maximum use is made of online meetings and services where delivery is part of the contract, for example.

In the main, responses to the sustainable procurement and community benefits sections for these contracts have been positive and ranged from a strong awareness of the principles of Fair Work Practice and a focus on offering work placements, employment opportunities for individuals experiencing long term unemployment, apprenticeships etc to supporting community events by providing free transport.

In accordance with the Council's Sustainable Procurement Policy, the inclusion of sustainable procurement clauses in award criteria is considered for all contracts where this is appropriate.

All Category A, B and C1 contracts awarded under a framework, either at national or UK wide level, all now include both Community and/or Sustainable Procurement clauses in accordance with legislation.

A summary of the Community Benefits and Sustainable Procurement clauses as part of the award criteria for the procurements included within the reporting period are as follows:

- Employment (skills and training, small or medium-sized enterprises (SMEs) / social enterprises / supported businesses).
- Fair Work Practices.
- Transport and emissions.
- Employment opportunities for people who experience barriers to employment.

Included in the Sustainable Procurement Policy, a Sustainable Procurement Impact Assessment (SPiA) tool has been developed and is now in use. This approach assists Senior Officers and Officers with Delegated Procurement Authority to assess where a specific procurement exercise should consider these factors at the planning stage of the procurement as recorded in the procurement plan. For the 2024-25 reporting period, SPiAs have been undertaken at the planning stage of predominantly major capital projects and procurement exercises where the project or service operation is likely to have an impact, totals four. This process is now embedded, and numbers will increase once procurement exercises which are live or in the planning stage have reached the award stage of the procurement process.

## **Section 4 – Supported Businesses Summary**

The Procurement Reform (Scotland) Act 2014 (“the [Act](#)”) includes a classification for supported business and defines a supported business as ‘an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons and where at least 30% of the employees of the economic operator are disabled or disadvantaged’.

Public organisations can restrict the right to participate in procurement for the award of a public contract / framework to supported businesses only.

This change expanded the potential for more businesses to be included in this category. The Council’s contract activity for the reporting year includes the Community Interest Company, Scottish Supported Business and Social Enterprise Company, Hey Girls period products, available in Council facilities and online through the Council’s online ordering process.

## **Section 5 – Future Regulated Procurements Summary**

The Procurement team has worked with Directors across the Council to develop a forward procurement plan for their service areas. These plans identify the Council's anticipated procurement activity for the coming year for Category C and C1 procurement (excluding Category A and B activity).

The Act has extended this timeframe to two years, and Appendix 3 includes information regarding anticipated Regulated Procurements for that period. As referenced in the introduction above, this report includes information on all procurement activity and this is included in the Forward Plan, i.e. it also covers 'nonregulated' procurement.

## **Section 6 – Other Information**

### **Supplier Development**

In the past an annual Meet the Buyer event was held annually for the years 2018 to 2020.

Since the Covid-19 pandemic and with the increase in online events, there have been no overarching Meet the Buyer events organised. However, contract specific market engagement events are considered in consultation with the service area in a format compatible with the market at the time where required and on a case-by-case basis and include in person events now. These events are organised by the service area and in conjunction with the Council's Procurement Team. A feature of all Meet the Buyer events is to signpost the support available via the Business Gateway Orkney Service and the Supplier Development Programme which both continue to be active in providing support to contractors and are actively involved in helping local firms do business better with the Council.

Meet the Buyer events, following the format of focused upcoming contract opportunities, will continue to be undertaken where this is deemed a suitable route for contract/sector specific market engagement for future procurement exercises.

### **Collaboration and Partnering Opportunities**

In accordance with the Council's Procurement Strategy there is a Council commitment regarding collaboration and partnering. It is recognised that greater efficiencies can be achieved by improved collaboration between different organisations within the public sector with similar requirements, whether within the local government sector or in other areas of the public sector, such as the Scottish Government, the Crown Commercial Service, Non-Departmental Public Bodies and the National Health Service (NHS). Collaboration with Shetland Islands Council is to be actively explored to see if there are opportunities to work more closely together to identified potential economies of scale etc

Collaboration maximises the value of procurement whether it be through aggregation of demand or through the sharing of resources to reduce administration. Framework Agreements are noted as either a Category A Contract or a Category B Contract or Category C1 for local collaborative contracts in place. The Council's use of these is shown in the tables below.

The Council's internal contract register lists all purchases for works, services and supplies known to have a contract in place. This register does not include ad hoc purchases for values typically under the £10,000 minimum threshold as noted in the Council's CSOs. There are exceptions to this rule where the nature or complexity of the contract warrants having a contract in place regardless of being of low value (under £10k, for example, IT licensing agreements, cleaning contracts etc).

In total there are 463 live contracts listed in the Council's contract register for the year 1 April 2024 to 31 March 2025.

Tables 1 to 5 below summarise all live contracts as recorded on the Council's Contract Register by category for the previous five complete financial years and a corresponding split between Services, Supplies and Works.

**Table 1 – 1 April 2020 to 31 March 2021**

| <b>Contract Category Analysis.</b>                                                                                                                                                                                                                                                                                                                   | <b>Number.</b> | <b>Percentage of Total Value.</b> | <b>Estimated Contract Value (£).</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|--------------------------------------|
| Category A (national).                                                                                                                                                                                                                                                                                                                               | 25.            | 7.69%.                            | £2,828,299.00.                       |
| Category B (sectoral).                                                                                                                                                                                                                                                                                                                               | 29.            | 7.24%.                            | £2,662,194.74.                       |
| Category C (local single supplier).                                                                                                                                                                                                                                                                                                                  | 212.           | 58.82%.                           | £21,618,832.83.                      |
| Category C1 (local contract / framework including local collaboration). (Examples for Category C1, are as for 2016 / 2017, the provision of contracts for food, specialist legal services working collaboratively and e-learning working collaboratively with other Public Authorities with the addition of the provision of tax advisory services). | 13.            | 1.02%.                            | £373,967.50.                         |
| Category O (other).                                                                                                                                                                                                                                                                                                                                  | 149.           | 25.23%.                           | £9,540,039.67.                       |
| <b>Total.</b>                                                                                                                                                                                                                                                                                                                                        | <b>428.</b>    | <b>100.00%.</b>                   | <b>£37,023,333.74.</b>               |

| <b>Type of Contract</b> | <b>Number of Contracts</b> | <b>% of Total Contracts</b> | <b>Value of Contracts</b> | <b>% of Total Value</b> |
|-------------------------|----------------------------|-----------------------------|---------------------------|-------------------------|
| Service                 | 275.                       | 64.25%.                     | £19,064,537.13.           | 51.49%.                 |
| Supply                  | 57.                        | 13.32%.                     | £10,829,453.22.           | 29.25%.                 |
| Works                   | 96.                        | 22.43%.                     | £7,129,343.39.            | 19.26%.                 |
| Total.                  | 428.                       | 100%.                       | £37,023,333.74.           | 100%.                   |

**Table 2 – 1 April 2021 to 31 March 2022**

| <b>Contract Category Analysis.</b>                                                                                                                                                                                                                                                                                                                   | <b>Number.</b> | <b>Percentage of Total Value.</b> | <b>Estimated Contract Value (£).</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|--------------------------------------|
| Category A (national).                                                                                                                                                                                                                                                                                                                               | 54             | 2.39%                             | £1,002,229.10                        |
| Category B (sectoral).                                                                                                                                                                                                                                                                                                                               | 58             | 10.21%                            | £4,282,885.39                        |
| Category C (local single supplier).                                                                                                                                                                                                                                                                                                                  | 222            | 63.22%                            | £26,531,161.52                       |
| Category C1 (local contract / framework including local collaboration). (Examples for Category C1, are as for 2016 / 2017, the provision of contracts for food, specialist legal services working collaboratively and e-learning working collaboratively with other Public Authorities with the addition of the provision of tax advisory services). | 10             | 1.20%                             | £503,333.29                          |
| Category O (other).                                                                                                                                                                                                                                                                                                                                  | 159            | 22.98%                            | £9,643,541.36                        |
| <b>Total.</b>                                                                                                                                                                                                                                                                                                                                        | <b>503</b>     | <b>100.00%</b>                    | <b>£41,963,150.67</b>                |

| Type of Contract | Number of Contracts | % of Total Contracts | Value of Contracts | % of Total Value |
|------------------|---------------------|----------------------|--------------------|------------------|
| Service          | 323                 | 64.21%               | £22,203,979.34     | 52.91%           |
| Supply           | 109                 | 21.67%               | £4,544,836.92      | 10.83%           |
| Works            | 71                  | 14.12%               | £15,214,334.41     | 36.26%           |
| Total.           | 503                 | 100%                 | £41,963,150.67     | 100%             |

**Table 3 – 1 April 2022 to 31 March 2023**

| Contract Category Analysis.                                                                                                                                                                                                                                                                                                                          | Number.    | Percentage of Total Value. | Estimated Contract Value (£). |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------|-------------------------------|
| Category A (national).                                                                                                                                                                                                                                                                                                                               | 65         | 9.70%                      | £5,477,199.06                 |
| Category B (sectoral).                                                                                                                                                                                                                                                                                                                               | 50         | 7.86%                      | £4,438,800.93                 |
| Category C (local single supplier).                                                                                                                                                                                                                                                                                                                  | 212        | 54.81%                     | £36,577,955.46                |
| Category C1 (local contract / framework including local collaboration). (Examples for Category C1, are as for 2016 / 2017, the provision of contracts for food, specialist legal services working collaboratively and e-learning working collaboratively with other Public Authorities with the addition of the provision of tax advisory services). | 10         | 1.51%                      | £850,084.39                   |
| Category O (other).                                                                                                                                                                                                                                                                                                                                  | 135        | 16.11%                     | £9,094,367.60                 |
| <b>Total.</b>                                                                                                                                                                                                                                                                                                                                        | <b>472</b> | <b>100.00%</b>             | <b>£56,438,407.43</b>         |

| Type of Contract | Number of Contracts | % of Total Contracts | Value of Contracts | % of Total Value |
|------------------|---------------------|----------------------|--------------------|------------------|
| Service          | 310                 | 65.82%               | £25,980,242.68     | 46.03%           |
| Supply           | 115                 | 24.36%               | £16,015,275.65     | 27.38%           |
| Works            | 47                  | 9.96%                | £14,442,889.10     | 25.59%           |
| Total.           | 472                 | 100%                 | £56,438,407.43     | 100%             |

**Table 4 – 1 April 2023 to 31 March 2024**

| <b>Contract Category Analysis.</b>                                                                                                                                                                                                                                                                                                                   | <b>Number.</b> | <b>Percentage of Total Value.</b> | <b>Estimated Contract Value (£).</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|--------------------------------------|
| Category A (national).                                                                                                                                                                                                                                                                                                                               | 69             | 15.33%                            | £7,466,414.32                        |
| Category B (sectoral).                                                                                                                                                                                                                                                                                                                               | 54             | 12.00%                            | £6,556,422.98                        |
| Category C (local single supplier).                                                                                                                                                                                                                                                                                                                  | 209            | 46.44%                            | £28,591,864.28                       |
| Category C1 (local contract / framework including local collaboration). (Examples for Category C1, are as for 2016 / 2017, the provision of contracts for food, specialist legal services working collaboratively and e-learning working collaboratively with other Public Authorities with the addition of the provision of tax advisory services). | 21             | 4.67%                             | £1,563,626.49                        |
| Category O (other).                                                                                                                                                                                                                                                                                                                                  | 97             | 21.56%                            | £8,991,766.46                        |
| <b>Total.</b>                                                                                                                                                                                                                                                                                                                                        | <b>450</b>     | <b>100.00%</b>                    | <b>£53,170,094.52</b>                |

| <b>Type of Contract</b> | <b>Number of Contracts</b> | <b>% of Total Contracts</b> | <b>Value of Contracts</b> | <b>% of Total Value</b> |
|-------------------------|----------------------------|-----------------------------|---------------------------|-------------------------|
| Service                 | 305                        | 67.78%                      | £28,455,583.61            | 53.52%                  |
| Supply                  | 100                        | 22.22%                      | £11,214,984.10            | 21.09%                  |
| Works                   | 45                         | 10.00%                      | £13,499,526.81            | 25.39%                  |
| <b>Total.</b>           | <b>450</b>                 | <b>100%</b>                 | <b>£53,170,094.52</b>     | <b>100%</b>             |

**Table 5 – 1 April 2024 to 31 March 2025**

| <b>Contract Category Analysis.</b>                                                                                                                                                                                                                                                                                                                   | <b>Number.</b> | <b>Percentage of Total Value.</b> | <b>Estimated Contract Value (£).</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|--------------------------------------|
| Category A (national).                                                                                                                                                                                                                                                                                                                               | 68             | 17.89%                            | £9,767,947.21                        |
| Category B (sectoral).                                                                                                                                                                                                                                                                                                                               | 87             | 13.90%                            | £7,591,087.75                        |
| Category C (local single supplier).                                                                                                                                                                                                                                                                                                                  | 173            | 40.64%                            | £22,186,849.87                       |
| Category C1 (local contract / framework including local collaboration). (Examples for Category C1, are as for 2016 / 2017, the provision of contracts for food, specialist legal services working collaboratively and e-learning working collaboratively with other Public Authorities with the addition of the provision of tax advisory services). | 15             | 3.58%                             | £1,952,565.98                        |
| Category O (other).                                                                                                                                                                                                                                                                                                                                  | 120            | 23.99%                            | £13,094,704.64                       |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                         | <b>463</b>     | <b>100.00%</b>                    | <b>£54,593,155.45</b>                |

| <b>Type of Contract</b> | <b>Number of Contracts</b> | <b>% of Total Contracts</b> | <b>Value of Contracts</b> | <b>% of Total Value</b> |
|-------------------------|----------------------------|-----------------------------|---------------------------|-------------------------|
| Service.                | 330                        | 71.27%                      | £37,892,063.94            | 69.41%                  |
| Supply.                 | 96                         | 20.73%                      | £5,825,143.50             | 10.67%                  |
| Works.                  | 37                         | 7.99%                       | £10,875,948.00            | 19.92%                  |
| <b>Total.</b>           | <b>463</b>                 | <b>100%</b>                 | <b>£54,593,155.45</b>     | <b>100%</b>             |

## Procurement Annual Spend Data

The Council is required by the Scottish Government to input its annual spend data to the Procurement Hub which records all purchasing transactions made by the Council for each financial year. The information is processed and released back to the Council for the purposes of analysis and forward planning.

The following table provides a summary of key data for the Council spend data for the past five financial years.

**Table 6**

| Financial Year.                         | 2020 / 2021.   | 2021 / 2022.   | 2022 / 2023.   | 2023 / 2024.   | 2024 / 2025 |
|-----------------------------------------|----------------|----------------|----------------|----------------|-------------|
| Total Spend (£).                        | £40,405,786.00 | £53,235,315.00 | £69,968,064    | £65,829,641    | £70,753,354 |
| Core Trade Spend (£)                    | £37,412,755.00 | £50,458,363.00 | £66,663,75     | £61,867,089    | £67,749,468 |
| Input suppliers.                        | 1,802.00       | 2,205.00       | 2,168          | 2,211          | 2,187       |
| De-duplicated Suppliers.                | 1,764.00       | 1,998.00       | 2,136          | 2,176          | 2,161       |
| Duplicate Suppliers.                    | 38             | 27             | 32             | 35             | 26          |
| SME Suppliers.                          | 670            | 971            | 794            | 951            | 946         |
| Local Suppliers.                        | 217            | 294            | 269            | 282            | 336         |
| Transactions.                           | 29,226         | 34,999         | 36,472         | 37,963         | 38,991      |
| Average Spend per supplier (£).         | £22,906        | £26,644        | £32,757        | £30,253        | £32,741     |
| Percentage of SME Spend.                | 61%            | 62%            | 59%            | 61.10%         | 60.63%      |
| Percentage of Local Spend.              | 38%            | 41%.           | 41%            | 40.51%         | 39.54%      |
| Amount of Local Spend (£)               | £17,583,994.00 | £23,715,430.61 | £31,331,966.00 | £25,365,506.49 | £26,788,140 |
| Percentage of Core Trade Spend of Total | 92.59%         | 94.50%         | 95.28%         | 93.98%         | 95.75%      |

**Key to categories in Procurement Annual Spend table:**

- Total Spend – total amount of spend for the financial year.
- Input Suppliers – number of suppliers, before de-duplication.
- De-duplicated Total Suppliers – number of unique suppliers.
- Duplicate Suppliers – number of suppliers which are duplicates of another supplier.
- Transactions – total number of transactions.
- Avg. spend per supplier – average spend per unique supplier.
- Core Trade – sub-set of supply base that includes all Trade Suppliers and Social Care Provider with spend of £1,000 or more in the financial year.
- SME Supplier – Small and Medium sized businesses where the supplier has less than 249 employees or where the annual revenue is less than £22.8m.
- SME Spend – Spend with SME as a percentage of Core Trade Spend.
- Local Suppliers – Spend with suppliers within the same local authority area as the organisation (based on postcodes).
- Local Spend – Spend with local suppliers as a percentage of Core Trade Spend.

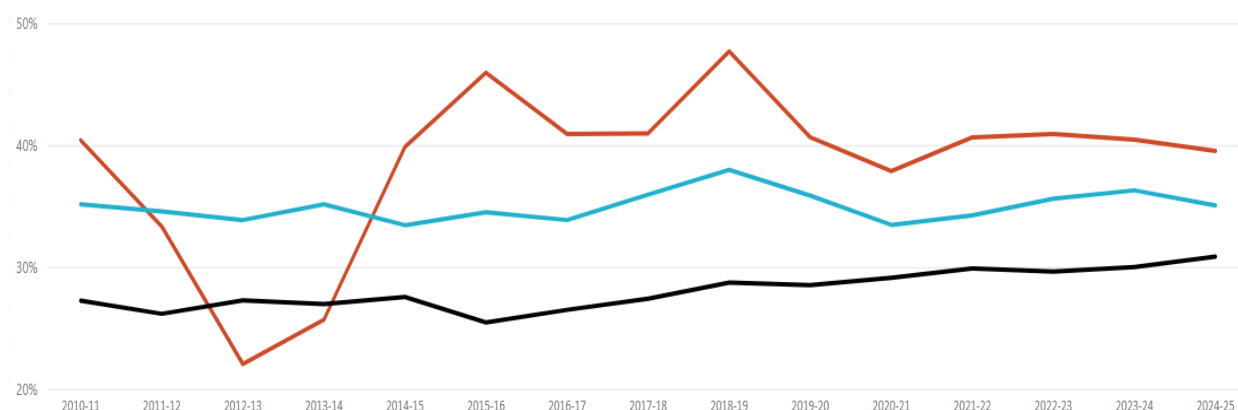
## Procurement Spend – National Context

The proportion of the Council's spend on local enterprises was 39.5% for the reporting period 2024– 2025 (figures accessed in November 2025). In comparison, the proportion of procurement spend on local enterprises across Scotland for the same period was 30.8% and, for similar\* councils (family group), there was an overall average of 35% spend on local enterprises.

\*Orkney is part of the Local Government Benchmarking Framework Group 1 which is grouped for the above indicator with similar Councils (East Renfrewshire, East Dunbartonshire, Aberdeenshire, Edinburgh City, Perth & Kinross, Aberdeen City and Shetland Islands).

Graph 1

### ECON04 – Proportion of Procurement Spent on Local Enterprises



Key: 2024-25

Red - Orkney Islands Council 39.5%

Blue - Family Group 35%

Black - All Scotland 30.8%

Ref: Local Government Benchmarking Framework

Orkney's procurement spend on local SMEs is 8.7% above the 'all Scotland' national average of 30.8% for the 2024 to 2025 period.

Please note that the figures referred to in this section are the percentages of the Council's spend on local Enterprises which is a different data set to the figures recorded for percentage of Enterprises Spend and percentage of Local Spend in Table 6. This information is sourced from the Local Government Benchmarking data sets and are the 2024 to 2025 figures. These are the most up to date statistics available to illustrate the national context.

## Climate Change Duties

The Climate Change (Scotland) Act 2009 places duties on public bodies relating to climate change.

These duties require that the Council must, in exercising its functions, act to:

- Contribute to the delivery of emission reduction targets (mitigation).
- Help deliver any statutory climate change adaptation programme (adaptation).
- Do this in a way that it considers most sustainable (acting sustainably).

The Council is statutorily required to provide evidence of the above in annual reports from reporting year 2021/22 onwards, as part of The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2020.

The Council's annual Climate Change Duties (CCD) report for 2024/25 will be considered by Council in November 2025. Copies of previous CCD reports may be accessed [here](#).

## **Biodiversity Duty**

Section 8.21 of the Sustainable Procurement Policy states that the Council will meet the duty to further the conservation of biodiversity arising from the Nature Conservation (Scotland) Act 2004. This will be done, where appropriate, by specifying through the procurement processes requirements that protect and enhance green spaces, habitats, species, sustainable farming practices and biodiversity both locally and globally.

## **Scotland's Public Procurement Reporting Requirements for 2024-25**

The Scottish Government produced a policy note [SPPN 2/2025](#) on 12 June 2025 regarding future reporting requirement for the 2024/25 reporting periods.

To date there has been no change to the reporting requirements requested by the Scottish Government.

## Appendix 1 – Summary of Regulated Procurements 1 April 2024 to 31 March 2025

| Date of Award | Contractor                     | Subject Matter                                  | Estimated/Actual Total Value (including any contract extensions) | Start Date | End Date   | End date including period of extension | Directorate | Governance      |
|---------------|--------------------------------|-------------------------------------------------|------------------------------------------------------------------|------------|------------|----------------------------------------|-------------|-----------------|
| 08/04/2024    | Number10 interim               | OHAC Temporary Finance Staff                    | £64,000.00                                                       | 08/04/2024 | 20/12/2024 | NA                                     | E&SR        | Service Budget  |
| 01/04/2024    | British Telecommunications PLC | SWAN2                                           | £1,215,000.00                                                    | 01/04/2024 | 31/03/2035 | NA                                     | NS&I        | Service Budget  |
| 01/04/2024    | Various                        | Social Care Agency Staff                        | £4,610,487.76                                                    | 01/04/2024 | 31/03/2025 | Ongoing                                | OHAC        | Service Budget  |
| 01/04/2024    | Various                        | Various IT Peripherals - Purchasing Platform    | £121,029.39                                                      | 01/04/2024 | 31/03/2025 | Ongoing                                | I&OD        | Service Budget  |
| 01/04/2024    | EDF Energy Ltd                 | Electricity 2024                                | £5,604,981.90                                                    | 01/04/2024 | 31/03/2025 | Ongoing                                | I&OD        | Service Budget  |
| 01/04/2024    | Scottish Fuels                 | Liquid Fuel - Scotland North (2024)             | £1,175,220.48                                                    | 01/04/2024 | 31/03/2025 | Ongoing                                | I&OD        | Service Budget  |
| 01/04/2024    | Business Stream                | Water and Waste Water Services (2024)           | £534,121.22                                                      | 01/04/2024 | 31/03/2025 | Ongoing                                | I&OD        | Service Budget  |
| 08/04/2024    | Age Scotland Orkney            | Provision of Independent Living Support Service | £94,819.00                                                       | 01/04/2024 | 31/03/2025 | Ongoing                                | OHAC        | Service Budget  |
| 15/04/2024    | Start Point Media              | Social Media Management                         | £359,728.00                                                      | 01/05/2024 | 31/04/2025 | 31/03/2028                             | E&SR        | Service Budget  |
| 23/04/2024    | David Flanagan Media           | PR Media Management                             | £182,800.00                                                      | 01/05/2024 | 31/04/2025 | 31/03/2028                             | E&SR        | Service Budget  |
| 08/05/2024    | Brodies LLP                    | Specialist Legal Services for Orkney Wind Farms | £104,250.00                                                      | 08/05/2024 | 06/05/2026 | 06/05/2026                             | E&SR        | Capital Project |

| <b>Date of Award</b> | <b>Contractor</b>           | <b>Subject Matter</b>                                                               | <b>Estimated/Actual Total Value (including any contract extensions)</b> | <b>Start Date</b> | <b>End Date</b> | <b>End date including period of extension</b> | <b>Directorate</b> | <b>Governance</b>             |
|----------------------|-----------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------|-----------------|-----------------------------------------------|--------------------|-------------------------------|
| 21/05/2024           | Vodafone                    | Renewal of Mobile Phone contract                                                    | £120,135.60                                                             | 01/06/2024        | 31/05/2027      | 31/05/2027                                    | NS&I               | Service Budget                |
| 07/06/2024           | Dennis Eagle Ltd            | 26t Refuse Truck                                                                    | £225,937.00                                                             | 07/06/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme |
| 10/06/2024           | HRI Munro Architecture      | Architectural Services 24-29                                                        | £326,535.00                                                             | 07/06/2024        | 06/06/2028      | 06/06/2030                                    | NS&I               | Service Budget                |
| 12/06/2024           | Econ Engineering Ltd        | Econ Quick Change Hotbox and Tipper Bodies                                          | £75,870.00                                                              | 12/06/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme |
| 13/06/2024           | Norscot Truck and Van Ltd   | 18T Chassis and Quick Change Body - Tipper/Gritter/Hotbox                           | £134,838.00                                                             | 13/06/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme |
| 18/06/2024           | Specialist Cars Renault     | 3 X New Electric Cars ( Vehicles)                                                   | £67,721.85                                                              | 18/06/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme |
| 21/06/2024           | Markon Limited              | Reinstatement of Carriageway white lines following surface dressing (by Markon Ltd) | £90,510.00                                                              | 21/06/2024        | 20/09/2024      | NA                                            | NS&I               | Service Budget                |
| 01/07/2024           | Orkney Transport (Prev J&V) | School Transport                                                                    | £171,677.00                                                             | 01/08/2024        | 30/06/2029      | 30/06/2031                                    | EC&H               | Service Budget                |
| 17/07/2024           | Aebi Schmidt UK Ltd         | Purchase of 3.5t road sweeper for waste services                                    | £95,690.00                                                              | 17/07/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme |
| 23/07/2024           | Simpson & Brown             | Conservation Surveying                                                              | £163,462.00                                                             | 01/08/2024        | 31/07/2029      | NA                                            | NS&I               | Service Budget                |
| 23/07/2024           | Nynas                       | Supply of Emulsion for road maintenance                                             | £171,000.00                                                             | 23/07/2024        | Supply          | NA                                            | NS&I               | Service Budget                |

| <b>Date of Award</b> | <b>Contractor</b>                    | <b>Subject Matter</b>                                                               | <b>Estimated/Actual Total Value (including any contract extensions)</b> | <b>Start Date</b> | <b>End Date</b> | <b>End date including period of extension</b> | <b>Directorate</b> | <b>Governance</b>               |
|----------------------|--------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------|-----------------|-----------------------------------------------|--------------------|---------------------------------|
| 23/07/2024           | Nynas                                | Supply of Bitumen for road maintenance                                              | £300,000.00                                                             | 23/07/2024        | 28/02/2025      | NA                                            | NS&I               | Service Budget                  |
| 28/07/2024           | Lyngaa Marine ApS                    | Replacement and upgrade of obsolete Engine Controls for Earl Sigurd & Earl Thorfinn | £177,205.00                                                             | 01/01/2025        | 31/03/2025      | NA                                            | E&SR               | Annual Refit/ Repairs Programme |
| 01/08/2024           | Softcat Plc                          | Wireless LAN Controller                                                             | £52,061.64                                                              | 01/08/2024        | Supply          | NA                                            | NS&I               | Service Budget                  |
| 02/08/2024           | Scot JCB Ltd                         | 360 tracked excavator                                                               | £211,500.00                                                             | 02/08/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme   |
| 05/08/2024           | Rocketbox                            | Vikings Exhibition                                                                  | £264,000.00                                                             | 05/08/2024        | 01/03/2025      | NA                                            | NS&I               | External Funding                |
| 05/08/2024           | NB Communication                     | Orkney Marketing Programme - Web Services                                           | £214,500.00                                                             | 01/08/2024        | 31/07/2027      | 31/07/2029                                    | E&SR               | Service Budget                  |
| 13/08/2024           | Hub North - Independent intelligence | Schools investment Programme Contract Options Appraisal Hub North                   | £59,670.03                                                              | 13/08/2024        | 01/09/2025      | 01/09/2025                                    | NS&I               | Service Budget                  |
| 15/08/2024           | Mellor Bus Ltd                       | 2 x 16 Seater Disabled Access Minibus                                               | £266,430.00                                                             | 15/08/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme   |
| 27/08/2024           | Skip Units Limited                   | Purchase of Various Skips and frames                                                | £81,500.00                                                              | 27/08/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme   |
| 05/09/2024           | MLM Engineering                      | Purchase of Tractor and Trailer                                                     | £130,000.00                                                             | 05/09/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme   |
| 05/09/2024           | Bill Mackie Engineering Ltd          | MV Thorsvoe Refit 2024                                                              | £262,019.00                                                             | 16/09/2024        | 03/10/2024      | NA                                            | E&SR               | Annual Refit/ Repairs Programme |

| <b>Date of Award</b> | <b>Contractor</b>                   | <b>Subject Matter</b>                              | <b>Estimated/Actual Total Value (including any contract extensions)</b> | <b>Start Date</b> | <b>End Date</b> | <b>End date including period of extension</b> | <b>Directorate</b> | <b>Governance</b>               |
|----------------------|-------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------|-------------------|-----------------|-----------------------------------------------|--------------------|---------------------------------|
| 12/09/2024           | A M Phillip Trucktech Ltd           | 2 x 7t Tipping Pickups with Tail Lifts ( Vehicles) | £120,415.00                                                             | 12/09/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme   |
| 17/09/2024           | NCC Group Security Services Limited | Annual IT Health Check                             | £123,000.00                                                             | 13/09/2024        | 12/09/2027      | 12/09/2028                                    | NS&I               | Service Budget                  |
| 18/09/2024           | Softcat Plc                         | Kirkwall Care Home IT Networking                   | £51,656.78                                                              | 18/09/2024        | Supply          | NA                                            | NS&I               | Capital Programme               |
| 20/09/2024           | indigo House                        | Hub North Strategic Support Housing Phase 3        | £91,250.00                                                              | 20/09/2024        | 30/09/2025      | NA                                            | NS&I               | Capital Programme               |
| 25/09/2024           | Specialist Cars Renault             | Supply and Delivery of 3 New EV Vans               | £67,796.85                                                              | 25/09/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme   |
| 30/09/2024           | Kongberg Maritime Finland           | Harald Gear Couplings                              | £53,456.48                                                              | 27/09/2024        | Supply          | NA                                            | E&SR               | Annual Refit/ Repairs Programme |
| 30/09/2024           | NTM-GB Ltd                          | 16T Split Back Recycler for Waste Services         | £176,665.00                                                             | 30/09/2024        | Supply          | NA                                            | NS&I               | Capital Replacement             |
| 15/10/2024           | VAO                                 | Supported Volunteering Project with VAO            | £50,000.00                                                              | 01/10/2024        | 30/09/2026      | NA                                            | EL&H               | External Grant Funding          |
| 28/10/2024           | QA Fish Ltd                         | Fresh Fish Catering Contract                       | £132,275.00                                                             | 04/11/2024        | 03/11/2027      | 01/11/2029                                    | EL&H               | Service Budget                  |
| 29/10/2024           | Norscot Truck and Van Ltd           | 32t Tipper truck for roads Services                | £157,200.00                                                             | 29/10/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme   |
| 29/10/2024           | Dennis Eagle Ltd                    | 18t Refuse Collection Vehicle for Waste Services   | £217,709.00                                                             | 29/10/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme   |

| <b>Date of Award</b> | <b>Contractor</b>                | <b>Subject Matter</b>                                                                                                              | <b>Estimated/Actual Total Value (including any contract extensions)</b> | <b>Start Date</b> | <b>End Date</b> | <b>End date including period of extension</b> | <b>Directorate</b> | <b>Governance</b>               |
|----------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------|-----------------|-----------------------------------------------|--------------------|---------------------------------|
| 31/10/2024           | Norscot Truck and Van Ltd        | New 15T Road Sweeper                                                                                                               | £185,974.00                                                             | 31/10/2024        | Supply          | NA                                            | NS&I               | Capital Replacement Programme   |
| 07/11/2024           | G A Barnie Group Ltd             | Electrical Installation Checks New Contract 2024 - Non Housing                                                                     | £559,128.55                                                             | 07/11/2024        | 06/11/2027      | NA                                            | NS&I               | Service Budget                  |
| 07/11/2024           | Enviroclean                      | Paper Products - Hatston                                                                                                           | £80,000.00                                                              | 11/11/2024        | 28/03/2027      | NA                                            | NS&I               | Service Budget                  |
| 19/11/2024           | Brodies LLP                      | Legal Due Diligence                                                                                                                | £62,000.00                                                              | 20/11/2024        | 19/11/2026      | NA                                            | E&R                | Capital Project                 |
| 28/11/2024           | The Salt Sales Co                | Supply of Salt for winter maintenance of roads & pathways                                                                          | £500,000.00                                                             | 28/11/2024        | 31/10/2026      | NA                                            | NS&I               | Service Budget                  |
| 02/12/2024           | McAdie & Reeve                   | Provision of Isles Haulage 2024                                                                                                    | £400,000.00                                                             | 22/11/2024        | 21/11/2027      | 20/11/2029                                    | NS&I               | Service Budget                  |
| 09/12/2024           | CRC Advisory Ltd                 | Entrepreneurial Islands Project                                                                                                    | £65,350.00                                                              | 01/04/2024        | 31/03/2025      | NA                                            | E&SR               | Service Budget                  |
| 13/12/2024           | Environmental Technical Services | 3 yrs 3 Years Ventilation Cleaning , Servicing and Recording of as Built Information Ventilation Ductwork / Cleaning Contract 2024 | £112,580.00                                                             | 13/12/2024        | 12/12/2027      | NA                                            | NS&I               | Service Budget                  |
| 18/12/2024           | Knud E Hansen                    | ONI Vessel Design                                                                                                                  | £250,000.00                                                             | 06/01/2025        | 31/05/2025      | NA                                            | E&SR               | Capital Project                 |
| 23/12/2024           | Bill Mackie Engineering Ltd      | MV Sigurd Re -Fit 2025                                                                                                             | £361,454.00                                                             | 06/01/2025        | 25/01/2025      | NA                                            | E&SR               | Annual Refit/ Repairs Programme |
| 13/01/2025           | Leask Marine                     | Sharon Rose Wreck Removal                                                                                                          | £174,909.25                                                             | 13/01/2025        | 23/02/2025      | NA                                            | E&SR               | Service Budget                  |

| <b>Date of Award</b> | <b>Contractor</b>                                                        | <b>Subject Matter</b>                                              | <b>Estimated/Actual Total Value (including any contract extensions)</b> | <b>Start Date</b> | <b>End Date</b> | <b>End date including period of extension</b> | <b>Directorate</b> | <b>Governance</b>               |
|----------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------|-----------------|-----------------------------------------------|--------------------|---------------------------------|
| 21/01/2025           | Bill Mackie Engineering Ltd                                              | Refit for Thorfinn 2025                                            | £195,068.00                                                             | 27/01/2025        | 07/02/2025      | NA                                            | E&SR               | Annual Refit/ Repairs Programme |
| 21/01/2025           | Bill Mackie Engineering Ltd                                              | Refit for Varagen 2025                                             | £307,156.00                                                             | 17/02/2025        | 03/03/2025      | NA                                            | E&SR               | Annual Refit/ Repairs Programme |
| 22/01/2025           | Orkney Transport Ltd                                                     | Cruise Liner Shuttle Bus Service                                   | £500,000.00                                                             | 01/02/2025        | 31/01/2028      | 31/01/2030                                    | E&SR               | Service Budget                  |
| 24/01/2025           | Environmental Technical Services                                         | Water Safety & TMV Inspection, Testing and Servicing Contract 2024 | £225,222.00                                                             | 24/01/2025        | 23/01/2028      | NA                                            | NS&I               | Service Budget                  |
| 07/02/2025           | Employability Orkney                                                     | Employer Engagement Service                                        | £50,000.00                                                              | 01/04/2025        | 31/03/2027      | NA                                            | EL&H               | External Grant Funding          |
| 11/02/2025           | Tritonia Scientific Ltd                                                  | Seabed Survey in the East Scapa Flow.                              | £70,000.00                                                              | 11/02/2025        | 11/08/2025      | NA                                            | E&SR               | Service Budget                  |
| 24/02/2025           | Orcades Marine Management Consultants Ltd                                | Provision of Ballast Water Sampling                                | £313,091.00                                                             | 01/04/2024        | 31/03/2027      | 31/03/2029                                    | E&SR               | Service Budget                  |
| 06/03/2025           | Acciona Construction SA and Jones Bros Ruthin (Civil Engineering) Co Ltd | Scapa Deep Water Quay (PCSA only)                                  | £5,997,945.03                                                           | 06/03/2025        | 07/08/2025      | 03/10/2025                                    | E&SR               | Capital Project                 |
| 13/03/2025           | Bill Mackie Engineering Ltd                                              | Refit - Hoy head                                                   | £250,000.00                                                             | 17/03/2025        | 02/04/2025      | NA                                            | E&SR               | Annual Refit/ Repairs Programme |
| 14/03/2025           | Bill Mackie Engineering Ltd                                              | Refit - Eynhallow 2025                                             | £90,000.00                                                              | 07/04/2025        | 21/04/2025      | NA                                            | E&SR               | Annual Refit/ Repairs Programme |

| <b>Date of Award</b> | <b>Contractor</b>           | <b>Subject Matter</b>                                                                     | <b>Estimated/Actual Total Value (including any contract extensions)</b> | <b>Start Date</b> | <b>End Date</b> | <b>End date including period of extension</b> | <b>Directorate</b> | <b>Governance</b>               |
|----------------------|-----------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------|-----------------|-----------------------------------------------|--------------------|---------------------------------|
| 20/03/2025           | Systra Limited              | Services associated with introduction of 20 mph speed limits on urban roads across Orkney | £82,900.00                                                              | 01/04/2025        | 22/07/2025      | NA                                            | NS&I               | External Funding                |
| 21/03/2025           | Insight Direct (UK) Ltd     | Fleet Management System                                                                   | £60,000.00                                                              | 21/03/2025        | 20/03/2028      | NA                                            | NS&I               | Service Budget                  |
| 31/03/2025           | Bill Mackie Engineering Ltd | Refit - MV Harald 2025                                                                    | £96,189.30                                                              | 19/05/2025        | 23/05/2025      | NA                                            | E&SR               | Annual Refit/ Repairs Programme |
| 31/03/2025           | Bill Mackie Engineering Ltd | Refit - MV Graemsay 2025                                                                  | £52,522.15                                                              | 07/04/2025        | 22/04/2025      | NA                                            | E&SR               | Annual Refit/ Repairs Programme |

## Appendix 2 – Procurement Strategy Targets/Indicators 2023 to 2028

What will success look like?

The measures below are designed to stretch us as we strive to achieve our ambitions. Despite these uncertain times, we must be bold in what we aim to achieve and not just settle for simply maintaining the current position.

### 21.1. Sustainability, Climate Change and Net Zero Targets

| Target/Indicator 2023 to 2028                                                                                                                                                                              | Target | Actual<br>2023 / 2024                     | Actual<br>2024 / 2025                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------|------------------------------------------|
| Number of Procurements where Community Benefit Clauses have been included in the award criteria. (To include contracts under £4,000,000 for reporting period 2024 / 2025 and beyond)                       | 70     | 3<br>(Contracts with a value of over £4m) | 4<br>(All Contracts regardless of value) |
| Number of Procurements for higher value contracts where climate change selection criteria have been included in the initial selection process for contracts identified as likely to impact climate change. | 30     | 0                                         | 4                                        |
| Percentage of procurements where a sustainability award criteria clause has been included. (Excluding frameworks – Cat C and Cat C1 only)                                                                  | 50%    | 21%                                       | 44%                                      |
| Percentage of procurement spend on local enterprises – Council Plan target.                                                                                                                                | 45%    | 41%                                       | 40%                                      |
| Percentage of overall spend with the Third Sector and supported businesses.                                                                                                                                | 10%    | 7.3%                                      | 6%                                       |

### 21.2. Working with local suppliers

| Target/Indicator 2023 to 2028                                                                           | Target | Actual<br>2023 / 2024 | Actual<br>2024 / 2025 |
|---------------------------------------------------------------------------------------------------------|--------|-----------------------|-----------------------|
| Number of local suppliers registered with the Supplier Development Programme.                           | 80     | 67                    | 69                    |
| Number of local supply bases registered on the Public Contracts Scotland Portal Advertising Portal.     | 100    | 80                    | 79                    |
| Percentage of Council spend attributable to SMEs                                                        | 45%    | 41%                   | 40%                   |
| To review contract award procedures to ensure that they place the minimum possible burden on suppliers. | 2024   | Ongoing               | Ongoing               |

### 21.3. Value for Money

| Target/Indicator 2023 to 2028                                                                                                                          | Target | Actual<br>2023 / 2024 | Actual<br>2024 / 2025 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|-----------------------|
| Actual annual spend of contracts awarded expressed as a percentage compared to expenditure over the value of £1,000 as recorded by SG Procurement Hub. | 90%    | 86%                   | 81%                   |

### 21.4. Collaboration and partnering

| Target/Indicator 2023 to 2028                                   | Target | Actual<br>2023 / 2024 | Actual<br>2024 / 2025 |
|-----------------------------------------------------------------|--------|-----------------------|-----------------------|
| Percentage of contract spend utilising Collaborative Contracts. | 30%    | 2.94%                 | 3.24%                 |

### 21.6. Contract Management

| Target/Indicator 2023 to 2028                                                                                     | Target | Actual<br>2023 / 2024         | Actual<br>2024 / 2025         |
|-------------------------------------------------------------------------------------------------------------------|--------|-------------------------------|-------------------------------|
| Contract Management Materials Toolkit (to include small contracts where applicable) for services to be developed. | 2026   | To be completed by July 2025  | Complete                      |
| All contracts classified as high value and/or high risk to have an appropriate contract management plan in place. | 2026   | To be completed by April 2026 | To be completed by April 2026 |
| Exit plans in place for all appropriate contracts.                                                                | 2027   | To be completed by Dec 2026   | To be completed by Dec 2026   |

### 21.7. Communication

| Target/Indicator 2023 to 2028                               | Target | Actual<br>2023 / 2024 | Actual<br>2024 / 2025 |
|-------------------------------------------------------------|--------|-----------------------|-----------------------|
| To seek customer satisfaction/feedback from bidders.        | 2026   | To be determined      | Under development     |
| To advertise contract opportunities on the Council website. | 2024   | Ongoing               | Ongoing               |

### 21.8. e-Procurement

| Target/Indicator 2023 to 2028                                                                                          | Target | Actual<br>2023 / 2024 | Actual<br>2024 / 2025              |
|------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|------------------------------------|
| Review of internal processes carried out to identify opportunities to integrate with other Council electronic systems. | 2028   | To be determined      | Options Appraisal to be undertaken |

### 21.11. Training

| Target/Indicator 2023 to 2028                                                                                                                       | Target | Actual<br>2023 / 2024 | Actual<br>2024 / 2025 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|-----------------------|
| Sustainable Procurement and Procurement Climate Change Training to be undertaken by all Officers and Managers with Delegated Procurement Authority. | 2024   | Dec 2025              | Dec 2025              |
| Induction for all new employees to include procurement awareness.                                                                                   | 2025   | To be determined      | In progress           |

## Appendix 3 - Forward Plan for Regulated and Unregulated Procurements April 2025 to March 2027

| Subject Matter of Contract                                                                      | New / Extended / Re-let | Expected Contract Notice / Publication Date | Expected Award Date             | Expected Start Date             | Estimated Value of the Contract (£) | Regulated / Unregulated |
|-------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------|---------------------------------|---------------------------------|-------------------------------------|-------------------------|
| Various IT Contracts                                                                            | New and Re- let         | Various 2025 Ongoing                        | TBC                             | TBC                             | TBC                                 | Regulated / Unregulated |
| Various Agency Workers Contracts                                                                | New and Re- let         | Various 2025 ongoing                        | TBC                             | TBC                             | TBC                                 | Regulated               |
| Cleaning Services (Waiting Rooms and Public Conveniences various mainland and island locations. | Re-let                  | Various 2025 to 2027                        | Various throughout 2025 to 2027 | Various throughout 2025 to 2027 | TBC                                 | Unregulated             |
| Vehicles and Plant replacement programme                                                        | New                     | Various throughout 2025, 2026 and 2027      | TBC                             | TBC                             | £1,400,000                          | Regulated / Unregulated |
| Vessel Re-fits 2025-27 individual contracts                                                     | Re-let                  | Various throughout 2025 2026 and 2027       | TBC                             | TBC                             | TBC                                 | Regulated / Unregulated |
| Vessel Refit Framework 2026 - 30                                                                | New                     | Various throughout 2026 to 2030             | TBC                             | TBC                             | TBC                                 | Regulated               |
| Construction of Balance of Plant Orkney Community Wind Farm                                     | New                     | Jul-2025                                    | Feb-2026                        | Mar-2026                        | £18,000,000                         | Regulated               |
| Provision of Outdoor Education Instructors                                                      | Re-Let                  | Sep-2025                                    | Nov-2025                        | Apr-2026                        | £171,000                            | Regulated               |
| Supply of One Second Hand 24m Landing Craft                                                     | New                     | Sep-2025                                    | Nov-2025                        | Dec-2025                        | £1,400,000                          | Regulated               |
| Repairs to Balfour Pier Steps                                                                   | New                     | Oct-2025                                    | Nov-2025                        | Nov-2025                        | £30,000                             | Unregulated             |
| School Teacher Transport and School Pupil Transport (Eday)                                      | Re-Let                  | Nov-2025                                    | Jan-2026                        | Jan-2026                        | £101,115                            | Regulated               |

| <b>Subject Matter of Contract</b>                                                                              | <b>New /<br/>Extended<br/>/ Re-let</b> | <b>Expected Contract<br/>Notice /<br/>Publication Date</b> | <b>Expected<br/>Award Date</b> | <b>Expected<br/>Start Date</b> | <b>Estimated Value<br/>of the Contract<br/>(£)</b> | <b>Regulated /<br/>Unregulated</b> |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|--------------------------------|--------------------------------|----------------------------------------------------|------------------------------------|
| HEEPS:ABS Management Services<br>2026-3031                                                                     | Re-Let                                 | Nov-2025                                                   | Jan-2026                       | Apr-2026                       | £975,000 (5 year<br>Contract)                      | Regulated                          |
| Supply of One Preowned Aircraft                                                                                | New                                    | Nov-2025                                                   | Jan-2026                       | Feb-2026                       | £400,000 (5 year<br>contract)                      | Regulated                          |
| Container Shipment of Waste to<br>Shetland                                                                     | Re-let                                 | Nov-2025                                                   | Feb-2026                       | Apr-2026                       | £1,951,572 (5 year<br>contract)                    | Regulated                          |
| NI Linkspans Control Systems upgrades                                                                          | New                                    | Nov-2025                                                   | Jan-2026                       | Jan-2026                       | £1,200,000                                         | Unregulated                        |
| A965 Finstown Drainage                                                                                         | New                                    | Nov-2025                                                   | Jan-2026                       | Mar-2026                       | £250,000                                           | Unregulated                        |
| Restoration of St Magnus Cathedral<br>Organ                                                                    | New                                    | Nov-2025                                                   | Jan-2026                       | Sep-2026                       | £500,000                                           | Regulated                          |
| Birsay Campsite building and site<br>upgrade                                                                   | New                                    | Nov-2025                                                   | Jan-2026                       | Feb-2026                       | TBC                                                | Unregulated                        |
| Outer North Isles Design and Build Ferry<br>Replacement (3 Vessels with an option<br>for a 1 x further option) | New                                    | Nov-2025                                                   | May-2026                       | Jun-2026                       | £70-100M                                           | Regulated                          |
| Orphir and Papdale Primary Schools<br>Lighting Upgrades                                                        | New                                    | Nov-2025                                                   | Dec-2025                       | Apr-2026                       | £300,000                                           | Unregulated                        |
| Orkney Community Wind Farm Post<br>Consent Commercial Advisory Services                                        | Re-Let                                 | Nov-2025                                                   | Jan-2026                       | Jan-2025                       | £355,000                                           | Regulated                          |
| Emotional Well-Being Services                                                                                  | Re-Let                                 | Dec-2025                                                   | Feb-2026                       | Apr-2026                       | TBC                                                | Regulated                          |
| Accommodation Based Step Down<br>Services                                                                      | Re- Let                                | Dec-2025                                                   | Jan-2026                       | Apr-2026                       | £45,000                                            | Unregulated                        |
| Storage Infrastructure and Disaster<br>Recovery                                                                | Re-let                                 | Dec-2025                                                   | Mar-26                         | Apr-2026                       | £350,000                                           | Regulated                          |
| Moar Drive Multi Tenancy Shared House                                                                          | New                                    | Dec-2025                                                   | Feb-2026                       | Apr-2026                       | £800,000                                           | Regulated                          |

| <b>Subject Matter of Contract</b>                                                                    | <b>New /<br/>Extended<br/>/ Re-let</b> | <b>Expected Contract<br/>Notice /<br/>Publication Date</b> | <b>Expected<br/>Award Date</b> | <b>Expected<br/>Start Date</b> | <b>Estimated Value<br/>of the Contract<br/>(£)</b> | <b>Regulated /<br/>Unregulated</b> |
|------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|--------------------------------|--------------------------------|----------------------------------------------------|------------------------------------|
| Library Management System                                                                            | Re-Let                                 | Jan-2026                                                   | Feb-2026                       | Mar-2026                       | £154,153                                           | Regulated                          |
| Kirkwall Pier Lighting                                                                               | New                                    | Jan-2025                                                   | Mar-2026                       | Apr-2026                       | £250,000                                           | Unregulated                        |
| Annual Fire Fighting Equipment<br>Inspections                                                        | Re-let                                 | Jan-2026                                                   | Feb-2026                       | Mar-2026                       | TBC                                                | Regulated                          |
| Pest Control Services                                                                                | Re-Let                                 | Jan-2026                                                   | May-2026                       | Jun-2026                       | £86,500                                            | Unregulated                        |
| Banking Services.                                                                                    | Re-let.                                | Mar-2026                                                   | May-2026                       | Aug-2026                       | £22,980 (4 year<br>contract)                       | Unregulated                        |
| Home Care Staff Management System                                                                    | Re- Let                                | Apr-2026                                                   | Jul-2026                       | Aug-2026                       | £160,000 (4 year<br>contract)                      | Regulated                          |
| Inspection and Testing of Vehicles for<br>use as Taxi and Private Hire Cars                          | Re-let.                                | Apr-2027                                                   | Jul-2027                       | Jul-2027                       | £20,000 (5 year<br>contract)                       | Unregulated.                       |
| Inspection, Testing and Maintenance of<br>Fixed and Moveable Gymnasium and<br>Fitness Room Equipment | Re-Let                                 | Spring 2026                                                | Summer<br>2026                 | Summer<br>2026                 | £35,000                                            | Regulated                          |
| Independent Mobility Assessor                                                                        | Re-Let                                 | May-26                                                     | Jul-2026                       | Oct-2026                       | £5,000                                             | Unregulated                        |
| Security Service for Orkney Harbour<br>Authority                                                     | Re-Let                                 | May-2026                                                   | Oct-2026                       | Dec-2026                       | £221,368                                           | Regulated                          |
| Islands Haulage - Sanday                                                                             | Re-Let                                 | May-2026                                                   | Jul-2026                       | Sep-2026                       | £22,500                                            | Unregulated                        |
| Student Accommodation Letting                                                                        | Re-let                                 | May-2026                                                   | Jul-2026                       | Aug-2026                       | £23,920                                            | Unregulated                        |
| Port Marine Safety Code – Designated<br>Person                                                       | Re-let                                 | May-2026                                                   | Jul-2026                       | Oct-2026                       | £67,590 (5 year<br>contract)                       | Regulated                          |
| Orkney Museum Promotional Material                                                                   | Re-let                                 | May-2026                                                   | Jul-2026                       | Oct-2026                       | TBC                                                | Regulated                          |
| Lift Servicing and Maintenance 2026-<br>2031                                                         | Re-let                                 | Jun-2026                                                   | Aug-2026                       | Dec-2026                       | £112,516 (5 year<br>contract)                      | Regulated                          |

| <b>Subject Matter of Contract</b>                                                                                            | <b>New /<br/>Extended<br/>/ Re-let</b>      | <b>Expected Contract<br/>Notice /<br/>Publication Date</b> | <b>Expected<br/>Award Date</b> | <b>Expected<br/>Start Date</b> | <b>Estimated Value<br/>of the Contract<br/>(£)</b> | <b>Regulated /<br/>Unregulated</b> |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------|--------------------------------|--------------------------------|----------------------------------------------------|------------------------------------|
| Kerbside Collections (Island/Island Groups)                                                                                  | Re-let                                      | Aug-2026                                                   | Oct-2026                       | Dec-2026/Jan-2027              | Various                                            | Regulated                          |
| Employee Assistance Programme and Employee Benefits                                                                          | Re-Let                                      | Autumn 2026                                                | Winter 2026                    | Winter 2026                    | £11,228                                            | Unregulated                        |
| Supply and Services of Hygiene Units                                                                                         | Re-Let                                      | Oct/Nov 2026                                               | Jan / Feb 2027                 | Apr-2027                       | £227,096                                           | Regulated                          |
| Heat Pump & Mechanical Ventilation & Heat Recovery System Servicing - Various OIC Properties                                 | Re-Let                                      | Winter 2026                                                | Spring 2027                    | Spring 2027                    | £501,000                                           | Unregulated                        |
| Ground Maintenance Services 2022 - 2026                                                                                      | Re-Let<br>Subject to<br>Council<br>Approval | Dec-2026                                                   | Feb-2027                       | Apr-2027                       | £377,725                                           | Regulated                          |
| Grounds Maintenance Services 2022 - 2026: Football Pitches                                                                   | Re-Let<br>Subject to<br>Council<br>Approval | Dec-2026                                                   | Feb-2027                       | Apr-2027                       | £117,141                                           | Regulated                          |
| Young Persons Supported Accommodation Services                                                                               | Re-Let                                      | Dec-2026                                                   | Apr-2027                       | May-2027                       | £1,145,700                                         | Regulated                          |
| Servicing & Maintenance of Automatic Doors                                                                                   | Re-Let                                      | Jan-2027                                                   | Spring 2027                    | May-2027                       | £100,000                                           | Unregulated                        |
| Environmental Consultancy services (Planning)                                                                                | Re-Let                                      | Spring 2027                                                | Summer 2027                    | Aug-2027                       | £300,000                                           | Regulated                          |
| 3 Years Ventilation Cleaning , Servicing and Recording of as Built Information Ventilation Ductwork / Cleaning Contract 2027 | Re-Let                                      | Jul-2027                                                   | Nov-2027                       | Dec-2027                       | £11,258                                            | Regulated                          |

| <b>Subject Matter of Contract</b>                             | <b>New /<br/>Extended<br/>/ Re-let</b> | <b>Expected Contract<br/>Notice /<br/>Publication Date</b> | <b>Expected<br/>Award Date</b> | <b>Expected<br/>Start Date</b> | <b>Estimated Value<br/>of the Contract<br/>(£)</b> | <b>Regulated /<br/>Unregulated</b> |
|---------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|--------------------------------|--------------------------------|----------------------------------------------------|------------------------------------|
| Islands Haulage – Various isles                               | Re-Let                                 | Jul-2029                                                   | Aug-2029                       | Oct-2029                       | £400,000 (5 year contract)                         | Unregulated                        |
| Houton - Council Owned Land Servicing of Site Proposal (SSEN) | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| Roads Maintenance 2026-27: Various                            | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| Roads Maintenance 2026-27: Misc Bridge Repairs.               | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| Roads Maintenance 2026-27: Footways.                          | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| Timber Floor Replacement at Various OIC Properties            | Re-Let                                 | TBC                                                        | TBC                            | TBC                            | £86,000                                            | Unregulated                        |
| Kirkwall Pier - Waiting Room conversion to Offices            | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| West Pier Lighthouse Conservation work                        | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| Kirkwall Town Hall – External Stone Works                     | New                                    | TBC                                                        | TBC                            | TBC                            | £450,000                                           | Unregulated                        |
| Houton Ferry Terminal Car Park and Marshalling                | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| Orphir School External Wall Insulation and Boiler Replacement | New.                                   | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| Tankerness House external fabric repairs                      | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| Eday Pier Refurbishment                                       | New                                    | TBC                                                        | TBC                            | TBC                            | £300,000                                           | Unregulated                        |
| Chinglebraes Retaining Wall                                   | New                                    | TBC                                                        | TBC                            | TBC                            | £500,000                                           | Unregulated.                       |
| North Isles Cycling, Walking and Safer Routes                 | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |

| <b>Subject Matter of Contract</b>                         | <b>New /<br/>Extended<br/>/ Re-let</b> | <b>Expected Contract<br/>Notice /<br/>Publication Date</b> | <b>Expected<br/>Award Date</b> | <b>Expected<br/>Start Date</b> | <b>Estimated Value<br/>of the Contract<br/>(£)</b> | <b>Regulated /<br/>Unregulated</b> |
|-----------------------------------------------------------|----------------------------------------|------------------------------------------------------------|--------------------------------|--------------------------------|----------------------------------------------------|------------------------------------|
| Kirkwall to Scapa Active Travel Route                     | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| Miscellaneous Culvert Platforms                           | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| Miscellaneous Piers and Harbours<br>Maintenance Programme | New                                    | TBC                                                        | TBC                            | TBC                            | £2,500,000                                         | Unregulated                        |
| Stromness Swimming Pool Air Source<br>Heat Pump           | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| White Street Housing re-roofing                           | New                                    | TBC                                                        | TBC                            | TBC                            | TBC                                                | Unregulated                        |
| Houton Sea Wall Repairs                                   | New                                    | TBC                                                        | TBC                            | TBC                            | £35,000                                            | Unregulated                        |

## Future Capital Projects

| Subject Matter of Contract                                                        | New / Extended / Re-let | Expected Contract Notice / Publication Date | Expected Award Date | Expected Start Date | Estimated Value of the Contract (£) | Regulated / Unregulated |
|-----------------------------------------------------------------------------------|-------------------------|---------------------------------------------|---------------------|---------------------|-------------------------------------|-------------------------|
| Haston Reclamation Phase 1                                                        | New                     | TBC                                         | TBC                 | TBC                 | TBC                                 | Regulated               |
| Additional Support Needs Facility                                                 | New                     | Subject to Council approval to proceed      | TBC                 | TBC                 | TBC                                 | TBC                     |
| Orkney Logistics Base Hatston Phase 2 and 3                                       | New                     | Subject to Council approval to proceed.     | TBC                 | TBC                 | TBC                                 | Regulated               |
| Orkney Harbours Master Plan – Lyness Base                                         | New                     | Subject to Council approval to proceed      | TBC                 | TBC                 | TBC                                 | Regulated               |
| Royal Oak Memorial                                                                | New                     | Subject to external funding being secured   | TBC                 | TBC                 | TBC                                 | Unregulated             |
| Ferry Replacement New Vessels Phase 2                                             | New                     | Subject to external funding being secured.  | TBC                 | TBC                 | TBC                                 | Regulated               |
| World Heritage Site                                                               | New                     | Subject to Council approval to proceed      | TBC                 | TBC                 | TBC                                 | Regulated / Unregulated |
| 25 House Development at Coplands Road, Stromness                                  | New                     | Subject to Council approval to proceed      | TBC                 | TBC                 | £5,226,000                          | Regulated               |
| Demolition of Papdale of Residence                                                | New                     | Subject to Council approval to proceed      | TBC                 | TBC                 | TBC                                 | Unregulated             |
| Bruising Shed Kirkwall Pier - Demolition of existing and creation of waiting room | New                     | Subject to Council approval to proceed      | TBC                 | TBC                 | TBC                                 | Unregulated             |