



S1.18, Stirling Campus 4.30pm

AGENDA

		Publish on Web?	Type	Lead
1	Apologies, Declaration of Interests and Changes to Members' Register of Interest	N/A	Discussion	Liam McCabe
2	Draft Minutes and Matters Arising of meeting of 27 March 2025 (Elements of paper 2 are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)	Yes	Approval	Liam McCabe
3	Review of Action Tracker SLWG – Financial Sustainability (Elements of paper 3 are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)	Yes	Discussion	Alison Stewart
HR				
4	People Strategy 2025-2030	Yes	Approval	Ralph Burns
5	Protection of Vulnerable Groups Scheme Policy	Yes	Approval	Ralph Burns
6	HR Policy Update: Home Working Policy	Yes	Approval	Ralph Burns
7	National Recognition and Procedures Agreement (NRPA)	Yes	Discussion	Alison Stewart
FINANCE				
8	Procurement Strategy 2025-2028 Policy and Procedures 2025-26	Yes	Approval	Ester Vasallo
9	Procurement Contract Approvals (Paper 9 is withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)	No	Approval	Ester Vasallo
10	Accounting Policies for year ended 31 July 2025	Yes	Approval	Maira France



12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

11	Q3 High Level Forecast Outturn 2024-25	No	Discussion	Moirra France
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(Paper 11 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)

12	Revenue Budget 2025-26	No	Approval	Senga McKerr
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(Paper 12 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)

13	Capital Budget 2025-26	No	Discuss/Endorse	Senga McKerr
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(Paper 13 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)

14	Financial Forecast Return 2024-28	No	Discuss/Endorse	Senga McKerr
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(Paper 14 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)

OTHER

15	Review of Risk	Yes	Discussion	All
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FOR INFORMATION

16	Forward Agenda	Yes	Information	
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17	HR Policies	No	Information	In sub folder on admin control
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17.1 Home Working Policy

17.2 National Disciplinary Policy

(Approved nationally)

(Paper 17 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)

18	Short Life Working Group Notes	No	Information	In sub folder on admin control
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(Paper 19 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)

19	Finance Update 9 months to April 2025	No	Information	
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(Paper 19 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)



2. Draft Minutes of Meeting of 27 March 2025 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

Steeple Suite, Falkirk Campus (commencing at 4pm)

Present: Liam McCabe
Craig Arthur
Philip Harris
Suzanne Reynolds

Apologies: Kirsten Kennedy, FVSA Vice President
Campbell Ure

In Attendance: Kenny MacInnes, Principal
Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
David Allison, Vice Principal Infrastructure and Communications (VPIC)
Colin McMurray, Vice Principal Business and Innovation (VPBI)
Senga McKerr, Director of Finance (DOF)
Moira France, Finance Manager (FM)
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)

The Chair welcomed Suzanne Reynolds to her first Committee meeting.

F/24/028 Apologies, Declaration of Interests and Changes to Members' Register of Interest

The apologies were noted

F/24/029 Draft Minutes and Matters Arising of meeting of 21 November 2024

Members considered the minutes of the meeting of 21 November 2024

a) Members approved the minutes

F/24/030 Review of Action Tracker

The VPFACA presented the tracker which covers actions both from FRAIC and the current FRAIC short life working group.

[REDACTED]

[REDACTED]

a) Members noted the content of the update



2. Draft Minutes of Meeting of 27 March 2025 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

F/24/031 Health & Safety Dashboard

The VPIC presented the dashboard to members. He outlined that there had been a slight increase in mandatory training levels.

He highlighted a positive downward trend in accident and incident levels. He reported that despite this there had been an increase in one area and that this was owing to an increase in activity levels. He confirmed that more safety precautions had been put in place.

The Principal noted that the induction processes for this teaching area would be reviewed.

Members queried if the reduction in accidents and incidents was tied to a reduction in courses.

The VPIC confirmed that this was not the case and the reduction was most likely related to additional mitigations put in place when other spikes in accident rates had been identified in the past.

a) Members noted the content of the dashboard.

F/24/032 HR Policies Updates

The HHR presented a range of policies which had been updated. He confirmed that the majority of the changes were minor, relating to things like title changes.

He informed members that the Discipline and Grievance procedure was included in the papers for approval. He noted that this topic was subject to national bargaining processes and that a new sector wide policy was expected in the near future when it would replace the College version. This will also impact on other policies which will be brought back in due course.

He highlighted some more significant changes such as the change to law relating to sexual harassment in the workplace which had necessitated an update to the Prevention of Harassment and Bullying policy.

Members noted the zero tolerance approach outlined in the draft policy and queried how this would be implemented. The HHR confirmed this approach was taken to prevent situations possibly being ignored and due process being followed to ensure a proportionate response to the matter under investigation.

a) Members approved the revised policy documents



2. Draft Minutes of Meeting of 27 March 2025 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

F/24/033 Hybrid Working Survey

The HHR presented members with the result of the latest hybrid working survey. He noted that there were good levels of participation with the survey.

He reported that the results did not highlight any anomaly or trend amongst any particular groups of staff.

Overall staff were happy with hybrid working and the associated working patterns, with some noting this was preferable to hot desking and noisy workrooms.

One trend that was identified was a preference amongst staff for meetings to be face to face where possible.

Members noted that other staff surveys had highlighted overworking as a concern and asked if this was reflected here.

The HHR confirmed that it had come up and that this had been highlighted to the relevant line managers.

The Principal noted that the results showed a bell curve in attendance with Mondays and Fridays being the days with the most staff working remotely and that business need still needed to be taken into account.

a) Members agreed to continue the hybrid working policy for another year.

F/24/034 Equal Pay Audit

The HHR presented the outcome of the externally produced equal pay audit, noting that this was done every two years.

He noted that many historical issues had been addressed so were not part of the report. He confirmed to members that, for corporate services staff, the process of national bargaining job evaluation was still being worked on.

a) Members approved the publication of the equal pay audit report

F/24/035 People Strategy Dashboard

The HHR presented the dashboard outlining progress against the people strategy. He highlighted some positive recent activity including the positive feedback from both the team days and the movement hour.

He also highlighted some staffing changes within the HR team which would have some knock on effect on the timing of some of the people strategy activity.



2. Draft Minutes of Meeting of 27 March 2025 For Approval

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FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

He informed members that the wellbeing survey had been conducted again and that, while the volume of work remained a pressure point, job security and organisational change were now key concerns.

a) Members noted the content of the dashboard

F/24/036 Tuition Fees and Fee Waiver Policy

The VPIC presented the annual review of the policy. He noted that the full time fees remain set by Scottish Government and that these had not changed. As usual, if this were to change the College would adopt the newer levels.

[REDACTED]

A review of the impact of inflationary changes had also been conducted and the return was not felt to be enough justification to increase fees further when comparing to others in the sector.

He reported that international fees had increased previously and there were no proposed increases in the policy. Members queried the impact the increased international fees had had on recruitment. The Principal confirmed that recruitment had increased but that overall the number of international students was very low.

Members recommended that this remain under review and in particular that in the absence of an annual incremental increase in fees a more significant fee adjustment may be required at some point in the future.

a) Members approved the Tuition Fees and Fee Waiver Policy

F/24/037 Financial Regulations 2025

The DOF presented updated financial regulations for members consideration. She highlighted that the proposed changes related primarily to reductions in delegated authority levels for managers across the College and also a change to factor in approvals for multi-year contracts to ensure the total cost is considered.

There was also an update to the section on staff with other paid employment.

Members queried what impact the reduction in delegated authority levels might have on senior staff who would now need to approve larger purchases.

The VPFACA confirmed that this would not have a significant impact and that, after the Fuel Change issue, a more cautious approach is warranted.

a) Members approved the financial regulations



2. Draft Minutes of Meeting of 27 March 2025 For Approval

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FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

F/24/038 Q2 Forecast / SFC Mid-Year Return 2024-25

The FM presented the Q2 forecast and requested approval from members to utilise the figures in the forecast to complete and return the SFC Mid-year Return 2024-25.

She outlined the content of the paper noting the challenges and the risk of cash running out by the end of the year.

She confirmed to members that staff have been instructed to halt in year spending and that all vacancies now require SMT approval to recruit.

[REDACTED]

The DOF outlined the national job evaluation process for support staff which has been underway since 2018 and the attendant back pay levels for staff, the return of the earmarked funds to pay for the back dating by SFC to Scottish Government and the need to reflect the costs in our figures as Scottish Government are not formally confirming that funds will be made available.

Members queried if the back pay is guaranteed for staff.

The VPFACA confirmed this was under discussion and that Unison is also looking to restart the review process given the time since the current one began.

a) Members noted the Q2 figures and approved their use for the SFC Mid-year return

F/24/039 Skills Transition Centre Project Falkirk and Grangemouth Growth Deal

The VPBI presented an update on progress with the STC project. He noted that the project team was in place with additional procurement and administration support but that phasing in the first year had caused some challenges, with accelerated spend needed in the interim.

He outlined the areas being purchased for, commercial opportunities identified and also the reporting and governance arrangements put in place.

Members queried whether the new staffing resource is internal. The VPBI confirmed it was with necessary backfill provided.

Members queried if the capital spend outlined needed to be completed by 31 March. The VPFACA confirmed this was the case.

The DOF confirmed that a dedicated Procurement Manager was solely focussed on this at the moment to ensure all requirements are met.

a) Members noted the content of the report



2. Draft Minutes of Meeting of 27 March 2025 For Approval

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FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

F/24/040 Travel & Expenses Policy

The DOF presented the revised policy for consideration and approval.

She highlighted that the College had changed travel agency provider and all the necessary systems integration and training had been completed. She noted that benchmarking had taken place against the sector when recruiting for the new agency.

She noted a new approval process for travel based on the introduction of the I-TRENT system and that this was reflected in the updated policy document.

She also informed members that the draft policy had been reviewed against HMRC guidelines.

She also confirmed to members that finance would conduct sample auditing to ensure the new processes are being followed.

Members queried whether the College insurance covers staff and student while travelling on College business.

The DOF confirmed this was the case.

Members queried whether there was a policy on cost relating to international accommodation. The DOF noted that this was dependent on where the travel was to and that this was subject to the VPBI approval.

a) Members approved the Travel and Expenses Policy

F/24/041 Indicative Allocation (verbal)

The VPFACA informed members that the indicative allocation was due to have been published that day but that Colleges were notified the day before that this would not happen and may be subject to a two week delay.

She reported this related to SFC looking at the funding model with a view to address the overfunding / underfunding of some colleges.

She confirmed to members that the College was of the opinion that it was one of the underfunded colleges being referred to.

She provided further context that the College was aware of at this time.

a) Members noted the content of the update



2. Draft Minutes of Meeting of 27 March 2025 For Approval

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FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

F/24/042 Review of Risk

Members noted the risks as outlined in the papers

F/24/043 Other Competent Business

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Project Willow

The Principal informed members that Project Willow, the government plan for Grangemouth, was announced last week.

He outlined the proposed areas and projects to support this.

He informed members that he had informed Scottish Ministers on the challenges facing the College and which would impact on the ability of the College to support this activity.

He reported significant engagement from Ministers following this and that the College has been asked to develop a proposal to put to them.

a) Members noted the content of the update

Meeting	Date	Minute Ref	Action	Assigned to	Deadline to report?	Status	Output Required	Comment
FRAIC SLWG								
FRAIC SLWG	12/2/25	None	Curriculum Model update	Kenny MacInnes	17/03/2025	In Progress	Decision on new model	Initial paper going to SLWG 15/5/25
FRAIC SLWG								
FRAIC SLWG								
FRAIC SLWG								
FRAIC SLWG								
FRAIC SLWG								
FRAIC SLWG								
FRAIC SLWG	15/5/25	None	Benchmarking findings to be reported to a meeting on 12 June prior to FRAIC	Alison Stewart	12/06/2025	In Progress	Presentation	Meeting in diaries



1. Purpose

To present members with the proposed new People Strategy 2025-30

2. Recommendation

That member's note the new strategy, contribute through suggestions, and agree to its launch.

3. Background

The People Strategy 2022-25 is nearly complete with progress having been detailed in 6 monthly updates provided to this committee throughout its life span.

A new People Strategy 2025-30 (appendix 1) for the next 5 years has been developed in line with the new College Strategic Plan and in particular the following areas under '**We will focus on people, promoting equality, integrity & wellbeing**':

- By focusing on people, we will strengthen staff morale and improve health and wellbeing
- By embedding equality, diversity and inclusion in all we do
- By helping our staff excel and offering career growth opportunities
- By creating a culture that promotes integrity and empowers our staff to be successful

These objectives are challenging in the unpredictable environment we live in. Financial challenges aside, the dynamics of our workforce are changing and staff expect more, not simply in monetary terms but in personal growth, intellectual respect and greater contribution to shape the direction of the college. The People Strategy aims to meet these needs through a consultative approach, career development opportunities and engagement.

4. Key Considerations

The concept behind the new People Strategy is one that links directly with the aims of the college strategic plan, to maximise its contribution to the overall college aims.

A review of the 2022-25 People Strategy found that the core objectives were robust and continued to be relevant both in comparison to the wider business sector and to the college strategic objectives. Our proposed ambition statement cements this, and reads:

"Our ambition, realised through our People Strategy, is to be an employer of choice, in attracting talent, in retention and in career development. The college will be a place of work that demonstrates its values through its actions, and one that combines results with a nurturing culture."



4. People Strategy 2025-2030 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

Our proposed objectives are as follows:

- i. **We will develop and nurture our holistic approach to health and wellbeing**
- ii. **We will recognise the contributions of all, as one unified team**
- iii. **We will empower our people to reach their full potential**
- iv. **We will nurture a progressive leadership culture that aligns with our strategic goals and inclusive values**

The design and wording used in the strategy mirrors closely that of the college strategic plan and key measures of success were taken directly from that as well as adding measures relevant to both the overarching goals of the college strategic plan and specifically to the goals of the people strategy.

Feedback was sought and will continue to be gathered from key stakeholders until FRAIC approval. Key input from Listening to Employees included a target to improve social wellbeing, which has been added. Also for staff to better relate to the strategy with photos of actual staff appearing in the final version.

It is proposed that, once finalised, the people strategy will undergo a visual facelift to further mirror the look of the college strategic plan.

5. Resource Implications (Financial, People, Estates and Communications)

- Maintaining TQFE numbers in line with the college strategic objective measurement: Course fees and remission required.
- Provision of management skills training both bespoke and certificated. This requires managers to undergo formal training such as CMI, bespoke training on college wide demands such as investigation skills and H&S training, and individualised training such as coaching skills.
- Health and Wellbeing agenda and associated costs including maintaining H&W coordinator role required to meet college wide objectives.
- Maintaining skills to meet college strategic objectives directly related to specific objectives e.g. absence management, culture survey and wellbeing improvements.
- Funding to develop actions resulting from cultural survey findings, work task analysis etc.
- CPD budget (this will manage activity levels) covering essential, compliance, developmental and transformational learning courses, including change management and digital skills.
- Succession planning requires investment in skills development.

6. Equalities

Who does this impact? Directly all staff, indirectly all stakeholders

Assessment in Place? – Yes

Limited health and wellbeing budget means limited provision and maintaining what we currently have as opposed to developing bespoke initiatives that reduce disadvantage and focus on areas of greatest impact.



4. People Strategy 2025-2030 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

Focus on mandatory needs only, limits development of practices that reduce disadvantage to some protected groups. Providing equality of opportunity requires investment in disadvantaged groups, particularly in lower grades where funding has a key bearing on access

7. Communities and Partners

This strategy demonstrates our commitment to our people and thus our ethical position, and that we are living our values, in turn enhancing our external reputation.

8. Risk and Impact

	Likelihood	Impact
Very High (5)		
High (4)		x
Medium (3)		
Low (2)	x	
Very Low (1)		

Total Risk Score –8

Lack of investment in our human resources risks the college failing to achieve our strategic and operational goals, short and long term. At times of greatest demands on our resources, the need for staff development and support is at its greatest and lack of investment places an extra burden on staff who require the necessary skills and support to perform successfully.

BoM Risk Categories & Risk Appetite (Select one area only)			
Cautious <15	Open 15> <20	Eager >20	
Governance	Strategy	People	x
Legal	Financial	Project/Programme	
Property	Reputational		
	Technology		

Is the score above the Board Risk Appetite level? No

Risk Owner – LMT

Action Owner – Ralph Burns

Paper Author – Ralph Burns

SMT Owner – Alison Stewart



5. Protection of Vulnerable Groups Scheme Policy For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

1. Purpose

To seek approval for the revised Protection of Vulnerable Groups Policy.

2. Recommendation

That the committee approves the revised Policy.

3. Background

The Policy required updating due to a significant change in legislation making it a criminal offence to employ someone to undertake a regulated role without having a valid PVG certificate.

The Protecting Vulnerable Groups (PVG) scheme is becoming a legal requirement as part of the implementation of the Disclosure Act 2020. This legislation is here to safeguard children and vulnerable adults and prevent unsuitable individuals from holding regulated roles (From 1 April 2025, the term 'regulated work' will be replaced by 'regulated roles').

This means that from this date, **all individuals in regulated roles are required to be members of the PVG scheme**. There is a three-month grace period, but after 1 July it will be a criminal offense for:

- Individuals to carry out a regulated role if they are not a member of the PVG scheme
- Organisations to offer a regulated role to an individual who is not a member of the PVG scheme

For further information about these changes, [here is a summary from Disclosure Scotland](#).

4. Key Considerations

What is a Regulated Role?

Regulated roles can be both paid and volunteering positions and is not limited to employed staff. This category includes people working directly with both children and vulnerable adults and others who hold a position of responsibility, including Board Members.

This also includes, in an educational establishment, the opportunity for unsupervised access to children, including via on-line communication, or to manage someone who has a regulated role. Some of the activities refer to 'providing' a certain type of service. The definition of providing these services as stated by Disclosure Scotland "this should be taken to mean those who, as a necessary part of their role, are undertaking tasks that are connected to the delivery of the service to children and protected adults."



5. Protection of Vulnerable Groups Scheme Policy For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

As an example of the rationale please read the following extract from [Disclosure Scotland Guidance](#):

Being engaged in the provision of a domestic service that is provided for children in an educational establishment, hospital, nursery, day care premises, hospice, hostel, residential care setting or secure accommodation for children¹²

This activity is intended to include individuals providing domestic services for children in these named locations - a school or further education college (educational establishments), hospital, nursery, day care premises, hospice, hostel, residential care settings (including outdoor education) or secure accommodation for children.

Examples of the types of service that fall within 'domestic service' include (but are not limited to) janitorial, cleaning, preparing food, acting as a caretaker of premises or carrying out maintenance of premises.

Consideration must also be given, in a mixed-use site, as to whether any part of a premises is any of the above establishments. In this circumstance, those individuals who, as a necessary part of their role, are providing the domestic service on the part of the site that falls within one of these named locations would be carrying out this activity.

Third parties

Those who are not directly contracted by the college but have access may also need to be PVG'd, but by the third party, with separate checks required to be taken by the college on the results of this. This is covered in the policy:

"The College will also require to be satisfied through relevant checks that all, who by indirect association undertake work for or in the college; including contractors, external students who undertake a placement within the College, agency staff, and partner organisations to the College whose staff regularly work in the College; are not barred from working with children and/or protected adults."

PVG membership life span

A significant change is that membership will change from being lifelong, to expiring after 5 years when it will need renewed. There is no guidance on this part of the process as of yet.

Under 16's

The status of under 16's has now been added for clarification with each case taken on [merit](#).

Referrals to Disclosure Scotland

Our responsibilities to refer staff whose actions are inappropriate, and where these activities relate to children and vulnerable adults, is clarified in the policy.



5. Protection of Vulnerable Groups Scheme Policy For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

Basic Disclosures (now Level 1)

These were only used intermittently to support risk assessments for e.g. agency workers who we were/are unable to PVG as they are employed by third parties, the agency itself. Basic disclosures cannot now be used and Agency staff must hold a valid PVG (undertaken by the Agency), and confirmation of such from the agency must be received in advance of deployment. This is the same for all third parties.

5. Resource Implications (Financial, People, Estates and Communications)

New staff etc. cannot undertake their work, even with a risk assessment, until a PVG is received and verified.

6. Equalities

Assessment in Place? – Yes

Ongoing monitoring and analysis of the outcomes is required to ensure no disadvantage to employees with protected characteristics.

7. Communities and Partners

All workers, agency staff, associates, volunteers, students on certain placements, certain contractors, third parties using the college either require to be a PVG member through the college or through their direct employer.

8. Risk and Impact

Please complete the risk table below. Risk is scored against Likelihood x Impact, with each category scored from Very Low through to Very High. Risks should be robustly scored and, if the combined score (Likelihood x Impact) is higher than the Board Risk appetite for the risk category identified, additional justification must be provided on why this risk is necessary.

If the paper is an approval, please reflect on whether the approval will have any direct or indirect impact for any other areas of operational activity internally or externally within the College –

The policy has significant changes and failure to follow could result in serious repercussions to individuals concerned and to college reputation. This is not an optional policy but reflects legislation.

	Likelihood	Impact
Very High (5)		
High (4)		x
Medium (3)		
Low (2)	x	
Very Low (1)		

Total Risk Score – 8



5. Protection of Vulnerable Groups Scheme Policy For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

The College has a Strategic Risk appetite for categories of risk as defined by the Board of Management. Decisions being taken at LMT/SMT/Board level must have cognisance of this. Please indicate the single most relevant risk category in the table below.

BoM Risk Categories & Risk Appetite (Select one area only)					
Cautious <15		Open 15> <20		Eager >20	
Governance		Strategy		People	x
Legal		Financial		Project/Programme	
Property		Reputational			
		Technology			

Is the score above the Board Risk Appetite level? No

Risk Owner – Alison Stewart

Action Owner – Ralph Burns/Mhairi Archibald

Paper Author – Ralph Burns

SMT Owner – Alison Stewart



MAKING
LEARNING
WORK

Protection of Vulnerable Groups Scheme Policy & Procedure

Status	Approved Draft
Date of version	February 2023 April 2025
Responsibility for Contents	HR Staff
Responsibility Review	HR Staff
Review Date	February 2026 April 2028
Primary Contact	Human Resource Business Manager

EQUALITIES IMPACT ASSESSMENT~~Equalities Impact Assessment~~

We welcome feedback on this Policy and the way it operates. We are interested to know of any possible or actual adverse impact that this Policy may have on any protected characteristic.

An initial Equalities Impact Assessment of this Policy has been carried out. The policy has been written to fully comply with all obligations in respect of employment law and equality legislation and to take account of recommended best practice. It is therefore not anticipated that this policy will result in a negative of adverse impact on one or more groups in respect of any protected characteristics.

POLICY

PURPOSE AND SCOPE OF THE POLICY~~Purpose and Scope of the Policy~~

The Protecting Vulnerable Groups Scheme (PVG Scheme) is established by the Protection of Vulnerable Groups (Scotland) Act 2007. The PVG Scheme allows Forth Valley College as a registered body to request and obtain information on whether an individual has any criminal convictions and whether or not they are barred from ~~doing~~ undertaking a regulated work-role with children or protected adults either as an employee or as a student on placement or any other person who by direct association is undertaking a regulated role on behalf of the College. This document sets out the College's policy in relation to the PVG Scheme application process, its use of PVG Scheme information to inform decisions, and its storage and period of retention of PVG Scheme information. This document also sets out the policy which will apply to posts which are not covered by the PVG Scheme

Forth Valley College is committed to ensuring its recruitment and selection practices are fair and comply with current employment legislation and best practice. The College also recognises its obligation under legislation to carry out the necessary checks in respect of staff and other people who will be working with children or protected adults. The fact that an individual has a conviction will not necessarily make them unsuitable for work with the College. The appropriate HR Representative in consultation with the Head of Department/Director or Nominee will consider the person's suitability as a whole in light of all the information available. In light of all the information available, it will be up to College Management to determine whether the individual is suitable for employment. However, the College cannot lawfully employ an individual to ~~do~~ undertake a regulated work-role of the type they are barred from doing.

The terms of this policy and its associated procedure will apply to applicants considered for employment, existing employees of Forth Valley College and members of the Board of College Management who undertake regulated work with children or protected adults or both. The terms of this policy and its associated procedure also applies to students who apply to study on courses which include work placements involving working with children or protected adults, where this constitutes regulated work, and to any person who by direct association is undertaking a regulated role on behalf of the college.

The College will also require to be satisfied through relevant checks that all, who by indirect association undertake work for or in the college; including contractors, external students who undertake a placement within the College, agency staff, and partner organisations to the College whose staff regularly work in the College; ~~to be satisfied through relevant checks that they~~ are not barred from working with children and/or protected adults.

This policy and procedures have been prepared by the College in consultation with UNISON and EIS – FELA and with the needs of the College and its staff in mind.

Data Protection

The College processes personal data collected whilst processing PVG applications in compliance with the Data Protection Act 2018 (DPA) and any future data protection law enacted in the UK, including UKGDPR. The College is the data controller for your data and is registered with the Information Commissioner's Office. The College will collect and process information relating to you in accordance with the privacy notice which is available on the College website.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the [College Data Policy](#) immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure. Employees should use College data for organisational purposes only, and should not keep personal copies of College data under any circumstances.

If you are unhappy with any aspect of the way your data is handled, you can contact the Data Protection Officer at dataprotection@forthvalley.ac.uk.

Definitions

Forth Valley College is a **registered body** with Disclosure Scotland, the agency in Scotland established to provide registered organisations with criminal history information on individuals applying for or holding relevant posts. ~~Disclosure Scotland was established by Part V of the Police Act 1997.~~

From 1 April 2025, PVG membership is mandatory for all regulated roles (formerly "regulated work") with children and protected adults.

The PVG scheme is managed and delivered by Disclosure Scotland (an agency of the Scottish Government), which has responsibility for taking decisions about whom should be barred from working with children or vulnerable adults.

~~Regulated Work means regulated work with children or regulated work with adults. The Protection of Vulnerable Groups (Scotland) Act 2007 contains a broad definition of **regulated work** and an employee or volunteer may be doing **regulated work** if they are involved in a specified activity in relation to a protected person; or if they work in a specified establishment; or if they hold a specified position. Activities as part of a person's normal duties which indicate they are doing regulated work with children include:~~

- ~~• Being in sole charge of children.~~
- ~~• Caring for children.~~
- ~~• Providing advice or guidance to children.~~
- ~~• Teaching, instructing, training or supervising children.~~
- ~~• Unsupervised contact with children.~~

~~Activities as part of a person's normal duties which indicate they are doing regulated work with adults include:~~

- ~~• Being in sole charge of protected adults.~~
- ~~• Caring for adults.~~

- ~~Providing advice or guidance to protected adults.~~
- ~~Teaching, instructing, training or supervising protected adults.~~
- ~~Unsupervised contact with protected adults.~~

Children are those under 18 years of age.

A protected adult is a person aged 16 or over who is protected by the Act because he or she is receiving certain services as set out in the Act: health, care or welfare service.

A PVG Scheme Record or scheme record update:

~~replaces an Enhanced Disclosure Certificate.~~ Forth Valley College will apply for a PVG Scheme record or scheme update for ~~posts which those who~~ undertake a regulated work role with children and/or protected adults within the College. PVG scheme membership will last 5 years before it needs to be renewed.

A PVG scheme disclosure shows:

- the baseline information shown for all Level 2 disclosures
- that you're a member of the Protecting Vulnerable Groups (PVG) scheme
- if you're under consideration for inclusion on the barred lists for work with children or adults
- if you have had any prescribed civil court orders

This disclosure level is known as a 'Level 2 with PVG' in legislation.

All Level 2 checks show:

- unspent convictions
- certain spent convictions
- certain spent childhood convictions and children's hearings outcomes
- any notification requirements (instructions someone must follow if they're on the Sex Offenders Register)
- unspent cautions (but not a childhood caution)
- other relevant information held by the police

~~The record will contain details of both spent and unspent convictions. In addition, it will show any information from local police records considered by the Chief Constable to be relevant to the position being sought.~~

~~**A Basic Disclosure Check.** This will be obtained in respect of posts or roles which do not constitute regulated work with children and/or adults. A Basic Level 1 Disclosure Check contains information on unspent convictions.~~

~~**Spent and Unspent Convictions**—Sentences of more than 2½ years (30 months) can never become 'spent'. Other sentences become spent after fixed periods from the date of conviction. For a custodial sentence, the length of time actually served is irrelevant—the rehabilitation period is decided by the original sentence and commences on the date of conviction. With a PVG Scheme~~

~~Record, all convictions will be shown, whether the relevant rehabilitation period has been spent or not.~~

Lead Signatory and Counter-Signatory – Members of staff who are authorised to request and receive Disclosure and criminal history information on behalf of the College.

PROCEDURE

Key Principles

With effect from 1 April 2025, PVG membership will become a legal requirement for all regulated roles with children and protected adults, therefore, anyone joining the College in any capacity cannot legally commence until the College is in receipt of satisfactory PVG results. Disclosure Scotland will now send the results directly to the applicant, who must provide consent for them to be released to the College. The College will no longer receive the results without consent from the applicant.

- **For organisations:** it will be a criminal offence to offer a regulated role to an individual unless an organisation obtains a Level 2 with PVG disclosure check on that individual.
- **For individuals:** It will also be a criminal offence for anyone to carry out a regulated role while they are not a member of the PVG Scheme.

Forth Valley College recognises its obligations under legislation to carry out necessary checks to ensure that those undertaking regulated work in the College are not barred from doing so. The College cannot by law employ someone to ~~do regulated work of a type~~undertake a regulated role from which they are barred. To this end, the College will seek information from Disclosure Scotland, through the PVG Scheme ~~or through a Basic Disclosure check, depending on role~~, to inform decisions on an individual's suitability for a post, role or student placement.

Where a post, role or student placement constitutes a regulated ~~work~~role with children, the College is permitted to request a check against the list of persons barred from working with children.

Where a post, role or student placement constitutes a regulated role ~~work~~ with protected adults, the College is permitted to request a check against the list of persons barred from working with protected adults.

The College will comply with the Code of Practice and other guidance issued by Disclosure Scotland in dealing with requests for and in making decisions on PVG Scheme ~~Basic~~Disclosure information.

The College will:

- Only use PVG Scheme ~~Basic Disclosure~~ information for the purposes for which it has been provided.
- Comply with any guidance issued by Disclosure Scotland on the use, storage and destruction of this information.
- Not unfairly discriminate against an individual on the basis of a conviction or other information revealed through the disclosure process.

For regulated work, the terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 apply. The College is therefore entitled to ask about previous convictions, whether spent or unspent. Applicants are not entitled to withhold information on a criminal conviction on the grounds that it is spent under the Rehabilitation of Offenders Act 1974.

This is because it is considered appropriate that relevant spent convictions should be taken account of when employers are making recruitment decisions for jobs that involve a particular level of trust. This is to ensure there is adequate protection for children and vulnerable people in particular by allowing specific employers to be informed about the background of potential/actual employees even when the relevant conviction has become spent.

Having an unrelated criminal conviction will not necessarily debar an individual from a post or role within Forth Valley College or from undertaking a student placement as part of a programme of study. This will depend on the nature of the position and the circumstances and background of the offence or other information contained on a PVG Scheme Record ~~or Basic~~ Disclosure Certificate or information provided directly to the College by a Police Force.

In such cases where a criminal conviction has been brought to the College's attention either by the person or through a PVG Scheme Record ~~/Basic~~ Disclosure check, the appropriate HR representative or relevant Director/Head of Department/Manager or Nominee in respect of students, will meet with the individual to discuss and consider the following before taking any action:

- Whether the individual is barred from undertaking regulated work of the type proposed.
- Whether the conviction or other matter is relevant to the position in question.
- The severity of the offence or other matter.
- The length of time since the offence or other matter.
- Whether the individual has a pattern of offending behaviour.
- Whether the applicant's circumstances have changed since the offending behaviour or other matters.
- The level of contact with children (under 18) or protected adults.
- The level of supervision the person will receive.
- The employment or study 'track record'.
- Other relevant information that may affect employment or study

The College will only share disclosed information with those who legitimately need to see it as part of the recruitment process. That is authorised persons only, including the relevant individual, that person's potential Line Manager/~~Head~~ Director and the appropriate HR representative.

The individual's Line Manager/~~Head~~ Director or nominee will discuss any information revealed in a PVG Scheme Record or letter ~~/Basic Disclosure Certificate~~ with the individual before considering withdrawing any conditional offer of employment or place on a course of study. It must be noted that the College is not permitted in law to discuss or disclose any information sent directly from a Police Force as part of the PVG Scheme/Disclosure Scotland certification process.

The College will ensure that all PVG Scheme/other Disclosure information will be stored securely Access shall be restricted to authorised persons only. The PVG Scheme Record ~~/Basic Disclosure~~ Certificate number and whether it is clear or further action is required, will be noted and retained on personal data records.

Disclosure Scotland may carry out compliance audits to ensure the College is complying with the Code of Practice and legislative requirements governing the application for and use of PVG Scheme/Disclosure Information.

Under 16's

Children under 16 cannot normally become PVG scheme members.

Anyone under 16 can still carry out activities that would amount to a regulated role if they were aged 16 or over. However, the college should consider what activities are suitable for the child to do. The appropriate manager should put in place safeguarding measures for the child in the role and any children or protected adults they are working with.

There are some cases where they can join the PVG scheme (although they do not have to join until they're 16) using the offline application process. For example, they could be almost 16 and starting a regulated role on a college placement.

Responsibilities

The Vice Principal Finance & Corporate Affairs, as policy owner, shall be responsible for ensuring the proper application of the policy terms and that all authorised staff maintain confidentiality of individuals' personal information. This shall include the provision of relevant training to those involved in recruitment and selection activities and to Lead and Counter-Signatories who are entitled to receive PVG Scheme ~~/Basic~~ Disclosure Scotland information and any other relevant criminal history information.

The Lead Signatory and Counter-Signatories who receive PVG Scheme ~~/Basic~~ Disclosure Scotland information and any other relevant criminal history information shall be responsible for ensuring the safe-keeping, proper use and destruction of that information, in accordance with the Disclosure Scotland Code of Practice, PVG Scheme Guidance and the College policy and procedure.

It is the responsibility of individual applicants to ensure a full and proper disclosure of information to inform the College's decisions and assessment of PVG Scheme ~~/Basic~~ Disclosure Scotland information. ~~This includes the requirement for individuals to permit the relevant signatory to view Basic Disclosure Certificates sent directly from Disclosure Scotland to the individual.~~

~~Since In+ March 2021, Disclosure Scotland terminated the use of paper applications by introducing online applications. The College will begin the online process by entering the data for all new members of staff or students. An email is then issued to the staff member or student requesting the completion of Part 2 of the application. The College will submit all applications via Disclosure Scotland's online portal. Once successfully complete, the counter-signatory at the College and the applicant will receive an emailed-electronic copy of the PVG cCertificate. with a paper copy following shortly thereafter.~~

Where the post, role, position or placement is covered by the terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013, individuals should note that failure to disclose relevant information may affect their employment or offer of employment or study with the College.

It is the responsibility of Director/Heads of Department/Manager and relevant teaching staff to ensure that all students who require a PVG Scheme Record prior to undertaking a work

placement have such a record. The Student Administration team carry out the completion of the PVG's for students who undertake work placements and provide a report to the Curriculum Manager on the status of a student's PVG application.

Referrals to Disclosure Scotland

As the college has employees or volunteers and other associated workers doing a regulated role, it has a legal duty to report harmful behaviour to Disclosure Scotland.

This duty applies whether the person is a member of the PVG scheme or not. It's known as making a 'referral'.

By law, organisations must report harmful behaviour even if it takes place outside of work, or if the organisation only finds out about it after the person has left.

Referrals are important because they help protect children and vulnerable adults. When Disclosure Scotland receives a referral, it will consider if the person is unsuitable to work with these groups



Equalities Impact Assessment (EQIA)

revised 10/17

The purpose of this template is to ensure that decision makers consider impacts on equality when making decisions which may impact on people in some way, or develop new - or revise existing - policies, practices or operating guidelines. This EQIA template should be completed in conjunction with the Guidance Notes.

Title of the Policy/Decision considered:	Protection of Vulnerable Groups Scheme Policy and Procedure
Impact Assessed by:	Ralph Burns
Signature(s) of assessor(s):	
Date of Impact Assessment:	April 2025

Step 1: (a) Identify the aims of the policy/decision

(i)	What is the purpose of the policy/decision? Why has this policy/decision been developed/reached?
(ii)	How does the policy/decision seek to achieve its purpose?
(iii)	How do the aims of the policy/the decision relate to equality?

The Protecting Vulnerable Groups Scheme (PVG Scheme) is established by the Protection of Vulnerable Groups (Scotland) Act 2007. The PVG Scheme allows Forth Valley College as a registered body to request and obtain information on whether an individual has any criminal convictions and whether or not they are barred from doing regulated work with children or protected adults either as an employee or as a student on placement. This document sets out the College's policy in relation to the PVG Scheme application process, its use of PVG Scheme information to inform decisions, and its storage and period of retention of PVG Scheme information.

Forth Valley College is committed to ensuring its recruitment and selection practices are fair and comply with current employment legislation and best practice. The College also recognises its obligation under legislation to carry out the necessary checks in respect of staff and other people who will be working with children or protected adults. The fact that an individual has a conviction will not necessarily make them unsuitable for work with the College and College Management will consider the person's suitability as a whole in light of all the information available. However, the College cannot lawfully employ an individual to do regulated work of the type they are barred from doing.

Step 1: (b) Identify who is affected by the policy/decision

- (i) Who benefits from this policy/decision?
- (ii) How does the group of people benefit from the policy/decision?
- (iii) Who does not benefit from the policy/decision? Is anyone disadvantaged?
- (iv) If so, how is the group of people disadvantaged by this policy/decision?

All current and potential future staff as well as students and those undertaking a regulated role on behalf of the college. Forth Valley College recognises its obligations under legislation to carry out necessary checks to ensure that those undertaking a regulated role in the College are not barred from doing so. The College cannot by law employ someone to do a regulated role from which they are barred. To this end, the College will seek information from Disclosure Scotland, through the PVG Scheme to inform decisions on an individual's suitability for a post, role or student placement.

Where a post, role or student placement constitutes a regulated role with children, the College is permitted to request a check against the list of persons barred from working with children.

Where a post, role or student placement constitutes a regulated role with protected adults, the College is permitted to request a check against the list of persons barred from working with protected adults.

The College will comply with the Code of Practice and other guidance issued by Disclosure Scotland in dealing with requests for and in making decisions on PVG Scheme Disclosure information.

Students will be safe in the knowledge that everyone employed by the college will not be barred from carrying out a regulated role.

Potential future staff will be disadvantaged where they are barred from carrying out a regulated role – we will not be able to employ them. It is a criminal offence for people to seek employment carrying out a regulated role where they are barred or do not have compliant PVG as it is also a criminal offence to employ someone without a PVG.

Current staff will be disadvantaged where they become barred from carrying out regulated work – their employment will need to be terminated in order to protect vulnerable groups.

Step 2: (a) Consider the evidence and impact assess

- (i) What data or evidence have you used to consider the impact of the policy/decision on each Protected Characteristic group? E.g. student/staff demographic data, consultation responses, national data.
- (ii) If you lack data/evidence, please outline your plan for obtaining up-to-date data/evidence e.g. consultation, survey, focus group responses, national research.
- (iii) Referring to the evidence you have available, would this policy positively or negatively impact on the following Protected Characteristics groups? If so, then how? Detail how it would be possible to minimise negative impact (an action plan may be required to ensure minimal negative impact in practice/change an aspect of the policy). Refer to the following

Duties where possible: **elimination of discrimination; advancing equality of opportunity; and fostering good relations.**

Protected Characteristic	Evidence	Impact (and how to minimise negative impact).
Disability	<p>In terms of this process, there is no evidence to indicate any disadvantage to anyone in this category by the process itself.</p> <p>It is noted however that a Disabled person is most likely to be a victim of crimes.</p>	This policy has no direct bearing on this protected characteristic. However is designed to protect the most vulnerable therefore has an indirect potentially positive impact.
Sex (man or woman)	Men continue to have a higher rate of criminal activity compared to woman and so men are more likely to be impacted by this process.	There is nothing the college can do to change the impact on men. It is a criminal offence for someone barred to seek employment at the college where they are barred from regulated work and the college can no longer employ someone who become barred whilst in employment. However the college policy supports careful consideration to other charges not related to the role in question before making any decision
Race (refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins)	White people are more likely to commit a crime in the UK compared to all other ethnic groups. Individual ethnic groups may be more or less proportionately represented.	There is nothing the college can do to change the impact on race. It is a criminal offence for someone barred to seek employment at the college where they are barred from regulated work and the college can no longer employ someone who become barred whilst in employment. However the college policy supports careful consideration to other charges not related to the role in question before making any decision
Age	Young adults are more likely to commit crime than older adults. That said the PVG process means that significant crimes are recorded for all age groups.	There is nothing the college can do to change the impact on age. It is a criminal offence for someone barred to seek employment at the college where they are barred from regulated work and the college can no longer employ someone who become barred whilst in employment. However the college policy supports careful consideration to other charges not related to the role in question before making any decision. However it is designed to protect vulnerable younger people

Gender reassignment (the process of transitioning from one gender to another)	In terms of this process, there is no evidence to indicate any disadvantage to anyone in this category by the process itself.	This policy has no bearing on this protected characteristic.
Sexual orientation (whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes)	In terms of this process, there is no evidence to indicate any disadvantage to anyone in this category by the process itself.	This policy has no bearing on this protected characteristic.
Religion and belief (inc. no belief)	In terms of this process, there is no evidence to indicate any disadvantage to anyone in this category by the process itself.	This policy has no bearing on this protected characteristic.
Pregnancy and maternity	In terms of this process, there is no evidence to indicate any disadvantage to anyone in this category by the process itself.	This policy has no bearing on this protected characteristic.
Marriage and civil partnership	In terms of this process, there is no evidence to indicate any disadvantage to anyone in this category by the process itself.	This policy has no bearing on this protected characteristic.
Other identified groups (e.g. carers)	In terms of this process, there is no evidence to indicate any disadvantage to anyone in this category by the process itself.	This policy has no bearing on other groups.

(ii) Action Plan to obtain data and evidence for impact assessment:

www.gov.uk was used to check statistics. Disclosure Scotland guidance and the law will continually be reviewed and the policy/procedure updated where appropriate.

Step 3: Consultation

Is a consultation required? Are the views of other people required to be sought, in case they may highlight issues arising from the implementation of this policy?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Please provide reasons why you did/did not offer a consultation:

Standard practice to gain input from staff via their representatives.

If 'yes', please complete the following sections.

Analysis of the views/evidence gathered from the consultation:

Recommendation(s):

Step 4: Decision Making

Select an option to summarise how the IA has informed your decision-making:

- 4.1 No amendment to the policy/decision is required (policy/decision is robust, with no negative impact);
- 4.2 Adjust the policy/decision (take steps to meet the general duty and reduce negative impact);
- 4.3 implement the policy/decision without adjustment (continue despite the potential for adverse impact);
- 4.4 Stop and remove the policy/do not proceed with decision (where adverse effects are not justified and cannot be mitigated or where the policy leads to unlawful discrimination).

4.1

Step 5: Publication:

Equality Impact Assessments must be published.

	Does this group need to be aware of this EQIA? (tick if applicable)	How to inform this group:
Students (service users)	Y	
Employees	Y	
Partner organisations & stakeholders	Y	

Other - please state:		
Are there any barriers to communication?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If 'yes', how will barriers to communication be overcome?		

Step 6: Monitoring and Review

Staff member/designation responsible for writing the monitoring report:	Ralph Burns
Monitoring report publication date:	
Review date: (no later than 3 years after the policy/decision has been impact assessed)	

Please send the completed EQIA to equality@forthvalley.ac.uk

If you require any assistance in completing an EQIA, please contact equality@forthvalley.ac.uk



6. Home Working Policy For Approval

12 June 2025

FINANCE, RESOURCE AND INFRASTRUCTURE COMMITTEE

1. Purpose

To seek approval for the revised Home Working Policy.

2. Recommendation

That the committee approves the revised Home Working Policy.

3. Background

The home working policy has been in place since October 2021, this is a policy update to ensure the policy remains fit for purpose and in line with guidance.

4. Key Considerations

The aim of a home working policy is to provide clear guidelines and expectations for employees who work from home. The policy is in place to:

1. Set clear expectations regarding working hours, availability, communication, and productivity when working from home.
2. Ensure that employees follow college policies and legal requirements, such as health and safety regulations, data protection laws, and confidentiality standards, while working remotely.
3. Ensure that employees have the necessary equipment, support, and resources to effectively work from home, including access to IT support and ergonomic guidelines.
4. Set expectations for how teams will stay in touch, collaborate, and share updates, such as through regular check-ins, meetings, or digital platforms.
5. Create an environment that promotes productivity, with clear metrics or guidelines to ensure work is being completed efficiently and effectively.

Changes are limited to improving clarity. Removing a duplication on reasonable travel time and removing an outdated reference to campus working restrictions. A reference to PREVENT has been added to clarify action needed to be taken, in line with the reference to safeguarding.

5. Resource Implications (Financial, People, Estates and Communications)

Staff will be updated

6. Equalities

Assessment in Place? – Yes

Ongoing monitoring and analysis of the outcomes is required to ensure no disadvantage to employees with protected characteristics.



6. Home Working Policy For Approval

12 June 2025

FINANCE, RESOURCE AND INFRASTRUCTURE COMMITTEE

7. Communities and Partners

This does not impact on our communities or partners.

8. Risk and Impact

Please complete the risk table below. Risk is scored against Likelihood x Impact, with each category scored from Very Low through to Very High. Risks should be robustly scored and, if the combined score (Likelihood x Impact) is higher than the Board Risk appetite for the risk category identified, additional justification must be provided on why this risk is necessary.

If the paper is an approval, please reflect on whether the approval will have any direct or indirect impact for any other areas of operational activity internally or externally within the College –

The policy has minimal changes so should not have any impact.

	Likelihood	Impact
Very High (5)		
High (4)		
Medium (3)		
Low (2)	x	x
Very Low (1)		

Total Risk Score – 4

The College has a Strategic Risk appetite for categories of risk as defined by the Board of Management. Decisions being taken at LMT/SMT/Board level must have cognisance of this. Please indicate the single most relevant risk category in the table below.

BoM Risk Categories & Risk Appetite (Select one area only)				
Cautious <15		Open 15> <20		Eager >20
Governance		Strategy		People
Legal		Financial		Project/Programme
Property		Reputational		
		Technology		

Is the score above the Board Risk Appetite level? No

Risk Owner – Alison Stewart

Action Owner – Ralph Burns

Paper Author – Gill Donald

SMT Owner – Alison Stewart



7. National Recognition and Procedures Agreement (NRPA) For Discussion

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

1. Purpose

To inform members of recent discussions regarding the National Recognition and Procedures Agreement (NRPA) between Scottish FE Colleges and The Educational Institute of Scotland (EIS), General Municipal & Boilermakers Union (GMB,) UNISON and UNITE the Union.

2. Recommendation

That members note the discussions taking place and the likelihood that Board of Management approval for a new NRPA will be required.

3. Background

The current NRPA, Appendix 1, has been in place between Colleges and Trade Unions since 2015 and sets out:

- That the Colleges and Unions will negotiate the agreed terms and conditions of service of defined staff employed by the colleges through the National Joint Negotiating Committee (NJNC) and
- That terms and conditions of service issued or agreed by the NJNC, under the agreement take precedence over any locally agreed terms and conditions of service for staff based on their bargaining unit.
- The structure and procedures, including representation and bargaining units
- The scope of the agreement, and in particular; pay, working hours, sick pay, annual leave and certain policies. And notably "Additional terms and conditions can be included as agreed by the NJNC"
- The withdrawal process
- Dispute Procedures
- Reference to facilities time (though not defined in detail)

UNISON and Unite formally communicated to all signatories on Wednesday 19 March 2025 of their intention to resign from the current NRPA, and requested negotiations commence to complete a sole Support Staff NRPA.

The other signatories to the NRPA, the EIS-FELA and the GMB, have expressed their opposition to the resignations of UNISON and Unite, and have stated that the current NRPA can continue to operate regardless of these resignations.

Colleges Employers Scotland (CES) view, supported by legal advisers, is that the current NRPA cannot continue to operate for the GMB in the absence of UNISON and Unite.



7. National Recognition and Procedures Agreement (NRPA) For Discussion

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

4. Current Position

GMB and EIS-FELA

At a meeting at the end of April, there was eventually an acceptance by the trade unions that employers would not amend the current NRPA to allow it to continue for only the EIS-FELA and the GMB.

The CES Team informed the EIS-FELA that, although the current NRPA can still operate for them regardless of the resignations of UNISON and Unite, there remains a need for it to reform in line with the recommendations of the Lessons Learned review.

At this meeting, the GMB formally requested to be part of negotiations on the new support staff only NRPA, even though its stated position was still not to resign from the current NRPA at this time.

UNISON & Unite

The Director of CES spoke with the UNISON Regional Officer on Tuesday 6 May 2025 and was informed that UNISON and Unite would not participate in any negotiations on a new support staff only NRPA with the GMB present, if the GMB has not formally resigned from the current NRPA. This is due to a severe breakdown of trust and relationships between these trade unions.

No dates for formal negotiation have yet been agreed with the support staff trade unions, and dates are unlikely to be found with all parties due to the position of UNISON and Unite on the participation of the GMB. However, informal discussions with UNISON and Unite have continued in a broadly positive manner.

CES meeting 21 May 2025

CES agreed to informing the GMB that it will not be party to any formal negotiations at this time, as it has not formally resigned from the current NRPA. CES also agreed to commencing formal discussions with UNISON and Unite on a new support staff-only NRPA.

CES noted, however, that if the GMB does formally resign from the current NRPA, UNISON and Unite may still refuse to be part of any joint negotiations with the GMB.

It was noted by CES members with large GMB memberships that there was little sign of the national issues impacting industrial relations at a local level.

An extra-ordinary meeting of CES is being scheduled for Wednesday 25 June 2025 to continue discussions on possible developments regarding the Support Staff NRPA and Pay.

5. Resource Implications (Financial, People and Estate): None

6. Equalities: An equalities assessment is not applicable given the nature of this report.



7. National Recognition and Procedures Agreement (NRPA) For Discussion

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

7. Risk and Impact

	Likelihood	Impact
Very High		
High		
Medium	x	
Low		
Very Low		x

Total Risk Score – 3

There is a risk that UNISON and Unite may not agree to the GMB joining a new NRPA for support staff only given the current tensions between UNISON and GMB. Locally, the GMB membership is relatively low, although a number of UNISON members have recently resigned and joined GMB following the decision by UNISON to place the UNISON Scotland Further Education Branch under regional supervision. All three of FVC's UNISON representatives have resigned and joined GMB, who are seeking local recognition.

Risk Owner – Kenny MacInnes

Action Owner – Alison Stewart

Paper Author – Alison Stewart

SMT Owner – Kenny MacInnes



8. Procurement Policy, Procedures and Strategy For Approval

12 June 2025

FINANCE, RESOURCE AND INFRASTRUCTURE COMMITTEE

1. Purpose

To seek approval from members on the new procurement strategy 2025 to 2030, and updated policy and procedures.

2. Recommendation

That members approve the new procurement strategy and the proposed changes to the policy and procedures.

3. Background

The Procurement Reform (Scotland) Act 2014 introduced a regulatory duty on public contracting authorities with over £5m procurement expenditure to publish a procurement strategy and review it annually. The College's current strategy is due to expire in July 2025.

Our Procurement documentation was last updated in June 2023. The proposed changes aim to provide greater clarity and ensure alignment to the following:

- Updated guidance on Sustainable Procurement and Fair Work First.
- Strategic Plan 2025–2030.
- Scottish Government's Public Procurement Strategy for Scotland 2023–2028.
- Net Zero Plan.

4. Key Considerations

Please see appendices 1, 2 and 3. Changes in the procurement documentation include:

Appendix 1 - Procurement Strategy

- Updated mission and strategic objectives: Our mission and strategic objectives have been revised to reflect our commitment to supporting the College in delivering transformational education and skills, an excellent student experience, and innovation.
- Alignment with broader strategies: The new objectives have been mapped to both the College's strategic objectives and the Scottish Government's Public Procurement Strategy for Scotland 2023–2028.
- The action plan has been updated to include new outcomes, ongoing actions and commitments and KPIs linked to each strategic objective.

Appendix 2 - Procurement Policy

- Updated references to new procurement strategy, FRaIC, Net Zero Plan and the Sector Supply Chain Climate & Ecological Emergency Strategy.

Appendix 3 - Procurement Procedures

- A new paragraph has been added to emphasise that budget managers are responsible for ensuring the correct procurement route is followed based on the total contract value. This includes monitoring cumulative spend over time and initiating the appropriate Invitation to Quote or Tender process when required.



8. Procurement Policy, Procedures and Strategy For Approval

12 June 2025

FINANCE, RESOURCE AND INFRASTRUCTURE COMMITTEE

- Revised quotation threshold: the upper limit for the quotation process has been updated to £25,000 excluding VAT (previously of £25k incl. VAT), ensuring alignment with the SFC non-competitive action threshold.
- Updated Government Procurement Agreement (GPA) thresholds: The GPA thresholds, which are revised biennially by Scottish Ministers to align with the World Trade Organisation's GPA, were last updated in January 2024 and will be reviewed again in January 2026.
- Fair Work First guidance: Website link has been updated to reflect the latest Fair Work First guidance issued by the Scottish Government in April 2024.
- Additional guidance has been included in the Sustainable Procurement section to support environmentally responsible purchasing decisions and alignment with the College's Net Zero Plan.
- The Invitation to Quote section now includes clearer guidance on the use of the College's Standard Terms and Conditions and payment terms.
- Appendix 4 (within the last section of procedures) – Award Recommendation Report has been amended to include additional Benefit types BT1a and BT1b. This new benefit methodology has been applicable since in August 2024.
- Appendix 5 (within the last section of procedures) - Invitation to Quote Template: This has been amended to reflect the new Strategic Plan and the latest Sustainable Procurement guidance.

The new procurement strategy and updated procurement policy will be published on the College website.

All three documents, strategy, policy and procedures, will also be made available on SharePoint and communicated to Fido users via efocus and email. Relevant updates will also be incorporated into the Procurement Moodle course.

5. Resource Implications (Financial, People, Estates and Communications)

Other than staff time for future procurement activity from both the procurement team and stakeholders, there are no resource implications relating to this report.

6. Equalities

The Public Sector Equality Duty applies to FVC procurements. The APR contains a list of the procurements that contained Equality as evaluation criteria. We carry out a risk/opportunity assessment called Sustainability Test at project/tender strategy stage considering equality and fair work.

7. Communities and Partners

The Strategy is aimed to all internal and external stakeholders. This includes local communities.



8. Procurement Policy, Procedures and Strategy For Approval

12 June 2025

FINANCE, RESOURCE AND INFRASTRUCTURE COMMITTEE

8. Risk and Impact

Risk has been considered in relation to meeting the APR publication requirements.

	Likelihood	Impact
Very High (5)		
High (4)		
Medium (3)		
Low (2)		
Very Low (1)	x	x

Total Risk Score – 2

BoM Risk Categories & Risk Appetite (Select one area only)				
Cautious <15		Open 15> <20		Eager >20
Governance		Strategy		People
Legal		Financial	x	Project/Programme
Property		Reputational		
		Technology		

Is the score above the Board Risk Appetite level? No

Risk Owner – Senga McKerr

Paper Author – Ester Vasallo

Action Owner – Ester Vasallo

SMT Owner – Alison Stewart



MAKING
LEARNING
WORK

Procurement Strategy and Action Plan 2025 - 2030

Status

Draft

Date of Version

29th May 2025

Responsibility for Contents

Procurement Manager

Responsibility for Review

Vice Principal of Finance and Corporate Affairs

Review Date

June 2026

Primary Contact

Procurement Manager

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1. Introduction

The Procurement Reform (Scotland) Act 2014 requires a contracting authority with expected annual procurement spend above £5 million to produce a procurement strategy.

This document sets out our Procurement Strategy covering August 2025 to July 2030 and fully reflects the Scottish Model of Procurement, the College strategic objectives and outcomes, and Scottish Funding Council (SFC) key priorities and commitments.

The Procurement Strategy, in conjunction with our Procurement Policy and Procedures, sets out our strategic approach to procurement with realistic goals for the development of our procurement activities over the next 5 years.

The formation of this Strategy has been guided throughout by the College's Procurement service and is the culmination of engagement with different stakeholder groups affected by the College's approach to procurement. This Strategy has also been informed by the Scottish Procurement's statutory guidance under the Procurement Reform (Scotland) Act 2014 with the support of APUC¹, the procurement centre of expertise for all of Scotland's colleges and universities.

This Strategy is aimed at all internal and external stakeholders involved in or impacted by the College's procurement activities. This includes College staff, suppliers and potential suppliers, students, users of our contracts, residents in our local communities and the wider public.

The Strategy was approved by the College's Leadership Management Team and the Finance, Resource and Infrastructure Committee (FRaIC) and subsequently published on our website. We will review this Strategy annually in compliance with the Procurement Reform (Scotland) Act 2014 to make sure it remains fit for purpose.

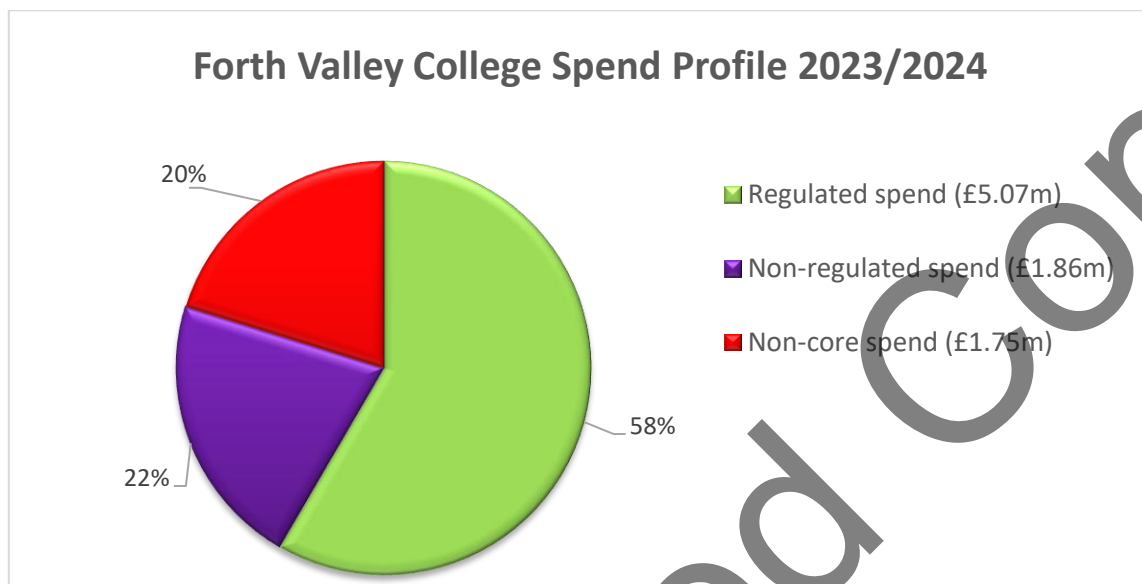
The FRaIC will approve, review and monitor the progress of the procurement strategy, reporting into the College's Board of Management or equivalent, where required.

Progress against strategic objectives will be reported to the College FRaIC annually.

¹ Advanced Procurement for Universities and Colleges

2. Our Spend Profile

The College's spend profile for 2023/2024 is displayed below with a total non-pay spend in the region of £8.69m, of which £1.75m was non-core spend².



Our annual influenceable procurement spend of £6.93m is made up of £5.07m of regulated spend (above threshold³) and £1.86m of non-regulated spend (below threshold).

3. Procurement Mission and Strategic Objectives

Our Procurement mission supports Forth Valley College's vision, purpose, values and strategic aims as set out in the [Strategic Plan 2025-30](#) and is **"to deliver a best-in-class, co-ordinated and efficient procurement function that achieves sustainable best value and supports the College in delivering transformational education and skills."**

This Strategy recognises that our procurement practice is based on the Scottish Model of Procurement, which sees procurement as an integral part of policy development and service delivery and is essentially about achieving the best balance of cost, quality and sustainability.

² For example, spend on statutory requirements such as tax and other expenditure not covered by procurement legislation.

³ The regulated threshold is £50,000 and above for goods and services and £2 million and above for works.

Scottish Procurement



Scottish Model of Procurement



This Strategy also supports the vision of the Public Procurement Strategy for Scotland 2023 to 2028⁴ of putting public procurement at the heart of a sustainable economy to maximise value for the people of Scotland as well as the outcomes outlined by the Sustainable Procurement Duty, which requires us to buy in a way which is:

- good for businesses and employees
- good for society
- good for places and communities
- open and connected.

⁴ <https://www.gov.scot/publications/public-procurement-strategy-scotland-2023-2028/documents/>

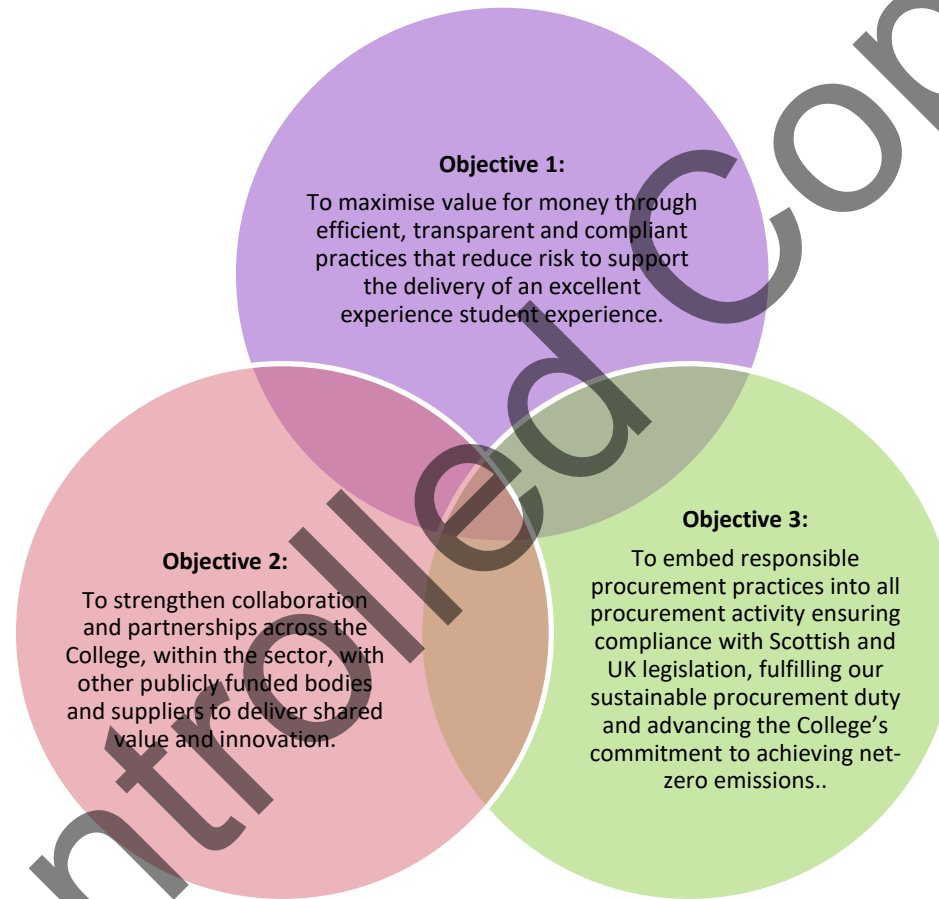


We will help deliver the College Strategic Plan and the Public Procurement Strategy for Scotland through what we procure, how we procure and through the wider economic and social considerations included in our contracts. We will design our contract and procurement process to contribute to the College and Scotland strategic objectives and outcomes, in a way that achieves value for money and makes contracts accessible to business, the third sector and supported businesses.

Our Procurement Strategic Objectives are set out below and form the core of our Procurement Strategy. Each objective is mapped to the College 4 Strategic Objectives and the objectives of the Public Procurement Strategy for Scotland 2023 to 2028.

College Procurement Strategic Objectives	College Strategic Objectives	Public Procurement Strategy for Scotland Objectives
1) To maximise value for money through efficient, transparent, and compliant practices that reduce risk to support the delivery of an excellent student experience.	<p>We will deliver an excellent student experience for all learners.</p> <p>We will drive transformation to deliver a sustainable future.</p>	<p><u>Good for Businesses and their Employees:</u> Maximise the impact of procurement to boost a green, inclusive and wellbeing economy, promoting and enabling innovation in procurement.</p> <p><u>Good for Society:</u> Ensure that we are efficient, effective and forward thinking through continuous improvement to help achieve a fairer and more equal society.</p> <p><u>Open and Connected:</u> Ensure procurement in Scotland is open, transparent and connected at local, national and international levels.</p>
2) To strengthen collaboration and partnerships across the College, within the sector, with other publicly funded bodies and suppliers to deliver shared value and innovation.	<p>We will grow through innovation and entrepreneurship.</p> <p>We will deliver an excellent student experience for all learners.</p> <p>We will drive transformation to deliver a sustainable future.</p>	<p><u>Good for Businesses and their Employees:</u> Maximise the impact of procurement to boost a green, inclusive and wellbeing economy, promoting and enabling innovation in procurement.</p> <p><u>Open and Connected:</u> Ensure procurement in Scotland is open, transparent and connected at local, national and international levels.</p> <p><u>Good for Places and Communities:</u> Maximising the impact of procurement with strong community engagement and development to deliver social and economic outcomes as a means to drive wellbeing by creating quality employment and skills.</p>

College Procurement Strategic Objectives	College Strategic Objectives	Public Procurement Strategy for Scotland Objectives
<p>3) To embed responsible procurement practices into all procurement activity ensuring compliance with Scottish and UK legislation, fulfilling our sustainable procurement duty and advancing the College's commitment to achieving net-zero emissions.</p>	<p>We will focus on people, promoting equality, integrity & wellbeing.</p> <p>We will drive transformation to deliver a sustainable future.</p>	<p><u>Good for Businesses and their Employees</u>: Maximise the impact of procurement to boost a green, inclusive and wellbeing economy, promoting and enabling innovation in procurement.</p> <p><u>Good for Places and Communities</u>: Maximising the impact of procurement with strong community engagement and development to deliver social and economic outcomes as a means to drive wellbeing by creating quality employment and skills.</p> <p><u>Good for Society</u>: Ensure that we are efficient, effective and forward thinking through continuous improvement to help achieve a fairer and more equal society.</p>



The Procurement Action Plan (see Section 6) shows the outcomes that we will deliver, and the associated actions and commitments. These actions are measured and reported through our involvement in the Scottish Government's Procurement and Commercial Improvement Programme (PCIP) and through the publication of an Annual Procurement Report (see Section 5).

4. Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014

As required by the Act the College must comply with a small number of general duties and some specific measures which are embedded in our Procurement Policy and Procedures or in our Action Plan but for clarity and to ensure full compliance with the Act are stated below:

4.1. Contributing to the carrying out of our function and the achievement of our purposes

Effective procurement makes a key contribution to providing high quality learning in an inclusive, efficient and sustainable way by optimising the resources available for learning priorities. This includes:

- Analysing our non-pay expenditure to identify regulated procurements.
- Seeking best value through competitive procurement exercises.
- Whole life costing products and services.
- Ensuring that project strategies align to the College's strategic objectives and outcomes.
- Effective use of contract and supplier management to monitor and further improve our contract outcomes.

4.2. Delivering Value for Money

Value for money, as defined by the Scottish Model of Procurement, is not just about cost and quality but about the best balance of cost, quality and sustainability.

The College through its Procurement Policy and Procedures will seek to consistently apply the principle of Value for Money, albeit the balance of cost, quality and sustainability will vary for each procurement depending on the particular commodity, category and market.

The College will consider the whole-life cost of what is being procured and when applying the above principle of value for money, ensure that it does so in a clear,

transparent and proportionate manner; in line with the principles of non-discrimination, transparency, procedural fairness and in complying with the general duties of the Act as well as the sustainable procurement duty.

4.3. Treating relevant economic operators equally and without discrimination

The College will conduct all its regulated procurements in compliance with the principles of non-discrimination, transparency, procedural fairness and we will consider early engagement with the supply market where relevant prior to the publication of a contract notice.

All regulated procurements will be posted on portals such as Public Contracts Scotland (PCS) and Public Contracts Scotland-Tender (PCS-T) and shall strive to ensure the use of separate lots, where appropriate, with straightforward output based specifications and clear evaluation criteria to ensure the procurement is accessible to as many bidders as possible.

4.4. Acting in a transparent and proportionate manner

The College will engage with its local supply market and use clear and precise language in our specifications.

The College shall ensure contracts are awarded using appropriate quality, risk and sustainability factors as well as cost according to declared score weightings specific to each contract.

The College will actively take steps to make it easier for smaller and local businesses to bid for contracts through:

- The use of Public Contracts Scotland and Quick Quotes.
- Information contained on the Procurement page of the College website.
- The provision of training and/or provide information on third party training opportunities (such as the Supplier Development Programme).
- Attending local supplier/buyer engagement events (such as Meet the Buyer).

4.5. Sustainable Procurement Duty

The College will seek to take account of climate impacts and the circular economy in its procurement activity contributing to the College's pledge to join the United Nations' climate change campaign in the Race to Net Zero, the Scottish Colleges Statement of Commitment on the Climate Emergency and the College's Net Zero Plan. It will also seek to involve SMEs, third sector bodies and supported businesses in our

procurement activities. In so doing, these areas shall benefit not only the College but the wider Forth Valley region as well as contribute to the wider global climate agenda.

The College has also committed to the Scottish University and College Sectors Supply Chain Climate & Ecological Emergency Strategy 2022 to 2030, coordinated by APUC. The sector-wide initiative aims to reduce greenhouse gas (GHG) emissions and enhance sustainability across the supply chains of Scotland's Universities and Colleges⁵.

With regards to the Public Sector Equality Duty (PSED) under the Equality Act 2010, the College (as a Public Authority) will, within its procurement practices, give due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The College will manage procurement in ways that will promote equality and fairness, by embedding equality considerations in its Procurement Policy and Procedures.

The College meets the Sustainable Procurement Duty⁶ through the use of the following Scottish Government tools⁷:

- Scottish Public Procurement Prioritisation Tool.
- Sustainability Test.
- Life Cycle Impact Mapping.
- The Scottish Flexible Framework.

We also ask our suppliers to meet the APUC's Sustain Code of Conduct and Electronics Watch Code where relevant and proportionate to the scope of the procurement.

4.6. Our policy on applying community benefit requirements in our contracts

A community benefit requirement is defined in the Procurement Reform (Scotland) Act 2014 as a contractual requirement imposed by a contracting authority:

(a) relating to:

- (i) training and recruitment, or
- (ii) the availability of sub-contracting opportunities, or

⁵ <https://www.apuc-scot.ac.uk/#!/UCSSCCEStrategy.php>

⁶ <https://www.gov.scot/policies/public-sector-procurement/sustainable-procurement-duty/>

⁷ <https://sustainableprocurementtools.scot/>

(b) which is otherwise intended to improve the economic, social or environmental wellbeing of the authority's area in a way additional to the main purpose of the contract in which the requirement is included.

The delivery of community benefits through procurement is in line with the College strategic objective of 'driving transformation to deliver a sustainable future.'

If there is an opportunity to benefit the community, we will include appropriate requirements in our contracts. We will consider these opportunities at the development phase of all regulated procurements (£50,000 and above for goods and services, £2 million and above for works).

Overseeing delivery of community benefits will be made part of our contract management arrangements and we will keep a record of the benefits delivered.

We will collect information about delivered benefits and we will report on this in our formal report of our performance against this Strategy.

4.7. Our policy on consulting and involving those affected by our procurements

Where appropriate, we work with users, potential suppliers and others to help us design procurements and the route each procurement will take.

Individual procurements are in response to an identified need and we identify and involve the relevant stakeholders as appropriate.

The College considers for each procurement, the community affected by the resultant contract and ensures any affected organisations/persons are consulted (e.g. impact on service for students, persons or groups with relevant protected characteristics where reasonable adjustments may be considered as part of a specification, or a local contract that could be combined with other similar institution's needs). Such consultation will always be on a scale and approach relevant to the procurement in question.

4.8. Our policy on paying the Living Wage to people involved in delivering our contracts

The College became an accredited Living Wage employer in May 2016. This is a clear commitment to pay the Living Wage for all staff we directly employ and those who work on our contracts by actively encouraging employers to pay the Living Wage as part of a package of fair work practice in relevant contracts.

Our policy on paying the Living Wage to those who deliver our public contracts is influenced by our belief that a positive approach to fair work practices can have a positive effect on the quality of the services, goods and work delivered. We target this policy through award criteria which are in proportion to and relevant to the contract. The College also follows the Scottish Government statutory guidance on Fair Work First⁸.

If a commitment has been made in a tender to pay the Living Wage, it will form part of the contract, and we will monitor it through our contract and supplier management processes. Information on which of our contractors pay the Living Wage is included in our annual report of our performance against this strategy.

4.9. Our policy on making sure our contractors and subcontractors keep to the Health and Safety at Work Act 1974 and any provision made under the act

It is important that those bidding for our contracts are able to demonstrate that they are responsible contractors who keep their legal duties, including duties to health and safety.

It is a standard condition of our contracts that the contractor must keep to all laws that apply, all requirements of regulatory organisations, and good industry practice. This also includes any relevant health and safety law. Also, whenever contractors' staff are on our premises, under the terms of our standard contracts they must keep to our health and safety requirements.

Where appropriate, and on a contract by contract basis, health and safety will be monitored as part of our contract management processes. Where proportionate, the College also seeks to monitor the compliance of subcontractors.

4.10. Our policy on procuring fairly and ethically traded goods and services

The College supports the sourcing of goods that are fairly and ethically traded. Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.

Our standard terms and conditions allow us to end a contract if the contractor or subcontractor fails to keep to their legal duties in the areas of environmental, social or employment law when carrying out the contract.

⁸ <https://www.gov.scot/publications/publication-of-updated-fair-work-first-in-procurement-guidance/>

4.11. Our policy on using contracts involving food to improve the health, wellbeing and education of communities in the College's area, and the promotion of the highest standards of animal welfare

The College will find practical ways to supply healthy, fresh, seasonal, and sustainably grown food which represents value for money whilst improving the health, wellbeing and education of our teaching and learning communities, coupled with promoting the highest standards of animal welfare.

The College will work to put in place affordable contracts, which meet the nutritional requirements for all users of our catering services and will use available good practice and guidance such as that made available by The University Catering Organisation (TUCO) and any other relevant bodies.

The College utilises APUC and TUCO framework agreements for the vast majority of our food and catering requirements, and the products and services under these frameworks must comply with all relevant legislation and standards.

4.12. Our policy on paying invoices in 30 days or less to our contractors and sub-contractors

The College recognises the importance of paying suppliers promptly once a service has been performed or goods delivered and that late payment is particularly detrimental to SMEs, third sector bodies and supported businesses.

Our standard payment terms are within 30 days from receipt of valid invoices. We also require contractors to pay sub-contractors in no more than 30 days after the receipt of a valid and payable invoice. We will report our payment performance in our Annual Procurement Report.

The College also complies with the Scottish Procurement Policy Note (SPPN) on prompt payment in the supply chain, which came into force in June 2022⁹.

5. Annual Procurement Report

Under the Procurement Reform (Scotland) Act 2014 we have to prepare a procurement report each year. Our first report for this Strategy will cover the period 1st August 2025 to 31st July 2026. It will include as a minimum:

- information on regulated procurements that have been completed during the period.
- a review of whether those procurements kept to this procurement strategy.

⁹ <https://www.gov.scot/publications/prompt-payment-in-the-supply-chain-sppn-2-2022/>

- if any procurements did not comply with regulations, a statement of how we intend to ensure they do in future.
- a summary of community benefit requirements set as part of a regulated procurement that were fulfilled during the financial year covered by the report.
- a summary of any steps we have taken to involve supported businesses in regulated procurements during the year.
- a summary of the regulated procurements we expect to commence in the next two financial years; and
- such other information as the Scottish Ministers may by order specify and where applicable that demonstrates compliance with other legislation that places specific requirements on the College with respect to its procurement activities, the College will also consider including:
 - A summary of benefits that have had a positive impact on climate change.
 - What it has learned from its consultation and engagement with stakeholders and those affected by its procurements, and what it is doing to respond to these views, including how procurement has furthered the College's work with regard to the General Equality Duty.
 - What it is doing to improve its performance and impact, drawing on relevant information – for example spend analysis – and what improvements have been achieved since its last report.
 - How it is working with other bodies – for example procurement centres of expertise – to maximise effectiveness and efficiency; and
 - Reporting data¹⁰ as requested through SPPNs¹¹.

We will publish our report online on our website and make sure it is accessible.

6. Procurement Action Plan

The Action Plan consists of a number of specific actions and commitments in relation to each of the strategic objectives and their desired outcomes, and are cross referenced to the relevant section of the Procurement and Commercial Improvement Programme (PCIP).

Progress against this Action Plan (see below) will be regularly monitored by the College's Procurement service and Finance, Resource and Infrastructure Committee.

As part of the formal annual review of this Strategy, as indicated in section 1 above, this Action Plan will be reviewed and updated as required, to maintain alignment of the College's procurement activity with its broader priorities.

¹⁰ <https://www.gov.scot/publications/public-procurement-annual-procurement-reports-for-2022-2023-and-2023-2024-sppn-2-2023/>

¹¹ <https://www.gov.scot/collections/scottish-procurement-policy-notes-sppns/>

Objective 1	To maximise value for money through efficient, transparent, and compliant practices that reduce risk to support the delivery of an excellent student experience.				
Outcomes	Full compliance with procurement legislation and internal policies.				
	Achieving maximum value in procurement decisions.				
	Increased stakeholder satisfaction with procurement services.				
	Reduced risks in procurement activities.				
Ongoing Main Actions & Commitments					
Conduct all regulated procurements through open and fair competition.					
Plan and measure benefits and savings to ensure value for money in all tendering activities.					
Regularly review and update procurement procedures to ensure compliance.					
Provide training and guidance to staff on procurement best practices.					
Maintain a procurement risk register, review it regularly and communicate key risks to Director of Finance.					
Key Performance Indicators		Benchmark Data 2023/2024	Target	PCIP Ref Lite	Red–Green Thresholds for 2025/2026
Compliant regulated expenditure as % of influenceable expenditure.		97%	Maintain or increase annually.	1.1 1.6 4.1	<div><div></div> ≥ 97%</div> <div><div></div> < 97%</div>
Benefit Types (cash and non-cash savings).		BT1: £222,546 BT2: £460,471 BT8: £23,333	Maintain. Varies year on year depending on activity.	Dashboard 1.5 2.1	<div><div></div> ≥ £500,000</div> <div><div></div> < £500,000</div>
Numbers of staff that have completed procurement training.		25	Maintain or increase annually.	1.4	<div><div></div> ≥ 25</div> <div><div></div> < 25</div>
Average internal staff satisfaction score. ¹²		4.14 (35 responses)	Maintain or increase annually.	1.5	<div><div></div> ≥ 4.14</div> <div><div></div> < 4.14</div>

Key Performance Indicators	Benchmark Data 2023/2024	Target	PCIP Ref Lite	Red–Green Thresholds for 2025/2026
Procurement risk register review frequency	4 reviews a year	3 reviews a year	1.6	<div> <div>●</div> ≥ 3 <div>●</div> < 3 </div>

¹² Average satisfaction score given by staff in response to the question “How satisfied are you with the procurement service?” (rated on a 1–5 scale).

Objective 2	To strengthen collaboration and partnerships across the College, within the sector, with other publicly funded bodies and suppliers to deliver shared value and innovation.				
Outcomes	Increased use of collaborative frameworks and joint procurement initiatives.				
	Stronger supplier relationships and increased early market engagement.				
	Contracts that better meet the College’s needs through supplier input and sector collaboration.				
Main Actions & Commitments					
Expenditure analysis to identify and optimise use of collaborative contracts.					
Promote use of national and sectoral frameworks.					
Participate in sector-wide procurement groups and initiatives (e.g. APUC promoted frameworks).					
Engage suppliers early in the procurement process.					
Key Performance Indicators		Benchmark Data 2023/2024	Target	PCIP Ref Lite	Red–Green Thresholds for 2025/2026
% of influenceable expenditure through collaborative frameworks and contracts.		42%	Maintain or increase annually.	2.1 3.3	● ≥ 42% ● < 42%
Supplier engagement satisfaction rate ¹³ .		82% (17 responses)	Maintain or increase annually.	1.5	● ≥ 82% ● < 82%
Internal satisfaction with procurement outcomes ¹⁴ .		60% positive Feedback (35 responses)	Maintain or increase annually.	1.5	● ≥ 60% ● < 60%

¹³ Percentage of suppliers who responded “Strongly Agree” or “Agree” to the statement: “Overall, I am satisfied with the way FVC engaged with my business.”

¹⁴ Percentage of staff who responded “Strongly Agree” or “Agree” to the statement: “Contracts negotiated by the procurement service deliver quality and value for money.”

Objective 3	To continue embedding responsible procurement practices into all procurement activity, ensuring compliance with legislation and advancing the College's commitment to achieving net-zero emissions.			
Outcomes	All regulated procurements demonstrate compliance with the Sustainable Procurement Duty.			
	Fair Work First principles and ethical sourcing standards are embedded in relevant contracts.			
	Procurement activities contribute to reductions in the College's environmental impact.			
	Climate and circular economy are routinely embedded into specifications, tender evaluations, and contract management, with case studies included into annual reports to evidence impact.			
	Demonstrable progress is made toward the College net-zero targets.			
Main Actions & Commitments				
Use of Sustainable Procurement Tools in all regulated procurements (Sustainability Test, Life Cycle Impact Mapping).				
Include Fair Work First, community benefits, climate and other responsible procurement evaluation criteria in all relevant tenders.				
Monitor responsible procurement as part of contract management and supplier performance reviews.				
Report carbon emissions associated with procured goods and services annually.				
Key Performance Indicators	Benchmark Data 2023/2024	Target	PCIP Ref Lite	Red-Green Thresholds for 2025/2026
% of contracts > £25k with secured sustainability benefits (BT14).	45% (10 of 22)	Maintain. Varies year on year depending on activity.	1.5 Climate Change	<div><div></div> ≥ 40%</div> <div><div></div> < 40%</div>
Number of suppliers with completed SCM (Responsible Procurement).	27 (13 th May 2025)	Increase annually.	Climate Change 3.1	<div><div></div> ≥ 27</div> <div><div></div> < 27</div>
Estimated GHG emissions from procured goods and services.	2,774 MtCO ₂ e (excluding Utilities)	Report annually in the Public Bodies Climate Change Duties Reporting (PBCCD) and in the Annual Procurement Report.	Climate Change	<div><div></div> Reported.</div> <div><div></div> Not reported</div>

7. Glossary of Terms

A, B, C and C1 Contracts

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none">• Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none">• Scottish Procurement• APUC and other UK FHE Consortia• Scotland Excel• NHS National Procurement
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

BT1 - Direct Price Based Savings - for new contracts that replace pre-existing supply agreements, these savings are calculated versus previous price paid at the end of the previous contract(s) period. For contracts that are for something that has not been bought before / an ad hoc requirement – the benchmark is the average price of the top 5 acceptable compliant (or all the bidders if there are less than 5) highest ranked bids.

BT2 - Price Versus Market Savings – these savings are reported against market pricing instead of, or in addition to, the savings achieved against previous baseline prices (i.e. the savings described at BT1 above). The purpose of BT2 savings is to identify the savings that would be lost if the procurement had not been conducted by the organisation.

BT14 - Sustainability Based Benefits - sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:

- Reduction in waste – packaging and / or further use of residue from processes etc.
- Reduction in consumption - use of raw materials (consumables, utilities etc.)
- Recycling and/or reuse of products
- Enhanced Reputation and/or marketing opportunities

- Community Benefits delivery
- Carbon Reduction
- Social, equality and / or environmental improvements

Category subject - a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

Community benefits - requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. Benefits. Community Benefit Contract Clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

Contracts registers - these typically provide details of the procurement exercise to capture key information about the **contract** (the goods and services, values, date started, expiry date and procurement category).

Cost avoidance - the act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a “soft” cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.

Contract management - or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

Core expenditure/spend - covers regulated and non-regulated expenditure excluding non-core expenditure.

GPA regulated procurements - those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015, Procurement (Scotland) Regulations 2016 and the Procurement Reform (Scotland) Act 2014.

GPA – The Agreement on Government Procurement is a plurilateral agreement within the framework of the World Trade Organisation (WTO). For more information visit [WTO website](#).

GPA Thresholds – Higher value regulated procurements are advertised in line with GPA thresholds on a new UK e-notification system called [Find a Tender System](#) (FTS).

Public contracts (GPA) thresholds are revised every 2 years and the present thresholds are (including VAT): - for Supply, Services and Design Contracts, £213,477, for Works Contracts £5,336,937.

Flexible Framework - Self-Assessment Tool (FFSAT) that enables measurement against various aspects of sustainable procurement.

Hub (Spikes Cavell) - The Scottish Procurement Information Hub is provided by Spikes Cavell as a spend analysis tool allowing organisations to:

- Identify non-pay spend on external goods and services
- Identify key suppliers and how many transactions are made with each
- Highlight common spend across suppliers and categories
- Identify spend with SMEs and/or local suppliers

This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made.

For more information, visit the Scottish Government's [Hub](#)¹⁵ page.

Hunter - Hunter has been developed by the APUC eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.

As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.

Institutional dashboard - is the area within the APUC Buyers Portal providing easy access to institutions' key management reporting data being recorded centrally through **Hunter**. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.

Lotting - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts.

Non-core expenditure/spend – third-party expenditure excluded from the scope of the Procurement Regulations.

¹⁵ See website: <https://www.gov.scot/publications/scottish-procurement-information-hub-contract/>

Non-pay expenditure/spend - covers all third-party expenditure including non-core expenditure. It excludes directly employed workers and associated costs such as national insurance, pension contributions and administration costs.

Output Specification - requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

Prioritisation - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

Procurement Journey - public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

Procurement & Commercial Improvement Programme (PCIP) - replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

PCS (Public Contracts Scotland) - the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

PCS-Tender - the national eTendering system, centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

Segmentation - the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

Small and Medium Sized Enterprises (SMEs) encompass:

- Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.
- Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.
- Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

Social Enterprises - revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

Supply Chain encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

Supported business - 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 persons.

Supported employment programme - an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.

Sustain Supply Chain Code of Conduct - APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.

Sustainable Procurement - a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

Third-Party Expenditure – excludes non-core expenditure and it is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods, services and works. It is defined as including: goods – tangible products such as stationery, which are often also known as supplies. Services – provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works – including construction works and utilities – energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.

Third Sector – includes charities, social enterprises and community groups which deliver essential services and helps to improve people's wellbeing and contributes to economic growth.



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Procurement Policy

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Vice Principal of Finance and Corporate Affairs

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1. Purpose

1.1. The purpose of this Procurement Policy is to:

- set out the operational steps required for the College to meet its key strategic objectives in the Procurement Strategy
- maintain the highest ethical standards linked to procurement matters and the expenditure of public funds
- ensure a uniform approach to quotation/tendering and contract management procedures for use by the College employees with any element of purchasing responsibility in their job role
- ensure that all potential suppliers are treated in a fair, open and transparent manner
- ensure best value is achieved at all times
- promote and implement best practice sustainable procurement principles
- promote equality and diversity in relation to relevant procurement matters
- comply with all legislative obligations in relation to procurement, including the requirements of the Public Contracts (Scotland) Regulations 2015, the Procurement Reform (Scotland) Act 2014, and the Procurement (Scotland) Regulations 2016 and all subsequent amendments.

2. Scope

2.1. This Procurement Policy applies to all purchases of goods, services or works made by/on behalf of the College. The Policy must be adhered to by all College employees with any aspect of purchasing responsibility in their job role, including Curriculum Directors, Operational and Curriculum Managers, Heads of Service, budget holders, requisitioners and administrators.

2.2. The Policy should be read in conjunction with the following related College Policies/Procedures/Regulations:

- College Procurement Strategy 2022-2025
- College Procurement Procedures
- Scheme of delegation as approved by the [Finance, Resource and Infrastructure Committee \(FRAIC\) Finance Committee](#)/Board of Management
- College Financial Regulations
- Gifts and Hospitality Policy
- Anti-Bribery and Corruption Policy

2.3. There should be clear separation of budgetary authority and procurement authority. Budget holders should have authority to initiate purchasing/procurement activity by specifying their requirements and providing budgetary authority for the expenditure. The authority to purchase (Delegated Purchasing Authority (DPA)) and ultimately place the purchase order should be conducted separately. DPA is shown in the College's Scheme of Delegation and Finance's Authorisation Process by Department documents.

2.4. Any proposal to award a contract over £25,000 without competition must be approved in advance by the Scottish Funding Council, in accordance with the requirements of the

Scottish Public Finance Manual (SPFM). A Single Source Justification Form must be completed and approved prior to the award of such contracts.

- 2.5. Any external consultancy contracts with a value of £100,000 aggregated over 4 years must be approved in advance by the Scottish Funding Council, in accordance with the requirements of the Scottish Public Finance Manual (SPFM).

3. Responsibilities

- 3.1. This Policy has been approved by the College [FRaIC Finance Committee](#).
- 3.2. The Vice Principal for Finance and Corporate Affairs is accountable for the implementation of this Policy and for continuous review of the Procurement Policy and submitting any changes to the College [FRaIC Finance Committee](#) for approval.
- 3.3. The Procurement service is responsible for the effective operation of this Policy and will ensure that appropriate Procedures are in place and embedded.
- 3.4. The Procurement service is responsible for managing the College's procurement activity and compliance with all legislative/regulatory/best practice matters.
- 3.5. Curriculum Directors, ~~and~~ Heads of Service [and budget managers](#) are responsible for ensuring that all purchasing activity within their areas is carried out in line with this Policy, associated legislation and regulations.
- 3.6. All College employees with any aspect of purchasing/procurement responsibility in their job role are responsible for adhering to the Policy and complying with associated Procedures.
- 3.7. Any breach of this Procurement Policy shall be investigated. Failure by any employee to comply with this Policy may give rise to disciplinary procedures.

4. Key Principles

4.1. Value for Money

- 4.1.1. A fundamental principle of the Procurement Policy is to ensure the achievement of Value for Money in a legally compliant manner.
- 4.1.2. Value for Money is the balance between quality, cost and sustainability, and will vary for every purchase depending on the requirements of the College. The two main aspects that impact on the achievement of Value for Money are:
- Product/Service specification – appropriate quality and quantity
 - Source of supply – right time, right place, right price
- 4.1.3. Where you are involved in the purchase of goods, services or works, it is important to consider the following criteria as part of the specification:
- Purpose/performance of goods/services
 - Necessary characteristics (size, finish etc.)
 - Life span
 - Installation/Maintenance requirements
 - Sustainability considerations (global climate emergency, circular economy, recycled and recyclable materials, environmentally friendly characteristics, packaging, safe disposal, fair work practices)
 - Equality and diversity

- Risks

4.2. Collaborative Procurement

- 4.2.1. The College will seek to maximise opportunities to collaborate in the procurement of goods, services or works where it can be demonstrated that such collaboration delivers the best overall Value for Money solution to meet the College's needs.
- 4.2.2. Collaboration may include the use of Framework Agreements which have been procured by collaborative procurement organisations such as APUC, Scottish Procurement, Scotland Excel and other similar Procurement 'Centres of Expertise'. Where a Framework Agreement exists and can meet the needs of the College in respect of the product/service required, that Framework Agreement should be used, unless otherwise agreed by the Procurement service.
- 4.2.3. A list of all Framework Agreements currently available to the College can be found in Section 6.
- 4.2.4. The benefits of utilising a collaborative Framework Agreement include:
 - **Economies of scale** – more competitive pricing as a result of the greater purchasing power achieved through collaboration
 - **Compliance with procurement legislation** – compliance has already been met when the Framework Agreement was procured by the Centre of Expertise (i.e. APUC), therefore reducing the burden on the College.
 - **Supplier vetting** – suppliers on these Framework Agreements have demonstrated compliance in a number of ways including: financial health, insurances, corporate and social responsibility, Health and Safety, Quality Management, Equalities and sustainability
 - **Supplier performance** – such Framework Agreements include well defined terms and conditions, as well as Contract and Supplier Management processes to support the College in the event of poor supplier performance
 - **Efficiency** – procuring legally compliant contracts can be time consuming and resource intensive both for the Procurement service and the requisitioning department, which is a hidden cost often not considered. Utilising Framework Agreements can reduce time and associated cost for everyone involved.
- 4.2.5. Collaboration may also include maximising opportunities to work across College departments to deliver contracts for commonly purchased goods and services, such as stationery, materials, equipment or consumables where there are currently no contracts in place.
- 4.2.6. The benefits of College wide collaboration include:
 - **Commonality and Standardisation of products and services** – this provides a College wide standard for the products and services being purchased, as well as the re-assurance that all departments are paying the same prices for the same goods and services.
 - **Efficiency** – by everyone working together in the same way, and using the same suppliers and buying the same products/services it reduces duplication of time and effort, thereby creating efficiency benefits
 - **Supplier performance monitoring** – if we are all using the same supplier then it is easier to monitor supplier performance, identify common issues and feedback to suppliers.
 - **Cross functional learning** – by working together it helps to identify different ways of working and requirements within different departments which can all be used to identify College wide improvements to processes and ways of working

4.3. Legislative Compliance

4.3.1. The College will ensure that it complies with the following procurement legislation and all subsequent amendments:

- Public Contracts (Scotland) Regulations 2015,
- Procurement Reform (Scotland) Act 2014,
- Procurement (Scotland) Regulations 2016

4.3.2. In addition, the Procurement service will ensure compliance with all relevant legislation and all subsequent amendments on a contract by contract basis, including but not limited to:

- Equality Act 2010
- Bribery Act 2010
- Freedom of Information (Scotland) Act 2002
- Health and Safety at Work Act 1974
- UK General Data Protection Regulation (GDPR)

4.4. Sustainable Procurement

4.4.1. The College recognises that procurement can play an important role in improving our economic, social and environmental performance as an organisation through our collective approach to the procurement of goods, services and works. This is recognised within the College's Sustainability Commitment Statement, [the College's Net Zero Plan](#), the Scottish Colleges' Statement of Commitment on the Climate Emergency, [Scottish University and College Sectors Supply Chain Climate & Ecological Emergency Strategy 2022 to 2030](#) and by procurement representation on the College Sustainability Committee.

4.4.2. Additionally, the Procurement Reform (Scotland) Act 2014 introduces a number of duties upon the College including the Sustainable Procurement Duty.

4.4.3. In recognition of the importance placed on sustainable procurement by the College and the Scottish Government, the College has embedded Sustainable Procurement within our Procurement Procedures and templates.

4.4.4. This recognises some of the key measures and tools the Procurement service uses in order to improve the sustainability outcomes from our procurement activity, including:

- Compliance with the Sustainable Procurement Duty
- Taking account of the Strategic National Priority regarding the Global Climate Emergency. Where relevant, we shall include climate impact, circular economy considerations in our procurement activities;
- Consider fair work practices and the Fair Work First criteria;
- Utilise the Sustainable Procurement Prioritisation Tool to assess sustainability risks and opportunities for appropriate categories of goods and services
- Complete the Sustainability Test for relevant procurements to assess any possible social, economic or environmental impacts from a procurement exercise in order to maximise opportunities for improvement in the wellbeing of the local community
- Utilise the Scottish Government's Flexible Framework to assess the College's performance against best practice indicators.

4.4.5. With regards to the Public Sector Equality Duty (PSED) under the Equality Act 2010, the College (as a Public Authority), within its procurement practices, gives due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

4.5. Efficiency and Effectiveness

- 4.5.1. Procurement Procedures: The College has developed Procurement Procedures to align to this Policy, as dictated by the College's Financial Regulations. These procedures follow the Scottish Government's Procurement Journey with the intention of embedding best practice and legal compliance within the College's procurement function.
- 4.5.2. The aim of the Procedures is to set out clear guidance to College employees as to their relative roles and responsibilities depending on their job role and levels of responsibility within the purchasing/procurement process.
- 4.5.3. The Procedures are intended to be proportionate to the value/risk of procuring the goods, services or works and to minimise unnecessary steps or administrative requirements throughout the process.
- 4.5.4. E-Procurement: The College currently uses a number of e-Procurement systems to maximise the efficiency and auditability of its procurement processes.
- 4.5.5. The College's e-Procurement system (P2P) must be used for placing purchase orders with suppliers who have been approved by the Procurement service, unless another method has been authorised by the Finance service.
- 4.5.6. The Procurement service will continue to identify appropriate e-Procurement systems and processes which aim to increase efficiency for the College.
- 4.5.7. Terms and Conditions: The College's Terms and Conditions for the supply of goods and services will be issued for all tender processes.
- 4.5.8. All purchases/contracts entered into by the College which are not made through an authorised Framework Agreement must only be entered into under the College's Terms and Conditions, unless otherwise agreed by the Procurement service. A copy of these Terms and Conditions can be found in section 6.
- 4.5.9. All purchases/contracts entered into using an authorised Framework Agreement must only be entered into under the Framework Agreement terms and conditions as set out by the relevant purchasing consortia, which the suppliers have agreed to. Please speak to the Procurement Manager for further information.

4.6. Appropriate Skills, Expertise, Integrity

- 4.6.1. The College will ensure that all employees involved in the procurement process are given the appropriate level of advice and support, whether through access to the Procurement Policy and Procedures, additional advice, or through further training provided by the Procurement service.
- 4.6.2. In order to maintain the highest ethical standards across the College, all employees involved in the procurement process shall be required to:
 - Comply with the College's Anti-Bribery and Corruption Policy
 - Comply with the College's Gifts and Hospitality Policy

- Comply with the College's Ethical Procurement Code of Conduct

4.6.3. Conflict of Interest: Where a potential conflict of interest arises between a College employee and a potential supplier of goods, services or works which may have an influence on the award of business to that supplier, the employee must declare such conflict of interest at the earliest possible opportunity (and before the award of any business to the supplier) by completing a Declaration of Interest form, and returning it to the Procurement service, who shall advise of the next steps to be taken.

4.6.4. If an employee is in doubt as to a potential Conflict of Interest, they should speak to the Procurement service in the first instance.

4.7. Fair and Equal Treatment

4.7.1. A core principle of public procurement regulation, under the procurement legislation, is to ensure that all suppliers are treated in an open, fair, equal and transparent manner. This principle is carried through into this Policy and associated Procurement Procedures to ensure that all suppliers have a fair and equal opportunity to secure contracts with Forth Valley College.

4.8. Ongoing Review of Performance

4.8.1. Review of supplier performance: The College has a formal Contract and Supplier Management (C&SM) approach to ensure that contracted suppliers continue to deliver the College's requirements as agreed during the tender process. This includes quality of goods/services provided, pricing, customer service levels, performance against KPIs, and adherence to Terms and Conditions as a minimum.

4.8.2. The C&SM approach is determined on a contract-by-contract basis during the pre-tender contract strategy development, in consultation with relevant stakeholders, and considers the overall risk and value of the contract.

4.8.3. There are 3 levels of Contract Management within the C&SM approach:

- Strategic
- Managed
- Routine

4.8.4. The approach to Contract and Supplier Management is intended to be proportionate for both the College and the supplier.

4.8.5. The Procurement service will work in conjunction with relevant stakeholders to implement and manage the C&SM process on a contract-by-contract basis.

4.8.6. An important aspect of C&SM is feedback from College employees, which can be captured in various ways including SharePoint surveys, email or verbal feedback.

4.8.7. Details of the Contract & Supplier Management process can be found in section 6.

4.8.8. Review of Procurement Performance: The College participates in the Procurement and Commercial Improvement Programme (PCIP) – an assessment across all public sector organisations' procurement practices. The PCIP assessment takes place every 3 years and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver. Following the formal PCIP assessment, the College receives feedback and an action plan with recommendations to continually improve performance, based upon best practice.

- 4.8.9. Furthermore, as part of the Procurement Reform (Scotland) Act 2014, the College must also publish an annual procurement report disclosing how its procurement activity has complied with its published procurement strategy.
- 4.8.10. In addition, the Procurement service continually reviews its processes to ensure continual improvement through lessons learned reviews and stakeholder and supplier feedback.

5. Review of Procurement Policy

- 5.1. This Policy will be reviewed on an annual basis, as a minimum, by the Vice Principal of Finance and Corporate Affairs in conjunction with the Procurement Manager.
- 5.2. Any amendments required to the Policy will be presented to the [FRaC Finance Committee](#) for approval.

6. Relevant Links

[Procurement Strategy 2022-2025](#) [Procurement Strategy 2025-2030](#)

[List of currently available Framework Agreements](#)

[Terms and Conditions](#)

[Procurement Journey](#)

[Net Zero Plan 2023-27](#)

[University and College Sector Supply Chain Climate and Ecological Emergency Strategy 2022-2030](#)

[Sustainability Statement](#)



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Procurement Procedures

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1. INTRODUCTION

1.1 Purpose

1.1.1 These Procurement Procedures have been developed to guide and support College employees with any level of input in the requisitioning or purchasing/procurement of goods, services or works on behalf of the College. These Procedures provide the operational steps which employees are expected to follow.

1.1.2 These Procedures should be read in conjunction with the College's Procurement Policy and Financial Regulations.

1.2 Scottish Government Procurement Journey

1.2.1 These Procedures are aligned to the Scottish Government's [Procurement Journey](#), which aims to facilitate best practice, consistency and legal compliance across public procurement in Scotland.

1.2.2 These Procedures follow a similar format as the Procurement Journey, with each 'route' outlining the steps required to be followed relative to the estimated value and risk of the purchase.

2. DETERMINING THE VALUE OF A PURCHASE AND RELEVANT PROCUREMENT ROUTE

2.1 Decision Matrix

2.1.1 A useful [Decision Matrix](#) has been produced to assist College staff when preparing to make a purchase using College funds. This Decision Matrix follows the best practice guidance as set out in the Scottish Government's [Procurement Journey](#).

2.1.2 The following sections of these Procedures are set out with the intention of providing staff with clear guidelines of the key things to consider when preparing to purchase goods, services or works on behalf of the College. These are set out in the order in which the consideration should take place during the purchasing process and should be read in conjunction with the [Decision Matrix](#).

2.1.3 Wherever a compliant contract or framework agreement exists that meets the needs of the requirement, this should be used unless an alternative is shown to be better value by obtaining the required number of written quotations (or tenders). Please

contact Procurement to assist you in identifying whether a suitable contract or framework agreement is in place.

- 2.1.4 Where no contract or framework exists, a new procurement is required and the route to follow will be dependent on the anticipated contract (or order) value. Contract value is based on the aggregate value over full contract duration, inclusive of any available contract extensions. Step-by-step guidance for each route dependant on contract value is provided in Sections [8](#) and [9](#) of these Procedures.

2.2 Market Research

- 2.2.1 Once the decision has been made that the purchase is essential and budget has been allocated and authorised by the Budget Holder, it is important that some market research, proportionate to the likely value of the purchase is conducted.
- 2.2.2 Market Research may vary from a basic search of the internet to a more detailed analysis of the supply market, range of products/services available, risks, costs etc.
- 2.2.3 Where possible, market research should consider the functionality of the product/service rather than a specific brand name (e.g. a tablet computer with XYZ functionality as opposed to 'an iPad' or 'Microsoft Surface').

2.3 Determining the Value

- 2.3.1 The value of the allocated budget will determine the procurement process to be followed, it will assist in deciding where the requirements should be advertised and it will influence the timescales requirement for the procurement.
- 2.3.2 When seeking to determine the likely value of a purchase, it is essential to look beyond the basic purchase price of the good or service, and instead consider the **whole life cost**.
- 2.3.3 **Whole life costs** will vary from purchase to purchase, however the most common aspects will include: **delivery, installation, training, maintenance, annual servicing, spare parts and end of life (repair, re-use, recycle)**.
- 2.3.4 Determining the value of a purchase will also depend on whether the purchase is a **one-off or a recurring purchase**. The table below aims to show some examples of how to determine the value of different types of purchases.

ONE OFF PURCHASE	RECURRING PURCHASE
Examples: <ul style="list-style-type: none"> Equipment (e.g. machine) Refurbishment works One-off Service (new website) Vehicle Purchase 	Examples: <ul style="list-style-type: none"> Facilities Management Services Software Licence Renewal Annual Subscription Service Consumables
Characteristics: <ul style="list-style-type: none"> A single purchase not likely to be repeated in the foreseeable future (equipment or goods) A defined project of works, with a defined scope and likely to include a defined timescale (works) A clear requirement with a defined scope, likely to have a defined timescale (new system, website) 	Characteristics: <ul style="list-style-type: none"> A purchase that is likely to be repeated over a period of time (e.g. months/years) Cost of purchase likely to be calculated on a volume/time bound basis (Services/Licences/Subscriptions) Consumable items may have a low unit cost, but high volumes due to repeat orders (stationery, food, course consumables)
Estimated Value of Purchase:	Estimated Value of Purchase:
Goods <ul style="list-style-type: none"> Purchase price Delivery Installation/Commissioning Service/Maintenance End of Life (uplift/disposal) 	Service <ul style="list-style-type: none"> Hourly/Daily rates for the service(s) required multiplied by hours/days services are performed, multiplied by duration of total contract duration (e.g. 4 years). If actual costs are not known before conducting a procurement process, estimates should be used based on market research, or on historical information if available.
Services/Works <ul style="list-style-type: none"> Daily/Hourly rates multiplied by duration of works/services Hourly rates for additional works/services Training Annual Licences (systems) Maintenance/Support (systems) 	Licences/Subscriptions <ul style="list-style-type: none"> Unit cost of licence multiplied by number of licences multiplied by total duration of licence (e.g. year(s)). Licences/Subscriptions should be estimated based on the known duration required, and purchased on this basis if possible (e.g. multiple years as opposed to annually).
	Consumables <ul style="list-style-type: none"> Total cost of all consumables purchased within a defined category of items over a duration (e.g. annually). The Procurement service can assist by reviewing spend patterns over a defined period (e.g. annually/4 yearly)

2.3.5 For recurring purchases, the total contract value must be calculated based on the entire life time duration of the contract or agreement including any potential contract extensions or renewals. While many of our contracts are re-procured every 4 years, but contract durations may vary can be of any length. Contract duration will depend on the complexity and nature of the goods or services of the purchase

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~~and a~~ advice on [calculating](#) contract values can be sought from the Procurement service.

[2.3.6](#) When determining the value of a purchase, it is forbidden to look at shorter term contracts to circumvent any threshold values and processes. A shorter-term contract shall only be considered where there is sufficient justification to do so and approval sought by the Procurement Manager.

~~2.3.6~~[2.3.7](#) Budget managers are responsible for ensuring that the correct procurement route is followed based on the total contract value. This includes monitoring spend over time, initiating the appropriate Invitations to Quote where required and engaging with the Procurement service early where an Invitation to Tender is required.

2.4 Selecting the Relevant Procurement Process or Route

2.4.1 Having conducted market research, estimated the total value of the procurement and determined that there is no a compliant contract or framework agreement that meets the requirements, the next step is to identify the relevant procurement route for the new procurement exercise. Step-by-step guidance for each route is provided in Sections [8](#) and [9](#) of these Procedures.

2.4.2 The following contract value thresholds shall apply to the procurement of **Goods and Services** only. Estimated times are given below as guidance and they will depend on the complexity of the procurement.

Procurement of Goods and Services

Process	Contract Value	Process	Evidence Required	Responsibility	Estimated Time
Quotation Process	Less than £6,000 (incl. VAT)	1 Written Quote	No formal competition required. Provide written evidence that best value for money has been achieved. An internet search may verify best value for money.	Department	1-3 days
	£6,000 (incl. VAT) - £24,999 (incl. ex. VAT)	3 Written Quotations	You must seek at least 3 comparable quotes. It is recommended the Quotation Summary Form is completed and retained by the Department for audit trail.	Department	1-6 weeks
Tender Process	£25,000 (incl. ex. VAT) - £49,999 (ex. VAT)	Low Value Tender	Tenders obtained using PCS ¹ Quick Quote. Contact Procurement.	Department and Procurement	6-8 weeks
	£50,000 - Current relevant GPA threshold (£214,904 ² incl. VAT)	National Lower Value Regulated Tender	Regulated tender opportunity advertised via PCS ¹ Contact Procurement.	Department and Procurement	3-4 months
	Current relevant GPA threshold (£214,904 ² incl. VAT) and over	Higher Value Regulated Tender	Regulated tender opportunity advertised on FTS ² Contact Procurement.	Department and Procurement	6-9 months

¹ PCS: Public Contracts Scotland website: <https://www.publiccontractsscotland.gov.uk/>

² FTS: Find a Tender Service: <https://www.gov.uk/find-tender>

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2.4.3 The following contract value thresholds and estimated times shall apply to the procurement of **Works** only (intended to apply only to Estates and Facilities service).

2.4.4 Works are as defined in the Public Contracts (Scotland) Regulations 2015³ and generally, are construction-related projects ranging from small alterations and refurbishment to the construction of major building projects creating a new building asset. Please see the Construction Procurement Handbook⁴ for guidance for public on the procurement of construction works.

³ Public Contracts (Scotland) Regulations 2015: <https://www.legislation.gov.uk/ssi/2015/446/schedule/2/made>

⁴ Construction Procurement Handbook: <https://www.gov.scot/publications/construction-procurement-handbook/>

Procurement of Works

Process	Contract value	Process	Authorisation Process	Responsibility	Estimated Time
Quotation Process	Less than £6,000 (incl. VAT)	1 Written Quote	No formal competition required. Provide written evidence that best value for money has been achieved. An internet search may verify best value for money.	Department	1-3 days
	£6,000 - £24,999 (exincl. VAT)	3 Written Quotations or Low Value Tender	You must seek at least 3 comparable quotes. It is recommended the Quotation Summary Form is completed and retained by the Department for audit trail.	Department	1-6 weeks
Tender Process	£25,000 (exincl. VAT) - £2,000,000 (ex. VAT)	Low Value Tender	Tenders obtained using PCS Quick Quote. Contact Procurement.	Department and Procurement	6 weeks - 4 months
	£2,000,000 (ex. VAT) - Current relevant GPA threshold (£ 4,477,1745,336,937 incl. VAT)	National Lower Value Regulated Tender	Tender opportunity advertised via PCS. Contact Procurement.	Department and Procurement	3-8 months
	Current relevant GPA threshold (£ 4,477,1745,336,937) and over	Higher Value Regulated Tender	Regulated tender opportunity advertised on FTS Contact Procurement.	Department and Procurement	6-9 months

2.4.5 As a minimum, the Procurement service **must** be notified in advance of any purchase that exceeds £25,000 (~~in~~[excl.](#) VAT). One off purchases in excess of £25,000 (~~ex~~[incl.](#) VAT) will require a tender process to be undertaken which will be led by the Procurement service.

2.4.6 The Procurement service should also be notified of any purchase that may be below £25,000 (~~ex~~[incl.](#) VAT), but where there may be a higher level of risk associated with that purchase.

3. OTHER CONSIDERATIONS WHEN PLANNING A PURCHASE

3.1 Risk

3.1.1 Procurement risk will depend on the nature and value of the purchase, however typical risks may include **supplier suitability, fitness for purpose of goods/services, terms and conditions, legislative compliance, value for money, data protection, cyber security, safeguarding or IR35.**

3.1.2 The Procurement service can advise on relevant procurement risk and mitigation solutions on a purchase by purchase basis.

3.2 Sustainable Procurement

3.2.1 Sustainable procurement goes beyond the quality and cost of goods, services and works to include factors such as economic, social and environmental outcomes. Sustainability and sustainable procurement are key objectives of the College Strategic Plan and Procurement Strategy and involves considering:

- circular economy, whole life costs and impacts;
- innovative approaches and proposals;
- fair work practices and [Fair Work First](#) criteria
- Supported businesses, third sector bodies and SMEs
- Community benefits

3.2.2 Purchasers should take into account the **strategic national priority to tackle the global climate emergency** [and the College's Net Zero Plan](#), and consider how they

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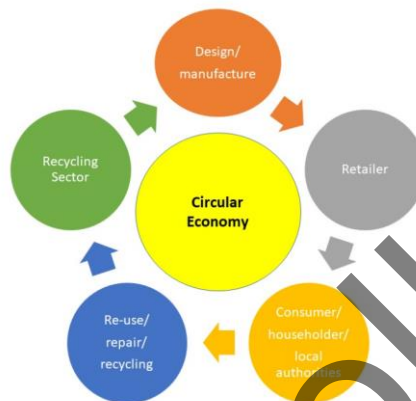
could reduce emissions of greenhouse gases linked to relevant purchases, for example by:

- Choosing products with low carbon footprint, from sustainable sources and that require low resources (e.g. consumables, materials, energy, transport, paper) during the product life. [Consider the full lifecycle impact of products, including production, use, and disposal](#);
- Specifying energy efficient equipment (e.g. ICT, laboratory equipment, white goods, audio-visual and others);
- Choosing durable products with long life spans that are easy to repair and upgrade, [with modular designs and consider whether spare parts are available](#);
- Minimising [resources and waste by reducing reliance on the use of single use items and packaging, opting for reusable, recyclable or compostable alternatives and considering digital alternatives to paper-based processes and raw materials](#);
- Minimising vehicle movements (e.g. supplier travel and deliveries), [for example by consolidating deliveries wherever possible to reduce frequency](#), and encourage the use of low emission vehicles.
- [Engaging suppliers in our net zero ambitions by including environmental criteria in Invitations to Quote or Tender and requesting carbon reduction plans or sustainability credentials from suppliers](#).

3.2.3 When planning a purchase, the purchaser should consider the **circular economy hierarchy**:

- Reduce: Rethink demand: what is needed? Can I borrow what I need from another department? Could a product be replaced with a service? Could ownership of this product be shared?
- Re-use: If a product is needed, its use phase and end-of-life must be considered (e.g. take-back schemes).

- Recycle: If a product cannot be re-used, purchasers should ensure that it is made of recyclable materials where possible, and even better, made from recycled materials.
- Recover: Specify design for recovery and procure recovered products. Instead of purchasing new, can I purchase a re-manufactured or refurbished product? Could you recover some of the components or materials at the end of use for a new use cycle?



3.2.4 Also, purchasers should aim wherever possible to obtain at least one quote for each purchase from a company based within the Forth Valley region. This may include SMEs, supported businesses and third sector organisations

3.2.5 The Procurement service can provide further guidance in relation to sustainable procurement, including names of supported businesses and third sector organisations in the Forth Valley region.

3.2.6 Procurements over £50,000 are subject to the [Sustainable Procurement Duty](#) under Procurement regulations and therefore the economic, social, and environmental sustainability of the Forth Valley area must be considered, as well as how to facilitate the involvement of SMEs, third sector bodies and supported businesses, how to promote innovation and how to secure sustainability improvements.

3.3 IT/Estates related purchases

3.3.1 Any purchase considered to fall under IT (hardware, software, systems, etc.) or Estates (refurbishments, room alterations, repairs, furniture, etc.) categories should be discussed with IT/Estates before obtaining any quotes from suppliers. This is to ensure that the goods/services are required and are in line with the standards expected by the College.

3.3.2 These departments can then provide advice on the best way to proceed, and will work with you to ensure that any requirements are met in the most appropriate and cost effective manner.

3.3.3 The Procurement service can also provide advice in relation to specification development, procurement process and suppliers.

3.4 Quotation Summary Form and Purchase Orders

3.4.1 In order to improve auditability, and to increase efficiency of the order approval process, it is important that when raising the Purchase Order to authorise the purchase of the goods/services/works, the requisitioner provides line item detail in the Purchase Order or attaches the successful quotation with line items. Where a quotation process is required, it is recommended a [Quotation Summary Form](#) is completed and retained by the department for audit trail purposes. Guidance on how to upload documents such as quotations to Fido is available on SharePoint.

3.5 Audit Trail

3.5.1 All documentation relating to a quotation, tender process and justification for contract award decision must be retained for audit purposes. On request, staff may be asked to produce documentation by the College's appointed auditor to ensure compliance with these Procedures.

4. NON-COMPETITIVE PROCESS (SINGLE SOURCE)

4.1 Single Source Justification Form

4.1.1 On occasion, there may be purchases that are deemed to be single source and cannot be obtained through the normal competitive process. You are required to seek approval from the budget holder and Procurement Manager by completing a Single Source Justification Form (Appendix 2) which should be completed on SharePoint. The Single Source Justification Form must be approved by the Head of Service or Director from where the expenditure is occurring.

4.1.2 A Single Source Justification Form will only be approved for one of the following reasons:

Exceptional Urgency	Exceptional urgency caused by unforeseen circumstances where competitive tendering would cause unacceptable delay (e.g. after breakdown, storm, fire, etc.). Please note that poor planning will not be accepted as exceptional urgency.
Single Supplier	There are no other suppliers who can supply the goods, services or works (or an equivalent alternative), and the department has undertaken adequate market research to demonstrate this.
IPR/Technical	For reasons such as Intellectual Property Rights or technical or artistic compatibility (e.g. software, IT systems etc.) where another suppliers' solution will not work with existing software/systems.

4.1.3 All requests for Single Source Justification must clearly demonstrate why competition is not possible and should never be made in an attempt to avoid the normal competitive procurement routes. The reason for not carrying out a competitive procedure must be fully explained. For example, if the proposed supplier is the only one known to supply specialised goods, evidence that this is the case must be supplied including the steps that were taken to identify alternative sources of supply.

4.1.4 The Single Source Justification Form requires the following information to be provided before it can be approved:

- Order number
- Proposed supplier
- Value
- Description of goods/services
- Type of purchase
- Deal obtained
- Benefits to the College
- Reason for non-competitive procedure

4.1.5 The Procurement Manager may challenge the justification of a single source supplier. Where this occurs, staff are required to follow due procedure.

4.1.6 Where a request for Single Source exceeds £25,000 and/or deemed to be of higher value and risk, although there may only be a single source available, the Procurement Manager may advise on a single tender procedure. This shall ensure that the risk to the College is reduced by having a signed contract on the College's own terms and conditions.

4.1.7 Where a request for Single Source exceeds £25,000, the Director of Finance will request Scottish Funding Council approval.

4.1.8 The single source procedure can only be used in exceptional circumstances and cannot be used for procurements above GPA thresholds.

4.2 Unforeseen Event

4.2.1 Due to an unforeseen event, to ensure that the College still operates, there may be a requirement for a Non-Competitive Process. In these circumstances, the Procurement Manager shall advise on how to proceed to ensure proper compliance with appropriate procedures and legislation.

5. PROCUREMENT PROJECT STRATEGY

5.1 A [Project Strategy Template](#) should be completed for all requirements over £50,000 or for any lower value high risk/complexity requirements.

5.2 The Procurement Manager and stakeholders will work together to complete the following information in the [Project Strategy Template](#):

- High level information for the procurement including a brief description of what is going to be purchased.
- Details of key stakeholders who will be affected by the proposed procurement and provide details of the User Intelligence Group (UIG) and Evaluation Panel.
- Budget and budget code.
- Details of current contract status, reason for the project and spend analysis to anticipate demand for the duration of the contract.
- Market analysis in order to understand the market landscape and identify key players including Supported Business, SMEs and the Third Sector.
- Identification and assessment of risks associated with the project.

- Summary of the procurement options (including collaborative arrangements) available to progress the project.
- Sustainability Test and details of the social, economic and environmental elements of the proposed procurement.
- Level of contract management required.
- Anticipated outcomes and benefits including Sustainability and Community Benefits.
- Detailed project/implementation plan including key milestones and target dates.

6. SPECIFICATION OF REQUIREMENTS

- 6.1 The specification of requirements is part of the Invitation to Tender or Invitation to Quote documentation issued to suppliers. It is a description of requirements and the standards to which the product or service should conform. It is a vital document in the procurement process as the supplier's performance will be measured against it.
- 6.2 The specification should be unambiguous but allow for innovation. It should focus on output or performance required without being prescriptive as to the method the supplier should use to deliver the outputs.
- 6.3 The User Intelligence Group is responsible for developing the specification and should ensure that other end-users, stakeholders and technical specialists are consulted where appropriate.
- 6.4 You should avoid reference which has the effect of favouring or eliminating particular suppliers by specifying a particular material or goods of a specific make or source or to a particular process, or trademark, patent, type, origin or means of production e.g. do not specify "Hoover" when you mean a vacuum cleaner or "Intel" when you mean a Central Processing Unit of a PC. In exceptional circumstances such reference may be justified if either the subject of the contract makes the use of such references indispensable or where the subject of the contract cannot otherwise be described in a manner which is sufficiently precise and intelligible to all bidders. In either circumstance, such reference should be accompanied by the words "or equivalent".
- 6.5 Implications of a poor specification include:
- Unsuitable suppliers' responses
 - Misinterpretation of requirements by suppliers
 - Difficulties in evaluating the bids

- Wrong or unsuitable products/services supplied
- Claims of unfair treatment being made by suppliers
- Difficult contract/project management
- Inability to resolve contract disputes

7. CONTRACT IMPLEMENTATION AND MANAGEMENT

7.1 Contract Implementation

7.1.1 Where a purchase is deemed to be of a high value/risk nature (generally over £50,000) and/or where there is a long-term contract duration, it is important that the Contract is properly implemented. Contract implementation should also be considered for lower value purchases where the purchase may impact across College (e.g. new IT system/software).

7.1.2 Generally, it will be the responsibility of the department(s) who will be utilising the contract to manage the implementation, however the Procurement service can provide support and guidance as to what should form part of an implementation process.

7.2 Contract Management

7.2.1 The College have a formal Contract and Supplier Management (C&SM) approach to ensure that contracted suppliers continue to deliver the College's requirements as agreed during the tender process. This includes quality of goods/services provided, pricing, customer service levels, performance against KPIs, and adherence to Terms and Conditions as a minimum.

7.2.2 There are 3 levels of Contract Management within the C&SM approach, and the processes within each level are proportionate to the value/risk of the contract:

- Strategic
- Managed
- Routine

7.2.3 Generally, it will be the responsibility of the department(s) who will be utilising the contract to manage the Contract on a day to day basis, however the Procurement service will have an input to the ongoing Contract Management process in order to ensure the supplier continues to adhere to the contract.

- 7.2.4 Supplier performance shall be monitored in a variety of ways depending on the nature of the Contract, including staff surveys, informal staff feedback, periodic contract management meetings in liaison with the Procurement Manager (for Works/FM Contract this is the Head of Facilities Management and Health and Safety).
- 7.2.5 The contract should be managed to ensure that variation to the original value and scope of the contract is minimised.
- 7.2.6 Should it become apparent that there is likely to be a considerable increase in the cost, a view should be taken as to whether value for money would be obtained by continuation, or whether a new procurement process is required.
- 7.2.7 Where contracts provide for payments to be made by instalments, such payments shall be made only on a certificate which shall show the total amount of the contract, the value of work executed to date, retention money, the amount previously paid, and the amount now certified. Departments must ensure that the cost of completing the contract does not exceed the amount outstanding on the contract.
- 7.2.8 If it becomes apparent that the approved sum will be exceeded by 10% for goods and services, 15% for works or £10,000, whichever is lower, the Vice Principal of Finance and Corporate Affairs must be notified immediately. Additional approval must be sought for the additional expenditure.
- 7.2.9 Variations to contract must be agreed between the supplier and the College. These shall be confirmed in writing by the College to the supplier and must be issued in liaison with the Procurement Manager (for Works/FM Contract this is the Head of Facilities Management and Health and Safety).

8. QUOTATION PROCESSES

Estimated expenditure up to £5,999 (incl. VAT) for Goods, Services and Works
At least ONE written quotation
<ul style="list-style-type: none"> Where there is an existing contract or framework agreement in place, orders should be raised with that supplier rather than seeking alternative quotations unless there is a compelling justification to order elsewhere. Please see SharePoint for details of contracts and agreements. Specification: Develop a simple specification outlining the goods/services/works, delivery point and the delivery date required. Please see Section 6. Identify Supplier/Contractor: Identify a suitable supplier/contractor who is in a position to meet your requirements.

- **Invitation to Quote:** Send your prepared invitation to Q quotation to the identified suppliers/contractors by e-mail. State a date and time for response giving adequate time for the supplier/contractor to respond. Please see **Appendix 5 – Invitation to Quote template**.
- It is recommended that the Invitation to Quote is accompanied by the College Standard Terms and Conditions, which can be found on the College website or Appendix 11.
- If a supplier is unwilling to accept the College's Standard Terms and Conditions, their proposed terms, including payment terms must be carefully reviewed. Support and advice can be sought from the Procurement service.
- Please note that our standard payment terms are 30 days from the receipt of a valid invoice and the College does not normally make advance payments for goods or services.
- **Quotation Response:** Once the supplier/contractor has submitted a response, you must check to ensure that the submitted quotation meets your requirements.
- **Authorisation to Proceed:** A purchase order shall be must be raised to for the successful supplier/contractor and must be authorised by the appropriate personbudget manager. If the selected supplier is not already on the College's Purchase to Pay (P2P) system, a New Supplier Request Form must be completed and approved by the budget manager and the Procurement service before any order can be placed. The New Supplier Form can be found on SharePoint.
- This shall form the basis of the contract between the College and the supplier/contractor.
- **Internet Prices:** Staff are permitted to source goods (not services or works) from the internet, however where possible they should avoid using sites such as Amazon or eBay, for example where it is difficult to determine the seller's company details, in order to avoid issues such as receipt of goods, quality of goods, damages/returns policy and receiving refunds where required.
- When sourcing goods from the internet via established supplier websites the following steps must be taken when placing an order:
 - All charges must be verified to ensure that the internet price is the final price including delivery
 - The department must ensure that the actual price against the goods is captured on a particular date for audit purposes. Prices can change via the internet and the Department should either print the internet price or copy the page into a Word document and file electronically.

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Estimated expenditure between £6,000 - £24,999 (incl. VAT) for Goods, Services and Works

Seek at least THREE written quotations.

- You should review the Decision Matrix flowchart and complete market research as outlined in Section 2.2.
- Where there is an existing contract or framework agreement in place, orders should be raised with that supplier rather than seeking alternative quotations unless there is a compelling justification to order elsewhere. Please see SharePoint for details of contracts and agreements.

- **Specification:** Develop a simple specification outlining the goods/services/works, delivery point and the delivery date required. Please see Section 6.
- **Identify Suppliers:** Identify a minimum of three capable suppliers and invite them to quote.
- **Invitation to Quote:** Send your prepared ~~i~~Invitation to ~~Q~~quote to the identified suppliers/contractors by e-mail (or where the Procurement Manager is involved, e.g. for higher value/risk requirements, to the Public Contracts Scotland Advertising Portal – Quick Quote). Please see Appendix 5 – Invitation to Quote template.
- State a date and time for response giving adequate time for suppliers/contractors to respond.
- State your criteria for evaluation which is normally lowest price.
- It is recommended ~~that~~ the Invitation to Quote is accompanied ~~by the College Standard Terms and Conditions, which can be found on the College website or Appendix 11.~~
- If a supplier is unwilling to accept the College's Standard Terms and Conditions, their proposed terms, including payment terms must be carefully reviewed. Support and advice can be sought from the Procurement service.
- Please note that our standard payment terms are 30 days from the receipt of a valid invoice and the College does not normally make advance payments for goods or services.
- **Supplier Clarification – Pre Quotation Response:** Response to supplier/contractor queries or clarifications must be provided prior to the quotation response date. All correspondence shall be in writing.
- **Quotation Receipt and Evaluation:** Quotations should be submitted to the College via email (or where the Procurement Manager is involved, e.g. for higher value/risk requirements, to the Public Contracts Scotland Advertising Portal – Quick Quote).
- Once the suppliers/contractors have submitted a response, you must evaluate the quotation responses based on the criteria stated in your invitation to quotation document. This is normally lowest price.
- **Authorisation to Proceed:** When the evaluation is completed, you must seek the appropriate authority to award the contract to the successful supplier.
- **Supplier/Contractor Notification:** Both successful and unsuccessful suppliers/contractors shall be informed of the outcome. This can be by e-mail (or for higher value/risk requirements an official letter may be appropriate).
- **Purchase Order:** A purchase order ~~must~~~~shall~~ be raised ~~with~~~~to~~ the successful supplier/contractor ~~and must be~~ authorised by the appropriate ~~budget manager~~~~person~~. It is recommended a Quotation Summary Form is completed and retained by the department. If the selected supplier is not already on the College's Purchase to Pay (P2P) system, a New Supplier Request Form must be completed and approved by the budget manager and the Procurement service before any order can be placed. The New Supplier Form can be found on SharePoint.
- **Internet Prices:** Staff are permitted to source goods (not services or works) from the internet, however where possible they should avoid using sites such as Amazon or eBay, for example

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where it is difficult to determine the seller's company details, in order to avoid issues such as receipt of goods, quality of goods, damages/returns policy and receiving refunds where required.

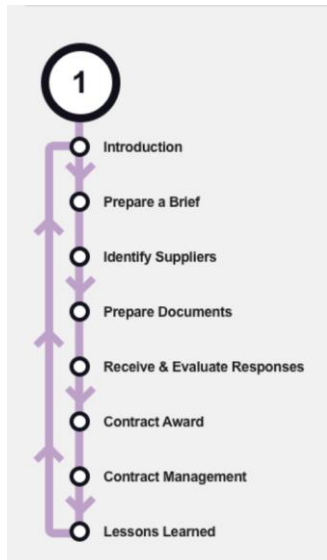
- When sourcing goods from the internet via established supplier websites the following steps must be taken prior to placing a purchase order:
- All charges must be verified to ensure that the internet price is the final price including delivery
- The successful supplier must accept a purchase order
- The successful supplier must provide credit to the College and invoice in line with the College's payment terms. The College shall not pay for goods in advance.
- The Department must ensure that the actual price against the goods is captured on a particular date for audit purposes. Prices can change via the internet and the Department should either print the internet price or copy the page into a Word document and file electronically.

9. TENDER PROCESSES

- 9.1 These Tender Processes are aligned to the Scottish Government's [Procurement Journey](#).
- 9.2 The Procurement Manager shall oversee the tender process (for Works the appointed Design Team will oversee).
- 9.3 You should review the [Decision Matrix](#) flowchart and complete market research as outlined in Section [2.2](#).

Low Value Tender for procurements (between £25,000 (~~in~~excl. VAT) - £49,999 (ex VAT) for Goods and Services, and between £25,000 (~~ex~~incl. VAT) - £2m (ex VAT) for Works)

- 9.4 Procurements between £25,000 and £49,999 follow [Route 1 of the Procurement Journey](#).



9.5 **Specification:** Develop a specification or brief (see Section 6) outlining the minimum requirements of your contract including the following:

- Goods/services/works required
- Quantity
- Length of contract
- Start and end date
- Draft evaluation criteria
- Delivery point
- Delivery date required

9.6 Contracts for one off requirements may not have a defined start and end date. The final delivery date for the goods should always be stated in the tender.

9.7 **Invitation to Tender/to Quote:** In conjunction with the Procurement Manager, develop the tender document using the standard tender template.

9.8 **Terms and Conditions:** The standard Forth Valley College Terms and Conditions must be included in the Invitation to Quote.

- 9.9 **Identify Suppliers/Contractors:** Identify a minimum of four suitable suppliers who are in a position to meet your requirements.
- 9.10 Check that suitable suppliers are registered on the Public Contracts Scotland Advertising Portal – Quick Quote System www.publiccontractsscotland.gov.uk.
- 9.11 Carry out a supplier/contractor search on the Portal to ensure that your identified suppliers/contractors are registered.
- 9.12 For those suppliers/contractors who are not registered, they should register their details as a 'supplier'. Step by step guidance is available on the Public Contract Scotland website for suppliers.
- 9.13 You will be unable to invite suppliers/contractors who are not registered as part of your tender process.
- 9.14 **Advertise the Requirement:** All tender processes must be carried out in conjunction with the Procurement Manager. The step by step process to invite identified suppliers/contractors to tender shall be followed through the Public Contracts Scotland Advertising Portal.
- 9.15 Consideration shall be given to the length of time that the advert shall be opened to suppliers/contractors taking into account the complexity of the procurement, and allowing suppliers sufficient time to submit a tender response.
- 9.16 **Supplier/Contractor Clarification – Pre Tender Response:** Suppliers/Contractor may submit queries or clarifications regarding the process. These shall be submitted by a pre-determined date and time.
- 9.17 The College is required to respond to these queries and clarifications prior to the tender response date. Sufficient time must be allowed suppliers/contractors to consider your response to clarifications and it is advisable to leave a minimum of three days prior to the closing date and time. Where you are unable to leave this amount of time, you must extend the closing date and time for responding.
- 9.18 **Tender Responses:** Receive and open responses via the Public Contracts Scotland Advertising Portal – Quick Quote System.
- 9.19 All responses uploaded to the Portal shall be available to open once the closing date and time is passed. Late responses shall be automatically rejected by the system. Only

in exceptional circumstances, such as a system problem with the Portal, shall a late response be acceptable. This shall be at the discretion of the Procurement Manager.

- 9.20 **Tender Evaluation:** Evaluate responses using the stated tender evaluation criteria and pre-determined scoring system. Tenders shall be evaluated on the basis of MEAT (Most Economically Advantageous Tender)
- 9.21 **Supplier/Contractor Clarification – Post Tender Response:** Post tender clarification shall be conducted in liaison with the Procurement Manager.
- 9.22 **Award Recommendation Report:** On completion of the process, the Procurement Manager shall complete an Award Recommendation Report outlining the process that has been followed and that the contract is ready for approval.
- 9.23 **Authorisation to Proceed:** The Procurement Manager shall return the Award Recommendation Report to the leading Department to submit to the appropriate authority for approval to award the contract.
- 9.24 **Supplier/Contractor Notification:** An award letter shall be sent to the successful supplier/contractor.
- 9.25 Letters shall also be sent to the unsuccessful suppliers/contractors advising of the outcome of the process. Letters shall be sent in liaison with the Procurement Manager.
- 9.26 **Purchase Order:** ~~Where appropriate, a~~ purchase order shall be raised to the successful supplier/contractor authorised by the appropriate ~~budget manager~~ person. N.B The framework reference number/contract number **must** be stated on the Purchase Order.
- 9.27 **Award Notice:** An award notice should be placed through the Public Contracts Scotland Advertising Portal stating the successful supplier/contractor and value of the contract. This shall be published to all suppliers/contractors who participated in the process.
- 9.28 **Contract Implementation:** The Department shall liaise with the supplier/contractor to ensure that there is an implementation plan to meet the requirements of the College.
- 9.29 **Contract Management:** The Department shall put a mechanism in place to ensure that the College and the supplier/contractor meet their obligations under the contract.

Where required, the Procurement Manager shall advise on a contract management methodology proportionate to the contract.

National Regulated Tender (between £50,000 (ex. VAT) - Current relevant GPA threshold £214,904 213,477 (incl. VAT) for Goods and Services, and between £2m (ex VAT) and £5,336,937 (incl. VAT) for Works)

9.30 Procurements for goods and services between £50,000 and the GPA thresholds follow [Route 2 of the Procurement Journey](#).



9.31 This route follows a National tender process. The College is subject to Scottish legislation when following this process. This procurement must be advertised to the open market.

9.32 **Project Strategy:** A [Project Strategy](#) must be completed prior to commencing the tender process.

9.33 **Sustainable Procurement Duty:** Economic, social and environmental sustainability must be considered for a National Tender. Please see Section [3.2](#). Consideration also must be given to how to facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses, and how to promote innovation.

9.34 **Single Procurement Document (SPD):** The relevant details of the SPD will be considered either at pre-qualification stage or as part of the tender evaluation. Possible criteria may include:

- technical ability
- relevant experience and skills
- managerial structure and experience
- staff resources
- financial stability
- reliability and reputation for other similar contracts
- prompt payment in the supply chain
- climate change plan

9.35 **Prepare Invitation to Tender Document:** Develop a specification outlining the minimum requirements of your contract including the following:

- Goods/services/works required
- Quantity
- Length of contract
- Start and end date
- Draft evaluation criteria
- Delivery point
- Delivery date required

9.36 Contracts for one off requirements may not have a defined start and end date. The final delivery date for the goods should always be stated in the tender.

9.37 **Develop and Finalise Tender Document:** Stakeholders in conjunction with the Procurement Manager, will develop the tender document using the standard tender template.

9.38 **Advertise the Requirement:** An open advert shall be placed through the Public Contracts Scotland Advertising Portal – below GPA thresholds www.publiccontractsscotland.gov.uk. This means that any supplier/contractor can download the tender documents and submit a response.

9.39 Consideration shall be given to the length of time that the advert shall be opened to suppliers/contractors taking into account the complexity of the procurement, and allowing suppliers sufficient time to submit a tender response.

- 9.40 **Supplier/Contractor Clarification – Pre Tender Response:** Suppliers/Contractors may submit queries or clarifications regarding the process. These shall be submitted by a pre-determined date and time.
- 9.41 You are required to respond to these queries and clarifications prior to the tender response date.
- 9.42 You must allow sufficient time to allow suppliers/contractors to consider your response and it is advisable to leave a minimum of three days prior to the closing date and time.
- 9.43 Where you are unable to leave this amount of time, you must extend the closing date and time for responding.
- 9.44 **Tender Receipt:** All responses uploaded to the Portal shall be available to open once the closing date and time is passed.
- 9.45 Late responses shall be automatically rejected by the system.
- 9.46 Only in exceptional circumstances, such as a system problem with the Portal, shall a late response be acceptable. This shall be at the discretion of the Procurement Manager.
- 9.47 **Tender Evaluation:** Responses should be evaluated using the stated tender evaluation criteria and pre-determined scoring system. Tenders shall be evaluated on the basis of MEAT (Most Economically Advantageous Tender)
- 9.48 **Supplier/Contractor Clarification – Post Tender Response:** Post tender clarification shall be conducted in liaison with the Procurement Manager.
- 9.49 **Award Recommendation Report:** On completion of the process, the Procurement Manager shall complete an Award Recommendation Report outlining the process that has been followed and that the contract is ready for approval.
- 9.50 **Authorisation to Proceed:** The Procurement Manager shall return the Award Recommendation Report to the leading Department to submit to the appropriate authority for approval to award the contract.
- 9.51 **Supplier/Contractor Notification:** An award letter shall be sent to the successful supplier/contractor. Letters shall also be sent to the unsuccessful suppliers/contractors advising of the outcome of the process.

- 9.52 Letters shall be sent in liaison with the Procurement Manager.
- 9.53 **Purchase Order:** Where appropriate, a purchase order shall be raised to the successful supplier/contractor authorised by the appropriate person.
- 9.54 **Award Notice:** An award notice should be placed through the Public Contracts Scotland Advertising Portal stating the successful supplier/contractor and value of the contract. This shall be published to all suppliers/contractors who participated in the process.
- 9.55 **Contract Implementation:** The Department shall liaise with the supplier/contractor to ensure that there is an implementation plan to meet the requirements of the College.
- 9.56 **Contract Management:** The Department shall put a mechanism in place to ensure that the College and the supplier/contractor meet their obligations under the contract. The Procurement Manager shall advise on a contract management methodology proportionate to the contract. Contracts of this value shall normally require performance monitoring meetings on a quarterly or six monthly basis.
- 9.57 **Lessons Learnt:** A contract review should be held following the conclusion of the contract with all participants to discuss lessons learned and identify recommendations for future re-tendering or requirements of a similar nature.

Higher Value Regulated Tenders over Current relevant GPA threshold

- 9.58 Procurements over GPA thresholds follow [Route 3 of the Procurement Journey](#).



9.59 This route follows a higher value regulated tender process. The College is subject to the GPA and procurement legislation when following this process. This procurement must be advertised in the open market.

9.60 **Project Strategy:** A [Project Strategy](#) must be completed prior to commencing the tender process.

9.61 **Sustainable Procurement Duty:** Economic, social and environmental sustainability must be considered for a tender above GPA threshold. Please see Section [3.2](#). Consideration also must be given to how to facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses, and how to promote innovation.

9.62 **Single Procurement Document (SPD):** The relevant details of the SPD will be considered either at pre-qualification stage or as part of the tender evaluation. Possible criteria may include:

- technical ability
- relevant experience and skills
- managerial structure and experience
- staff resources
- financial stability

- reliability and reputation for other similar contracts
- prompt payment in the supply chain
- climate change plan

9.63 **Determine Procurement Procedure:** The Project Strategy shall inform your market research and this shall influence the Procurement Procedure Route selected. The route to procurement must be referred to the Procurement Manager at all times.

9.64 **Advertising Timescales:** The College is bound by the legal requirement to advertise a higher value contracts above GPA thresholds via the Find a Tender Service (FTS) and follow the required advertising timescales.

9.65 **Tender Panel:** The tender panel for a procurement process above GPA must comprise of a minimum of 3 staff. The tender panel should be stated in the Project Strategy.

9.66 The Procurement Manager shall advise on appropriate questions and the scoring methodology to be used.

9.67 **Specification:** Develop a specification outlining the minimum requirements of your contract including the following:

- Goods/services/works required
- Quantity
- Length of contract
- Start and end date
- Draft evaluation criteria
- Delivery point
- Delivery date required

9.68 Contracts for one off requirements may not have a defined start and end date. The final delivery date for the goods should always be stated in the tender.

9.69 **Invitation to Tender:** In conjunction with the Procurement Manager, develop and finalise the tender document.

9.70 **Advertise the Requirement:** An advert to the open market shall be placed through the Public Contracts Scotland Advertising Portal – above GPA thresholds www.publiccontractsscotland.gov.uk.

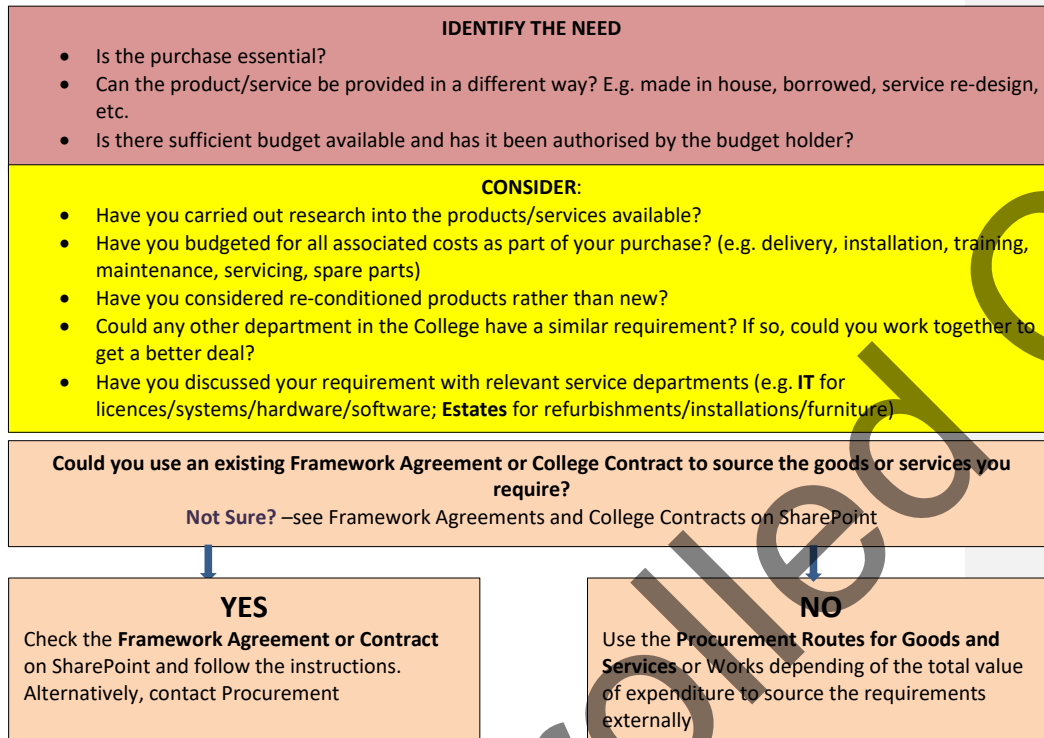
- 9.71 **Supplier/Contractor Clarification – Pre Tender Response:** Responses to supplier/contractor queries or clarifications must be made prior to the tender response date.
- 9.72 Suppliers/Contractors may submit queries or clarifications regarding the process. These shall be submitted by a pre-determined date and time.
- 9.73 You are required to respond to these queries and clarifications prior to the tender response date. All suppliers/contractors in the process shall be provided with the questions and answers. Where it is deemed that a question may be commercially sensitive, the Procurement Manager shall make a judgement as to whether the response shall be disclosed to all participants.
- 9.74 You must allow sufficient time to allow suppliers to consider your response and it is a requirement to leave a minimum of six days prior to the closing date and time.
- 9.75 Where you are unable to leave this amount of time, you must extend the closing date and time for responding.
- 9.76 **Tender Receipt:** Tenders shall be opened electronically via the Public Contracts Scotland Advertising Portal or Public Contracts Scotland Tender by the Procurement Manager.
- 9.77 All responses uploaded to the Portal shall be available to open by the Procurement Manager once the closing date and time is passed.
- 9.78 Late responses shall be automatically rejected by the system.
- 9.79 It is imperative that equal treatment is upheld at all times. Only in exceptional circumstances, such as a system problem with the Portal, shall a late response be acceptable. This shall be at the discretion of the Procurement Manager following investigation into the reason for late response.
- 9.80 **Tender Evaluation:** Responses should be evaluated using the stated tender evaluation criteria and pre-determined scoring system. Tenders shall be evaluated on the basis of MEAT (Most Economically Advantageous Tender).
- 9.81 **Supplier Clarification – Post Tender Response:** Post tender clarification shall be conducted in liaison with the Procurement Manager.

- 9.82 **Award Recommendation Report:** On completion of the process, the Procurement Manager shall complete an Award Recommendation Report outlining the process that has been followed and that the contract is ready for approval.
- 9.83 **Authorisation to Proceed:** The Award Recommendation Report shall be submitted to the relevant authorisation level for approval.
- 9.84 **Mandatory Standstill Period:** For all procurement processes above GPA thresholds, upon completion of a tender process and following approval to proceed, the College is legally required to inform all suppliers of the outcome of the process and impose a mandatory minimum 10 calendar day standstill period before awarding the contract.
- 9.85 Tenderers shall be notified by electronic means of the outcome of the tender. The unsuccessful standstill letters must include the following details:
- The name of the winning supplier/contractor
 - The reasons for the decision including the characteristics and relative advantages of the successful tender and score obtained by the winning tenderer and the score obtained by the supplier receiving the notification
 - A precise statement of the standstill period
- 9.86 This letter is considered the supplier's debrief.
- 9.87 **Further Debrief Information:** Where a supplier/contractor requests further debrief information and where this information has not already been provided in the standstill letter, the College is legally obliged to respond to the request within the timescales in the regulations.
- 9.88 **Award of Contract:** Following completion of the mandatory standstill period, an award letter shall be issued to the successful supplier/contractor.
- 9.89 **Purchase Order:** Where appropriate, a purchase order shall be raised to the successful supplier/contractor authorised by the appropriate person.
- 9.90 **Award Notice:** An award notice shall be placed through the Public Contracts Scotland Advertising website within the timescales required by the regulations.
- 9.91 **Contract Implementation:** The Department, in conjunction with the Procurement Manager, shall liaise with the supplier/contractor to ensure that there is an implementation plan to meet the requirements of the College.

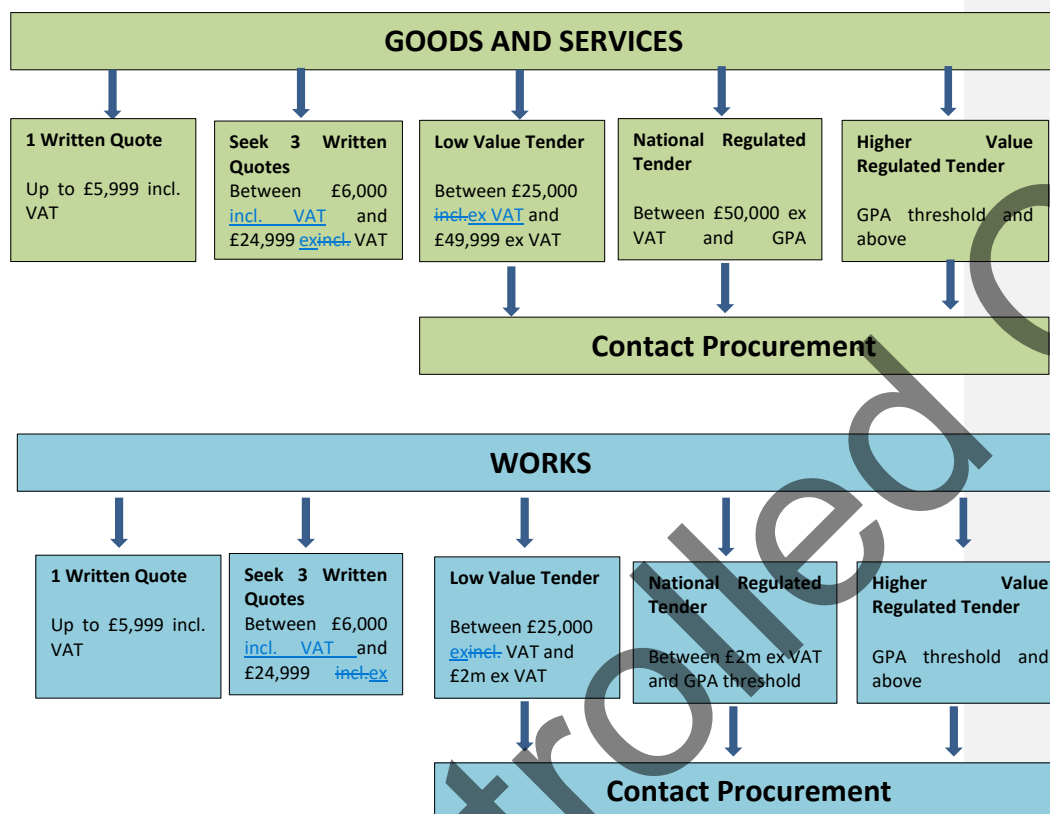
9.92 **Contract Management:** The Department shall put a mechanism in place to ensure that the College and the supplier/contractor meet their obligations under the contract. The Procurement Manager shall advise on a contract management methodology proportionate to the contract. Contracts of this value shall normally require performance monitoring meetings on a quarterly or six monthly basis.

9.93 **Lessons Learnt:** A contract review should be held following the conclusion of the contract with all participants to discuss lessons learned and identify recommendations for future re-tendering or requirements of a similar nature.

Flowchart 1 - Procurement Decision Matrix



Flowchart 2 - Procurement Routes for Goods, Services and Works



Appendices

Appendix 1 – Declaration of Interest



Appendix 1 -
Declaration of Interest

Appendix 2 – Single Source Justification Form (to be completed on SharePoint)



Appendix 2 - Single
Source Justification Form

Appendix 3 – Project Strategy Template



Appendix 3 - Project
Strategy Template.ppt

Appendix 4 – Award Recommendation Report



Appendix 4 - Award
Recommendation Report

Appendix 5 – Invitation to Quote Template



Appendix 5 -
Invitation to Quote Template



Appendix 5 -
Invitation to Quote Template

Appendix 6 – Quotation Summary Form



Appendix 6 -
Quotation Summary Form

Appendix 7 – Ethical Procurement Code of Conduct



Appendix 7 - Ethical
Procurement Code of

Appendix 8 – Sustain Supply Chain Code of Conduct

Field Code Changed



Appendix 8 - Sustain
Supply Chain Code of

Appendix 9 – Contract and Supplier Management



Appendix 9 -
Contract and Supplier

Appendix 10 – How to write a Specification



Appendix 10 - How
to write a Specification



Appendix 10 - How
to write a Specification

Appendix 11 – Standard Terms and Conditions



Appendix 11 - FVC
Standard Terms and Conditions



Appendix 11 - FVC
Standard Terms and Conditions

Appendix 12 – PO Terms and Conditions (Alternative for low value contracts)



Appendix 12 - PO
Terms and Conditions

Field Code Changed

Field Code Changed



10. Accounting Policies for year ended 31 July 2025 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

1. Purpose

To present to the members the proposed accounting policies to be applied to the Report and Financial Statements for the year ended 31 July 2025.

2. Recommendation

That members approve the accounting policies for application to the Report and Financial Statements for the year ended 31 July 2025.

3. Background

The Finance team has reviewed the accounting policies to ensure that they remain the most appropriate to the College's particular circumstances. The College's accounting principles are based on the current Statement of Recommended Practice: Accounting for Further and Higher Education (SORP) 2019.

4. Key Considerations

The proposed accounting policies are attached for consideration. No change has been made to the accounting policies since they were last presented to FRAIC in relation to the 2024 year end. The financial statements will include additional narrative as requested by the external auditors, Mazars. This is not repeated in detail here, as it will specifically relate to the results of the year to 31 July 2025 and the balance sheet at that date, and does not alter the policies being applied.

5. Resource Implications (Financial, People, Estates and Communications)

There are no resource implications from this report.

6. Equalities

As this is a finance report on accounting practices, an equalities assessment is not applicable.

7. Communities and Partners

Given the nature of this report, it does not involve, or provide benefit to, stakeholder groups.

8. Risk and Impact

Applying these Accounting Policies is considered very low risk as there has been no change to the Accounting Standards we conform to and no change to Forth Valley College activities.

	Likelihood	Impact
Very High (5)		
High (4)		
Medium (3)		
Low (2)		
Very Low (1)	x	x

Total Risk Score – 1



10. Accounting Policies for year ended 31 July 2025 For Approval

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BoM Risk Categories & Risk Appetite (Select one area only)					
Cautious <15		Open 15> <20		Eager >20	
Governance	x	Strategy		People	
Legal		Financial	x	Project/Programme	
Property		Reputational			
		Technology			

Is the score above the Board Risk Appetite level? No, the score is less than the risk appetite for this category.

Risk Owner – Alison Stewart
Paper Author – Moira France

Action Owner – Senga McKerr
SMT Owner – Alison Stewart



10. Accounting Policies for year ended 31 July 2025 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

Appendix 1

Basis of preparation

These financial statements have been prepared in accordance with the Statement of Recommended Accounting Practice (SORP) 2019: 'Accounting for Further and Higher Education'; the Financial Reporting Standards FRS 102 and the 2023-24 Government Financial Reporting Manual (FReM) issued by the Scottish Government and in accordance with applicable Accounting Standards. They conform to the Accounts Direction and other guidance issued by the Scottish Funding Council. Forth Valley College is a public benefit entity as defined by FRS102.

Basis of accounting

The financial statements are prepared under the historical cost convention, modified by the revaluation of certain fixed assets.

The financial statements do not include the income and expenditure of the Students' Union as the College does not exert control or dominant influence over policy decisions.

Going Concern

We have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate. As a public body, the College is presumed to be a going concern unless there is a stated intention to withdraw the statutory services it provides under legislation. We have not been informed by the Scottish Government of any such intention. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the College's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are approved by the Board of Management.

Recognition of income

Income

Income from grants, contracts and other services rendered is included in proportion to the extent of completion of the contract or service concerned. All income from short-term deposits is credited to the income and expenditure account in the period in which it is earned.

Recurrent grants from the Scottish Funding Council (SFC) are recognised in the period in which they are receivable.

Grant Funding

Government revenue grants including Funding Council block grants are recognised in income over the periods in which the College recognises the related costs for which the grant is intended to compensate. Where part of a government grant is deferred it is recognised as deferred income within creditors and allocated between creditors due within one year and due after more than one year as appropriate.

Grants from non-government sources are recognised in income when the College is entitled to the income and performance related conditions have been met. Income received in advance of



10. Accounting Policies for year ended 31 July 2025 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

performance related conditions being met is recognised as deferred income within creditors on the balance sheet and released to income as the conditions are met.

Capital Grants

Government capital grants are recognised in income over the expected useful life of the asset. Other capital grants are recognised in income when the College is entitled to the funds subject to any performance related conditions being met.

Tangible fixed assets

In line with FReM all tangible assets must be carried at fair value.

Land and Buildings

Land and buildings are measured using the revaluation model and accordingly, assets are revalued to fair value. Where appropriate Depreciated Replacement cost has been used as a measure of fair value for land and buildings otherwise Market Value will be used.

The College has a policy of ensuring a full revaluation takes place at least every 3 years such that the fair value is not materially different to the current value. In line with the FReM this will be supplemented by an indexation exercise or an interim professional valuation in the intervening years. Depreciation and impairment losses are subsequently charged on the revalued amount.

Finance costs, which are directly attributable to the construction of land and buildings, are not capitalised as part of the cost of those assets.

Costs incurred in relation to land and buildings after initial purchase or construction, and prior to valuation, are capitalised to the extent that they increase the expected future benefits to the College. If a building is brought into use mid-way through a year the depreciation charge in the first year will be pro-rated to reflect the number of months that the asset was in use.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying amount of any fixed asset may not be recoverable.

Assets under construction are accounted for at cost, based on the value of architects' certificates and other direct costs and are not depreciated until they are brought into use.

Freehold land is not depreciated as it is considered to have an indefinite useful life. Freehold buildings are depreciated on a straight line basis over their expected useful lives. The expected useful life of buildings can vary from 20 to 50 years as determined by professional opinion and valuation.

Equipment

Equipment costing less than £10k per individual item or grouped items is written off to the Statement of Comprehensive Income in the year of acquisition. All other equipment and vehicles are capitalised and depreciated in accordance with the depreciation policy.

Intangible fixed assets

When expenditure meets the recognition criteria for capitalisation as set out in FRS 102, the asset will be depreciated on a straight line basis over its useful economic life.



10. Accounting Policies for year ended 31 July 2025 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

Depreciation

Depreciation is provided to write off the cost or valuation of tangible fixed assets on a straight-line basis over the expected useful lives of the assets. All campuses are depreciated using a component accounting approach.

i) Buildings	20 - 50 years
ii) Plant & Equipment	5 years
iii) Building improvements	10 years
iv) IT Equipment	4 years
v) Motor vehicles	7 years
vi) Equipment acquired for other projects	project life
vii) Specialist Equipment acquired for Oil and Gas teaching	10 years

Depreciation methods, useful lives and residual values are reviewed at the date of preparation of each Balance Sheet.

Leased assets

Finance Leases

Leases in which the College assumes substantially all the risks and rewards of ownership of the leased asset are classified as finance leases. Leased assets acquired by way of finance lease and the corresponding lease liabilities are initially recognised at an amount equal to the lower of their fair value and the present value of the minimum lease payments at inception of the lease.

Leasing agreements which transfer to the College substantially all the benefits and risks of ownership of an asset are treated as if the asset had been purchased outright. The assets are included in fixed assets and the capital element of the leasing commitments is shown as obligations under finance leases. Assets held under finance leases are depreciated over their useful life.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

The lease rentals are treated as consisting of capital and interest. The capital element is applied to reduce the outstanding obligation and the interest element is charged to the Statement of Comprehensive Income in proportion to the reducing capital element outstanding.

Operating Leases

Leases not meeting the criteria of a finance lease are treated as an operating lease. Costs in respect of operating leases are charged on a straight-line basis over the lease term. Any lease premiums or incentives are spread over the minimum lease term.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.



10. Accounting Policies for year ended 31 July 2025 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

Revaluation reserve

Surpluses arising on the revaluation of the College's properties are transferred to the revaluation reserve. Additional depreciation charged on the revalued amount of these assets is transferred from the revaluation reserve to the Income and Expenditure Account together with any surplus or deficit on disposal.

Stocks

Stock is held at the lower of cost and net realisable value. Where necessary, provision is made for obsolete, slow-moving and defective stocks.

Cash and cash equivalents

Cash and cash equivalents include sums on short-term deposits with recognised banks, building societies and government securities.

Taxation

The College has been entered into the Scottish Charity Register and is entitled, in accordance with section 13(1) of the Charities and Trustee Investment (Scotland) Act 2005, to refer to itself as a Charity registered in Scotland. The College is recognised by HM Revenue & Customs as a charity for the purposes of section 505, Income and Corporation Taxes Act 1988 and is exempt from corporation tax on its charitable activities. The College receives no similar exemption in respect of Value Added Tax.

Provisions, contingent liabilities and contingent assets

Provisions are recognised when the College has a present or constructive obligation as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation and a reliable estimate can be made of the obligation.

The amount recognised as a provision is determined by discounting the expected future cash flows at a pre-tax rate that reflects risks specific to the liability.

A contingent liability arises from a past event that gives the College a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the College. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

A contingent asset arises where an event has taken place that gives the College a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the College.

Contingent assets and liabilities are not recognised in the Balance Sheet but are disclosed in the notes.

Agency arrangements

The College acts as an agent in the collection and payment of certain Student Support Funds. These funds are excluded from the College's Statement of Comprehensive Income, and movements have been disclosed in the notes to the accounts. Where the College has more discretion in the manner in which specific funds are disbursed, and those funds do not meet the definition of agency funds, the income and expenditure relating to those funds are shown in the College's Statement of



10. Accounting Policies for year ended 31 July 2025 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

Comprehensive Income.

Foreign currency translation

Transactions denominated in foreign currencies are recorded at the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the year-end rates. The resulting exchange differences are dealt with in the determination of income and expenditure.

Employment Benefits

Short term employment benefits such as salaries and compensated absences are recognised as an expense in the year in which the employees render service to the College. Any unused benefits are accrued and measured as the additional amount the College expects to pay as a result of the unused entitlement.

Retirement benefits

The two principal pension schemes for the College are the Local Government Pension Scheme (LGPS) and the Scottish Teachers' Superannuation Scheme (STSS).

Local Government Pension Scheme (LGPS)

The LGPS is a pension scheme providing benefits based on final pensionable pay, prior to 1 April 2015 and a career average scheme from 1 April 2015. The assets and liabilities of the scheme are held separately from those of the College. Pension scheme assets are measured using market values. Pension scheme liabilities are measured using a projected unit method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liability. Contributions to the Scheme are calculated so as to spread the cost of pensions over employees' working lives with the College. The contributions are determined by an actuary on the basis of triennial valuations using the Projected Unit Method. Variations from regular cost are spread over the expected average remaining working lifetime of members of the scheme, after making allowances for future withdrawals. The amount charged to the Statement of Comprehensive Income represents the service cost expected to arise from employee service in the current year.

Scottish Teachers' Superannuation Scheme (STSS)

The College participates in the STSS pension scheme providing benefits based on final pensionable pay. The assets of the scheme are held separately from those of the College. The College is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis and therefore, as required by FRS 102, accounts for the scheme as if it were a defined contribution scheme. As a result, the amount charged to the Statement of Comprehensive Income represents the contributions payable to the scheme in respect of the year.

Pension Provision

The College has made provision for the enhanced pensions, payable to former employees who have taken early retirement, for which it is liable. This provision is calculated based on the actuarial tables which take account of the enhancement payable, the age, sex and marital status of the former employee. The annual cost of the enhancement is funded from the provision. The provision is made in accordance with FRS 102 and any movements are adjusted through the Statement of Comprehensive Income.



10. Accounting Policies for year ended 31 July 2025 For Approval

12 June 2025

FINANCE, RESOURCE & INFRASTRUCTURE COMMITTEE

Derivatives

Derivatives are held on the balance sheet at fair value with movements in fair value recorded in the Surplus or Deficit.

Derivative financial instruments are initially measured at fair value on the date on which a derivative contract is entered into and are subsequently measured at fair value through profit or loss. Derivatives are carried as assets when the fair value is positive and as liabilities when the fair value is negative. The fair value of interest rate swap contracts are determined by calculating the present value of the estimated future cash flows based on observable yield curves.

Reserves

Reserves are classified as restricted or unrestricted. Restricted reserves include balances where the donor has designated a specific purpose and therefore the College is restricted in the use of these funds.

Uncontrolled Copy

Forth Valley College

16. Forward Agenda

	Jun-25	Sep-25	Nov-25	Mar-26	Jun-26
Apologies, Declaration of Interests and Changes to Members' Register of Interest	✓	✓	✓	✓	✓
FOR APPROVAL					
Minutes and Matters Arising	✓	✓	✓	✓	✓
Review of Action Tracker	✓	✓	✓	✓	✓
Tuition Fees & Fee Waiver Policy				✓	
Budget 2026/27 & FFR	✓				✓
Procurement Strategy	✓				✓
Review of Committee Remit		✓			
Annual Report and Financial Statements 31 July 2025			✓		
External Audit Annual Report to the Board of Management			✓		
HR / Estates					
Policies					
FOR DISCUSSION					
Management Accounts - February 2025				✓	
Management Accounts - May 2025	✓				✓
Management Accounts - October 2025			✓		
Draft Outturn 2024/25		✓			
Major projects		✓		✓	
Commercial & International	✓		✓		✓
People Strategy update		✓		✓	
Estates Update		✓		✓	
FOR INFORMATION					
Forward Programme of Committee Business	✓	✓	✓	✓	✓