

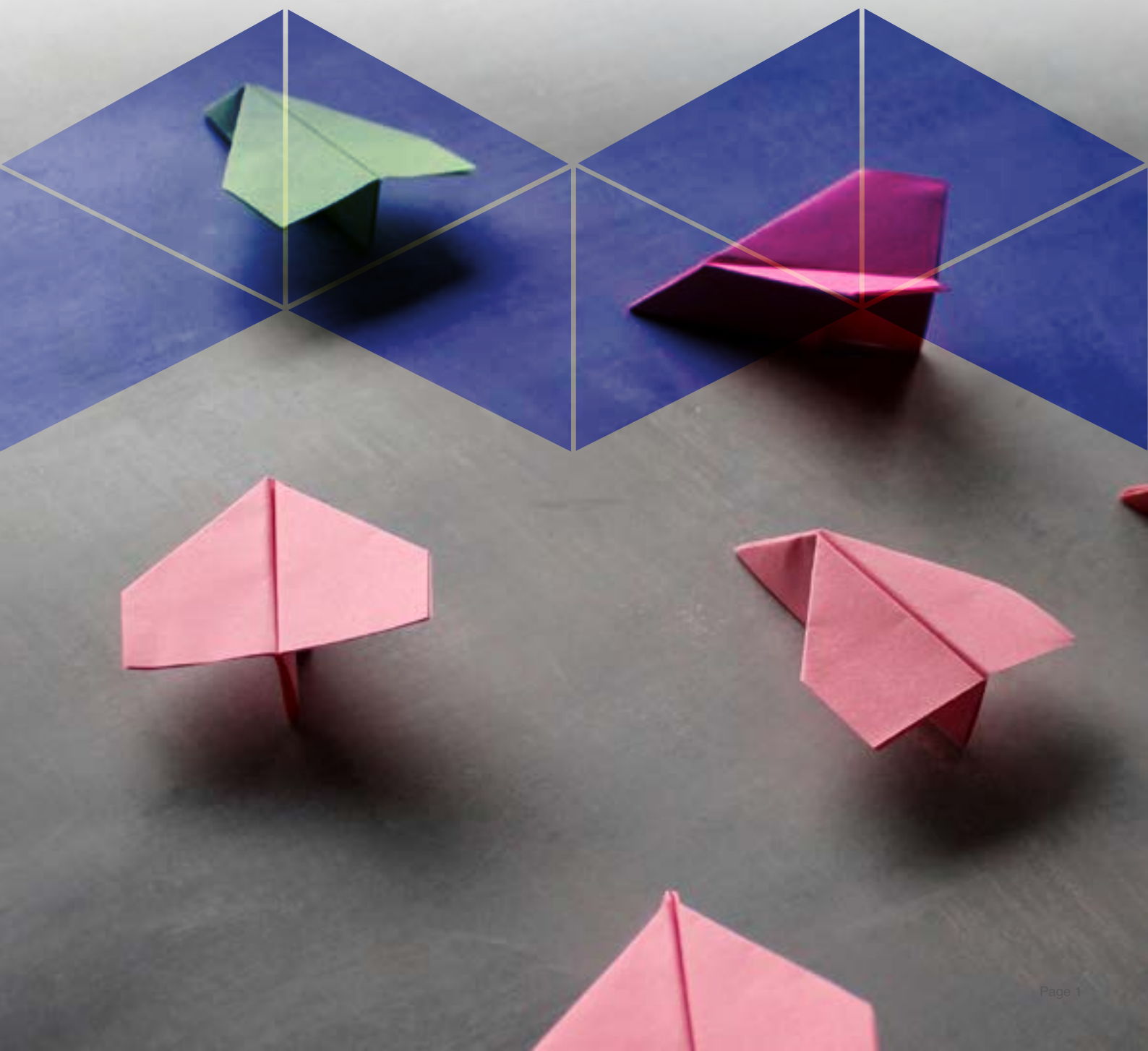


Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean

ANNUAL PROCUREMENT REPORT

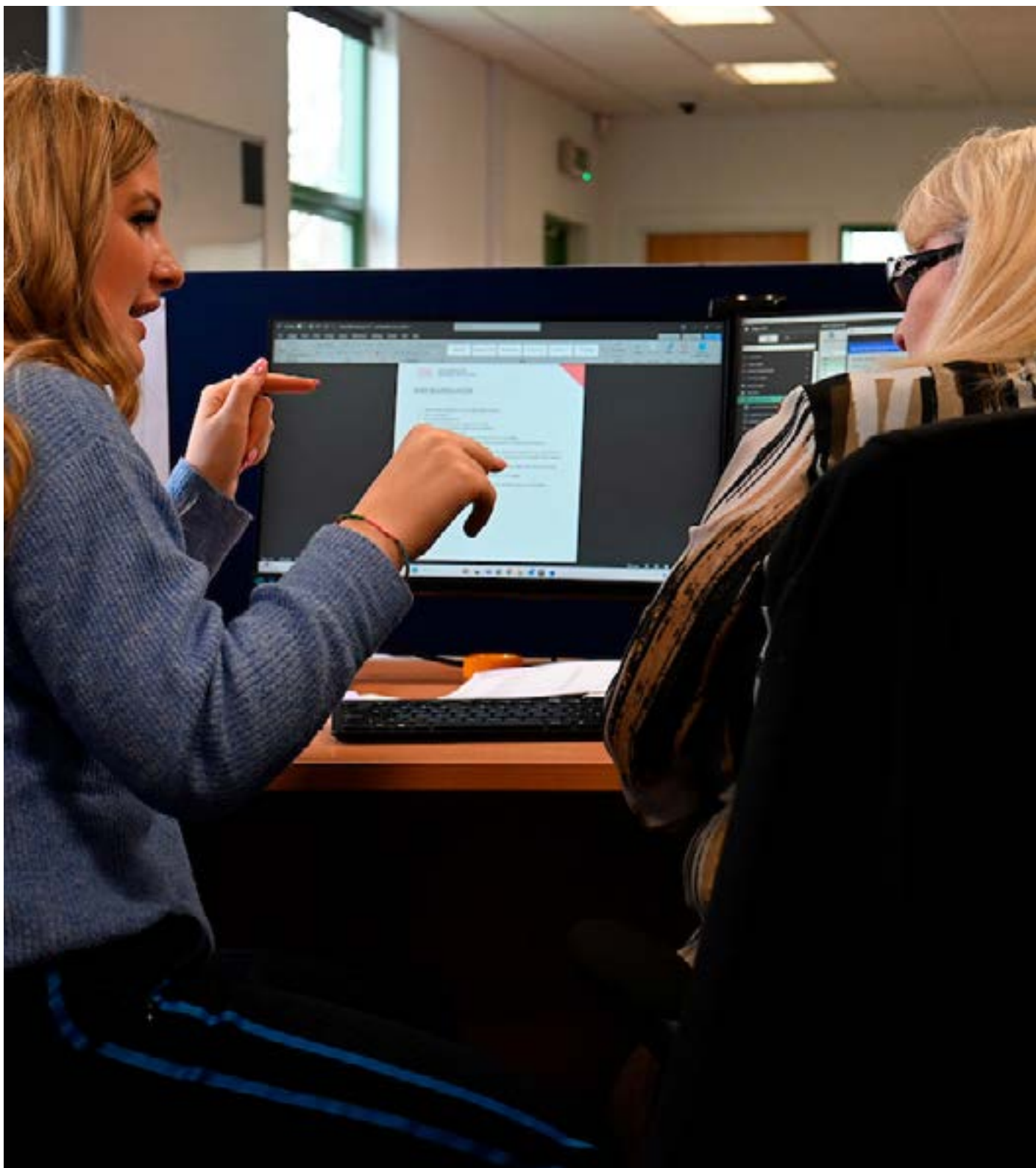
AITHISG SOLARACHAIDH BHLIADHNAIL

2024/2025





Sunset over mountains and the sea , Inver, Highlands



INTRODUCTION

RO-RÀDH

The Procurement Reform Act 2014 requires all Scottish contracting authorities with an annual regulated procurement spend of £5 million and above to publish a procurement strategy. Our [Procurement Strategy 2024-2028](#) is annually reviewed and updated (where required). The Strategy sets out our procurement objectives and has been developed in line with the [Public procurement strategy: 2023 to 2028 - gov.scot \(www.gov.scot\)](#)

It aims to ensure that wider requirements of the public procurement reform agenda are adhered to. We have developed our strategy in line with local and national priorities to support our corporate aims and objectives, including HIE's Strategy priorities.

This report covers the period 1 April 2024 to 31 March 2025.

SECTION 1 EARRANN 1

SUMMARY OF REGULATED PROCUREMENTS COMPLETED

This Annual Report includes information on regulated procurements where contracts were awarded between 1 April 2024 and 31 March 2025. Regulated procurements are procurements for goods and services with a value of or above £50k and works contracts with a value of or over £2m. A regulated procurement is completed when the contract award notice is published or where the procurement process otherwise ends.

TABLE 1A:

HIE REGULATED PROCUREMENTS COMPLETED AND AWARDED BETWEEN 1/4/24 AND 31/3/25.

TYPE OF REGULATED PROCUREMENT	QUANTITY IN PERIOD	ESTIMATED AWARD VALUE
Framework/DPS Call Offs (including mini competitions)	9	£2,358,559
Contract Awards	8	£10,478,973
Non-Competitive Actions (NCAs)	8	£626,323
Total Regulated Procurements	25	£13,463,856

Table 1A shows a summary of the regulated procurement activity awarded by HIE during the reporting period. Of the Regulated Procurements awarded two of these were collaborative contracts/framework agreements (which are accessible by named public bodies and includes any estimates of award value they may make), and the estimated awarded values in Table 1A and Appendix 1 includes both HIE and collaborative partner values.

A list of the regulated procurements completed and awarded can be found in Appendix 1 – Listing of Regulated Procurements.

SECTION 2 EARRANN 2

REVIEW OF REGULATED PROCUREMENT COMPLIANCE

In January 2024 we published a new [Procurement Strategy 2024-2028](#) and developed a new internal Action Plan. The Action Plan was updated in September 2024 as part of our annual reporting process. Our regulated procurement activity in 2024/25 has contributed to our organisational strategic and operational plans and complied with our Procurement Strategy. The strategic aims of our procurement function and our processes are to support the delivery of the aims and objectives of HIE's Strategy and the Public Procurement Strategy for Scotland 2023-28 key enablers (procurement capability, supplier development and engagement collaboration) and have helped to deliver aspects outlined in this section.



Stornoway, Isle of Lewis, Outer Hebrides

STRATEGIC PRIORITIES AND OBJECTIVES	PROGRESSED ACTIONS
<p>Good for Businesses and their Employees</p> <p>The region and its communities have embraced an accelerated the just transition to net zero and are increasingly resilient</p>	<ul style="list-style-type: none"> ■ Promoted opportunities to suppliers via social media ■ Published opportunities through prior information notices and contract notices via PCS ■ Published a quarterly Forward Plan on our website ■ Signposted suppliers to Supplier Development Programme and events ■ Included HIE region suppliers in Quick Quotes and Low Value Procurement processes ■ Considered geographical approach to procurements to maximise opportunities for HIE region suppliers ■ Included supply chain/community wealth building opportunities focussed community benefits ■ Internally promoted the SG Supported Businesses Dynamic Purchasing System ■ Increased the number of contracts containing specific key performance indicators (KPIs) ■ Improved our implementation plan and exit strategy aspects in contracts
<p>Good for Places and Communities</p> <p>Fair and inclusive growth</p> <p>Communities are more resilient and strengthened through local wealth building</p> <p>More enterprises and communities are innovative and adaptable to capitalise on opportunities and transition to net zero, increase productivity and wellbeing</p>	<ul style="list-style-type: none"> ■ Evaluated FWP question used in quotes and tender processes ■ Maximised the opportunity for community benefits delivered into the HIE region ■ Collaborated with local and regional public sector partners on best practices ■ Used SG Sustainability Tools in our tender processes ■ Procurement Team completed the SG Fair Work First e-learning modules ■ Developed two new community benefit case studies to signpost suppliers to ■ Increased the number of FWF and sustainability questions used in construction procurements ■ Stakeholder engagement to identify and consider needs and solutions to help shape procurements undertaken ■ Refreshed the SG Flexible Framework assessment ■ Refreshed the SG Prioritisation tool assessment ■ Used evaluated net zero/sustainability related questions in appropriate procurements ■ Corporate governance climate considerations in projects (grants and procurements) updated
<p>Good for Society</p> <p>Communities are more resilient and strengthened through local wealth building</p>	<ul style="list-style-type: none"> ■ Applied demand management to hospitality to minimise food waste and save money – menu options streamlined ■ Reviewed specifications to identify cost reductions ■ Considered different ways to deliver efficiencies
<p>Open and Connected</p>	<ul style="list-style-type: none"> ■ Procurement team completed the SG Fair Work Practices e-learning modules ■ Participated in the SG Procurement Capability Group ■ Participated in the central government Highland Cluster forum ■ Learning from audits ■ Supported prompt payment of our supply chain ■ Quick Quotation template documents reviewed and updated ■ Developed and launched a new internal procurement manual.

FAIR WORK PRACTICES

Our regulated procurements have encouraged the payment of the real Living Wage (as defined by [Living Wage Scotland](#)). We have asked suppliers to confirm whether they are paying the real Living Wage and whether they are an accredited Living Wage employer with the Living Wage Foundation or are a recognised Service Provider with the Living Wage Foundation. Our contract management process monitors our main contractors through an annual declaration on the Living Wage.

Where relevant and proportionate we have:

- Mandated the payment of the real Living Wage to workers delivering our contracts – for example Landscaping Services and Cleaning Services
- Included an evaluated fair work practice question in our tender documents.

Our processes help to contribute towards improving the social wellbeing of local and fragile areas and reducing inequalities within the HIE region. For example, our landscaping and cleaning service contracts are procured on a geographical location basis as opposed to seeking one contractor to cover all our requirements.

Of the 25 regulated contracts awarded during this reporting period, 14 of these included an evaluated fair work practice related question.

23 unique suppliers were awarded regulated contracts, 16 of these stated they were committed to paying the real Living Wage and 13 of the suppliers are accredited Living Wage employers.

Through our 24/25 annual reporting process with main contractors:

- 82 (97.6%) stated they were paying the real Living Wage to employees working on our contracts
- 50 confirmed they have Living Wage accreditation.

EQUALITIES

Our tender and quick quote processes awarded during this reporting period have used equality (people) impact assessments to identify where relevant and proportionate equality and diversity requirements. This helps to reduce inequalities and meet the requirements of the Public Sector Equality Duty (PSED) as set out by the Equality Act 2010.

During this reporting period we commenced a review of our equality (people impact assessment) process and will launch updated guidance, documentation, and training for staff during the financial year 2025/26.

Through our 24/25 annual reporting process, some of our main contractors provided brief details of equality and diversity initiatives they had undertaken that encouraged inclusiveness. Highlights of these are summarised below:

- Employee surveys
- Achieved/maintained Living Wage Accreditation
- Improvements to employee benefits package
- Flexible working
- Training – diversity, equality, and safeguarding
- Awards/certification – Athena SWAN, Armed Forces Covenant Employer Recognition, Investors in People, Investors in Wellbeing
- Reviewed terms and conditions of employment – increased number of weeks paid sick leave
- Introduced/updated policies
- Increased junior salaries to 5% above Living Wage
- Holding of weekly project team meetings to ensure open communications
- Long Service Award Programme
- Introduced volunteer days
- Code of conduct and ethics for senior leaders introduced
- Gender pay gap report actioned
- Subscribed to Lighthouse Charity for counselling support for employees
- Staff pathways introduced to provide structured training and progression routes
- Measuring hours of CPD
- Invested in online learning modules
- Salary pay bands increased across company
- Staff completed Communications Access accreditation
- Signed up as lead partner of Unlocked initiative.

NET ZERO

Our tender processes undertaken during this reporting period have included the use of the Scottish Government Sustainability Test and Life Cycle Impact Mapping tools. Where proportionate and relevant our tender processes have incorporated an evaluated sustainable environment question.

An example of using an evaluated sustainable environment question in relevant tender processes helped identify a supplier who:

- Will explore options to transition the maintenance of European Marine Science Park assets to an energy led model to enhance how they will monitor asset energy consumption. This will allow the contractor to identify assets with high energy loads, ghost loads and unnecessary consumption. The data will be used to influence the planned maintenance programme and tasks and to optimise operating efficiency.

HEALTH AND SAFETY AT WORK

Compliance with health and safety related legislation is mandated in our standard terms and conditions of contract. Health and safety are key aspects in our construction contracts and in one of our regulated procurements the main contractor provided information on how their proposed delivery team would undertake the work taking their health and safety obligations, duties, and responsibilities into account. The contractor also provided information on how their Fair Work Practices incorporate mental health and wellbeing support to their employees – including training and a network of mental health first aiders.

CONSULTING AND ENGAGING

During the reporting period we published two Prior Information Notices via Public Contracts Scotland – Manufacturing Innovation Centre Moray (MICM) and Property and Asset Management services, these helped to inform our contract strategy and scope of requirements and raise awareness of the future opportunities.

Within our contract strategy development for appropriate regulated procurements, we identify key stakeholders to help inform the scope of requirements, for example landscaping services considers the needs of our local offices and whether island requirements for the prime consultant framework are included with mainland delivery requirements or not.

As part of the development of the TechHub Technology Advice Service project, an Advisory Group of food and drink producers and support bodies was established.

We have worked collaboratively with other public bodies for example our head of procurement attends the SG Procurement Collaborative Group, the SG Head of Procurement meetings and chairs the local SG procurement cluster group. The groups help facilitate the sharing of knowledge and best practice.

FAIRLY AND ETHICALLY TRADED GOODS AND SERVICES

The Scottish Government Sustainability Test has been used before undertaking any relevant Regulated tender process. This has helped to identify any environmental or socio-economic impacts that may exist relating to a specific product, service or works procured.

Our standard terms and conditions of contract include relevant environmental, social and employment law. We expect to review these during 2025/26 to identify if any updates are needed, for example expansion of modern slavery and/or human rights aspects.

Our buffet and catering services contract is expected to be re-procured during financial year 2025/26 and will include an evaluated question relating to how the tenderer would meet our fairly and ethically traded goods and services requirements throughout the contract period.

EFFECTIVE CONTRACT AND SUPPLIER MANAGEMENT

Where appropriate our procurements have included key performance indicators (KPIs) which are regularly monitored during the contract period. Our annual return process with main contractors covers where relevant, aspects relating to fair work practices, prompt and fair payment, data protection and information security, spend with supply chain to deliver the contract, community benefits delivered, and UK Sanctions compliance.

During the next reporting period we will complete and launch a contract and supplier management e-learning module for our contract managers to complete.

DELIVER VALUE FOR MONEY

Our procurement practices and processes have been designed in line with the Scottish Model of Procurement and the best value opportunities triangle, supporting a balance of cost, quality and sustainability. Our tender, quick quote and mini/further competition processes during the reporting period have been assessed using a Most Economically Advantageous Tender evaluation methodology.

CONTINUOUS IMPROVEMENT

Areas for delivery during the reporting period 2025/26 that will make improvements to our processes and procedures include:

- development and launch of procurement related e-learning modules
- review of our People Impact Assessment process and documentation
- review of our standard terms and conditions of contract
- Introduction of e-signature technology for appropriate contracts.

SPEND/FINANCE

HIE's procurement related spend in 2024-25 was £21,689,145.61 (includes regulated and non-regulated spend and excludes VAT). This figure includes three high value project(s), Cairngorm Funicular Reinstatement, Design and Build of Life Sciences Innovation Centre (LSIC) and Design and Construction of Building 2 at European Marine Science Park (EMSP). The 2024-25 spend on these projects totals £4,259,495.

It should be noted that:

- The contractor for the Life Sciences Innovation Centre (LSIC) is based in Moray.
- The contractor for the Building 2 at EMSP is based in Argyll.
- Some of the spend associated with high value projects has been procured from a collaborative framework to a total of £1,193,761.

Table 2 shows our procurement performance outcomes by financial years and 204/25 targets, excluding the spend on the major projects referred to above and uses a total spend figure of £17,429,649.97. This ensures that the targets and outcomes are based on 'business as usual' spend for monitoring and future target setting purposes.

TABLE 2: PROCUREMENT PERFORMANCE OUTCOMES

DESCRIPTION	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Cash Savings for Financial year*	2.5% £606,715	1.67% £266,970	7.53% £1,194,469	15.2% £2,729,039	13.7% £3,172,221	20.6% £3,592,420
Maverick spend (spend outwith contract)**	5.96% £1.5m	3.12%^ £501,087^	4.7% £747,459	6.77% £1,215,073	4.71% £1,090,147	1.71% £298,769
Total spend through a collaborative contract	23.73% £5.9m	33.16% £5,316,716	34.75% £5,510,926	34% £6,104,161	29.8% £6,893,991	41.7% £7,266,733
Award contracts/ work to Third Sector suppliers	7	6	5	9	9	11
Number of Regulated Tenders published with questions about community benefits, either scored or non-scored	80%	66.67%	81.48%	61.1%	52%	40%

*These are identified as 'cash savings', which we report to government and are derived from a methodology identified within the 'Procurement Benefits Reporting Guidance 2019' document which was produced by the Scottish Government to arrive at the savings figure identified. This figure is not 'cash releasing'.

** Spend not in compliance with HIE's internal procurement governance.

SPEND WITH SME'S

Where possible we encourage SMEs to bid for tender opportunities with us. Table 3A shows the percentage of spend occurring with SME's (where spend exceeds £1k and excludes the spend relating to the major project(s)). The total spend figure used is £17,365,652.80. This data is sourced from the Scottish Government's Observatory Hub, and typically where spend is £1k and below the size of organisation has not been categorised.

TABLE 3A: SPEND WITH SME'S (BY FINANCIAL YEAR)

DESCRIPTION	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Total Spend with SMEs	51%	61.37%	51.3%	54.7%	61.9%	49.2%
	£13m	£7.92m	£8.12m	£9.72m	£14.27m	£8.55m

* £97,903.13 of the £17,479,577.80 relates to suppliers that exceed £1k however have not been categorised within the Observatory Hub.

It should be noted that the spend with the major project Building 2 EMSP of £2,923,752.68 was with a SME and would therefore bring the total spend with SMEs to £11,470,063.68 which equates to 56.35% of our spend with SME's (based on a total of £20,353,403.29 - excludes two major projects and spend less than £1k).

Spend with organisations for 2024/25 is broken down further in Table 3B to show spend with micro, small, medium and large sized enterprises. This excludes the major projects, and uses the total spend figure of £17,365,652.80 and where spend with an individual organisation exceeds £1000.

TABLE 3B: 2024/25 SPEND WITH MICRO, SMALL, MEDIUM AND LARGE SIZED ENTERPRISES

				% OF SPEND TOTAL
Micro (1-9 employees)	80	£2,735,487.08	27.30%	15.75%
Small (10 – 49 employees)	66	£2,881,968.86	22.53%	16.60%
Medium (50-249 employees)	65	£2,886,860.79	22.18%	16.62%
Large (250 and over employees)	67	£8,720,864.67	22.87%	50.22%
Unclassified ^{&}	11	£97,903.13	3.75%	0.56%
Small (undefined)	4	£42,568.27	1.37%	0.25%
TOTAL	293	£17,365,652.80	100%	100%

[&] These suppliers have not been classified within the SG Observatory Hub.

Size of Business - % of spend total 23/24

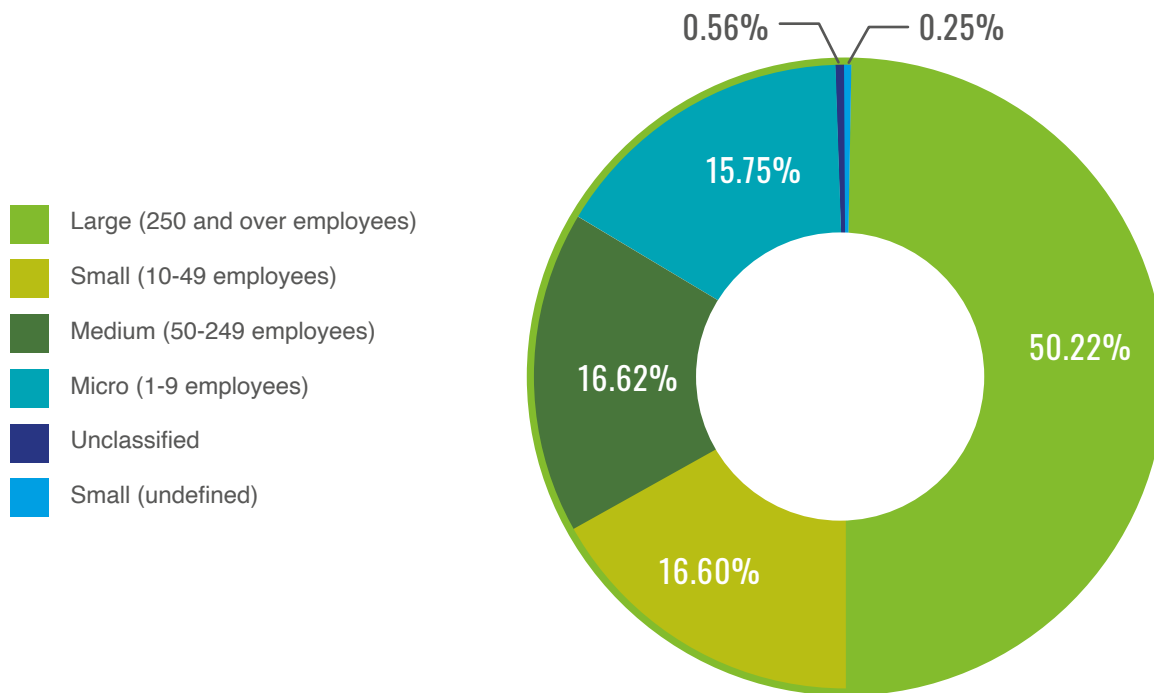


Table 3C shows the results by including the spend relating to the three major projects and excludes spend with individual organisations of less than £1000.

TABLE 3C: 2024/25 SPEND WITH MICRO, SMALL, MEDIUM AND LARGE SIZED ENTERPRISES

				% OF SPEND TOTAL
Micro (1-9 employees)	80	£2,735,487.08	27.03%	12.65%
Small (10 – 49 employees)	66	£2,881,968.86	22.30%	13.33%
Medium (50-249 employees)	66	£5,810,613.47	22.3%	26.87%
Large (250 and over employees)	69	£10,056,607.63	23.31%	46.50%
Unclassified ^{&}	11	£97,903.13	3.72%	0.45%
Small (undefined)	4	£42,568.27	1.35%	0.20%
TOTAL	296	£21,625,148.44	100%	100%

[&] These suppliers have not been classified within the SG Observatory Hub.

SPEND BY LOCALITY

Table 4 shows whether spend occurred within or outwith a HIE local authority area and how much relates to SMEs (where spend exceeds £1k and excludes the major projects). The location of a supplier is determined by the invoice address of the business – it should be noted though that a number of suppliers although outwith the HIE area, are likely to be employing staff within the HIE area and/or using local sub-contractors.

It should be noted that the contractor for the major project Building 2 EMSP spend is in the Argyll and Bute area which would increase the Table 4 value for the Argyll and Bute area by £2,923,752.68 and the contractor for the major project LSIC is in the Moray area and would increase the Table 4 value for Moray area by £141,981.10, providing an overall HIE region spend of £9,150,575.38. This equates to 44.79 % of our spend with suppliers based in the HIE region (based on a total of £20,431,386.58 - excludes one major project and spend less than £1k).

TABLE 4: SPEND BY GEOGRAPHICAL AREA

							VALUE OF TOTAL SPEND WITH SMES
			2024/25	2023/24	2022/23	2021/22	
Argyll and Bute Council	8	£55,608.57	0.32	3.24	0.73	0.83	£55,608.57
Comhairle nan Eilean Sair (Western Isles Council)	15	£666,764.93	3.84	3.93	5.71	1.64	£660,271.43
The Highland Council	80	£5,006,194.63	28.83	33.95	25.24	20.28	£4,030,264.91
Moray Council	8	£73,920.95	0.43	5.64	0.33	0.32	£53,010.50
North Ayrshire Council	0	£0.00	0	0	0	0	0
Orkney Islands Council	7	£254,154.33	1.46	4.78	1.07	2.13	£226,560.19
Shetland Islands Council	2	£28,198.19	0.16	0.22	0.11	0.28	£8,696.95
HIE sub-total	120	£6,084,841.60	35.04	51.77	33.19	25.47	£5,034,412.55
Rest of Scotland	94	£6,967,474.76	40.12	35.03	43.95	55.82	£2,898,611.91
Other	79	£4,313,336.44	24.84	13.21	22.86	18.71	£613,860.54
Overall TOTAL	293	£17,365,652.80	100	100	100	100	£8,546,885.00

As part of our annual reporting process, we asked our main contractors to state how much spend associated with our contracts had been sub-contracted to SMEs and social enterprises and to categorise this into the same geographical areas as Table 4. Table 5 shows the results from the main contractor submissions received and demonstrates how main contractors can help support community wealth building in the HIE Region.

2024/25 Spend By Locality - % of Total Spend

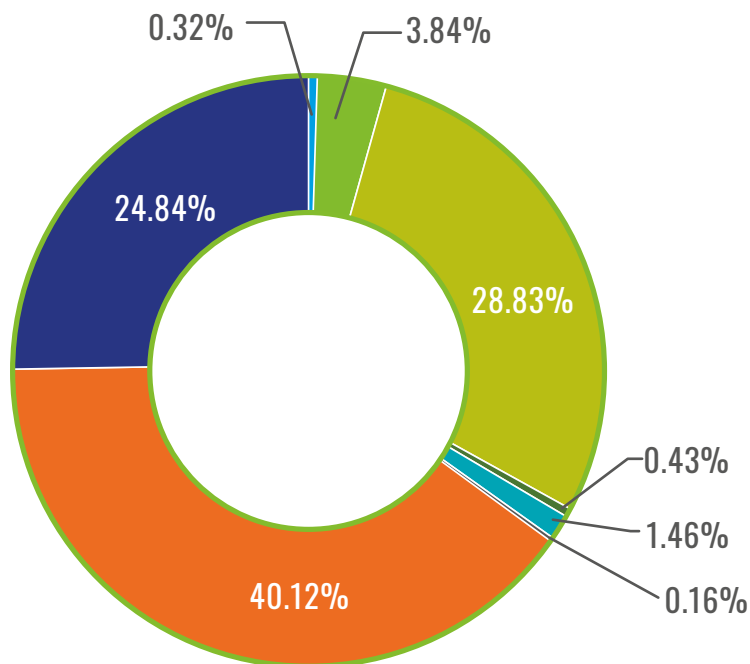
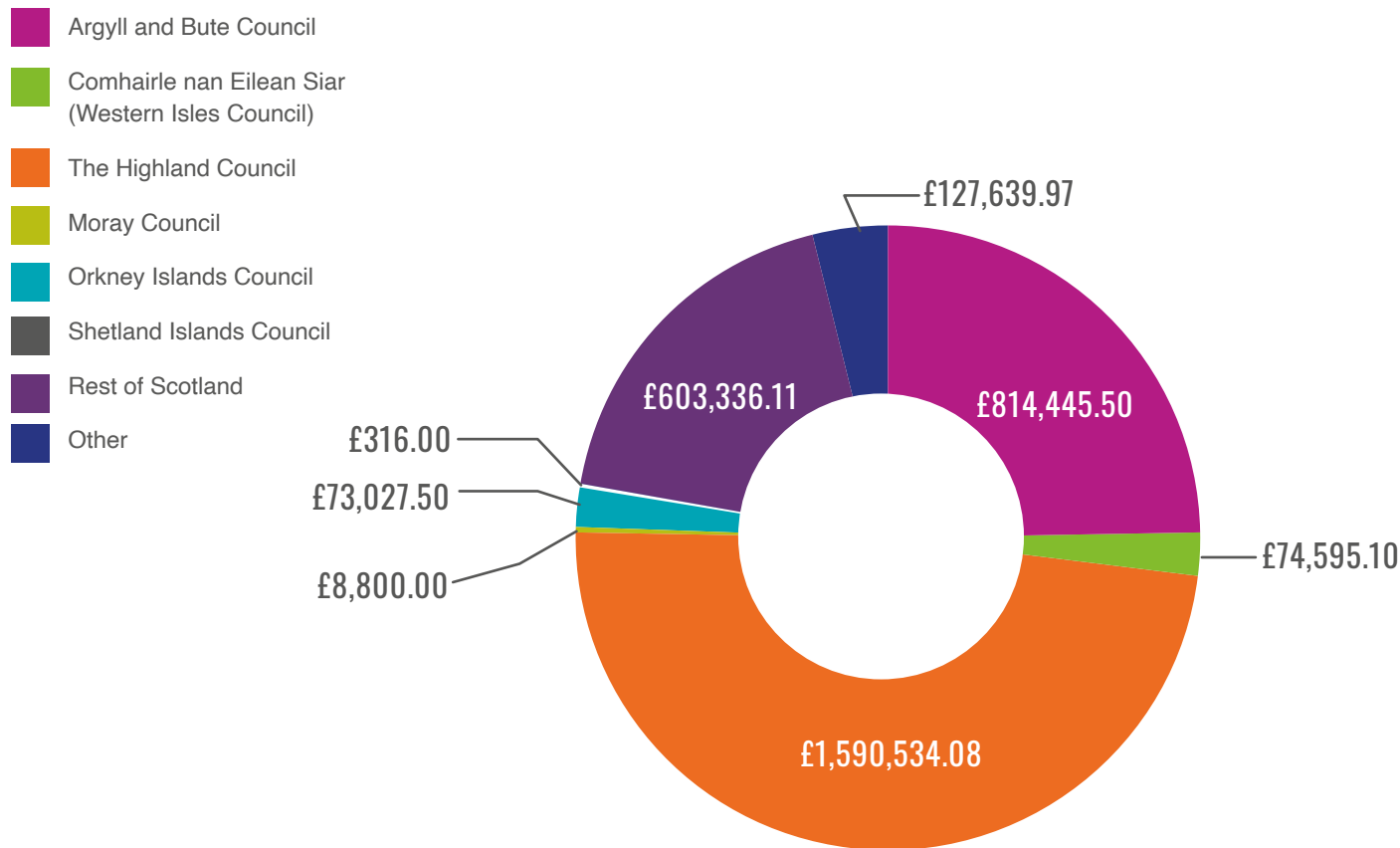


TABLE 5: REPORTED SUB-CONTRACTOR SPEND BY MAIN CONTRACTORS BY GEOGRAPHICAL AREA

LOCAL AUTHORITY AREA	VALUE OF TOTAL SPEND 2024/25		
	WITH SME'S	WITH SOCIAL ENTERPRISES	WITH SUPPORTED BUSINESSES
Argyll and Bute Council	£120,387		
Comhairle nan Eilean Sair (Western Isles Council)	£256,530		
The Highland Council	£749,148		
Moray Council	£16,300		
North Ayrshire Council			
Orkney Islands Council	£202,552	£7,038	£600
Shetland Islands Council	£20,037		
HIE sub-total	£1,364,954	£7,038	£600
Rest of Scotland	£2,749,324		
	£2,343,444		
Overall TOTAL	£6,457,722	£7,038	£600

2024/25 Main contractor spend with SMEs by location



PROMPT PAYMENT

During this period HIE paid 92% of invoices within 30 days of receipt and 68% of invoices within 10 days of receipt. HIE uses Project Bank Accounts as required for large construction projects.

Prompt payment of suppliers is a key element of the Scottish Government’s Economic Recovery Programme. We recognise the importance of prompt payment to the sustainability and resilience of supply chains. Payment of valid contractor and sub-contractor invoices within 30 days throughout the supply chain of public contracts is a requirement. Prompt payment has been addressed at the selection and award stages of our quick quotes and tenders, as well as in our terms and conditions of contract (including low value procurements). Through our contract management and monitoring processes our main contractors were required to provide a declaration that they had paid all sub-contractors in full for work completed within 30 days of a valid invoice being received.

SUPPLIER DEVELOPMENT AND ENGAGEMENT

We have continued to promote our tender opportunities to suppliers and signposted suppliers to the Supplier Development Programme (SDP). We have continued to provide regular communications to our client base of scheduled SDP events.





People off for a ride at Loch Ness Hub

SECTION 3 | EARRANN 3

COMMUNITY BENEFIT SUMMARY

We are committed to considering the inclusion of community benefits and community wealth building aspects in our procurements – specification, evaluation questions and terms and conditions wherever relevant and proportionate to specific contracts. This is a legal obligation for contracts valued over £4 million, however, we include community benefit requirements when they are relevant and proportionate to the nature of the requirements irrespective of the value of the contract. Our aim is to wherever possible benefit from a direct positive impact on contract delivery, and contribution to the HIE and HIE regional priorities aligned to HIE's Strategy and Operating Plan.

Our community benefits points based and themed selection menu for suppliers to choose from helps target and deliver community benefits into the HIE region. This is used in most of our tender processes where proportionate and relevant, and the community benefits are tailored to suit each procurement and the geographical area the contract is delivered into.

The themes cover:

- Community Engagement
- Education and Outreach
- Employability and Skills
- Sponsorship and Funding
- Supply Chain



Table 6 provides a summary of the community benefits/wealth building contractors have advised they have delivered during 2024/25. These may have been directly delivered because of one of our contracts, or our contract has helped to support contracts/work to enable the delivery of the benefits.

THEME	EXAMPLES OF COMMUNITY BENEFITS DELIVERED
COMMUNITY ENGAGEMENT	<ul style="list-style-type: none"> ■ Provision of free or reduced/at cost advice in area of specialism ■ Provision of free or reduced/at cost services ■ Positions on charity boards/community groups/local businesses ■ Use a strong emphasis of partnering with organisations that have a robust community engagement focus ■ Staff volunteering programme in place with volunteering days per annum provided ■ Provision of two seating areas along a well-used public bath close to construction site ■ Provision of football coaching to a youth team ■ Undertakes Duke of Edinburgh awards skills awareness training and navigation training for groups ■ Donations of materials/equipment ■ Helped to facilitate a series of public facing events and initiatives ■ Free of charge use of office space to charitable organisations ■ Annual food bank selection box appeal
EDUCATION AND OUTREACH	<ul style="list-style-type: none"> ■ Support and mentoring to businesses and community groups ■ Attend school career events at secondary schools ■ Facilitation of work placements for school students ■ Mentoring support to a young person (provided staff member time off to action) ■ Presented on business and entrepreneurship to college business students

EMPLOYABILITY AND SKILLS	<ul style="list-style-type: none"> ■ Internships ■ Local advertising of jobs into the HIE region ■ Qualifications/training/attendance at conferences for contractor staff – CIMA, PRINCE2, EDAS short courses, ISOH health and safety certification, first aid training, ICAS/ACCA qualifications, SMSTS Refresher certification, SVQ construction senior management, Social Value Practitioner Training, Greenhouse Gas Practitioner training, CITB's Site Environmental Awareness training, net zero in economic development, InDesign, GIS mapping, Empowering Endings, Funding Impacts on Charity, Trustees, AI training, How to Support CEOs during challenging times, co-chairing, third sector governance ■ Graduate placements ■ Attended career fairs and development events ■ Site tour for UHI Inverness College students ■ Recruited new trainees ■ Provided event management training as part of delivery of a conference ■ Provided work experience ■ Recruited staff to deliver the project ■ Attended local secondary schools and promoted construction industry ■ Advertised vacancies locally within the HIE region ■ Liaised with Developing the Young Workforce (DYW) ■ Provision of work placements for young people who are struggling to engage in classroom learning ■ Staff recruited across contractors who are directly involved in delivering our contracts/frameworks: ■ 30 permanent <ul style="list-style-type: none"> 1 temporary 2 fixed term 13 were from the HIE region and 6 were school-leavers ■ Apprentices recruited who are directly involved in delivering our contracts/frameworks – 6 ■ Work placements provided as a result of our contracts/frameworks - 5
SPONSORSHIP AND FUNDING	<ul style="list-style-type: none"> ■ Financial support to community groups and charities ■ Staff fund-raising events for charities ■ Support to charities ■ Support to local events ■ Judging resource for a social impact award
SUPPLY CHAIN	<ul style="list-style-type: none"> ■ Used local supply chain for elements of delivery of a conference ■ Use local suppliers in construction chain ■ Use local photographers ■ Used local food suppliers at a conference to provide a platform to showcase local produce from the HIE region ■ Use of local suppliers in supply chain



ENVIRONMENTAL/NET ZERO:

- Track and publish Scope 3 emissions
- Review and planning of routes to reduce fuel consumption
- Purchase of an electric car to attend site visits
- Completed Carbon Literacy Training
- Replaced one company car with a hybrid vehicle
- Advise design teams on the selection of materials that offer reduced energy consumption, whole life cost benefits and overall decision making to assist in working towards net zero targets. Help to minimise future maintenance requirements through selection and specification of energy efficient/durable materials.
- Supplier code of conduct and due diligence questionnaire developed
- Undertook a 'carbon baseline Extend Plus' assessment program
- Became a Carbon Neutral Business and participated in a carbon offset through Climate Impact Partners
- Contributions to 'Trees for Life'
- Expansion of EV vehicle fleet
- Launched a new net zero policy
- Undertaken a climate confident scorecard
- Signed the Market Research Society's Net Zero Pledge
- Provision of electric van for onsite engineer on HIE's contract
- Close office and no heating one day a week, to lower energy usage
- Employees participate in Home Energy Scotland webinars
- New building incorporated heavy insulation, air-source heating, and LED lighting.

In addition to the summary table above, we finalised two case studies relating to two of our lower valued contracts. The case studies help showcase how businesses of all sizes are delivering meaningful contributions, in part through their contracts with us - [HIE Community Benefit Case Studies](#)



SECTION 4 | EARRANN 4

SUPPORTED BUSINESS SUMMARY

A primary aim of a Supported Business is the social and professional integration of disabled or disadvantaged persons. At least 30 per cent of the employees of those businesses should be disabled or disadvantaged.

We raise awareness of Supported Businesses internally and try to help identify possible Supported Businesses within our area for potential tender opportunities (including quick quotes).

Our tender documents contain information about Supported Businesses to encourage tenderers to consider sub-contract opportunities and where actioned report this back to us on an annual basis.

In the reporting period we have spent £247.70 with Supported Businesses, and we will continue to look for opportunities to improve this in the future and explore supplier development opportunities.



Thurso, Caithness

SECTION 5 | EARRANN 5

FUTURE REGULATED PROCUREMENTS SUMMARY

As part of the Reporting requirement we produce a summary of planned procurement activity over the next 24 months (a Forward Plan). This list is indicative, and timescales are estimated, some activity may no longer be required, or the timescales may change. Other factors that influence the Forward Plan include the change of priorities, some activity may happen before the dates identified, we may have an option to extend the contract, the value of the procurement may change and not require to be advertised, we award contracts through other framework agreements.

Please refer to Appendix 2 to view our potential Forward Plan. This is regularly updated and maintained on HIE's website - [Procurement | HIE](#)

Appendix 1 – Completed Regulated Procurements

Appendix 1 - Solarachadh Riaghlaidh Crìochnaichte

(1ST APRIL 2024 TO 31ST MARCH 2025)

A summary of the Regulated Contracts awarded by HIE during this period is listed below. Where collaborative procurements were awarded the estimated total contract value includes all collaborative partner spend.

TITLE	AWARD DATE	START DATE	END DATE (EXCLUDING ANY EXTENSION OPTIONS)	ESTIMATED TOTAL CONTRACT VALUE (EX VAT) INCLUDING ANY EXTENSION OPTIONS	SUPPLIER NAME	LOCAL AUTHORITY AREA
Marine Liability Insurance	25/04/2024	01/04/24*	31/10/25*	£55,345*	International General Insurance Company (UK) Limited	Other
Public Liability Insurance	25/04/2024	01/04/24*	31/10/24*	£53,177*	QBE EO Ltd	Other
Property Owners Liability Insurance - Arnish	25/04/2024	01/04/24*	31/10/24*	£114,207*	Allied World Assurance Company (Europe) DAC	Other
Advertising Services	09/05/2024	25/03/24	31/12/24	£68,500	WBD Sports Events Limited	Other
Property Owners Liability Insurance – Denchi House	29/05/2024	02/05/24	01/05/25	£113,602	AXA Insurance Company UK Limited	Other
Design and Construction of Building 2 at European Marine Science Park	09/07/2024	03/07/24	02/10/25	£8,106,988	TSL Contractors Limited	Argyll and Bute
Property Prime Consultant	30/08/2024	01/10/24	30/09/28	£907,130	Torrance Partnership LLP	Highland
TechHUB Technology Advice Service	11/09/2024	01/10/24	31/01/26	£103,000	Intelligens Consulting Ltd	Rest of Scotland
Property Strategic Development Advice	17/09/2024	01/10/24	30/09/28	£395,300	Turnberry Consulting Ltd	Other
Funicular Safety Case Services	02/10/2024	01/02/23	30/4/25	£71,830	Sequs Consulting Limited	Highland
Performance and Development Platform	03/10/2024	01/09/24	31/12/27	£123,348	Computacenter (UK) Limited	Other
Management of Orkney presence at key events 2024-25	09/10/2024	08/10/24	30/05/25	£89,955	dynam	Highland

Digital Highlands and Islands Technical Support	14/10/2024	14/10/24	13/10/27	£484,000	FarrPoint Limited	Rest of Scotland
HIE and SoSE Business Panel 2024/25	30/10/2024	30/10/24	31/3/26	£240,000	Ipsos MORI	Rest of Scotland
Public Liability Insurance	11/11/2024	01/11/24	31/10/27	£347,146	Risk Management Partners Ltd	Other
Property Owners Liability Insurance	11/11/2024	01/11/24	31/10/27	£844,445	Allianz Insurance plc	Other
Engineering Insurance and Inspections	11/11/2024	01/11/24	31/10/27	£66,738	Risk Management Partners Ltd	Other
Cleaning Services – HIE Lochgilphead Office	11/11/2024	09/12/24	08/12/26	£80,000	Allan Ingram Industrial Cleaning Services Ltd	Highland
HIE Pension Scheme and Local Government Scheme Support	25/11/2024	03/02/25	31/10/27	£57,600	Spence & Partners	Rest of Scotland
Property Owners Liability Insurance - Arnish	05/12/2024	01/11/24	31/10/25	£92,060	Allied World Assurance Company Ltd	Other
Digital Learning Platform	06/01/2025	17/11/24	16/11/27	£112,500	Access UK Ltd	Other
EMSP Facilities Management	10/01/2025	13/01/25	12/01/28	£665,875	Oban Electrical Services (Ltd)	Argyll and Bute
Landscaping Services – Inner Moray Firth (IMF)	20/03/2025	01/04/25	31/03/28	£160,720	Higher Ground Community Services Ltd	Highland
Landscaping Services - Caithness	27/03/2025	01/04/25	31/03/28	£59,960	Messrs Donald Macdonald Ltd	Highland
Financial Due Diligence	27/03/2025	28/03/25	09/05/25	£50,425	Ernst & Young LLP (EY)	Rest of Scotland

* The Contract Start and End Dates relate to the extension of an original contract. The Contract Value includes the original contract value and the value of the extension. The Contract Award Notices were published for transparency.

Appendix 2 – Future Regulated Procurements Summary

Appendix 2 - Solarachadh Riaghlaidh Crìochnaichte

This list is indicative, and timescales are estimated, some activity may no longer be required, or the timescales may change. Other factors that influence the Forward Plan include the change of priorities, some activity may happen before the dates identified, we may have an option to extend an existing contract, the value of the procurement may change and not required to be advertised, and we may choose to award a contract through a framework agreement instead.

PROCUREMENT TITLE	EXPECTED CONTRACT START DATE*	EXPECTED CONTRACT PUBLICATION DATE*
Research Appraisal Evaluation and Delivery Framework (3 lots)	26/09/2025	TBC – option to extend
Events - Marketing	TBC	TBC
Data Protection Services Framework Agreement	18/12/2025	TBC
Inverness Campus FM Reception & Support Services	01/01/2026	TBC – option to extend
Offsite Records Storage	08/02/2026	01/10/2026
Business Skills Improvement (Argyll and Bute)	01/02/2026	15/09/2025
Audit of HIE Group Companies	01/04/2026	01/11/2025
Facilities Management - PPM	01/04/2026	TBC – option to extend
Impact 30 Programme	01/04/2026	05/10/2025
Inverness Campus Cleaning Services	01/04/2026	TBC – option to extend
Inverness Campus Landscaping Services (ICOA and HIE)	01/04/2026	01/10/2025
Inverness Campus Security Services	01/04/2026	TBC – option to extend
Inverness Campus Waste Management Services	01/04/2026	TBC – option to extend
Support for Communities	25/04/2026	TBC
Sectoral and Technical Advisory Resource for Space (STARS)	17/05/2026	TBC
Paint Workshop at Arnish	01/06/2026	TBC
Employee Healthcare Cashplan	04/12/2026	01/07/2026
Office Cleaning Services - Lochgilphead	09/12/2026	TBC – option to extend
Scottish Edge Fund	05/01/2027	01/10/2026
Marketing and PR Services	17/04/2027	01/10/2026
Copywriting Services	01/05/2027	01/10/2026
Cableways Strategic Advisor	25/06/2027	TBC – option to extend
Film	01/08/2027	TBC
Property Strategic Development	01/09/2027	TBC – option to extend
European Marine Science Park (EMSP) Facilities Management Services	13/01/2028	TBC – option to extend
Women's Entrepreneurship	TBC	TBC

