



Annual Procurement Report

1st April 2023 to 31st March 2024

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Document Control

Version Control

Version No.	Updated By	Date Updated	Reviewer Name	Description of Change
V2	Dorothy Low	17/01/2025	Briony Fisher	Updates and finalisation

Management Approval/Sign Off

Name of Approver	Position	Signature	Approval Date
Alastair Milloy	Director of Finance and Business Services		31/01/2025

An introduction to the Annual Procurement Report

The Annual Procurement Report (the Report) is a key report that explains how Crown Estate Scotland has complied with its obligations under Section 18 of the Procurement Reform (Scotland) Act 2014 (the Act).

In accordance with the Act, Crown Estate Scotland is pleased to publish the Report for the period 1st April 2023 to 31st March 2024.

This Report summarises regulated procurement activities designed to support organisational priorities outlined in our Corporate Procurement Strategy and CES's [Corporate Plan](#).

During FY 2023/24, Crown Estate Scotland agreed to extend the period of both its Corporate Plan, and Procurement Strategy until April 2026, to allow for the development and delivery of new, aligned strategies supporting the delivery of organisational objectives.

Section 1:- Summary of Regulated Procurements Completed.

Section 18(2)(a) of the Procurement Reform (Scotland) Act 2014 (the Act) requires a summary of regulated procurements completed during the reporting period. This is provided at Appendix 1.

In accordance with sections 2 and 3 of the Act, regulated procurement and contracts refers to any procurement activity with a value of £50,000 (excl VAT) and above for goods and services contracts, and a value of £2,000,000 (excl VAT) and above for works contracts.

A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Our Regulated procurements refer to new contracts and framework agreements and also to call-off from any existing Crown Estate Scotland or external collaborative Framework Agreements.

Crown Estate Scotland publishes a [contract register](#) available on its website. This contract register contains information on current live contracts and is updated to include new awards.

Between 1st April 2023 and 31st March 2024, CES completed **31 regulated procurements** for goods, services and works with a total value of **£5,300,468.54** comprising regulated procurements, and awards under local and national frameworks. These include new requirements and re-tenders. In addition to our own procurement activities, we also report on regulated procurement by our external managing agents when they procure on our behalf.

Between 1st April 2023 and 31st March 2024, our managing agents completed **10 regulated procurements** for goods, services and works with a total value of **£2,432,049.07**.

A total of 41 regulated contracts were awarded totalling £7,732,517.61 during the reporting period.

Summary of Regulated Procurements Completed by CES:

Measurement	Crown Estate Scotland
Total number of regulated contracts awarded during the period	31
Total value of regulated contracts awarded during the period	£5,300,468.54

Summary of Regulated Procurements Completed on behalf of CES:

Measurement	Crown Estate Scotland
Total number of regulated contracts awarded during the period	10
Total value of regulated contracts awarded during the period	£2,432,049.07

Section 2:- Review of Regulated Procurement Compliance

Section 18(2)(b) of the Act places a requirement on CES to consider the regulated procurements that have been completed in the period covered by this report and to review their compliance with CES's Procurement Strategy, particularly to the requirements referred to under Section 15(5) of the Act.

In the period covered by this report, regulated procurement activity across CES has been undertaken in accordance with the Corporate Procurement Policy and relevant legislation and regulation.

In carrying out regulated procurement activity, care has been taken to ensure that contract awards are made to suppliers who are capable, reliable and demonstrate that they meet the stated selection and quality criteria.

Crown Estate Scotland will ensure that all future regulated procurements comply with our Corporate Procurement Strategy by continuing to develop and refine internal procedures. This includes, but not limited to, introducing further internal training programmes and tools for all staff involved in or affected by the procurement process. Contract strategies will be revised on an ongoing basis to ensure all procurements meet legislative requirements and regulatory guidance including but not limited to the duties laid out in the Act.

Benefits and Savings Summary

Section 18(2)(g) of the Act, requires CES to include other information specified by the Scottish Ministers and CES's approach to spend and savings is covered in this report.

The Procurement team supports the delivery of cashable and other benefits through effective procurement activity. As our procurement activity matures and notwithstanding current market and global factors, there are fewer opportunities to make savings and achievement of rebates is more limited.

Our primary focus for procurement activity has over a period shifted towards cost avoidance measures and limiting price increases. However, the residual effect of the Global Pandemic, Brexit, energy price increases and the conflict between Ukraine and Russia has impacted on price, availability of materials and labour and delivery timescales.

Over future reporting periods Crown Estate Scotland will look to implement the recording of benefits and savings in line with the [Scottish Government Procurement Benefits Reporting Guidance](#).

Fair Work First and the Real Living Wage

Section 18(2)(g) of the Act requires CES to include other information specified by the Scottish Ministers and the CES's approach to fair work and the real living wage is covered in this report.

Crown Estate Scotland has a commitment to Fair Work First which is consistent with the core elements of the Scottish Governments Fair Work First criteria. Over future reporting periods Crown Estate Scotland will implement [SPPN1/2024 Fair Work First Implementation](#) in policy and procedures.

During 2023/24 Fair Work matters were considered and included in all regulated procurement activities and were also considered in a number of non-regulated procurements where it has been relevant, appropriate and proportionate to do so based on the subject matter of the procurement.

During this reporting period a total of 189 contracts were awarded, of which 43 (23%) were to suppliers either accredited by the Living Wage Foundation or committed to pay the Real Living Wage.

Of the 41 regulated contracts awarded, 36 (87%) were to suppliers either accredited by the Living Wage Foundations or committed to paying the real Living Wage.

SME's and Third Sector

The Sustainable Procurement Duty as defined within section 9 of the Act involves facilitating the involvement of small and medium enterprises, third sector bodies and supported businesses. For example, consideration includes but is not limited to feedback from Supplier Engagement Events for forthcoming tender opportunities.

58% of regulated contracts awarded by Crown Estate Scotland were awarded to Small and Medium Enterprises.

In future reporting periods, Crown Estate Scotland will consider joining the Supplier Development Programme which offers public sector tendering guidance and support to Scotland's Small and Medium size Enterprises (SME's) and Third Sector organisations and is available free to the supply base through online and in person training sessions.

Payment Performance

Section 18(2)(g) of the Act requires CES to include other information specified by the Scottish Ministers and CES's approach to prompt payment is covered in this report. Prompt payment can support Scotland's economic recovery and longer-term wellbeing. Prompt payment across the supply chain is embedded into CES's tendering and contracting processes.

Crown Estate Scotland has an obligation to make payment within 30 days of receipt of a valid invoice. All staff are encouraged to assist the organisation in paying invoices in time by:

- Processing invoices timeously through the appropriate system;
- Resolving invoice mismatches promptly;
- Encouraging suppliers to issue valid invoices;
- Payment Method

To enable quicker and reliable payments all payments are made by BACS (Bank Automated Clearing Services) with electronic remittances distributed by e-mail.

For this reporting period 88% of directly procured services were paid within 30 days of invoicing, improving from 81.9% in 22/23.

Climate Change

The Climate Change (Scotland) Act 2009 requires public bodies to report on how procurement has contributed to compliance with the climate change duties as set out in the Act, including on reducing emissions. By embedding the duty into Crown Estate Scotland's approach to procurement, climate change can be considered and reported on accordingly.

As such during future reporting years will ensure that appropriate sustainable procurement tools are used proportionately for all regulated procurements to determine opportunities for its procurement activities to contribute to sustainability objectives. Alongside this it is intended to embed appropriate Scottish Government sustainable procurement tools within procurement policies and processes.

Over future reporting periods the Procurement team will continue work with internal Climate Change colleagues to influence future internal and external plans and policy development, and progress emerging priorities in the transitional period including the reporting of Scope 3 emissions

Section 3:- Community Benefit Requirements Summary

Section 18(2)(d) of the Act requires CES to summarise what community benefits were delivered via regulated procurements.

During this reporting period Community Benefit requirements were not developed. Over future reporting years regulated tender strategies will assess the relevance and importance of Community Benefits. Where proportionate and appropriate tenderers will be asked to deliver Community Benefits as part of the contract.

Section 4:- Supported Businesses Summary

Section 18(2)(e) of the Act requires CES to summarise any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by this report.

CES is committed to supporting and improving access to procurement opportunities for micro, small and medium enterprises (SMEs), voluntary organisations, third sector bodies, supported businesses and social enterprises, as outlined in section 4.5 of its Corporate Procurement Strategy.

During 2023/24 No contracts were awarded to supported businesses as the profile of our tendering activity did not match the supported business skillset available. In future years Crown Estate Scotland will consider the use of the [Scottish Government Dynamic Purchasing System for Supported Businesses](#) where appropriate.

Section 5:- Future Regulated Procurements Summary

Section 18(2)(f) of the Act requires CES to provide a summary of the regulated procurements it expects to commence in the next two financial years. A summary of the regulated procurements for the next two financial years has been provided at **Appendix 2**.

Information such as timescales, route to market and anticipated values may change as Contract Strategies and requirements develop over time. However, the summary within Appendix 2 is derived from future workplans based on consultation with Service Areas, and current contracts which are known to be retendered or extended in that period. The same is published on the Procurement page of the Crown Estate Scotland website and is also in Appendix 2 of this report.

Section 6:- Other Content for Consideration

During 2024, Crown Estate Scotland launched its Advance Transformation Programme. This is being developed to drive a step change in performance, enabling the organisation to become an agile, high-performing, strategically focused, and resilient organisation that effectively manages and leverages the Scottish Crown Estate for the benefit of the nation.

A Procurement workstream will be delivered as part of this programme and will include the following actions to improve and streamline procurement activity:-

- Review and update the Procurement Policy
- Develop and document procurement processes for regulated and non-regulated activity
- Develop a network of Delegated Purchasing Officers (Procurement Champions) to enable self-service for non-regulated procurement
- Implement procurement data gathering systems to enable effective reporting
- Create and implement a comprehensive contract management framework

The workstream project initiation document will be completed and approved during FY 2024-25, with delivery following during that and future FYs.

Summary of Regulated Procurements (Direct) completed between 1st April 2023 – 31st March 2024
Appendix 1

SL No	Contract Title	Supplier	Start Date	End Date including Extensions	Contract Value	Recurring or One Off	Type
1	Insurance Premium Fee 2023/4	The Risk Factor	01/04/2023	31/03/2026	£206,400.00	Recurring	Services
2	Strategic Investment Model (SIM) Management Services	Ove Arup & Partners	17/04/2023	16/04/2025	£600,000.00	One Off	Services
3	Provision of Cables & Pipelines Asset Management Support services and E&I Smalls Works Consent Services for 2023/24	Bidwells	01/04/2023	29/03/2024	£70,000.00	One Off	Services
4	Wave and tidal Operators Agreements Panel Manager	Baldock Energy Ltd	05/07/2023	04/07/2026	£72,000.00	One Off	Services
5	Administration of the community capacity grants	Foundation Scotland	01/07/2023	30/06/2026	£72,000.00	One Off	Services
6	Independent Consultancy Support in respect of Montrose ZeroFour Gateway Report Action Plan Delivery	Gardiner & Theobald LLP	01/07/2023	30/06/2024	£57,270.00	One Off	Services
7	Carbon Capture and Storage Leasing Advice	Ernst & Young	06/07/2023	30/09/2023	£150,000.00	One Off	Services
8	Installation of deer fencing around forestry restock sites at Glenlivet Estate.	Tony Weir Contractor Ltd	14/08/2023	31/03/2024	£79,698.50	One Off	Services
9	Supported Aquaculture Liaison Manager post with Fisheries Management Scotland	Fisheries Management Scotland	01/04/2023	31/03/2026	£244,832.00	One Off	Services
10	Position of Shellfish Marketing Officer at Scottish Shellfish Marketing Group	Scottish Shellfish Marketing Group (SSMG)	06/09/2023	06/09/2026	£210,000.00	One Off	Services
11	Managing Agent Services	Bidwells	14/08/2023	22/12/2023	£72,500.00	One Off	Services
12	Survey of the Glenlivet Estate (plus Auchindoun)	Watts Group Limited	25/10/2023	25/10/2024	£695,350.00	One Off	Services

SL No	Contract Title	Supplier	Start Date	End Date including Extensions	Contract Value	Recurring or One Off	Type
13	Collaboration for Environmental Mitigation and Nature Inclusive Design project	Xodus Group	27/10/2023	12/07/2024	£69,800.00	One Off	Services
14	Marine Data Exchange Partnership - Product Development to onboard CES	The Crown Estate	13/11/2023	31/03/2027	£209,000.00	One Off	Services
15	Floating Wind Task Force stage 2 report	RenewableUK	13/11/2023	31/03/2024	£50,000.00	One Off	Services
16	Delivery of Project management training	Elite	11/12/2023	31/12/2025	£50,000.00	Recurring	Services
17	Industrial Growth Plan report	RenewableUK	09/11/2023	31/01/2024	£75,000.00	One Off	Services
18	Specialist Programme Support for Emerging Technology and Infrastructure Development Activities	Powis Hughes Limited	12/01/2024	11/01/2028	£110,000.00	One Off	Services
19	NERC ECOWIND programme - BOWIE project	UKRI - NERC	17/05/2023	31/03/2024	£50,000.00	One Off	Services
20	Funding the employment of two Marine Litter Development Officers	Scottish Islands Federation	23/10/2023	24/10/2026	£60,000.00	One Off	Services
21	FOWCOE Fishing Framework project	Offshore Renewable Energy Catapult	10/01/2024	01/12/2024	£75,000.00	One Off	Services
22	Supply of forest trees for 24 to 25 restocking programme on Glenlivet Estate	Maelor Forest Nurseries Ltd	06/11/2023	31/05/2025	£56,171.05	One Off	Services
23	Tree Planting Services at Glenlivet Estate	Greenfingers Forestry Services	01/03/2024	31/05/2024	£50,710.00	One Off	Services
24	Marine Data Handling and Analysis	ABPmer	21/03/2024	21/03/2028	£319,361.00	One-Off	Services
25	Rapid 7	Computacenter	25/03/2024	24/03/2025	£75,068.32	Recurring	Services
26	Contract for finance system	Access	05/03/2024	31/05/2024	£100,000.00	Recurring	Services
27	Leadership Development	Northern Flight aka Culture builders	22/03/2024	26/03/2027	£132,000.00	One Off	Services

SL No	Contract Title	Supplier	Start Date	End Date including Extensions	Contract Value	Recurring or One Off	Type
28	Marine Data Handling and Analysis for MDE	ABP Marine Environmental Research Ltd	18/03/2024	17/02/2028	£180,000.00	Recurring	Services
29	Glenlivet Total Cost of Management Pilot consultancy work	Watts Group Limited	23/10/2023	31/12/2024	£695,350.00	One Off	Services
30	Scotland Excel Resources 24-25	Scotland Excel	11/03/2024	09/09/2025	£65,000.00	One Off	Services
31	Insurance Premium costs 202425	The Risk Factor	31/03/2024	31/03/2025	£347,957.67	Recurring	Services

Total Contracts Awarded	31
Total Value of Contracts Awarded	£5,300,468.54

Summary of Regulated Procurements (Indirect) completed between 1st April 2023 – 31st March 2024

SL No	Contract Title	Supplier	Start Date	End Date including Extensions	Contract Value	Recurring or One Off	Type
1	Fencing Framework and Lotted Work	Various contractors lots / Framework	03/04/2023		£616,250.00	Recurring	Works
2	Applegirth Estate Repairs Package 5	L K Roofing Services (GB)	12/05/2023		£88,606	One Off	Works
3	Gotterbie Farm Cattle Shed Roof	Divine Construction & Joinery Ltd	18/07/2023		£68,772	One Off	Works
4	Byres Farm - New Build GP Shed	Charles W Pirie (GB)	24/08/2023		£357,110.00	One Off	Works
5	Domestic PV Installation	Shire Energy Services Ltd (GB)	27/09/2023		£170,000.00	One Off	Works
6	Residential Property Refurbishment Whitehill Estate (March House)	William Waugh & Sons (Builders) Ltd	21/11/2023		£162,024.47	One Off	Works
7	Deskie Farm - Demolition of existing/Construction of New Cattle Shed	Darroch and Allan (Joiners & Builders) Ltd	07/12/2023		£157,823.00	One Off	Works
8	Residential Property Refurbishment Whitehill Estate (Newbigging)	Ashwood Scotland Limited	19/01/2024		£157,639.66	One Off	Works
9	PV Installation and servicing to Residential property (SOUTH)	Easy Heat Systems Ltd	16/02/2024		£163,410	One Off	Works
10	Belnoe & Lettoch Farms - Construction	JACK G. ROBERTSON	05/03/2024		£490,414	One Off	Works

Total Contracts Awarded	10
Total Value of Contracts Awarded	£2,432,049.07

Future Regulated Procurements planned between 01.04.2024 to 31.03.2026

Appendix 2

Financial Year	Contract Title	Recurring/One Off	Estimated Value where known	Planned Timing
24/25	Dumfries & Galloway Call for Ideas	One-off	£97,800	Late 2024
24/25	Whitehill Landscape Design	One-Off	£53,000	Late 2024
24/25	George Street Fire Alarm	One-Off	£138,000	Late 2024
24/25	George Street Exterior Works	One-Off	£281,000	Late 2024
24/25	Finance System Renewal	Recurring	£158,000	Late 2024
24/25	Procurement Support	One-Off	£127,500	Mid 2024
24/25	Recruitment - Interim VAT Specialist	One-Off	£170,000	Mid 2024
24/25	Internet and Telephony Services	Recurring	£80,000	Mid 2024
24/25	Rhu Marina Repairs	One-Off	£121,000	Mid 2024
24/25	Recruitment Advertising	Recurring	£60,000	Mid 2024
24/25	Recruitment – Temporary Director of Business Improvement	One-Off	£59,000	Mid 2024
24/25	ArcGIS Enterprise Software	Recurring	£180,600	Mid 2024

24/25	IT Cyber Security	Recurring	£150,000	Mid 2024
24/25	Supply Chain requirement- Carbon Capture	One-Off	£62,000	Mid 2024
24/25	Recruitment – Interim Head of Legal, Governance and Risk	One-Off	£58,500	Mid 2024
24/25	Offshore Renewables Cables Valuations Service	One-Off	£50,000	Mid 2024
24/25	Recruitment – Interim Head of Governance	One-Off	£69,700	Mid 2024
24/25	Recruitment – Temporary Senior Procurement Manager	One-Off	£56,000	Mid 2024
24/25	Recruitment – Interim Programme Director	One-Off	£97,500	Mid 2024
24/25	Recruitment – Interim Head of HR	One-Off	£55,100	Late 2024
24/25	Cairngorm Call for Ideas	One - off		Late 2024
24/25	Montrose Zero Four Remediation Phase 1	One-off	£660,000	Early 2025
24/25	Cloud and Hosting Services	Recurring		Early 2025
24/25	Decarbonisation	One -off	£50,000	Early 2025
24/25	Girthhead Farmhouse	One-Off	£860,000	Early 2025
24/25	Managing Agents Portfolio - Rural North, Rural South, Salmon Fishing, Minerals and Mines, Urban	Recurring		Late 2025
24/25	Property Management System	Recurring	£3,4000,000	Early 2025
24/25	Photography and Videography services	Recurring	£100,000.00	Late 2024

24/25	Offshore Wind Annual Red Book Valuations	Recurring		Early 2025
24/25	Coastal Portfolio Annual Red Book Valuations	Recurring		Early 2025
24/25	Valuation of Aquaculture portfolio	Recurring	£50,000	Early 2025
24/25	Applegirth Tree Planting	Recurring	£45,000.00	
24/25	Glenlivet Estate – Ground Prep		£40,000.00	
24/25	Glenlivet Estate - Supply of Trees and Materials	Recurring	£62,000	Early 2025
24/25	Glenlivet Estate - Supply of Trees Planting Services	Recurring	£60,000	Early 2025
24/25	Applegirth Ground Prep	Recurring	£75,000.00	Early 2025
24/25	Applegirth Plant Supply	Recurring		
24/25	Rapid 7	Recurring	£75,000.00	Early 2025
25/26	IT Support	Recurring	£360,600.00	
25/26	Travel portal	Recurring	£400,000.00	Mid 2025
25/26	Total Cost of Management Pilot Consultancy Work	One-Off	£1,000,000	Mid 2025
25/26	Marine Procurement Framework	Recurring		
25/26	Community Land Accelerator project	One-off		Mid 2025
25/26	MeyGen Funders Technical Advisor	Recurring	£90,000.00	Mid 2025

25/26	Legal Contract	Recurring	£3,000,000	Late 2025
25/26	HR System	Recurring	£75,000.00	Mid 2025
25/26	Office 365 licences for Feb 2023 - Feb 2026	Recurring	£200,000.00	Late 2025
25/26	Internal Audit	Recurring	£182,000.00	Early 2026
25/26	Staff & Tenant Surveys	Recurring	£160,000	Mid 2025