



For information

Title: Procurement guidance

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Purpose

This paper presents recently developed guidance for colleagues, outlining the Park Authority's procurement processes. It has been developed in response to the Internal Audit review of procurement and is delivered in satisfaction of the Procurement Action Plan.

Recommendations

The Audit and Risk Committee is asked to:

- a) Review the guidance and consider its suitability to support the Authority's staff in carrying out procurement in the public sector environment.
- b) Consider whether the document meets the Internal Audit recommendations noted on the Procurement Action Plan.

Strategic Context

1. Following the Internal Audit review carried out in 2023/24 the Park Authority developed a Procurement Action Plan, and progress against this plan has been monitored by the Committee over the past 6 months.
2. The Park Authority's Procurement Strategy has been refreshed, and this Procurement Guidance document builds on this strategy, setting out processes and procedures, as well as background information on procurement in the public sector.

Structure of the document

3. The guidance provides both detailed and summary information and is designed to be suitable both for quick reference and more detailed reading. The structure of the document is as follows:



- a) **Overview of the procurement process** - provides a succinct, step-by-step guide to the procurement process with links to more detailed information found within the body of the document.
 - b) **Key procurement thresholds** - sets out the required approach to procurement based on the whole-life cost of the goods / services provided.
 - c) **Procurement Journey** – shows the Scottish Government’s procurement process.
 - d) **Route 1** – provides detailed information to support the involvement of operational colleagues in their procurement requirements.
 - e) **Aide Memoire** – sets out the stages of the procurement process in an easily referenced tabular format with bullet point notes under the headings **Considerations** and **Do you have what you need?**
4. Throughout the document, colleagues are reminded of the central support role fulfilled by the Procurement Officer, and in particular, their role in leading the more complex and higher value procurement exercises (Route 2 and Route 3).

Conclusions

5. The Guidance document, together with the templates and documents referenced within it, will be available to all staff on the Park Authority’s intranet.
6. The document is referenced on the Procurement Action Plan as providing delivery against recommendations: 1.1, 2.1, 2.2, 3.1 and 3.2.

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