



REPORT TO: ECONOMIC GROWTH, HOUSING AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE ON 6 OCTOBER 2020

SUBJECT: SUPPLIER DEVELOPMENT PROGRAMME MEMBERSHIP UPDATE

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To provide Committee with an update on the Supplier Development Programme (SDP). This report was scheduled to be presented to the Economic Development & Infrastructure Services (ED&IS) Committee on 17 March 2020, however due to COVID-19 had to be temporarily placed on hold.
- 1.2 This report is submitted to the Economic Growth, Housing and Environmental Sustainability Committee following a decision of Moray Council on 17 June 2020 to agree a simplified Committee structure as a result of the COVID-19 pandemic. In the case of this Committee, the combining of the delegated responsibilities of Economic Development and Infrastructure, Community Services (Housing and Property) and Finance (budget, capital and revenue monitoring) (paragraph 9 of the Minute refers).

2. RECOMMENDATION

- 2.1 It is recommended that the Committee approves;**
- (i) the continuation of the trial full membership for 2020/21; and**
 - (ii) an evaluation and review of the full membership report being presented to appropriate Committee during this time.**

3. BACKGROUND

- 3.1 Moray Council has been an associated member of the SDP since 2014. SDP provides training to upskill small and medium sized enterprises looking to win business from the public sector. On 19 February 2019, the ED&IS Committee agreed to trial full membership of the Supplier Development Programme for

one year in 2019/2020 and that the results of this trial be reported to future meeting of that Committee (para 12 of the minute refers).

3.2 In summary SDP full membership includes:

- At least 4 face to face training sessions for business delivered throughout the year in the Council area.
- A “Talking Tenders” webinar on how to tender/do business with the Council - hosted by SDP with Moray Council procurement personnel to hold a Question & Answer session.
- Consideration of featured categorised events. That is where the Council identify an opportunity, where they would like to carry out some early intervention e.g. a known market where suppliers are less likely to understand the tender process.
- Moray Growth Deal. SDP has experience of raising awareness of City Deal projects and would offer its marketing and event services to support Moray Council for related supplier engagement events relating to these projects.

3.3 The following events provided so far include the following;

- In September 2019, SDP held a Meet the Buyer North event in Aviemore. More than 560 suppliers attended from across the country. Moray Council Procurement staff delivered a keynote address and hosted a busy exhibition. Most importantly, 93% of respondents to a post-event survey conducted by SDP said that they were more likely to bid for public contracts after attending Meet the Buyer North 2019. The full details are included as **APPENDIX I**.
- Three training sessions were delivered via the official launch on 3 October 2019 (details included as **APPENDIX II**), Improving Your Bid Score on 16 January 2020, and Tender Procedures and the European Single Procurement Document (ESPD) on 19 February 2020. There is a further course on Framework Agreements that was planned for April 2020, but had to be postponed.

3.4 From the three SDP training events delivered in 2019/2020 in Forres and Elgin, 112 suppliers from 49 unique businesses attended. After Improving Your Bid Score was delivered in January, 100% of respondents were more likely to bid for public sector contracts, and 100% said they would recommend SDP training to other businesses. After Tender Procedures and the ESPD was delivered in February 2020, 63% of respondents were more likely to bid for public sector contracts, and 100% said they would recommend SDP training to other businesses. Full details of all the activities are included as **APPENDIX III**.

3.5 In partnership with Moray Council, four media releases were produced with SDP to promote the programme; a marketing action plan was produced by SDP; a widespread social media campaign is on-going; Moray Council has been featured in a number of SDP monthly newsletters that targets 14,000+ businesses; a targeted radio campaign on MFR to Moray businesses was delivered by SDP in September 2019 to promote Meet the Buyer North; Moray Council was featured on the cover of the final SDP Meet the Buyer North 2019

report; and Moray Council activity is planned to feature in the 2019/2020 SDP Annual Report.

- 3.6 Whilst overall engagement with businesses and promotion of the SDP has been very successful, there has not been enough time yet to fully evaluate the outcomes in terms of numbers of additional companies having registered with Public Contract Scotland (PCS) and successfully gained contracts as a result of the SDP training provided. As the membership year is from April to March, it is proposed to continue the trial of full membership for another year to enable officers to present a full evaluation and review of the full membership report in 2020/21.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Supplier development is an activity which can help existing business win contracts procured by the public sector. This can support the corporate plan priority to promote economic development and growth, also the LOIP priority of a growing and sustainable economy.

(b) Policy and Legal

The Council considers support for economic development issues on their merits, against the objective to facilitate sustainable economic growth and the desired outcomes of the Ten Year Plan and Corporate Plan.

(c) Financial implications

Full membership is £4,800 per year. The proposed continuation of full membership for another year is managed from the Business Gateway budget, however it lessens the amount available for other business support functions.

(d) Risk Implications

There are no risk implications.

(e) Staffing Implications

Existing Moray Council staff from Procurement and Economic Growth & Regeneration sections, which includes Business Gateway work with SDP to select the most appropriate trainings based on known business need. It includes organising and paying for the venues for training and provide the staffing resource to support these events. In 2020/21 we have participated in a meet the buyer event with SDP and will be developing further webinars and engagement activity SDP.

(f) Property

There are no property implications.

(g) Equalities/Socio Economic Impact

There are no equalities impacts arising from this report.

(h) Consultations

The Depute Chief Executive (Economy, Environment and Finance), the Head of Economic Growth and Development, the Legal Services Manager, Paul Connor (Principal Accountant), Lissa Rowan (Committee Services Officer), the Equalities Officer and the Payments Manager have been consulted and comments received have been incorporated into the report.

5. CONCLUSION

5.1 The Supplier Development Programme promotion and activities have been very successful in engaging businesses from Moray so far. However there has not been enough time yet to fully evaluate the outcomes in terms of number of additional companies having registered with Public Contract Scotland (PCS) and successfully gained contracts as a result of the SDP training, information and advice provided.

5.2 As the SDP membership year is from April to March, it is recommended to continue the trial membership for another year to allow time for a full evaluation and review of the full membership. It is planned that a report will be presented to the appropriate Committee during 2020/21.

Author of Report: Reni Milburn, Economic Growth and Regeneration Manager

Background Papers: Correspondence and reports on file in Economic Growth and Regeneration section

Ref: