

# Freedom of Information Request Procurement Operating Model

Requesting Individual: Lewis Blakeway

Contact E-mail: [Lewisss.1@live.co.uk](mailto:Lewisss.1@live.co.uk)

Contact Address: 15 Kilchurn Grove, Cambuslang, G72 8ZG

Response Format: Please provide your response in an electronic Microsoft Word format

Please respond by overwriting the areas highlighted in yellow within the sections below and return by e-mail to [Lewisss.1@live.co.uk](mailto:Lewisss.1@live.co.uk).

1.	Approximately how many employees does the Council have? (please exclude arms length organisation staff, teachers and teachers assistants)	
	<u>Financial Years</u>	<u>Approximate No. of Employees</u>
	2021-2022	<Council to enter figures here>
	2020-2021	<Council to enter figures here>
	2019-2020	<Council to enter figures here>

2.	Approximately how many employees conduct procurement activity within the organisation? (Include anyone with Delegated Procurement Authority) (please exclude arms length organisation staff, teachers and teachers assistants)		
	<u>Financial Years</u>	<u>Approximate No. of Employees</u> - <u>Central Procurement</u>	<u>Approximate No. of Employees -</u> <u>Service Area</u>
	2021-2022	197	See covering letter
	2020-2021	172	See covering letter
	2019-2020	169	See covering letter

3.	Please select area within the Council which conducts most of the activity within the areas below? Please enter a YES in one column and a NO in the other.		
		Delivered mostly by Central / Corporate procurement	Delivered mostly within procuring service area
	Develop contract strategy / internal governance documents i.e. sourcing methodology, contract strategy and benchmarking	Yes	No
	Develop specification	Yes	Yes
	Develop tender documents	Yes	No
	Issue tender documents	Yes	No
	Oversee tender evaluation i.e. Lead Procurement	Yes	No
	Evaluate responses	Yes	Yes
	Progress contract award	Yes	No
	Conduct contract supplier management	Yes	Yes

4. Please confirm Councils general revenue budget for the last 3 financial years?	
<u>Financial Years</u>	<u>Council Revenue Budget (£m)</u>
2021-2022	40,555
2020-2021	48,573
2019-2020	36,796

5. Please confirm Council capital budget for the last 3 financial years?	
<u>Financial Years</u>	<u>Council Revenue Budget</u>
2021-2022	<Council to enter figures here>
2020-2021	<Council to enter figures here>
2019-2020	<Council to enter figures here>

5. Does your organisation operate a *devolved* or *centralised* procurement operating model?  
*Devolved defined as the service areas having responsibility to conduct their own regulated and non-regulated procurement activity themselves, higher value / higher risk may be handled by Corporate Procurement Team.*  
*Centralised defined as the Central/Corporate Procurement team conducting most procurement activity for both regulated and non-regulated spend on behalf of the services.*  
 If none of the above what model does your organisation operate?

<Council to enter devolved or centralised and if possible a brief description on how the model operates>

<If none of the above, please detail the model used and how procurement activity works within the Council>

6. Please provide the approximate population within Council area?	
<u>Financial Years</u>	<u>Approximate Population</u>
2021-2022	<Council to enter figures here>
2020-2021	<Council to enter figures here>
2019-2020	<Council to enter figures here>

7. Please provide the geographic area covered by the Council (in km<sup>2</sup>)?

<Council to enter figures here based on km<sup>2</sup>>

8. Please provide access/link/copy of your organisation's most recently published commercial pipeline / forward procurement plan?

<Council to provide link or copy of the most recent commercial pipeline/ forward procurement plan>

9.

Please provide the contact information for general Procurement activity within the Council?

<Council to provide information related to the area which can be contacted to discussed>