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Is your procurement function fully centralised, partially centralised, or fully decentralised?

Fully centralised

How many procurement officers do you have in your procurement function?

44.2 FTE (covers Procurement/P2P)

What percentage of the staff in your procurement function are currently permanent employees?

96.8%

What percentage of the staff in your procurement function are currently interim staff?

3.2%

How much do you spend annually with third-party suppliers (total procurement spend)?

In 2023/24 the Council's expenditure with third parties was approximately £1.005 billion

What is your organisation's budget for the centralised procurement function (if applicable)?

£3.3m

How do you allocate work within the procurement function (e.g., matrix, category management, or other methods)?

Category management/Weekly allocation review.

Do you use category management?

Yes

What type of organigram does your procurement function have (e.g., hierarchical, flat, matrix)? Please provide a copy or description of the organigram.

Please see the attached organigram.

HoP manages, 2 x Commercial Partners (CP) and Commercial and Procurement Delivery Manager (CPDM); All have line management responsibility; CP manage Internal/External Engagement

P2P/Operational and Contract Management Support; CPDM manages 3 x Senior Category Managers who in turn manage; Category Delivery leads x 6, Senior Procurement Specialists x 6, Procurement Specialists x 7, Trainees x 5 for Facilities Management, Professional Services, ICT, Care, Construction and Civil Engineering

What are the job titles/roles employed in the procurement function?

See above and structure attached.

What categories of procurement (e.g., goods, services, works) does the centralised procurement function manage, and which, if any, are managed by other departments?

Central function manages approach on all goods, service and works. Decentralised low value and/or agreed call-off arrangements.

What software or systems do you use for procurement activities (e.g., e-procurement platforms, contract management tools)?

Public Contracts Scotland (PCS), Public Contracts Scotland – Tender (PCS-T) and the Scottish Government Sustainability Toolkit.

What key performance indicators (KPIs) do you use to measure the procurement function's effectiveness?

Objectives set in Strategy and reported Annually – see link  
<https://www.edinburgh.gov.uk/suppliers-contractors/commercial-procurement-services>

Do you collaborate with other local authorities or public sector bodies for procurement (e.g., shared services, framework agreements)? If yes, how?

The City of Edinburgh Council mainly collaborates with centres of expertise such as Scotland Excel (SXL), Crown Commercial Services (CCS) and East Shires Purchasing Organisation (ESPO). We have also put in place a number of collaborative frameworks with other Council's and public bodies too.

Do you outsource any procurement activities to external providers? If yes, which activities and to whom?

No