

**Subject:** Request for information on NRS spend on fair trade goods 2019-2020.

**FOI reference:** 202000097144

**Date received:** 9 October 2020

**Date responded:** 28 October 2020

**Information requested:**

“Data on National Records of Scotland’s total annual spend on fair trade goods for 2019 to 2020 year broken down by vendor name; whether they were contracted/non-contracted; description of item(s) purchased; and the total value per order, and also items purchased for resale. As a final request, our current general policy on the procurement of fairly and ethically traded goods and services, in line with section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014.”

**NRS Response:**

Our aim is to provide information whenever possible and we have included the information National Records of Scotland (NRS) records on the procurement of fair trade goods for the 2019-20 financial year. We have assumed the request is asking about goods purchases with fair and ethical trading considerations and not goods certified by the Fairtrade Foundation (i.e. food).

NRS policy is to procure goods and services through Scottish Government or Crown Commercial Services collaborative framework contracts where the requirements for the goods or services being procured can be fully met by using a framework contract. Only where the requirements cannot be fully and practically met through a live collaborative framework contract will the contract then be advertised and tendered through Public Contracts Scotland (PCS). The majority of our goods are procured as call off contracts through a collaborative framework.

The Scottish Government offer a number of collaborative frameworks for public sector organisations to procure goods and the associated services through. These particular frameworks, listed below, have fair and ethical trading considerations included in the requirements, in line with section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014, ensuring all goods supplied under the framework are produced in accordance with all International Labour Organisation (ILO) conventions that have been ratified by the country of their origin, in particular, labour standards, working conditions and the use of child labour.

NRS spend information on fair trade goods (and any associated services) for 2019-20 financial year is detailed in the table below:

<b>Scottish Government Framework</b>	<b>Supplier</b>	<b>Contract Spend (Ex. VAT)</b>
Desktop Client Devices framework Mobile Client Devices	HP Inc. UK Ltd	£97,962.46
Workstation Client Devices Web Based and Proprietary Devices Framework	XMA Ltd	£22,817.07
Office Equipment Framework (MFD's)	Capital Document Solutions	£34,321.59
National IT Peripherals Framework	Computacenter	£63,857.28
TOTAL		£218,958,40

Full details on what can be purchased through each of the Scottish Government collaborative frameworks listed above can be found on Public Contracts Scotland [https://www.publiccontractsscotland.gov.uk/Search/Search\\_Auth.aspx](https://www.publiccontractsscotland.gov.uk/Search/Search_Auth.aspx) under “search buyer” Scottish Government.

All of the spend with each of the suppliers in the table above are for contracts for goods purchases included under those frameworks and they are not for resale.

Although we were not asked about fair work it is worth noting that NRS is accredited by the Poverty Alliance as a Scottish Living Wage employer. This officially recognises our on-going commitment to paying our staff, and our contracted staff, at least the Scottish Living Wage. The Scottish Living Wage is the amount a person should receive to cover their basic costs of living in the UK and is reviewed annually.

We encourage others to be a Scottish Living Wage Accredited Employer and include details promoting this in our tender documents for regulated procurements.

The procurement information NRS gathers is already available on the NRS and Public Contracts Scotland websites. In line with the obligations under the Procurement Reform (Scotland) Act 2014 Section 18(2) NRS publishes a Register of Regulated Contracts (those tendered with a value of £50k and over) and an Annual Procurement Report of our procurement activities on regulated procurements. Information on individual regulated procurements completed (including procurements through collaborative framework contracts) are detailed in the Annual Procurement

Report. The Annual Procurement Report for 2019-20 financial year will be published by the end of 2020. A copy of the reports for the financial years 2017-18 and 2018-19 and the Register of Regulated Contracts can be found on the documents section of NRS buyers page on Public Contracts Scotland at [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00474](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00474) or on the Procurement page on the NRS website <https://www.nrscotland.gov.uk/about-us/procurement> .

Under section 25(1) of FOISA, we do not have to provide information if it is already reasonably accessible.