UHI | NORTH, WEST AND HEBRIDES
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Annual Procurement Report - Revised FY2024-25

Title	**Annual Procurement Report FY2024-25**
Date	**March 2026**
Version	**2**
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UHI North, West & Hebrides - Annual Procurement Report (APR) 2024/25

The Annual Report for 2024/25 that was previously presented has required revision following the identification of a discrepancy between the Contract Uptake Report and the Spend Analysis Report.

A subsequent review confirmed that several categories of expenditure - specifically capital purchases, internet banking transactions, and petty cash - had not been included in the dataset used to generate the Spend Analysis. This omission resulted in an under-reporting of total institutional spend and consequently required the Annual Report to be revised to ensure accuracy and compliance with reporting requirements.

Total Spend 24/25 - £5,124,942
Revised Total Spend 24/25 - £6,417,265

Total Non- Influential Spend 24/25 - £1,572,627
Revised Total Non-Influential Spend 24/25 - £2,075,590

Total Compliant Spend 24/25- £2,197,622
Revised Total Compliant Spend 24/25 - £2,687,691

Although the revised level of spend is higher, the college is sitting at 62% Compliance which is in line with what was reported in the original report.

Total Non-compliant 24/25 - £1,354,692
Revised Total Non-compliant 24/25 - £1,693,523

The college is sitting at 38% non-compliant.

Executive Summary

This report covers the period of 01-August-2024 to 31-July-2025 and highlights performance and achievements in delivering the UHI North, West & Hebrides procurement activities.

To assist with procurement compliance under the Public Procurement Regulations (2015) UHI North, West & Hebrides uses the service of APUC Advanced Procurement for Universities and Colleges.

Spend Profile

The college reported a total Non-Pay Spend of £6,417,265 of which £4,341,675 was deemed influential spend. The remaining non-influential £2,075,590 is split between - Other public sector bodies / property leases. These figures are generally consistent with last reporting period.

UHI North, West & Hebrides had 513 active suppliers with whom it procured goods and services from during the reporting period.

It is to be noted that 120 suppliers were recorded with an annual spend less that £500, where possible this should be reviewed as processing costs for setting up each new supplier is circa £40.

FY24/25 Spend Data		**National Framework Percentage usage** **Local Contracts Percentage usage**
Total Finance Spend	£6,417,265	
Compliant Influential Spend Total	**£2,687,691**	
National	£1,664,626	62%
Local	£554,455	21%
No Contract	£245,131	
Non-Compliant Influential Spend Total	**£1,693,524**	
Non-Contract Spend	£1,258,384	
Credit Card Spend	£75,979	381 Transactions
Internet Banking	£359,161	
Non-influential Spend Total	**£2,075,590**	
Building/Premises/Land - Rent, Lease, Hire, Feu Duties	£170,700	
Other Educational Establishments	£616,308	
Other Public Bodies	£862,146	
Professional Associations (Include Membership fees, professional bodies and trade associations)	£426,436	

Description	**Number / Value**
Number of Payment Request Forms received during FY24/25	178
Total Value (Ex-VAT) GBP £	£102,790
The above table denotes 178 requests for a 1-off payment to non-finance system recorded suppliers of less that £1000. It has been noted that there is misuse of this	

function, and the Procurement team will work with Finance and Stakeholders to reduce the impact.

Description	Number
Number of New Supplier Request Forms received during FY24/25	28
The above table indicates the number of new suppliers added to the finance system that the College expect to have a reoccurring spend with. Unfortunately, misuse of this function has also been identified as requests are retrospective which is in breach of the College No PO - No Pay Policy in the Financial Regulations. The Procurement team will work with Finance and Stakeholders to reduce the impact.	

Description	Number / Value
Number of Retrospective Orders Directly into Finance System during FY23/24	324
Total Value (Ex-VAT) GBP £	£380,583
The above table indicates the number supplier payments that have been processed without prior authorisation. Unfortunately, as requests are retrospective this again is in breach of the College No PO - No Pay Policy in the Financial Regulations. The Procurement team will work with Finance and Stakeholders to reduce this though note some retrospective payments may be unavoidable.	

Purchase Order / Invoice Reconciliation

The split between invoices posted into PECOS and directly into the accounts system without an order is as follows:

Description	Total
Total number of invoices processed	5,516
Total number of PECOS order related invoices	5,192
Total number of invoices entered directly into Sun	324

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-Annual Procurement
Updated Figures and (