



Meeting Date	16 July 2026	Agenda Item	3.2
Name of Meeting	Audit Committee		
Report Title	Procurement; Single Tender Actions and Quotations		
Report Author	Keir Warner, Head of Procurement		
Report Sponsor	Executive Director of Finance		
Presented by	Keir Warner, Head of Procurement		
Freedom of Information	Open		
FoI Closed detail	If closed, choose detail		
Impact Assessment Summary Outcome		IA Completion date	
N/A		Click or tap to enter a date.	
Purpose of the Report	For Assurance		
Report Summary; detailing any action required			
In accordance with Health Board Standing Financial Instructions (SFIs), this report provides details of activity the Health Board has approved and that which it is required to report to Audit Committee. This report covers STA, SQA, CCN and RA's approved in the period 15/02/2026 to the 01/07/2026 An outline of the actions taken by the Procurement team to reduce the volume of Retrospective Action (RA) activity within the Health Board is also detailed within the paper. Outline the approval arrangements for procurement activity within SBUHB, including delegated authority in the absence of the Head of Procurement.			
Key Issues			
The activity the Health Board is required to report is categorised as follows: • Single Quotation Action (SQA) • Single Tender Action (STA) • Extensions of contract within the agreement term • Award of additional business within the scope of an existing agreement, but that which could not be foreseen at the time of the original competition The table below summarises the activity reported for the period as falls into the below list:			



Standard Reporting in Accordance with SFIs (Inc. VAT)		
SQA	22	£293,960.90
STA	27	£4,407,944.77
Contract Extensions/CCN	11	£1,098,958.48
Further Matters to Bring to the Attention of the Audit Committee (Retrospective Action)		
File Notes	22	£1,227,297.49

- 5 SQA/STA/RA for consultancy services were approved within the period, with a total value of £105,013.33
- Expenditure that is exempt from the need for an SQA or STA is now being reported in Appendix 1. This brings SBUHB practice in line with all other Health organisations in Wales.

Decision / Action required

No

Recommendations

Members are asked to:

- **Consider** the information provided in this report
- **Consider** the activity presented has been approved by the Health Board, in accordance with the Scheme of Delegation, for the period reported and as presented in Appendix 1 of this report.
- **Be Assured** on the training that has been delivered to Budget Holders within the Health Board
- **Consider** the actions taken to reduce the volume of Retrospective Action within the Health Board

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Procurement; Single Tender Actions and Quotations

1. INTRODUCTION

- 1.1 This report provides the Audit Committee with details of the Single Tender Actions (STAs), Single Quotation Actions (SQAs), additional activity associated with contract extensions, awards of further business and/or further matters as may have been approved by the Health Board for the period **15/02/2026 to the 01/07/2026**. **Appendix 1** to this report sets out all such actions for the period.
- 1.2 The Procurement team has taken further action to address the volume of Retrospective Action (RA) requests that are being identified as a part of the Health Board's no PO no Pay policy.

2. BACKGROUND

- 2.1 Standing Financial Instructions (SFIs) require three competitive quotations to Be obtained for the purchase of goods and services between the value of £5,000 and £25,000 exclusive of VAT. Where the sum exceeds £25,000 competitive tendering is required for the purchase of goods and services. SQAs and STAs should be an exception and only necessary when a single firm or contractor or a proprietary item or service of a special characteristic is required.
- 2.2 Such applications must be formally authorised by the Director of Finance/Director of Strategy/Chief Operating Officer and reported to the Audit Committee.
- 2.3 During the period **15/02/2026 to the 01/07/2026** there were **22 SQAs** approved, with a total value of £293,960.90 (inc. VAT) and **27 STAs**, with a total value of £4,407,944.77 (inc. VAT). **11 CCNs** were approved, with a total value of £1,098,958.48 (inc. VAT), and **22 Retrospective action file notes** were sent to the Head of Procurement for approval, with a total value of £1,227,297.49

Standard Reporting in Accordance with SFIs 15/02/2026 to the 01/07/2026			Previous reporting period 30/07/2026 to the 15/02/2026	
SQA	22	£293,960.90	23	£313,703.58
STA	27	£4,407,944.77	19	£1,881,989.56
Contract Extensions/CCN	11	£1,098,958.48	15	£2,702,831.23





Further Matters to Bring to the Attention of the Audit Committee (Retrospective Action)				
File Notes (Retrospective action)	22	£1,227,297.49	21	£858,680

- 2.4 The volume and value of activity has remained broadly similar to the previous reporting period. It should be noted that the reporting period covering financial year end will include expenditure relating to annual OEM maintenance and licencing, linked to the discretionary capital programme. This accounts for the significantly increased expenditure relating to STAs.
- 2.5 The commitment made by Procurement Services to raise the level of transparency to the Audit Committee progresses. Through data analysis focusing on recurring and aggregated spend, activity has been identified of purchases made without Procurement Services involvement. To address such issues, the introduction in **Appendix 1** of 'further matters' to be reported to the Audit Committee has been introduced.
- 2.6 As agreed by the Executive Board, the contract register is now readily available. Any gaps in the allocation to a Senior Responsible Owner will be addressed as part of ongoing performance agendas.
- 2.7 The Procurement team has delivered 6 budget holder training sessions during May and June 2026, covering the responsibilities and contract management requirements. These sessions have been recorded and are available to be shared. The slides developed and presented are included as **Appendix 2**.
- 2.8 The Retrospective Action (RA) form has been amended and enhanced to be more robust in the required justification for the breach by budget holders. An enhanced Declaration of Interest (DOI) section has also been added for increased transparency. This can be found in **Appendix 3**.
- 2.9 A letter from the Executive Director of Finance has been issued to Budget Holders responsible for a Retrospective Action/Breach, outlining their responsibilities in line with the Health Board's Standing Financial Instructions.

- 2.10 It is noted that approval for all procurement-related documentation within SBUHB, covering approval to proceed, award decisions, and





ongoing contract management will rest with the Head of Procurement (SBUHB). In their absence, delegated authority to approve may be exercised by the Deputy Head of Regional Procurement (HDdUHB & Swansea Bay University Health Board (SBUHB)), the Deputy Head of Procurement (HDdUHB) and/or the Assistant Head of Procurement (SBUHB).

- 2.11 This approach reflects a commitment to strengthening regional collaboration across Health Boards, utilising established relationships to enhance procurement resilience and capability. The arrangements are intended to provide reciprocal support, delivering benefits across all organisations involved.

3. GOVERNANCE AND RISK ISSUES

- 3.1 Procurement legislation has seen significant transformation, which came in to effect on the 28th February 2025. The Head of Procurement is developing a training programme which will initially be targeted at Executive Directors and Budget Holders. Consideration is being given to a wider programme of training for all Health Board staff who interact with the Procurement process.
- 3.2 The number of and value relating to Retrospective Action taken by the Health Board introduces an element of increased risk. Any expenditure committed must be in accordance with the Standing Financial Instructions and competition must be sought for all expenditure over £5k, where an existing compliant contract is not already in place. This will be addressed by increasing awareness of procurement compliance requirements and training of budget holders.
- 3.3 Expenditure that does not require an SQA or STA, defined as where there is no possible competition or alternative is now reported in Appendix 1. This change in practice is a result of learning and engagement with Audit and assurance services, and other Health Boards and Trusts in Wales.
- 3.4 All Wales contract awards are included as a standard report within Appendix 1. This gives the committee oversight of contracts that the Health Board participate in. Going forward, All Wales contract awards will be subject to approval in line with the Health Board's scheme of delegation

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- 3.5 The Procurement team have reviewed their SharePoint page to include enhanced procurement guidance and supporting documentation.
- 3.6 In terms of internal Health Board governance, procurement activity is reported in the attached appendices accordingly.
- 3.7 Due to the Procurement Service e-Contract Management System operating independently of the Financial Management Systems (FMS), as previously reported it is challenging to confirm the Health Board's true position in relation to compliance with the SFIs. With the support of the Health Board, procurement resource is in the process of being redirected within the Local Procurement Team from administrative activity, to that which adds value and increases the transparency of buying activity across the Health Board. The training on the new data tool (Advise Inc.) has now been delivered, the benefits of which combines the data from the two systems and allows for greater interrogation at a budget and category level and across the groups within the Health Board and wider across Wales.
- 3.8 The Head of Procurement has updated the Health Board's Financial Control Procedure (FCP) for Procurement and Tendering to reflect legislative and accounting changes relating to the Procurement of goods and services. These include changes to the Public Procurement thresholds, including the need to consider VAT in assessing total contract/expenditure when considering the threshold.

4. OPEN AUDIT RECOMMENDATIONS

- 4.1 There are no open audit recommendations.

5. FINANCIAL IMPLICATIONS

- 5.1 Where possible, requests reported in this submission are reviewed by NWSSP Procurement Services, to ensure best value for money is obtained and particularly in relation to the Health Board response to the Covid-19 pandemic. This ensures that the financial implications of each request are considered prior to expenditure being committed. No financial assurance is given by the Procurement team however in relation to Retrospective Action requests.

- 5.2 A more proactive approach to managing SQA/STA agreements will continue and it is anticipated further opportunities will continue to be added to the work plan.

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Swansea Bay University
Health Board

- 5.3 The Procurement team is working to ensure that all SQA/STA requests that are recurrent in nature become part of the work plan and quotations are received through the Multiquote online quotation system or tendered via the EtenderWales online tendering platform.

6. RECOMMENDATION

The Committee is asked to: -

- **Consider** the information provided in this report
- **Consider** the activity presented has been approved by the Health Board, in accordance with the Scheme of Delegation, for the period reported and as presented in Appendix 1 of this report.
- **Be Assured** on the training that has been delivered to Budget Holders within the Health Board
- **Consider** the actions taken to reduce the volume of Retrospective Action within the Health Board

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Iechyd gwell
Gofal gwell
Bywyd gwell

Better health
Better care
Better lives

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Audit Committee
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Governance and Assurance		
Strategic Objectives		
Strategic Objectives (please choose which is impacted)	People of Swansea Bay live healthier, fairer and more prosperous lives	☒
	Care is high quality, safe, efficient and delivers the best possible outcomes for people in partnerships	☐
	Care is delivered in partnership with our communities in safe and appropriate setting, supported by innovation	☐
	The health board is a great place to work where staff feel valued and work together towards a common goal	☐
	The health board is a resilient, sustainable and responsible organisation	☒
Health and Care Standards		
Standards (please choose which applies)	Safe Care	☒
	Timely Care	☐
	Effective Care	☒
	Efficient Care	☐
	Equitable care	☐
	Person-centred Care	☐
	Staff and Resources	☒
Enablers (please choose which applies)	Whole Systems Approach	☒
	Leadership	☒
	Workforce	☐
	Culture	☐
	Information	☐
	Learning, Improvement and Research	☒
Quality, Safety and Patient Experience		
The approach allows for a quality focused approach to the way in which the Health Board manages its governance process in relation to SQAs/STAs and such activity. This ensures increased opportunities for planning future activity, including closer monitoring of compliance against Health Board standing orders and supplier performance.		
Financial Implications		
As detailed in section 5 above.		
Legal Implications (including equality and diversity assessment)		
As detailed in section 6 above.		
Staffing Implications		
The Procurement team currently has 3 staff vacancies. The filling o these posts will allow for an enhanced procurement service.		



Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)

- **Long Term** – The increased engagement with Procurement Services raises visibility of the Procurement Service and supports the Health Board to improve planning. This will result in short and long term financial benefits.
- **Prevention** – Situations whereby ineffective contracts or 'evergreen' contracts are in place continue to be reduced as a result of this approach.
- **Integration** – This activity will allow for better integration within the Health Board and with partner organisations. An Increased understanding of which contracts are in place will allow for significantly improved planning between public bodies.
- **Collaboration** – Data analysis underway will highlight opportunities to improve the visibility of Health Board wide activity, ensuring like needs are aggregated to maximize commercial return and remove unwarranted variation.
- **Involvement** – The nature of the activity requires the involvement of all parts of the organisation and through the presentation of a Procurement Business Plan the endorsement of the Executive Team.

Report History

Procurement matters are a standing agenda item. The last paper was presented at the Audit Committee meeting that took place in March 2026.

Appendices

Details of Expenditure Committed (Appendix 1).
Budget holder training slides (Appendix 2)
Updated Retrospective Action form (Appendix 3)

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