



INFORMATION DOCUMENT: Information Required in Annual Socially Responsible Procurement Reports



Introduction

1. Section 39 of the [Social Partnership and Public Procurement \(Wales\) Act 2023](#) (the SPPP Act) describes the duty for certain Contracting Authorities to prepare and publish an annual report on its public procurement.
2. If a Contracting Authority has awarded any prescribed contracts in a financial year, they are required to publish an annual report.
3. The report must include:
 - a summary of the public procurement exercises during the year that led to the award of a prescribed contract or were intended to lead to the award of such a contract;
 - a review of the extent to which all reasonable steps were taken in those public procurement exercises to meet the authority's socially responsible procurement objectives;
 - in so far as the authority considers that further steps could reasonably be taken in future public procurement exercises to meet its socially responsible procurement objectives, a statement of how it intends to take those steps;
 - a summary of the public procurement the authority expects to carry out in the next two financial years;
 - information as specified in Regulation 6 of [The Social Partnership and Public Procurement \(Wales\) Regulations 2026](#)
4. Welsh Ministers are required to publish an annual report on public procurement in Wales which must include information about the annual reports published by Contracting Authorities and the results of any investigations.

Regulation 6 of The Social Partnership and Public Procurement (Wales) Regulations 2026

5. [Regulation 6](#) requires that the annual report must include information about the estimated value of contracts awarded to contractors that satisfy the conditions listed in Regulation 6, expressed as a percentage.
6. The 11 conditions are:

a	The contractor provides opportunities for staff to use, learn or improve their Welsh language skills;
b	the contractor -



	(i) is an individual and their postal address is in Wales, or (ii) is not an individual and their registered or principal office address is in Wales;
c	the contractor is a small and medium-sized enterprise;
d	the contractor is a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives;
e	the contractor has a carbon reduction plan - (i) that confirms the contractor's commitment to achieving net zero greenhouse gas emissions by 2050 in the UK and setting out the environmental measures that the contractor has in place to reduce the environmental impacts and carbon footprint associated with their business operations, and (ii) that is publicly available and has been created or updated within 6 months of the end of the contractor's financial year;
f	the contractor has an environmental policy statement which sets out the contractor's aims in managing the environmental impacts and aspects of its operations, and commits to a programme of improvement
g	the contractor is certified by the Living Wage Foundation (a Citizens UK initiative) as an Accredited Living Wage Employer;
h	the contractor recognises a trade union;
i	the contractor - (i) has no workers on a zero hours contract, or (ii) has workers on a zero hours contract but reviews the appropriateness of these arrangements with those workers or a recognised trade union at least once every three months;
j	the contractor - (i) has an equality, diversity and inclusion policy covering its recruitment and employment practices, and (ii) provides all staff with regular training to understand the equality, diversity and inclusion policy and how it affects them;
k	the contractor is a signatory to the code of practice on ethical employment in supply chains published by the Welsh Ministers

7. The information on whether contracted suppliers meet the conditions can be extracted as a data report within Sell2Wales. The supplier profile section has been updated to allow suppliers to respond to questions shown in **Annex A**.

8. Information in the extracted data report on whether the supplier is a small and medium-sized enterprise is obtained from the Contract Details Notice.



Calculation

9. The information in the annual socially responsible procurement report is to be provided as a series of percentages. The regulations require this to be calculated as follows:

- **Step 1**
Add together the estimated value of all reportable contracts
- **Step 2**
The contracting authority must then determine for each reportable contract whether it is awarded to a contractor meeting any of the 11 conditions
- **Step 3**
For each condition which is met, add together the estimated value of all the reportable contracts awarded to contractors which meet it.
- **Step 4**
Divide each amount arrived at in Step 3 by the total arrived at in Step 1 and multiply by 100 to produce a percentage for each condition

10. For further information on the SPPP Act, including statutory guidance on annually socially responsible procurement reports and additional resources, please visit our [webpage](#).



Annex A – New supplier profile questions in Sell2Wales

Do you (the contractor) provide opportunities for staff to use, learn or improve their Welsh language skills;
Are you (the contractor) – (i) an individual and their postal address is in Wales, or (ii) not an individual and their registered or principal office address is in Wales;
Are you (the contractor) a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives;
Do you (the contractor) have a carbon reduction plan – (i) that confirms the contractor’s commitment to achieving net zero greenhouse gas emissions by 2050 in the UK and setting out the environmental measures that the contractor has in place to reduce the environmental impacts and carbon footprint associated with their business operations, and (ii) that is publicly available and has been created or updated within 6 months of the end of the contractor’s financial year;
Do you (the contractor) have an environmental policy statement which sets out the contractor’s aims in managing the environmental impacts and aspects of its operations, and commits to a programme of improvement;
Are you (the contractor) certified by the Living Wage Foundation (a Citizens UK initiative) as an Accredited Living Wage Employer;
Do you (the contractor) recognise a trade union;
Can you confirm that you (the contractor) – (i) has no workers on a zero hours contract, or (ii) has workers on a zero hours contract but reviews the appropriateness of these arrangements with those workers or a recognised trade union at least once every three months;
Can you confirm that you (the contractor) – (i) has an equality, diversity and inclusion policy covering its recruitment and employment practices, and (iii) provides all staff with regular training to understand the equality, diversity and inclusion policy and how it affects them;
Can you confirm that you (the contractor) is a signatory to the code of practice on ethical employment in supply chains published by the Welsh Ministers.

