

All values inclusive of VAT

CATEGORY of EXPENDITURE	DESCRIPTION OF EXPENDITURE	CONTRACT MANAGER	Scottish Government or other public sector framework	FRAMEWORK/CONTRACT DETAILS	SUPPLIER NAME	START DATE	END DATE	ESTIMATED ANNUAL VALUE	ESTIMATED CONTRACT VALUE	RETENDER INFORMATION	GENERAL INFORMATION
Temporary staff	Agency staff	Head of Finance		Individual contracts based upon value for money.	Global Highland Ltd	01/04/25	31/03/26	38,000	38,000	Will review on a case by case basis. Scottish Government Framework is preferred SG option but they have historically been unable to supply suitable candidates for vacancies referred.	Contract values will vary dependent upon the Crofting Commission workforce plan. Where possible the Crofting Commission will keep agency recruitment to a minimum, using temporary resource as a means to meet short term cover, or assist with a short term project that will provided added value to the Crofting Commission operations.
Office premises	Great Glen House, share of office space	Director of Corporate Services	Formal Memorandum of Terms of Understanding (MOTU)	MOTU with Nature Scot (Building owner). Great Glen House, Leachkin Road, Inverness, IV3 8NW	NatureScot	02/12/24	31/03/30	130,000	780,000	MOTU is reviewed on a quarterly basis by the Crofting Commission Director of Corporate Services.	Agreement through Memorandum of Terms of Understanding with the approval of the Scottish Government. Contract value may vary from year to year dependent upon recharge variable costs of electricity, cleaning contracts etc. Annual contract value of £130k is based upon 2024/25 costs and includes business rates. The Crofting Commission does not pay a rental fee, but shares in the overall building costs based upon assigned office space within the building which currently extends to 202.9 sqm and which represents 7% of the total exclusively occupied space within the building.
Payroll Services	Fully managed offsite payroll service for Crofting Commission staff	Head of Finance	Scottish Government	N/A	Scottish Government	N/A	N/A	0	0		All permanent Crofting Commission staff are Scottish Government civil servant and are part of the Scottish Government main collective bargaining unit for the determination of salary. Remuneration is determined by the Scottish Government. The Scottish Government provides a payroll service to the Crofting Commission without any recharge of costs.
Human Resource Services	Human resource services for Crofting Commission staff	Director of Corporate Services	Scottish Government	Oracle Cloud licences	Scottish Government	01/04/26	31/03/27	7,920	7,920		The Scottish Government have historically provided the majority of Human Resource and support services (recruitment, annual leave management, performance management, sick leave management, employee services etc) at no recharge cost to the Crofting Commission. In 2024/25 the Scottish Government has move from an outdated financial and HR platform to an Oracle based system. With effect from financial year 2026/27 it is the intention of the Scottish Government to recharge Oracle Cloud licence costs estimates to public bodies using the HR service on a proportional basis.
Information systems	Croft Information System Replacement  IT support IT Hardware GIS software licences  Mobile phones Internet connectivity Adobe Acrobat Licensing Subscription Monthly (x 60 users) Office 365 - G Cloud x 90 Users Microsoft Azure Microsoft Visio Office 365	Head of Digital  Head of Digital Business Systems Analyst Business Systems Analyst Business Systems Analyst Business Systems Analyst Business Systems Analyst	Scottish Government Framework  Scottish Government Framework  Crown Commercial Service - Call-off contract	Digital Scotland Service Standard : <a href="https://servicemanual.gov.scot/browse/digital-scotland-service-standard/criteria">https://servicemanual.gov.scot/browse/digital-scotland-service-standard/criteria</a>	Salesforce UK Ltd  SFG Software Ltd HP Inc. UK Limited Esri/Geowise  EE Virgin Media Business Softcat  Softcat Microsoft Softcat	01/03/26  01/04/26 01/04/26 01/04/03  14/01/25 01/09/25 16/06/25  01/06/25 04/12/25 10/02/26	31/03/27  31/03/27 31/03/27 Annual  14/01/27 01/09/28 15/06/26  31/05/26 04/12/26 28/02/27	450,000  19,000 12,000 10,000  6,480 4,440 17,195  36,525 38,000 1,048	450,000  19,000 12,000 10,000  12,960 13,320 17,195  36,525 38,000 1,048		To replace the Crofting Commission's Croft Information System which underpins regulatory workflows, registration, document generation, and the Register of Crofts (ROC).  Laptops and monitors Annual maintenance charge - no alternative supplier - original purchase approved by NCA and signed off by CEO. Costs reduced due to Commission developing internal software alternatives.  Cloud Computing
Training	Low value	Budget Holder									Adheres to CC Procurement policy regards obtaining quotes/best value. Training tends to be low value and of a specialised or corporate governance nature. Suppliers used in recent months includes 'Act Now Training' for Commission compliance purposes (data protection etc) and 'On-Board Training Consultancy' for Board members (scrutiny & challenge etc). Overall training budget for 2026/27 is £21k.
Communication	Design, Print & Associated services	Director of Corporate Services			LBD Creative		31/03/25	15,000	45,000		Sourced through Public Contracts Scotland "Quick Quote" option. Framework contract - no minimum value guaranteed - not sole supplier. Communications contract requirements is currently under review by the Commission Executive Team to ensure best value requirements are met.
Travel services	Travel & Subsistence	Head of Finance	Scottish Procurement and Commercial Directorate	Crown Commercial Services Framework RM6217	Corporate Travel Management (North) Ltd	12/09/22	11/09/26	10,000	40,000		Framework Contract. Use for accommodation booking, air, rail, taxi & ferry travel. Contract value is an estimate as dependent upon Crofting Commission activity. By using the contract, the Commission now has the ability to monitor its carbon emissions and ensure that its duty of care to Crofting Commission staff is covered.
Travel services	Travel & Subsistence	Chief Executive	Crofting Commission contract		Kingsmills Hotel Ltd (Inverness)	01/04/26	31/03/27	12,000	12,000	Not applicable at this time	Negotiated rate with Kingsmills Hotel for board member accommodation while attending board meetings in Inverness.
Professional fees & charges	Internal Audit	Head of Finance	Crofting Commission contract	Crofting Commission contract	Azets Holdings Ltd	01/04/23	31/03/27	18,000	72,000		Sourced through Public Contracts Scotland. The Internal audit supplier provides an independent, objective assurance and consulting activity designed to add value and improve the operations of the Crofting Commission. They provide an appraisal of the Crofting Commission's internal control system and take the action needed to provide the Accountable Officer with continuing assurance that the Crofting Commission's risk management, control and governance arrangements are adequate and effective.
Professional fees & charges	External Audit	Head of Finance	Auditor General for Scotland	Statutory requirement under the Crofters (Scotland) Act 1993 as amended by the Crofting Reform (Scotland) Act 2007, the Crofting Reform (Scotland) Act 2010 and the Crofting (Amendment) (Scotland) Act 2013.	Audit Scotland	01/04/22	31/03/27	24,000	120,000	Not applicable at this time	Audit Scotland conducted tender exercise on behalf of the Auditor General for Scotland.
Banking Services	Banking accounts used by the Crofting Commission	Head of Finance	Scottish Government	Scottish Government Framework SP-21-037	Royal Bank of Scotland	01/08/22	31/07/26	1,500	6,000	Not applicable at this time	As a stand alone Non-Departmental Public Body the Crofting Commission requires to operate bank accounts to manage its Grant-in-Aid awards, payroll and third party fee collection on behalf of the Registers of Scotland. The Crofting Commission uses the SG Framework for Banking Services which is managed on a day to day basis by Scottish Government Treasury & Banking colleagues.
Offsite file storage & delivery	Primarily storage of Crofting Commission hard copy historic croft files.	Head of Finance	Collaborative Framework Agreement.	Facilitated by Highlands & Islands Enterprise (HIE), with the Crofting Commission and University of Highlands & Islands participating.	Filevault Ltd	09/02/26	09/02/30	10,000	40,000	Not applicable at this time	Collaborative tender with HIE initially for 3 years with an option to extend by 1 year (included in end date). Annual value is an estimate based upon current use.
File scanning	Scanning of Crofting Commission hard copy historic croft files that are held in offsite storage facility. Scanning is being undertaken 'in-house' by Commission Customer Services Team.	Director of Corporate Services	Scottish Government Managed Print Solutions Framework	Software and maintenance licence supplied by Opex Business Machines ; services and licences for Falcon Digital Imaging Device.	Opex Business Machines GmbH (United Kingdom Branch)	24/04/25	23/04/26	9,804	30,000		Falcon Base Scanner (Serial number 343415252PW12): Purchased March 2023. Purchased from Ricoh UK Ltd via a Scottish Government approved commercial framework. Cost of the scanner which has been capitalised is £64,088, with an estimated useful life of 5 years for depreciation purposes. Crofting Commission contracted to an annual software contract
Financial Services	Crofting Commission Financial Software Platform and support arrangements.	Head of Finance	Formal Memorandum of Terms of Understanding (MOTU) with Nature Scot	Shared financial service	Oracle Fusion (via Nature Scot)	01/04/26	31/03/27	15,000	15,000	Not applicable at this time Reviewed annually	The Crofting Commission has an in-house Finance Team which is supported by a finance service level agreement with Nature Scot. The SLA includes the use of Oracle Fusion financial software and Nature Scot finance staff undertaking various financial duties for the Crofting Commission to ensure that a clear and auditable separation of financial duties is in place which is in line with best operating practices.
Media Access	Mandatory - newspaper licence authority.	Communications Team			NLA Media Access Ltd	11/05/25	10/05/26	879	879	Reviewed annually	Renewal of Copyright Licence No.: SL0005528. NLA represents and licenses over 7,000 national, regional and overseas newspapers, 1,500 magazines and 4,000 newspaper and magazine websites. The licence allows the Crofting Commission to copy and reproduce content from titles represented by NLA media access for the term of the licence.
Office Stationery	A wide range of office stationery supplies, such as office paper, envelopes, pens or pencils, diaries and ink and toner cartridges.	Corporate & Customer Services Development Manager	Scottish Government	Scottish Procurement and Property Directorate	Lyreco UK Ltd	01/08/25	31/03/27	5,000	15,000	Not applicable at this time	Estimated value is not guaranteed. Primarily to supply Crofting Commission HQ at Great Glen House, Leachkin Road, Inverness, IV3 8NW. As minimum order is £30, staff requiring stationery at remote locations may be supplied by other suppliers if there is overall value for money regards cost and delivery.
Procurement	Electronic purchasing cards	Head of Finance	Crown Commercial Services	Framework RM6248	National Westminster Bank Plc (Royal Bank of Scotland)	01/08/24	31/10/27	72,000	216,000	Not applicable at this time	Estimated expenditure is based upon approximately £6k of activity per month, are effectively Business Credit Cards that can offer flexibility regards paying suppliers for goods and services and also play a key part in the Commission's Business Continuity Plan in the event we cannot access our IT systems. Authorisation and auditing arrangements are in place to monitor their use.
Procurement Support	Provide professional procurement support to the Crofting Commission on a call-off basis.	Head of Finance	Scottish Government	Scottish Government Procurement Shared Services	Scottish Government	01/04/25	31/03/26	2,766	2,766	Reviewed annually	Fully Managed Service 'Lite' includes 5 procurement resource days over the period. The aim of the FMS Lite service is to provide professional procurement support to organisations with very low expenditure and typically minimal procurement activity.
Health, Safety & Welfare	Act as the "Competent Person" responsible for providing advice on matters relating to Health & Safety (as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999).	Director of Corporate Services			Safehands Health & Safety Consultants Ltd	01/04/26	31/03/27	7,400	7,400	Reviewed annually	Assist with the transition of an internal "Competent Person" as instructed by the Crofting Commission. Provide updates on health and safety legislation and HSE campaigns. Review, revise and monitor with the development of risk assessments as required under Regulation 3 of The Management of Health and Safety at Work Regulations 1999.
Provision of Electoral Services	Appointment and designation of a Returning Officer the duties of which are laid out in The Crofting Commission (Elections) (Scotland) Regulations 2011 and its amendments at The Crofting Commission (Elections) (Scotland) Amendment Regulations 2016	Director of Corporate Services			TBC	15/05/26	31/03/27	70,000	70,000	Tender documents are currently being drafted and will be issued via the Public Contracts Scotland portal in late March/early April 2026. Sign up for tender alerts on the Public Contracts Scotland website.	Tender takes place every 5 years. The supplier must be willing to act as, and discharge the legal responsibilities of, the Returning Officer in terms of the Crofting Commission (Elections) (Scotland) Regulations 2011, there must be a nominated Returning Officer who is a natural person and has overall responsibility for discharging the Returning Officer responsibilities.