



Cassiltoun Housing Association

PROCUREMENT REPORT 2020/21

Date Approved	Proposed Review Date
24 th March 2021	April 2022
Chair Person/Office Bearers Signature:	

CASSILTOUN HOUSING ASSOCIATION LIMITED
59 Machrie Road, Castlemilk, Glasgow G45 0AZ

Cassiltoun Housing Association is a recognised Scottish Charity SC 035544

1.0 INTRODUCTION

- 1.1** Cassiltoun HA is deemed to be a 'public contracting authority' and is therefore bound by the requirements of the following legislation
- *Procurement Reform (Scotland) Act 2014*
 - *Public Contracts (Scotland) Regulations 2015*
 - *Procurement (Scotland) Regulations 2016*
- 1.2** In March 2018 we published our first Procurement Strategy and each year since have continued to provide an update.
- 1.3** A contracting authority which is required to prepare or revise a procurement strategy in relation to a financial year must also prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of that financial year.
- 1.4** While CHA undertakes various procurements during the year, the scope of this document relates only to those procurements that fall under the remit of the above legislation and are therefore 'regulated procurements'.
- 1.5** CHA views this report as relevant and proportionate to the size and spend of the organisation and provides transparency of its purchasing activities. It is an opportunity to demonstrate how our procurement activity delivers value for money, contributes to the achievement of our broader aims and objectives, and how we have delivered against the policies and commitments set out in our procurement strategy.

2.0 PURPOSE

- 2.1** The purpose of this Report is to meet the requirements of the legislation by
- detailing the regulated procurements undertaken during 2020/21
 - reviewing whether or not these procurements complied with CHA's procurement strategy (and if they did not comply, how CHA intends to ensure future regulated procurements comply)
 - summarising any community benefit requirements imposed as part of a regulated procurement
 - summarising any steps taken to facilitate involvement of supported businesses
 - summarising regulated procurements that we expect to take over the coming two financial years

3.0 METHODOLOGY

- 3.1** The methodology used to review our procurement activity over the last 12 months is as follows:

- Analysis of CHA's Contract Register on PCS
- Examination of the Contracts Management Schedule contained within our Contractor and Supplier Management Strategy

4.0 PUBLISHING

- 4.1** The Association will publish its Procurement Report for 2020/21 on its website alongside its Procurement Strategy for 2021/22 by 30th April 2021.
- 4.2** A copy of the report will be sent to Scottish Ministers, as required by legislation. Currently the contact address is as follows: scottishprocurement@gov.scot

5.0 POINT OF CONTACT

- 5.1** For further information about this Report please contact:

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Appendix 1 Summary of regulated procurements 1/4/20- 31/3/21

	Contract title	TYPE	Date of award	Name of supplier	Subject matter	Estimated value	Start date	End date
1	Engineering services	Services	24/4/2020	G3	Engineering consultancy on new build housing development	139,426	24/4/2020	24/4/2025
2	Cost Consultancy services	Services	24/4/2020	Brown and Wallace	Cost consultancy on new build housing development	55,571	24/4/2020	24/4/2025
3	Architectural services	Services	24/4/2020	Collective Architecture	Architectural consultancy on new build housing development	374,478	24/4/2020	24/4/2025
4	Upvc window installation	Works+ Services	08/08/2020	Sidey	Installation of new windows	941,810	10/8/2020	10/08/2022
5	Design and construction of 60No. Flats	Works	24/8/2020	Crudens Homs West	New build housing	9395920	07/09/2020	07/06/2022
6	Environmental maintenance	Services	16/02/2021	Ground Control Ltd	Grass cutting etc./ maintenance of external areas	£618,832	01/04/2021	31/03/2024
7	Stair cleaning 2021-2024	Services	16/2/2021	CAS	Stair cleaning	£537,479	01/04/2021	31/03/2024
TOTAL						£12,063,516		

Appendix 2

Review of regulated procurement compliance

	Contract title	How this procurement achieved the policies set out in procurement strategy	How this procurement contributed to wider aims and objectives of Cassiltoun	Did this procurement comply with commitments in the strategy such as payment of invoices
1	Engineering services	Transparency, value for money and delivering procurement with equality and transparency were achieved via use of a framework for call off	Maintaining high quality of housing and service provision, ensuring comfort of tenants and protection of investment	YES
2	Cost Consultancy services	Transparency, value for money and delivering procurement with equality and transparency were achieved via use of a framework for call off	Maintaining high quality of housing and service provision, ensuring comfort of tenants and protection of investment	YES
3	Architectural services	Transparency, value for money and delivering procurement with equality and transparency were achieved via use of a framework for call off	Maintaining high quality of housing and service provision, ensuring comfort of tenants and protection of investment	YES
4	Upvc window installation	Transparency, value for money and delivering procurement with equality and transparency were achieved via an open competitive tendering process.	Maintaining high quality of housing and service provision, ensuring comfort of tenants and protection of investment	YES
5	Design and construction of 60No. Flats	Transparency, value for money and delivering procurement with equality and transparency were achieved via negotiation with landowner and assessed via cost consultancy and GCC	Maintaining high quality of housing and service provision, ensuring comfort of tenants and protection of investment	YES

		technical department (housing investment)		
6	Environmental maintenance	Transparency, value for money and delivering procurement with equality and transparency were achieved via an open competitive tendering process.	Maintaining high quality of housing and service provision, ensuring comfort of tenants and protection of investment	NOT YET COMMENCED
7	Stair cleaning 2021-2024	Transparency, value for money and delivering procurement with equality and transparency were achieved via an open competitive tendering process.	Maintaining high quality of housing and service provision, ensuring comfort of tenants and protection of investment	NOT YET COMMENCED

Appendix 3

Summary of compliance

Number of regulated procurements during 2020/21	7
Breakdown of above into type of procurements	Works: 2 Services: 5 Supplies: 0
Breakdown of above into those that did/ did not fully comply with Procurement Strategy	Full Compliance: 7 Non- Compliance: 0
Breakdown of above into those that did/ did not fully comply with Sustainable procurement duty	Full Compliance: 7 Non- Compliance: 0

Appendix 4 Community Benefit Summary- qualitative information

	Contract title	Statement on how CHA has ensured that its regulated procurements complied with legislation and its general policy on community benefit requirements, and refer to the types of community benefit requirements that were fulfilled during the year covered by the report.
1	Engineering services	Community Benefits were a requirement within the scope of services but limited ability to fulfil due to lockdown/pandemic
2	Cost Consultancy services	Community Benefits were a requirement within the scope of services but limited ability to fulfil due to lockdown/pandemic
3	Architectural services	Community Benefits were a requirement within the scope of services but limited ability to fulfil due to lockdown/pandemic
4	Upvc window installation	Community Benefits were a requirement within the tender documents but limited ability to fulfil due to lockdown/pandemic
5	Design and construction of 60No. Flats	Community Benefits were a requirement within the tender documents and contract with successful contractor. Project went on site in Sept 2020 and thus far has fulfilled the requirement for employment of two unskilled workers. Work will get under way to recruit an apprentice (Recruitment election period April 2021- August 2021) Financial contribution to community engagement will be fulfilled in April 2021.
6	Environmental maintenance	Contract has not yet commenced (commencing 01/04/2021)
7	Stair cleaning 2021-2024	Contract has not yet commenced (commencing 01/04/2021)

Appendix 5 Community Benefit Summary- quantitative information

USE OF COMMUNITY BENEFIT REQUIREMENTS IN PROCUREMENT	
• Total Number of Contracts Awarded	7
• Total Number of Contracts Awarded Over £4 million	1
• Total Number of Contracts Awarded with Community Benefit Requirements	7
• Total Number of Contracts Awarded Over £4 million with Community Benefit Requirements	1
KEY CONTRACT INFORMATION	
• Total Value of Contracts	£12,063,516
• Number of Jobs Filled by Priority Groups	2
• Number of Apprenticeships Filled by Priority Groups	0
• Number of Work Placements for Priority Groups	0
• Number of Qualifications Achieved Through Training by Priority Groups	0
• Total Value of Works Sub-Contracted to SMEs	0
• Total Value of Works Sub-Contracted to Social Enterprises	0
• Total Value of Works Sub-Contracted to Supported Businesses	0
SHORT-TERM SUSTAINABILITY INDICATORS	
• Number of Recruits from Priority Groups Employed at 26 Weeks After Job Start	2
• Number of Apprenticeships from Priority Groups Employed at 26 Weeks After Apprenticeship Start	0
• Number of Work Placements for Priority Groups Subsequently Recruited by Contractor/Sub-Contractor	0

Appendix 6 Supported Business Summary

		<u>Qualitative Information</u>	<u>Quantitative Information</u>	
	Contract title	Steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report.¹	Regulated procurements placed with supported businesses during the period covered by the report.	Total actual spend with supported businesses during the period covered by the report.² contracts already placed
1	Engineering services	NIL	NIL	NIL
2	Cost Consultancy services	NIL	NIL	NIL
3	Architectural services	NIL	NIL	NIL
4	Upvc window installation	NIL	NIL	NIL
5	Design and construction of 60No. Flats	NIL	NIL	NIL
6	Environmental maintenance	NIL	NIL	NIL
7	Stair cleaning 2021-2024	NIL	NIL	NIL

¹ Examples of this may include:

- details of discussions held with supported businesses in the market analysis phase of commodity strategy development;
- the number of supported business suppliers in the period covered by the report
- details of engagement with existing supported businesses to help grow their commercial resilience
- plans to increase supported business spend/engagement

² This should include:

spend within the reporting year on contracts already placed;
 spend through sub-contracting arrangements on contracts already placed

Appendix 7

Future Regulated Procurement Summary April 2021- March 2023

Financial year	Subject matter	New, extended or re-let procurement	Expected contract notice publication date	Expected award date	Expected start date	Estimated value of the contract
2021/22	Gas maintenance and servicing	RE-LET	31/07/2021	31/01/2022	01/04/2022	£0.500m
2021/22	Painterwork	RE-LET	31/07/2021	31/01/2022	01/04/2022	£1.00m
2021/22	Kitchen and Bathroom replacement	RE-LET	31/07/2021	31/01/2022	01/04/2022	£2.00m
2022/23	Facilities Management for Buchanan Lodge	RE-LET	31/01/2022	31/07/2022	01/10/22	£0.070m

Appendix 8

Summary form ('Annex A') for submission to Scottish Government

1. Organisation and report details	
a) Contracting Authority Name	Cassiltoun HA
b) Period of the annual procurement report	2020-2021
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	YES
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	7
b) Total value of regulated contracts awarded within the report period	£12,063,516
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	7
i) how many of these unique suppliers are SMEs	5
ii) how many of these unique suppliers how many are Third sector bodies	0
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	7
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
4. Community Benefit Requirements Summary	
Use of Community Benefit Requirements in Procurement:	
a) Total Number of regulated contracts awarded with a value of £4 million or greater.	1
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	1

c) Total Number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefits Requirement	5
Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	
d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	2
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	0
i) Total Value of contracts sub-contracted to Social Enterprises	0
j) Total Value of contracts sub-contracted to Supported Businesses	0
k) Other community benefit(s) fulfilled	0
5. Fair Work and the real Living Wage	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	0
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	7
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	7
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	0

6. Payment performance

a) Number of valid invoices received during the reporting period.	23
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	100%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	7
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

7. Supported Businesses Summary

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	0
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	0

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£3,652,417
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	0
c) Total procurement spend with Third sector bodies during the period covered by the report.	0
d) Percentage of total procurement spend through collaborative contracts.	0
e) Total targeted cash savings for the period covered by the annual procurement report	0
i) targeted cash savings for Cat A contracts	0
ii) targeted cash savings for Cat B contracts	0

iii) targeted cash savings for Cat C contracts	0
f) Total delivered cash savings for the period covered by the annual procurement report	0
i) delivered cash savings for Cat A contracts	0
ii) delivered cash savings for Cat B contracts	0
iii) delivered cash savings for Cat C contracts	0
g) Total non-cash savings value for the period covered by the annual procurement report	0
9. Future regulated procurements	
a) Total number of regulated procurements expected to commence in the next two financial years	3
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£3,570,000