



# Cassiltoun Housing Association

## PROCUREMENT REPORT 2018/19

Date Approved	Proposed Review Date
April 2019	April 2020
<p>Chair Person/Office Bearers Signature:</p> <p><i>Aimee M. Stewart</i></p>	

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 to cover the period April 2018- March 2019.
- 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 2018/19
  - 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 2018/19 on its website alongside its Strategy for 2019/20 by 30<sup>th</sup> April 2019.
- 4.2** A copy of the report will be sent to Scottish Ministers, as required by legislation.

#### **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 completed 1/4/18- 31/3/19**

<b>Contract title</b>	<b>TYPE</b>	<b>Date of award</b>	<b>Name of supplier</b>	<b>Subject matter</b>	<b>Estimated value</b>	<b>Start date</b>	<b>End date</b>
Barlia 3: Construction of 42No. new build housing units	Works	15/08/2018	Cruden Building & Renewals	New build housing construction	£5,790,275.57	15/08/2018	22/11/2019

**Appendix 2**

**Review of regulated procurement compliance**

<b>Contract title</b>	<b>How this procurement achieved the policies set out in procurement strategy</b>	<b>How this procurement contributed to wider aims and objectives of Cassiltoun</b>	<b>Other positive impacts resulting from this procurement</b>	<b>Did this procurement comply with commitments in the strategy such as payment of invoices</b>
Barlia 3: Construction of 42No. new build housing units	Transparency, value for money and delivering procurement with equality and transparency were achieved via an open competitive tendering process.	This procurement focuses on the building of new housing stock which assists CHA in achieving the following aims/ objectives: <ul style="list-style-type: none"> <li>• Maintaining a stock bases sufficient to achieve economies of scale</li> <li>• Maintaining high quality housing and service provision, ensuring comfort of tenants</li> <li>• Contributing to well-being of local community</li> </ul>	Physical regeneration of brownfield sites within the local community  Inclusion of Community Benefits (refer Appendices 4 and 5 below)	YES Per 4.15 of CHA Procurement Strategy, all payments to date were made within 30days of invoicing.

**Appendix 3****Summary of compliance**

<b>Number of regulated procurements during 2018/19</b>	1
<b>Breakdown of above into type of procurements</b>	Works: 1 Services: 0 Supplies: 0
<b>Breakdown of above into those that did/did not fully comply with Procurement Strategy</b>	Full Compliance: 1 Non- Compliance: 0
<b>Breakdown of above into those that did/did not fully comply with Sustainable procurement duty</b>	Full Compliance: 1 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.
Barlia 3: Construction of 42No. new build housing units	<p>Community Benefits were a requirement within the tender documents and contract with successful contractor. The detail of the CBs was agreed with the contractor once appointed to ensure they were relevant to the local community and commensurate with the size and nature of the project. Three on-site jobs have been placed with local residents between Oct 2018 and Mach 2019, exceeding the planned target. The remaining CBs agreed- as detailed below- will be fulfilled before the project comes off site in November 2019.</p> <ul style="list-style-type: none"> <li>- 1 new entrant apprenticeship</li> <li>- 2 completed apprenticeships</li> <li>- 5 work experience placements for 16+year-olds</li> <li>- 2 career events</li> <li>- 2 site visits</li> <li>- £6000 of financial support to be used for welcome home start packs / refresh painterwork in Stables Nursery</li> <li>- 'nil' cost activities: two community litter picks and volunteering at an autumn community event</li> </ul>

**Appendix 5**

**Community Benefit Summary- quantitative information**

<b>USE OF COMMUNITY BENEFIT REQUIREMENTS IN PROCUREMENT</b>	
• Total Number of Contracts Awarded	1
• Total Number of Contracts Awarded Over £4 million	1
• Total Number of Contracts Awarded with Community Benefit Requirements	1
• Total Number of Contracts Awarded Over £4 million with Community Benefit Requirements	1
<b>KEY CONTRACT INFORMATION</b>	
• Total Value of Contract	£5,790,276
• Number of Jobs Filled by Priority Groups	3
• 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	Not known
• Total Value of Works Sub-Contracted to Social Enterprises	0
• Total Value of Works Sub-Contracted to Supported Businesses	0
<b>SHORT-TERM SUSTAINABILITY INDICATORS</b>	
• Number of Recruits from Priority Groups Employed at 26 Weeks After Job Start	N/A as project has been on-site for less than 26 weeks
• 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><b>Qualitative Information</b></u>	<u><b>Quantitative Information</b></u>	
<b>Contract title</b>	<b>Steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report.<sup>1</sup></b>	<b>Regulated procurements placed with supported businesses during the period covered by the report.</b>	<b>Total actual spend with supported businesses during the period covered by the report.<sup>2</sup> contracts already placed</b>
<b>Barlia 3: Construction of 42No. new build housing units</b>	Reviewed but no relevant opportunities identified	NIL	NIL

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<sup>1</sup> 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

<sup>2</sup> 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 2019- March 2021**

<b>Financial year</b>	<b>Subject matter</b>	<b>New, extended or re-let procurement</b>	<b>Expected contract notice publication date</b>	<b>Expected award date</b>	<b>Expected start date</b>	<b>Estimated value of the contract</b>
2019/20	Reactive Repairs					£1.5m
2019/20	57-85 Castlemilk Drive: Contractor					£7,560,000
2019/20	Castlemilk Nursery site: Landscape Architect					£44,000
2019/20	Stock Condition Survey					£50,000
2019/20	Castlemilk Nursery site: Mechanical and Electrical Engineer					£60,000
2019/20	Castlemilk Nursery site: Architect					£282,000
2019/20	Castlemilk Nursery site: Engineer/PD					£120,000
2019/20	Castlemilk Nursery site: QS					£48,000