



Cassiltoun Housing Association

PROCUREMENT REPORT 2020/21

Date Approved	Proposed Review Date
	April 2021
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 to cover the period April 2018- March 2019, with an update provided in 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 2019/20
- 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 2020/21 by 30th April 2020.

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 completed 1/4/19- 31/3/20

Contract title	TYPE	Date of award	Name of supplier	Subject matter	Estimated value	Start date	End date
Reactive Maintenance Services 2020-2023	Services	17/12/2019	City Building (Contracts) LLP	Reactive repairs service for tenanted properties, common areas and void properties	£732,833	01/04/2020	31/03/2023

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	Other positive impacts resulting from this procurement	Did this procurement comply with commitments in the strategy such as payment of invoices
Reactive Maintenance Services 2020-2023	Transparency, value for money and delivering procurement with equality and transparency were achieved via an open competitive tendering process.	This procurement focuses on the provision of a high quality repairs and maintenance service which assists CHA in achieving the following aims/ objectives: <ul style="list-style-type: none"> • Maintaining a stock base sufficient to achieve economies of scale • Deliver effective services in a cost effective way • Maintaining high quality housing and service provision, ensuring comfort of tenants • Contributing to well-being of local community 	Inclusion of Community Benefits (refer Appendices 4 and 5 below)	YES- Where relevant. Note that Contract commenced 01/04/2020 so aspects such as payment of invoices cannot yet be commented on, but CHA fully intend to comply with the commitments within the strategy.

Appendix 3

Summary of compliance

Number of regulated procurements during 2018/19	1
Breakdown of above into type of procurements	Works: 0 Services: 1 Supplies: 0
Breakdown of above into those that did/ did not fully comply with Procurement Strategy	Full Compliance: 1 Non- Compliance: 0
Breakdown of above into those that did/ did not fully comply with Sustainable procurement duty	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.
Reactive Maintenance Services 2020-2023	Community Benefits were a requirement within the tender documents and contract with successful contractor. The Association required that Community Benefits were targeted within 3 areas, namely Employability, Communities and Capacity Building. The procurement was undertaken in 2019/20 with commencement on 01/04/2020 and we are therefore not in a position to comment at this stage on fulfilment of the requirements. However, the successful contractor was the incumbent contractor and has been successfully fulfilling CB requirements over the past 5 years and there is confidence that this will continue into the period of the new contract.

Appendix 5 Community Benefit Summary- quantitative information

USE OF COMMUNITY BENEFIT REQUIREMENTS IN PROCUREMENT	
• Total Number of Contracts Awarded	1
• Total Number of Contracts Awarded Over £4 million	0
• Total Number of Contracts Awarded with Community Benefit Requirements	1
• Total Number of Contracts Awarded Over £4 million with Community Benefit Requirements	0
KEY CONTRACT INFORMATION	
• Total Value of Contract	£732,833
• Number of Jobs Filled by Priority Groups	0
• 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	N/A as procurement in only within first month of contract
• 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
Reactive Maintenance Services 2020-2023	N/A as procurement commenced 01/04/2020- day after 'year covered by the report'.	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 2020- March 2022

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
2020/21	Architectural Services for Nursery Site new build housing development	NEW	April 2020	April 2020	April 2020	£374,458
2020/21	Architectural Services for Social Enterprise and Wellbeing Centre	NEW	April 2020	April 2020	April 2020	£66,527
2020/21	Quantity Surveying Services for Nursery Site new build housing development	NEW	April 2020	April 2020	April 2020	£55,571
2020/21	Engineering Services for Nursery Site new build housing development	NEW	April 2020	April 2020	April 2020	£139,426
2020/21	57-85 Castlemilk Drive: Contractor	NEW	June 2020	July 2020	August 2020	£9,395,920
2020/21	Social Enterprise and Wellbeing Centre: Contractor	NEW	March 2021	September 2021	October 2021	£2,664,291

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
2020/21	Stock Condition Survey	NEW	July 2020	August 2020	Sept 2020	£50,000
2020/21	Stair cleaning	NEW	August 2020	January 2021	April 2021	£300,000
2020/21	Environmental maintenance	NEW	August 2020	January 2021	April 2021	£320,000
2020/21	Backcourt Cycling Facility	NEW	July 2020	August 2020	Sept 2020	£55,000
2020/21	Window replacement	NEW	Completed September 2019	July 2020	August 2020	£ 900,000
2021/22	Gas Servicing	NEW	May 2021	January 2022	April 2022	£ 750,000