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CLYDE VALLEY GROUP

PROVIDING HOMES | SHAPING COMMUNITIES

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# Procurement Strategy

July 2020 to  
June 2022

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# Clyde Valley Group Procurement Strategy

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## **1. Introduction**

- 1.1 Procurement is a high value activity within the Clyde Valley Group that has a critical impact on its performance and success. The Group currently spends a significant amount of its resources each year on revenue goods, works and services, and capital investment.
- 1.2 Procurement is defined as the process of acquiring goods, works and services. This strategy outlines the approach to be taken by buyers within the Group in order to obtain maximum value for money from everything we buy and all the services we provide to our customers.

## **2. Purpose of the Strategy**

- 2.1 This document aims to ensure that procurement planning reflects the Clyde Valley Group's aims and objectives. This strategy therefore will provide an opportunity not only to co-ordinate current processes but will also provide a clear pathway for identifying and acting on improvements to ensure that value for money is being obtained consistently when goods and services are purchased and that where relevant, the Group fully complies with obligations around all procurement legislation.
- 2.2 The overall aim of the strategy is to maximise the benefits of procurement and make a positive impact on customers and service users, supporting the Group's strategic aims.

## **3. Fit with Legislation, Corporate Policy and Strategy**

- 3.1 The fit between this Strategy and the Group's corporate policy and strategy is considered below in the context of links to other relevant policies and legislation:

This policy seeks to comply with:

- EU Procurement Directives
- Procurement Reform (Scotland) Act 2014
- Public Contracts (Scotland) Regulations 2015
- Procurement & Commercial Improvement Programme (PCIP)
- Scottish Model of Procurement
- Risk Strategy
- Standing Orders and Delegated Authority Policy
- Whistleblowing Policy
- Gifts and Hospitality Policy
- Entitlements & Payments and Benefits Policy
- Fraud, Bribery and Money Laundering Policy

- 3.2 This Policy is implemented through our Procurement Manual which provides detailed guidance on all aspects of the Group's procurement.
- 3.3 Our Corporate Plan details our Vision, Values and Strategic Themes and how they cascade to a series of objectives and this strategy supports our ambitions.

## **4. Objectives and Benefits**

- 4.1 The objectives are to outline the role that all procurement activity will play in the delivery of the Group's Aim and Priorities as follows:

- To evaluate and improve current procurement practices to achieve better value for money and to ensure customer needs are met.
- To ensure good practice examples are identified and applied consistently across the organisation.
- To align procurement activities with other strategies adopted and to ensure that corporate objectives are addressed.
- To ensure that current and future procurement activities are planned, monitored, and reviewed effectively.
- To identify opportunities for working with others, both public and private sector, in order to widen the scope for maximising purchasing power and identifying innovation.
- To ensure that, where relevant, procurement practices are fully in compliance with obligations under EU Procurement and Scottish Procurement legislation.

4.2 In taking this strategy forward, the Group can expect to realise the following benefits:

- Improved value for money.
- More efficient procurement procedures.
- Effective partnership to be developed with suppliers.
- Benefits for the local economy.
- Effective collaboration to be developed with other service providers, across a variety of sectors.
- Better, risk management for strategic procurement.
- Better project planning.
- Integration with the Group' overall aims and objectives.

## 5. Managing Procurement

5.1 This strategy describes the way this spending will be managed by looking at the types of things we purchase. The over-arching principal used in procurement procedures is that goods, works, and services will be categorised according to risk and a specific approach for each category will be adopted.

Figure 1 shows how we will categorise goods and services.

Figure 1: Range of Risks

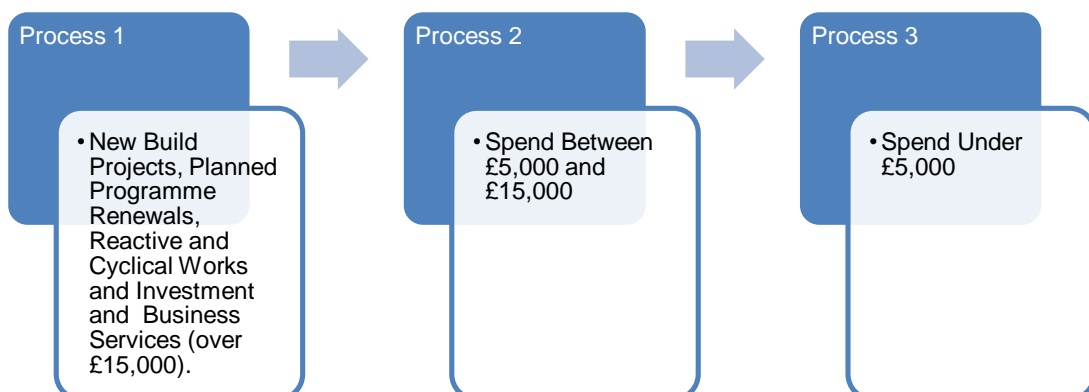
↑ Increasing Risk	<b>Bottleneck</b> (Low value but significant impact)	<b>Strategic</b> (Large Capital Development Projects)
	<b>Routine</b> (Stationery)	<b>Leverage</b> (Utilities, IT Equipment)
	← Increasing Expenditure →	

- **Strategic** Items that are high cost and high risk if something goes wrong e.g, large capital projects, large investment contracts, business services such as audit, legal and insurances.
- **Bottleneck** Items that are of a low value such as production of newsletters but could have significant implications if they were not available.
- **Routine** Items that are bought on a day-to-day basis in small quantities and are readily available from a range of sources e.g. stationery.
- **Leverage** Items that have a low value and low risk but through economies of scale they can be bought in large quantities at discounted prices e.g. IT equipment and electricity supplies.

5.2 Most things we buy and services we deliver fit into one of the four categories in the risk/expenditure matrix and the Procurement Manual will be written so that for whatever the buyer is procuring there is a process to follow which ensures they are obtaining value for money for the Group.

## 6. Procurement Processes

6.1 As detailed above, overall the Group has 3 Procurement Processes and these are detailed in the chart below:



6.2 No supplies or services should be broken up or divided to avoid any tendering or quotation process.

6.3 Regulated Procurement – a summary of the Group’s regulated procurements is available at Appendix One.

## **7. Value for Money**

7.1 The Group is fully committed to improving the economy, efficiency, and effectiveness of all its activities. All procurement of goods, works and services will be based on value for money principles, having due regard to propriety, regularity and the Group’s legal obligations.

7.2 The Group will take full account of the needs of customers, both internally and externally in purchasing goods, works and services.

7.3 The Group promotes economy, efficiency, and effectiveness in its expenditure and it will seek to ensure that competition supports this, where appropriate. Goods, works and services will be purchased in a mixed economy of suppliers from the public, private, voluntary and community sectors, according to which supplier best delivers on the value for money test.

## **8. Risk Management**

8.1 The Group’s Risk Management Strategy has been developed to make sure that risk to the Group, and the customers it serves is properly recognised and managed. In all its procurement dealings, the Group will identify risks, evaluate their potential consequences, consider possible opportunities, and manage those risks effectively, at every stage of the process.

## **9. EU Procurement Directives (the EU thresholds)**

9.1 The EU Procurement Directives promote open competition for European public contracts to support the free market and help ensure value for money in public purchasing. This applies to the procurement of goods, materials, works or services. The EU thresholds currently are:

Services Contracts - £189,330

Supplies Contracts - £189,330

Works Contracts - £4,733,252

9.2 If the estimated value of a contract is equal to or greater than the relevant threshold, then that contract will need to be publicly procured in accordance with the terms of the Regulations.

9.3 Contracts with an estimated value below the thresholds set out in the Regulations may still need to be publicly procured in terms of the Procurement Reform (Scotland) Act 2014 and details of the terms of this Act are set out below.

9.4 The Group’s tendering and award procedures must strictly adhere to the provisions of the Regulations (and all subsequent or relevant legislation pertaining to procurement).

9.5 In terms of guidance, where a proposed contract contains elements of both supplies and services, the classification should be determined by the respective values of the

two elements. Where it covers works/supplies or works/services, it should be classified according to the predominant purpose. In the event of the classification not being clear, the Group shall seek appropriate guidance and determine the matter.

- 9.6 In determining whether a contract price is likely to exceed the EU thresholds, the “aggregation” rules should be considered. For example, where a single works involves more than one contract the estimated value of all the contracts must be aggregated to decide whether the threshold is reached. Where the threshold is reached each of the works contracts will be covered by the Regulations.
- 9.7 The aggregation rule also applies to contracts for goods and services which must not be artificially split in order to avoid the threshold being achieved.

## **10. Contracts below European threshold value (effective 18 April 2016)**

- 10.1 Where it has been determined that the Regulations do not apply to a contract because its value is below the relevant threshold of the Regulations, the contract may still need to be publicly procured in term of the Procurement Reform (Scotland) Act 2014 (the “Act”) and advertised on the Public Procurement Website – Public Contracts Scotland.

- 10.2 The thresholds under the Act applicable to the Group as a Contracting Authority are:

Services Contracts - £50,000  
Supplies Contracts - £50,000  
Works Contracts - £2,000,000.

- 10.3 Contracts which have an estimated value equal to or above these thresholds and below the EU thresholds are subject to the provisions of the Act and must be approved by the relevant Director.

- 10.4 Any contract with an estimated value which meets or exceeds the above thresholds will need to be procured in terms of the Act. In addition, the Group will need to comply with the sustainable procurement duty under the Act before carrying out a tender exercise.

- 10.5 This duty requires the Group to consider how the procurement might:

- improve the economic, social and environmental well-being of the Group’s local area; promote innovation; and facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses.

- 10.6 There are exceptional circumstances in which quotations or tenders shall not be required where the contract is for the procurement of supplies, works or services, including:

- where the contract may only be awarded to a particular supplier for technical or artistic reasons or where there are exclusive rights in respect of the required supplies, services or works; or
- where the Group has already entered into a contract with a supplier which requires additional works or services to be supplied and due to unforeseen circumstances cannot be provided to the Group separately from the original contract without causing major inconvenience due to technical or economic reasons; or are strictly necessary for the later stages of the original contract, albeit they could be provided separately.

10.7 The above exceptions may only be relied upon in limited circumstances and you must obtain the approval of the Customer Services Director before relying on any such exception. A description of all contracts entered into (and where possible before completion) will be provided to the Customer Services Director who will keep a central contracts register.

#### 10.8. Sustainable Procurement Duty

10.9 In compliance with the Act the Group will give consideration to the environmental, social and economic issues relating to all regulated procurements and how benefits can be accrued, on a contract-by-contract basis by taking proportionate actions to involve SME's, third sector bodies and supported businesses in our procurement activities. This will be considered through a matrix as part of any contract documentation.

### 11. Definitions

11.1 The following definitions apply:

**Works:** this list includes all activity that would usually be regarded as works such as:

- site preparation;
- construction of new buildings and works;
- restoration and common repairs;
- Reactive Repairs;
- Gas Service, boiler changes and installations (mixed contract);
- civil engineering works (for example, roads and bridges);
- building installations works such as electrical and plumbing installations; and
- building completion works (for example, plastering, joinery and painting).

**Services:** for the supply of services.

- Service of equipment e.g. central heating, fire alarms, lifts,
- Landscaping and grounds maintenance, a service procured in isolation;
- Quantity Surveyor, architect, engineer, employers agent and clerk of works.

**Supplies:** a public supply contract is a contract for the purchase, hire or lease of 'goods' and for any siting or installation of these goods where this is incidental to the supply.

11.2 Some aspects of the rules apply differently to contracts. This depends on whether the contract is for a work, service or supply. If you want to procure some combination of works, supplies and services, you will need to properly classify these so-called 'mixed' contracts.

11.3 Generally, you should classify contracts for a mix of goods/works/services according to the main purpose of the contract. For example, if your contract is mainly for the supply of services but you have also included some incidental works, then you should classify the contract as a services contract.

11.4 Any contract which combines design with construction will always be a works contract.

11.5 The Regulations provide a limited number of specific exclusions. Importantly for RSLs, these exclusions include contracts for the acquisition of land or any interest in land.



For example, this exclusion will apply in circumstances where the RSL is acquiring land; and newly completed or existing dwellings.

## **12. Avoiding Conflict and Fraud/Bribery**

- 12.1 The Group is determined to ensure that its procurement decisions reflect and preserve the integrity of the organisation and are transparent. The Payments and Benefits Policy and Fraud, Money Laundering and Bribery Policy set out criteria and how the Group must conduct its business. Other measures are set out below to ensure openness and transparency.
- 12.2 The Group requires that all staff immediately alert their Director, and Board Members immediately alert the Chief Executive, to any attempt by any firm to influence a procurement decision by way of inducement or otherwise. Canvassing of staff or Board by any Contractor for any contract is expressly forbidden. Such actions are a serious breach of trust and as a result, following investigation, any contractor found to have behaved in such a manner will not be used by the Group and the Group will ensure that others seeking references concerning the contractor are made aware of such conduct. The Group will refer to the provisions contained in the Bribery Act to pursue such situations to the fullest extent possible. In addition the Association will consider any liaison required with the Scottish Housing Regulator in relation to Notifiable Events.
- 12.3 Contractors are similarly bound to alert the Group's Chief Executive and/or Chairperson immediately should any inducement be sought by any member of the Group's staff or Board. Such action is viewed as a serious breach of the Group's conditions of service for staff and Code of Conduct for Board members. Therefore, following investigation, such conduct may lead to disciplinary action up to and including dismissal in the case of staff and removal from the Board for Board Members. Again as previously, the Association will consider any liaison required with the Scottish Housing Regulator in relation to Notifiable Events.
- 12.4 All staff/Board will annually complete a Declaration of Interest Form noting any "close relationships" where they may be a conflict. These will be reported, along with suggested actions to Board annually. If circumstances change throughout the year then the Board/staff member should update the Customer Services Director immediately.

## **13. Equality**

- 13.1 The Group is committed to review services and policies to remove any discrimination and to ensure that the Group fulfils its duties in relation to equality. Procurement practice will reflect this commitment by encouraging relationships with contractors and service providers who are as equally committed to diversity.
- 13.2 The Group will use clear and precise language in all procurement documentation.

## **14. Community Strategy and Regeneration**

- 14.1 For all contracts, and specifically contracts valued over £4,000,000 the Group will consider whether to impose community benefit requirements before undertaking the procurement exercise.
- 14.2 In order to consider its contribution to community benefits and the sustainable procurement duty the Group will consider community actions or initiatives. For those contracts all suppliers will be asked to complete a Community Benefit Outcome Menu,

with points awarded relative to actions. There will be minimum points required to Pass/Fail this aspect of the contract tender award and these are detailed below, which is dependent on contract value:

<b>Contract Value</b>	<b>Community Benefit Points Required</b>
Up to £250K	10
£250 - £400k	20
£400 - £750k	30
£750 - £1m	40
£1 - £2m	50
£2 - £3m	60
£3 - £4m	70
£4m>	80

14.3 Community benefit outcomes will meet the values and the Group's objectives. They will aim to benefit the Group's local communities and support third and voluntary sector organisations as well as social enterprises and charities.

14.4 Clyde Valley Group will engage with (and promote to wider contractors/consultants) local employability and community regeneration organisations within Lanarkshire to help deliver community benefit outcomes. Those organisations are:

Routes to Work (North Lanarkshire) 01698 846810  
Routes to Work (South Lanarkshire) 0141 646 0545

## **15. Sustainability**

15.1 Criteria based upon the procurement of environmentally friendly goods, works, and services will be used in all purchasing decision making processes.

## **16. Procurement Responsibility and Delegation**

16.1 Implementation of this strategy requires clear functional responsibility to be assigned for procurement at both Board and staff level. An outline of the responsibilities and delegation is shown below.

### **16.2 Board Members**

- Adopting a Procurement Strategy ensuring it supports the achievement of the Group's Aim and objectives
- Overseeing procurement and contract management to ensure they are operating effectively.
- Making decisions in relation to value for money, risk management, and major contracts.
- Ensuring that key policies and strategies are being considered during the procurement process;
- Scrutiny through the Audit Committee.
- Challenging the progress of major procurement projects.
- Scrutinising strategic procurement contracts and reviewing their impact upon the community and staff.

- Ensuring that value for money is provided by all services and contracts.
- To ensure that, where relevant, procurement practices are fully in compliance with obligations under EC Procurement Rules.

### 16.3 Chief Executive

- Capacity building to ensure that organisational arrangements are in place to deliver the Procurement Strategy effectively.
- Making sure that those involved with procurement have the right skills in place to be able to deliver it effectively.
- Ensuring that option appraisal is robust and challenging.
- Maintaining an overview of corporate arrangements for procurement and ensuring they are operating economically, efficiently and effectively.
- Ensure value for money from procurement is achieved.

### 16.4 Directors

- Taking responsibility for procurement in their services, following the guidelines in this Strategy and the Procurement Manual.
- Ensuring that the relevant staff in their area have the right level of skills to deliver effective procurement.
- Monitoring of all procurement activity in their services.
- Project management and making sure an appropriate project plan is in place and resourced.

### 16.4 Corporate Services & Finance Director

- Co-ordination of Group wide procurement as per strategy and procurement manual.
- Development and review of procurement processes and procedures.
- Record and log all procurement activities.
- Develop value for money strategy and annual statement.

### 16.5 Budget Holders

Staff involved directly with the buying of goods, works, and services will be responsible for:

- Following procurement guidelines relevant to the level of risk associated to the goods, works, and services being purchased.
- Conducting relationships with suppliers and partners in an appropriate manner to promote the Group in a positive manner.

## 16.6 Procurement Areas

The Standing Orders and Delegated Authority Policy sets out procurement and authority areas and spend levels.

## 17. **Consultation and Engagement**

17.1 The Group will aim to engage, if appropriate, in relevant community and stakeholder consultation during procurement exercises.

## 18. **E-Procurement**

18.1 The Group fully supports the drive to e-enable procurement processes, including electronic ordering, invoicing and payments. The e-tendering service, Public Contracts Scotland must be used to publish notices for contract opportunities and the award of contracts for tender regulated by the Act or the Regulations.

## 19. **Managing Health and Safety**

19.1 CVHA has a comprehensive Health and Safety Policy with detailed procedures included within the Investment Manual for capital contracts. Health and Safety information is requested from suppliers as required and this will be proportionate to the proposed outcome of the procurement process.

19.2 Depending on the contract award CVHA will monitor the performance of the supplier with regard to Health and Safety.

## 20. **Ensuring Prompt Payment to Contractors and their Sub-Contractors**

20.1 CVHA is committed to paying our suppliers promptly and aim to pay all undisputed invoices within 30 days from receipt.

20.2 CVHA will ensure that effective contract management and monitoring throughout the terms of its regulated contracts to ensure that prompt payment continues to be applied throughout the duration of the contract.

## 21. **Review of Procurement Strategy and Procedure Manual**

21.1 In line with the requirements of the Procurement Reform (Scotland) Act 2014 the Strategy will be reviewed annually and published on our website at [www.cvha.co.uk](http://www.cvha.co.uk).

21.2 Our annual contracts register will be available to view on the Public Contracts Scotland website.

21.3 In accordance with the Procurement Reform (Scotland) Act 2014 the Group will formally publish this strategy by 31 December 2018 and will notify the Scottish Ministers by sending an email to [ProcurementStrategies@gov.scot](mailto:ProcurementStrategies@gov.scot) with a copy of this Strategy.

**Procurement Strategy**  
**List of Regulated Procurement Contracts**

<b>Contract Works or Services</b>	<b>Current Contract Start Date</b>	<b>Contract End Date</b>	<b>Responsibility</b>	<b>Procurement route</b>	<b>Approximate Value</b>	<b>Notes</b>
Term Maintenance Contract	23 July 2020	22 July 2022	Development & Property Director	OJEU notice /public contracts Scotland	£1.6m per annum	2+1+1+1 year contract.
Medical adaptations	23 July 2015	22 July 2019	Development & Property Director	OJEU notice /public contracts Scotland	£250,000 per annum	2+1+1+1 year contract
Cleaning Services	1 April 2019	1 April 2022	Customer Services Director	OJEU notice /public contracts Scotland	£70,000 per annum	2 year contract
Legal Services – All Areas	2 February 2009	Ongoing	Finance & Corporate Services Director	OJEU notice /public contracts Scotland	£150,000	To be re-tendered in 2021
Insurance Services	1 April 2016	31 March 2021	Finance & Corporate Services Director	OJEU notice /public contracts Scotland	£410,000 per annum	3+2 year contract.
Branding & Design Services	1 April 2020		Finance & Corporate Services Director	OJEU notice/public contracts Scotland	£10,000 per annum	1 year contract
External Audit Services	1 December 2019	31 December 2022	Finance & Corporate Services Director	OJEU notice /public contracts Scotland	£50,000 total for 3 years	3 year contract
Internal Audit Services	1 April 2018	31 March 2021	Finance & Corporate Services Director	OJEU notice /public contracts Scotland	£9125 plus VAT per annum	3 + 1 + 1 contract Joint with Lanarkshire Housing Association
Landscape Maintenance	3 April 2017	2 April 2021	Development & Property Director	OJEU notice /public contracts Scotland	£210,000 per annum	Further option of 1 year extension .
Gas Servicing and Reactive	9 November 2017	9 November 2020	Development & Property Director	OJEU notice /public contracts Scotland	£450,000 per annum	3+1+1 year contract
Kitchens & Whole House Rewires	23 March 2018	23 March 2023	Development & Property Director	OJEU notice /public contracts Scotland	£325,000 per annum.	3+1+1 year contract.

<b>Contract Works or Services</b>	<b>Current Contract Start Date</b>	<b>Contract End Date</b>	<b>Responsibility</b>	<b>Procurement route</b>	<b>Approximate Value</b>	<b>Notes</b>
Electrical Inspection	3 May 2017	3 May 2022	Development & Property Director	OJEU notice /public contracts Scotland	£60,000 per annum	3+1+1 year contract
Asbestos Inspections	31 March 2018	31 March 2023	Development & Property Director	Competitive SPA OJEU compliant Framework	£30,000 per annum.	
Asbestos Removals/Works	31 March 2018	31 March 2023	Development & Property Director	Competitive LHC OJEU compliant Framework	£30,000 per annum.	Works allocated on call off basis.
Cyclical Painter Work	26 November 2017	26 November 2020	Development & Property Director	OJEU notice /public contracts Scotland	£130,000 per annum.	3+1+1 year contract
Energy Efficiency and Refurbishment (Insulation Measures & Heating)	2015	30 April 2021	Development & Property Director	Competitive LHC OJEU compliant Framework	£320,000 per annum.	
Site Identification and Works Contract for New Supply Housing	2018	Will depend on sites being included in the Council SHIP documents	Development & Property Director	OJEU notice /public contracts Scotland	Will depend on size of sites identified.	Sites will only be delivered if matched to Council Local Housing Strategy

**Annual Procurement Report  
1 April 2019 to 31 March 2020**

**1. Introduction**

In line with the Procurement Reform (Scotland) Act 2014 a contracting authority which is required to prepare or revise a procurement strategy in relation to a financial year must prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of that financial year.

This Annual Procurement Report for Clyde Valley Housing Association covers the period from 1 April 2019 to 31 March 2020.

Clyde Valley Housing Association published its revised Procurement Strategy in December 2016, which also contains the List of Regulated Procurement Contracts and their review dates.

**2. Contents**

In line with the Regulations, this Annual Procurement Report contains the following:

- A list of the regulated procurements that have been completed during the year covered by the report. A regulated procurement is completed when the award notice is published or otherwise comes to an end,
- A review of whether those procurements complied with the authority's procurement strategy,
- To the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply,
- A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report, and
- A summary of the regulated procurements the authority expects to commence in the next two financial years.

**3. Review of Procurement Strategy**

- 3.1 The Procurement Strategy has been reviewed against the Guidance and is still deemed to be meet the key objectives. Both the Procurement Strategy and accompanying Procurement Manual have been used to deliver a number of contracts over the past financial year and there are no recommendations to make any substantive changes.

- 3.2 Over the course of the year 12 Investment contracts have been let to the following business sizes:-

Size of Business	Number of Contracts let
Micro – 1-9 Employees	4
Small – 10-49 Employees	4
Medium 50 – 250 Employees	4
Large – More than 250 Employees	

- 3.3 Over the course of the year the following community benefits were achieved for contracts that were completed over the financial year:-

Community Benefit Outcome	Number or Scale of Outcome
Apprenticeships	20
Work Experience / Placements	15
New Entrants	4
Staff Giving through Volunteering	
Donations to Local Groups	10
Engagement with Local Schools	1
Careers Event / Meet the Buyer	

- 3.4 In addition, CVHA procure some capital contracts through the Scottish Procurement Alliance (SPA) and the structure of this delivery model allows for procuring authorities to obtain a financial contribution to be used towards community benefits. Over the course of 2019/20 CVHA generated a total contribution of £12,355 (£2,355 through procurement contract rebates with access to a £10,000 Founding Partner community benefit fund) The SPA monies have contributed directly to the funding of two apprenticeship posts with our term appointed multi-trade and heating contractors.
- 3.5 Over the course of the year officers are in regular dialogue with suppliers and those affected by procurement and there are no changes to the Strategy.
- 3.6 Value for money is fundamental to service delivery and CVHA continue to deliver a Budget and Business Plan at or below targets to ensure the business is sustainable.

#### 4. Promotion of the Annual Report

- 4.1 This report will be available on the CVHA website and will be updated on an annual basis.





## 5. Summary of Regulated Procurements

5.1 The following is a list of those Regulated Procurements which have been on site or let during 2019/2020. For this table, a regulated procurement is completed when the contract commences or otherwise comes to an end

Procurement	Contract Start Date	Compliance with Procurement Strategy	Contract End Date	Summary of community benefits and steps taken to facilitate the involvement of supported businesses
Site Identification and Works Contract for New Supply Housing – Projects completed and Projects on site listed below	Annual – depends on development site inclusion within SHIP document and Scottish Government funding.	Yes	N/A	
Mavor Avenue Phase 3, East Kilbride	March 2019	Yes	April 2020	
Daks site, Larkhall	April 2018	Yes	Sept 2019	6no apprentices 1no new start
Frood Street, Motherwell	August 2018	Yes	December 2019	Projects at Frood, Wilton, Register, Mossgiel, Millgate, Wilton, Old Edinburgh, Newarthill and Low Waters being completed by one developer  2no work placement 6no apprentices School presentation re business development

Procurement	Contract Start Date	Compliance with Procurement Strategy	Contract End Date	Summary of community benefits and steps taken to facilitate the involvement of supported businesses
				Sponsorship of Foodbank fundraising dinner Sponsorship of Action for Children's Dinner Sponsorship of athletic sports event
Wilton Street, Coatbridge	November 2018	Yes	May 2019	Projects at Frod, Wilton, Register, Mossgiel, Millgate, Wilton, Old Edinburgh, Newarthill and Low Waters being completed by one developer  2no work placement 6no apprentices School presentation re business development Sponsorship of Foodbank fundraising dinner Sponsorship of Action for Children's Dinner Sponsorship of athletic sports event
Mossgiel Road, Coatbridge	November 2018	Yes	November 2019	Projects at Frod, Wilton, Register, Mossgiel, Millgate, Wilton, Old Edinburgh, Newarthill and Low Waters being completed by one developer  2no work placement 6no apprentices

Procurement	Contract Start Date	Compliance with Procurement Strategy	Contract End Date	Summary of community benefits and steps taken to facilitate the involvement of supported businesses
				School presentation re business development Sponsorship of Foodbank fundraising dinner Sponsorship of Action for Children's Dinner Sponsorship of athletic sports event
Register Road, Kilsyth	November 2018	Yes	November 2019	Projects at Frod, Wilton, Register, Mossgiel, Millgate, Wilton, Old Edinburgh, Newarthill and Low Waters being completed by one developer  2no work placement 6no apprentices School presentation re business development Sponsorship of Foodbank fundraising dinner Sponsorship of Action for Children's Dinner Sponsorship of athletic sports event
Millgate Crescent, Caldercruix	October 2018	Yes	October 2019	Projects at Frod, Wilton, Register, Mossgiel, Millgate, Wilton, Old Edinburgh, Newarthill and Low Waters being completed by one developer  2no work placement

Procurement	Contract Start Date	Compliance with Procurement Strategy	Contract End Date	Summary of community benefits and steps taken to facilitate the involvement of supported businesses
				<p>6no apprentices  School presentation re business development  Sponsorship of Foodbank fundraising dinner  Sponsorship of Action for Children's Dinner  Sponsorship of athletic sports event</p>
Old Edinburgh Road, Uddingston	Dec 2019	Yes	April 2021	<p>Projects at Frood, Wilton, Register, Mossgiel, Millgate, Wilton, Old Edinburgh, Newarthill and Low Waters being completed by one developer</p> <p>2no work placement  6no apprentices  School presentation re business development  Sponsorship of Foodbank fundraising dinner  Sponsorship of Action for Children's Dinner  Sponsorship of athletic sports event</p>
Newarthill Road Carfin	September 2019	Yes	April 2021	<p>Projects at Frood, Wilton, Register, Mossgiel, Millgate, Wilton, Old Edinburgh, Newarthill and Low Waters being completed by one developer</p>

Procurement	Contract Start Date	Compliance with Procurement Strategy	Contract End Date	Summary of community benefits and steps taken to facilitate the involvement of supported businesses
				2no work placement 6no apprentices School presentation re business development Sponsorship of Foodbank fundraising dinner Sponsorship of Action for Children's Dinner Sponsorship of athletic sports event
Low Waters Road, Hamilton	June 2019	Yes	September 2020	Projects at Frood, Wilton, Register, Mossgiel, Millgate, Wilton, Old Edinburgh, Newarthill and Low Waters being completed by one developer  2no work placement 6no apprentices School presentation re business development Sponsorship of Foodbank fundraising dinner Sponsorship of Action for Children's Dinner Sponsorship of athletic sports event
Shieldhill Phase 3 Carluke	January 2019	Yes	December 2019	Projects at Shieldhill, Glengowan and Broomknoll being completed by one developer  1no work experience

Procurement	Contract Start Date	Compliance with Procurement Strategy	Contract End Date	Summary of community benefits and steps taken to facilitate the involvement of supported businesses
				1no apprentice 1no new entrant  Sponsored gala Sponsored pre seven football team Sponsored bowling club Donation of ffp3 face masks to NHS Sponsored McMillan cancer fund
Glengowan PS Larkhall	June 2018	Yes	December 2019	Projects at Shieldhill, Glengowan and Broomknoll being completed by one developer  1no work experience 1no apprentice 1no new entrant  Sponsored gala Sponsored pre seven football team Sponsored bowling club Donation of ffp3 face masks to NHS Sponsored McMillan cancer fund
Broomknoll Church, Airdire	February 2020	Yes	April 2020	Projects at Shieldhill, Glengowan and Broomknoll being completed by one developer  1no work experience 1no apprentice 1no new entrant

Procurement	Contract Start Date	Compliance with Procurement Strategy	Contract End Date	Summary of community benefits and steps taken to facilitate the involvement of supported businesses
				Sponsored gala Sponsored pre seven football team Sponsored bowling club Donation of ffp3 face masks to NHS Sponsored McMillan cancer fund
Holytown Road, Holytown	March 2019	Yes	January 2021	2no work experience Fundraising for Hospice Fundraising for church
Bothwellbank, Bothwell	March 2020	Yes	March 2021	Site commenced, outputs confirmed in 2021 annual report
Hoover Site, Cambuslang	March 2020	Yes	March 2021	Site commenced, outputs confirmed in 2021 annual report
Campbell Street, Hamilton	March 2020	Yes	March 2021	Site commenced, outputs confirmed in 2021 annual report
Electrical Inspection	May 2017	Yes	May 2022	1no apprentice
Gas Servicing and Reactive	November 2017	Yes	November 2020 with an option of a further two one year extensions	1no apprentice
Term Maintenance	July 2020	Yes	July 2022 with option of further three 1 year extensions	8no work placements 2no apprentices Multiple projects to assist vulnerable customers
Landscape maintenance services	April 2017	Yes	April 2021 with an option of a further one year extension	Works to church grounds Works to vulnerable customers grounds
Kitchen contract	April 2017	Yes	April 2020	2no apprentices



<b>Procurement</b>	<b>Contract Start Date</b>	<b>Compliance with Procurement Strategy</b>	<b>Contract End Date</b>	<b>Summary of community benefits and steps taken to facilitate the involvement of supported businesses</b>
Cleaning Services	April 2019	Yes	April 2022 with an option of a further two one year extensions	N/A
Customer satisfaction	May 2018	Yes	May 2021	BMG research used our summer newsletter to advertise an opportunity for a Call Centre Research Interviewer for their call centre based in Bellshill.
Fleet Cars	May 2019	Yes	May 2022	N/A
Uniforms	May 2019	Yes	May 2022	N/A
Internal Audit	March 2018	Yes	March 2021	N/A
External Audit	March 2020	Yes	March 2023	N/A
Cyclical Painter Work	November 2017	Yes	November 2020	City and Guilds supported apprenticeship scheme offered by Mitie. Appointments over contract; 2019/20 - 1no apprenticeship. 2018/19 - 1no apprenticeship. 2017/18 - 3no apprenticeships.
Boiler & Heating Renewals	October 2018	Yes	March 2021 with option of two one year extensions	2no new entrants 3no work experience
Implementation of Office 365 and Migration of Document Management to SharePoint	April 2020	Yes	End date dependant on when data will be successfully migrated to O365	N/A

**6. Future Regulated Procurements (2020/21 and 2021/2022)**

6.1 The following is a list of those Regulated Procurements which are scheduled to take place during 2020/21 and 2021/2022.

<b>Contract Works or Services</b>	<b>Contract End Date</b>	<b>Notes</b>
Belleville Crescent, Chryston	March 2021	Competitive tender to deliver 26no properties,
Asbestos Inspections	March 2023	Annual value of £30,000. 3+1+1 year contract.
Asbestos Removals/Works	March 2023	Annual value of £30,000. 3+1+1 year contract.
Roof & Insulated Render	April 2021	
Energy Efficiency & Refurbishment (Various energy measures)	April 2021	
Kitchen & Rewires	March 2023	3+1+1 year contract.
Insurance Services	31 March 2021	
Internal Audit	March 2021	Annual Value £15,000 3+1+1 year contract
Legal Services	Mar 2021	Annual Value £150,000
Customer Satisfaction	May 2021	Annual Value £50,000
CRM System	August 2020	Annual Value £60,000