
CLYDE VALLEY GROUP

PROVIDING HOMES | SHAPING COMMUNITIES

Procurement Strategy – Annual Report

July 2018



**Annual Procurement Report
1 April 2017 to 31 March 2018**

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 2017 to 31 March 2018.

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 14 no contracts have been let to the following business sizes:-

Size of Business	Number of Contracts let
Micro – 1-9 Employees	0
Small – 10-49 Employees	5
Medium 50 – 250 Employees	4
Large – More than 250 Employees	5

- 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	17
Work Experience / Placements	18
New Entrants	3
Staff Giving through Volunteering	1
Donations to Local Groups	1
Engagement with Local Schools	3

- 3.4 In addition CVHA procure some capital contracts through the Scottish Procurement Alliance 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 2017/2018 CVHA generated a contributing of £19,200 (£10,000 as founding partner and £9,200 through the contracts) and this was used to produce several customer awareness video notices which are free to access through the website at www.cvha.org.uk

- 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

4.1 The following is a list of those Regulated Procurements which have been completed during 2017/8. For this table, a regulated procurement is completed when the award notice is published 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, East Kilbride	August 2015	Yes	August 2017	2no Apprentice, 6no new entrants, and 15 work placements delivered.
Newtown Street, Kilsyth	August 2016	Yes	Dec 2017	2no FT labourers, 1no apprentice, 1no graduate work experience
Wellhall Road, Hamilton	March 2017	Yes	March 2018	4no apprenticeships over, Wellhall, Stonefield Phase 1 and Phase 2 and Market Phase 3, Hyndford Road, Lanark. 1no work experience delivered through Routes to Work. Employee allowed to assist Food and Clothes Bank during working week on a regular basis
Hyndford Road, Lanark	March 2017	Yes	March 2018	4no apprenticeships over, Wellhall, Stonefield Phase 1 and Phase 2 and Market Phase 3, Hyndford Road,

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
				Lanark. 1no work experience delivered through Routes to Work.
Stonefield Phase 2 and Phase 3	August 2017	Yes	December 2018	Employee allowed to assist Food and Clothes Bank during working week on a regular basis
Market Phase 3	April 2017	Yes	April 2018	4no apprenticeships over, Wellhall, Stonefield Phase 1 and Phase 2 and Market Phase 3, Hyndford Road, Lanark. 1no work experience delivered through Routes to Work. Employee allowed to assist Food and Clothes Bank during working week on a regular basis
Hillhouse Phase 1 and Phase 2, Hamilton	August 2017	Yes	September 2019	1no new entrant 3no apprenticeships Schools engagement programme
High Street, Kirkintilloch	April 2017	Yes	May 2018	Will be confirmed in 2018/2019 annual report
Stanistone Road, Carluke	September 2017	Yes	December 2018	3no apprenticeships. Donation to local school.
Kenilworth, East Kilbride	January 2017	Yes	September 2018	Will be confirmed in 2018/2019 annual report
Victoria, Blantyre	March 2017	Yes	September 2018	Will be confirmed in 2018/2019 annual report
Coronation Road, New Stevenston	August 2016	Yes	June 2018	3no new entrant 1no work experience
Beaconhouse, Queenzieburn	March 2016	Yes	September 2018	Will be confirmed in 2018/2019 annual report
Electrical Inspection	May 2017	Yes	May 2020	Will be confirmed in 2018/2019 annual report

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
Gas Servicing and Reactive	November 2017	Yes		Will be confirmed in 2018/2019 annual report
Cleaning Services	February 2018	Yes	2 year contract	
Cyclical Painter Work	November 2017	Yes	November 2020	3no existing apprenticeships provided further onsite experience within first year of contract with newly created apprenticeship role to follow in sync with college courses. 2no four week work placements. 2no school engagement sessions.
Energy Efficiency & Refurbishment (Internal Insulation & ASHP Heating)	July 2017	Yes	March 2018	Community Benefit Fund rebate due October 2018. Combined claim for all SPA Framework projects delivered within 2017/18 financial year. Rebate estimated at £9,200 for CVHA social value projects.
Energy Efficiency & Refurbishment (External Insulation & Roofing)	August 2017	Yes	June 2018	Community Benefit Fund rebate due October 2018. Combined claim for all SPA Framework projects delivered within 2017/18 financial year. Rebate estimated at £9,200 for CVHA social value projects.
uPVC Windows & Doors	May 2017	Yes	March 2018	Community Benefit Fund rebate due October 2018. Combined claim for all SPA Framework projects delivered within 2017/18 financial year. Rebate estimated at £9,200 for CVHA social value projects.

6. Future Regulated Procurements (2018/19 and 2019/2020)

5.1 The following is a list of those Regulated Procurements which are scheduled to take place during 2018/19 and 2019/2020.

Contract Works or Services	Contract End Date	Notes
Asbestos Inspections	September 2021	Annual value of £30,000.
Asbestos Removals/Works	September 2021	Annual value of £30,000.
Composite Doors	31 March 2019	
Roof & Insulated Render	April 2021	
Energy Efficiency & Refurbishment (Various energy measures)	30 April 2020	
Heating System Installations	August 2021	3+1+1 year contract.
Kitchen & Rewires	August 2021	3+1+1 year contract.
Insurance Services	31 March 2019	
External Audit Services	31 March 2019	
Quantity Surveying Consultant Framework	August 2021	3+1+1 year contract August commencing 2018.
Employers Agent Consultant Framework	August 2021	3+1+1 year contract August commencing 2018.
Principal Designer Consultant Framework	August 2021	3+1+1 year contract August commencing 2018.
Building Surveyor Consultant Framework	August 2021	Annual value of £25,000. 3+1+1 year contract August commencing 2018.
Structural Engineer Consultant Framework	August 2021	Annual value of £25,000. 3+1+1 year contract August commencing 2018.
Term Maintenance Contract	22 July 2019	
Medical adaptations	22 July 2019	

Contract Works or Services	Contract End Date	Notes
Landscape Maintenance	2 April 2020	
Fleet Cars	31 August 2021	3 year contract
Customer Satisfaction Survey	31 May 2021	3 year contract. Beginning May 2018.
Internal Audit	31 March 2021	3 + 1 + 1 options available
External Audit	Dec 2018	Will be re-tendered in October 2018
Hamilton Road, Bellshill – Identification of D&B contractor		One off notice to identify supplier
72 High Street, Kirkintilloch – Identification of architect		One off notice to identify supplier