
CLYDE VALLEY GROUP

PROVIDING HOMES | SHAPING COMMUNITIES

Procurement Strategy – Annual Report

June 2020



**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 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
Millgate Crescent, Caldercruix	October 2018	Yes	October 2019	Projects at Frood, 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

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
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.

Contract Works or Services	Contract End Date	Notes
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