

Appendix 1: Annual Procurement Report

April 2024 to March 2025

Published: August 2025

Approved: Director of Finance and Corporate Services

Contents

- 1
- 2
- 3
- 4
- 5
- 6
- 7



Introduction
Procurement Strategy
Summary of Regulated Procurements Completed
Review of Regulated Procurement Compliance
Community Benefits and Supported Business Summary
Future Regulated Procurements Summary
Annual Procurement Report Responsible Officer

Introduction

The Procurement Reform (Scotland) Act 2021¹⁴ (PRA) requires any public organisation which has an estimated annual regulated spend of £5m or more to develop and publish a procurement strategy. This requirement took effect from 31 December 2016. In addition, organisations (including RSL's) are required to publish an Annual Procurement Report. This is the third Annual Procurement Report for Clyde Valley Housing Association.

The Clyde Valley Group ("CVG", "the Group") is a thriving social business recognised for innovative and partnership approaches to meeting community needs. Owning over 4,850 homes we deliver high quality services to over 8,000 people across four local authorities in Scotland. Our services are delivered through our charitable Registered Social Landlord, Clyde Valley Housing Association, and our mid-market letting and property management subsidiary, Clyde Valley Property Services.

Each part of the Group is focussed on delivering excellence no matter what they do and we remain firmly rooted in our communities, providing services tailored to the needs of our individual customers.

The Group's activities cover principally North Lanarkshire and South Lanarkshire, with interests in Glasgow and East Dunbartonshire. The Clyde Valley family comprises of:

- Clyde Valley Housing Association Limited ("CVHA") is the largest part of the Group and our main operating company with a 29-year track record of delivering housing management services. CVHA is incorporated in Scotland and is a Registered Social Landlord registered with the Financial Conduct Authority under the Cooperative and Community Benefit Societies Act 2014 and is also a Scottish charity. At 31 March 2025, CVHA owned or managed over 4,850 affordable homes growing during the year following the completion of 59 new homes in the year.
- Clyde Valley Property Services Limited ("CVPS") is our wholly owned subsidiary of CVHA which provides management services to the Group's market and mid-market rented homes, provides property management services to over 3,300 customers who own their properties and manages a small portfolio of properties on behalf of private landlords. The principal activities of CVPS are to manage properties through Scottish Private Residential Tenancy Agreements at mid-market rents (MMR), as well as a range of activities not allowed to be undertaken by CVHA as a Scottish charity, such as commercial ventures, development of private homes for sale or rent and other income generating activities.

This report covers the period 1 April 2024 to 31 March 2025 and demonstrates the effectiveness of processes and transparency in procurement activity, highlighting performance and achievements in delivering the organisational Procurement Strategy in compliance with the requirements of the Procurement Reform Act.

Procurement Strategy

Across 2023-24, steps were taken to centralise the procurement function across the organisation within the Finance and Corporate Services Directorate. Our procurement function is now the responsibility of the Director of Finance and Corporate Services who is responsible for leading on the implementation of our procurement strategy as well as the effective management of our operational procurement activities.

The period covered by this annual report was supporting delivery of the Procurement Strategy 2024/25. Our Procurement Strategy is reviewed annually with the latest published in March 2025.

Our Procurement Strategy aims to ensure that procurement planning reflects the Group's aims and objectives. It provides us with an opportunity to not only 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.

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.

Objectives and Benefits

The main objectives of the strategy are to:

- Make sure procurement practice reflects our vision, values and strategic priorities.
- Secure commitment to excellent procurement from staff across the organisation.
- Provide a point of reference and focus for procurement matters.
- Plan the way forward on improving our procurement activities.
- Delivery demonstratable savings as part of a Group-wide efficiency and value for money focus.
- Ensure that we meet our sustainable procurement duty.
- Ensure that our procurement is carried out in compliance with legislation.

The Strategy must be read in line with our Procurement Manual, Standing Orders, Financial Regulations and Scheme of Delegation. The overall aim of our Procurement Strategy is to maximise the benefits of procurement and make a positive impact on customers and service users, supporting the Group's aims.

We will do this by:

- Developing a strong and robust Procurement Excellence Framework to operate within.
- Continuing to be transparent and improve accountability by publishing a contract register, procurement strategy and annual procurement report.
- Incorporating sustainable procurement duty, where appropriate.
- Promoting equality, respecting diversity and embedding inclusion within the procurement process.
- Promoting fair work practices including the real Living Wage into our supply chain.
- Working together to identify opportunities and continuing to challenge the status quo.

Procurement Strategy

- Ensuring that all opportunities are thoroughly considered and all implications of change in delivery is fully appraised.
- Increasing our collaboration with other organisations.
- Developing a coordinated pipeline of future procurement projects to continually improve our services.
- Introducing and refining regular reporting of procurement performance and compliance;
- Improve contract and supplier relationship management across the Group to ensure that we are getting the most value and innovation from our contractual relationships;
- Introduce a new Contract Supplier Management document to provide guidance on the Group's requirements for contract owners;
- Review and improve our Purchase to Pay ('P2P') processes to strengthen controls, increase efficiency and provide useful and up-to-date management information;
- Ensure that there are standard templates in place for all procurement and contracting documentation and ensure that these are regularly reviewed in line with legislation and best practice;
- Support local businesses and SMEs through closer working with stakeholders making our processes more streamlined and accessible.
- Embed sustainable procurement as business as usual and incorporating community benefits in all appropriate contracts.
- Consolidating suppliers where necessary to reduce the Group's administrative burden and promote consistency.
- Actively seeking opportunities to reduce costs and challenge price increases.
- Developing our staff through a continual programme of procurement training, where applicable.
- Continuing to embed contract and supplier management practices and improving commercial awareness across the Group.

Fit with our Corporate Strategy 2025-30

Procurement is not just about cost and quality, it encompasses the wider elements of sustainability, economic, social, and environmental measures to generate savings and identify efficiencies that can be reinvested in other areas of the Group. Our Procurement Strategy is part of a coherent strategic approach that complements and is aligned with our overarching Group Strategy.

Given the need to remain agile and flexible through the life of the Group's five year corporate Strategy, an annual review considers what has been delivered to date, our business operating context and the external operating environment. We will ensure that our procurement approach is considered in the annual review of our five year strategy, and associated delivery plans, and that our Procurement Strategy is updated.

Our Corporate Strategy is built around three key strategic objectives:

People

To create an environment where both our customers and employees feel valued, supported, and empowered to thrive. This means delivering outstanding service, providing clear communication, and fostering meaningful relationships that are built on trust and respect.

Place

To provide high quality homes and safe, inclusive and sustainable communities where people feel safe and want to engage with their neighbours' and enjoy the area where they live.

Progress

Ensure Clyde Valley operates a successful, sustainable business while striving for excellence in governance and a commitment to continuous improvement.

Procurement Strategy

Fit with our new Corporate Strategy 2025-30

Our Corporate Strategy provides direction for long term procurement planning. In addition to “business as usual” procurement will support Group functions, it enables us to have early discussions with key business owners on the projects which will transform the Group’s activities over time and identify the scope and complexity of procurement needs. It also allows us to engage earlier with the market, to identify opportunities to utilise external expertise and leverage spend.

Our Procurement Strategy will contribute to all three strategic objectives through growth and continuous development of our procurement approach. Our procurement approach will have an impact in the following areas:

- It will assist the Group to re-design and re-configure our existing services by working with teams to understand our customers’ needs. The desired outcomes will be included in our future procurement processes.
- We will continue to develop new, low carbon homes across a range of tenures, to meet the diverse needs and economic circumstances of our customers by 2030.
- On top of the investment in new build homes, our procurement will support further investment of £45m from 2025-30 to improve, modernise, and maintain our existing homes and communities.
- We will use procurement to support our sustainable considerations that can be built into our contracts to meet our long-term goals to progress towards carbon neutral and to mitigate fuel poverty.
- We will ensure that we maximise Community Benefits on all contracts where clear benefit(s) can be gained by our communities which in turn will build on our social value.
- Through effective procurement we can help to support economic resilience in our communities by utilising our collective buying power through our contracting. Where possible, we will seek to pass on the benefit of this through reduced costs to customers’ household bills.
- Procurement will support the Group’s “Together we make the difference” culture by facilitating the investment in technology and digital platforms to create a customer led self-serve experience.
- Procurement has a role to guide staff on any procurement law/contractual implications of different potential delivery options.
- Procurement can support us in ensuring that innovative ideas can become a reality via our supply chains.
- Procurement will support IT and other teams across the Group to deliver improved digital platforms to support our activities ensuring our customers and colleagues are digitally enabled. This work is pivotal in shaping future customer engagement and to assist the Group to improve and evolve core business processes, implement improved service design and operational delivery and ultimately deliver better outcomes for our customers.
- Our procurement of the ongoing supply of goods and services contracts will be subject to a continuous improvement cycle. By doing this, as a Group we will ensure that we extract the maximum value for our customers and as a result, reduce costs incurred, remove any duplicate or unnecessary tasks carried out by our supply chains and more clearly demonstrate our efficiency to customers.
- We will build the Group’s knowledge and experience to undertake and support procurement. We will do this through a robust training programme designed to help staff understand the role of procurement, enable them to manage procurement compliantly, use the Public Contracts Scotland portal for low value procurement and become smarter buyers on behalf of the Group.

Summary of Regulated Procurements Completed

In the period covered by this report, Clyde Valley provides details of its regulated procurements completed. A regulated procurement is any procurement for public supplies or services with a value of £50,000 or above, or of greater than £2,000,000 for works contracts. This includes contracts and framework agreements.

Regulated procurements are governed by the rules set out within the Procurement Reform (Scotland) Act 2014 and Public Contracts (Scotland) Regulations 2015.

The high-level summary of regulated contracts awarded between 1 April 2024 and March 2025 following a regulated procurement is provided in the table below:

Contract Title	Supplier Name	Estimated Total Contract Value	Contract Start Date	Contract End Date
Groundworks North Lanarkshire	ID Verde Limited	£954,486	August 2024	August 2026
Groundworks South Lanarkshire	ID Verde Limited	£536,363	August 2024	August 2026
Electrical Inspection and Maintenance	Magnus Electrical Services Limited	£411,508	August 2024	August 2026
Joinery	Timetra Limited	£942,379	August 2024	August 2026
Plumbing	Timetra Limited	£599,734	August 2024	August 2026
Roofing	KPM Contractors Limited	131,668	January 2025	January 2027
Void Maintenance	AC Gold Property Maintenance	671,243	January 2025	January 2027
Board Support Package	One Advanced	£75,000	August 2024	July 2027
Cloud Based Telephony	Technology Services Group	£112,542	March 2025	March 2028
Document Management System	Technology Services Group	£68,635	March 2025	March 2028
Douglas Street New Build Development, Hamilton	Wilson Developments	£3,671,463	July 2024	March 2026
Regulated Procurements Completed and Estimated Total Contract Value 2024/25		£10,141,531		

Review of Regulated Procurement Compliance

In undertaking its regulated procurements, every care has been taken to ensure that Clyde Valley Housing Association awards its contracts to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

Our procurement policy and procedure documents align fully with the Scottish Government Procurement Journey which follows best practice procurement in a legally compliant manner, and in line with the general duties of the relevant legislative Acts.

Feedback from suppliers that participated in our formal tendering processes has been positive, and the Group received zero complaints or legal challenges during 2024/25.

As demonstrated via the successful delivery of our Procurement Strategy, the Group is committed to meeting all regulatory requirements and legislative changes.

Community Benefits and Supported Business Summary

Community Benefits Summary

The Public Contracts (Scotland) Regulations state for every procurement over £4m, Clyde Valley must consider how we can improve the economic, social, or environmental wellbeing of the local area through inclusion of community benefit clauses. This is to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement.

Where possible, relevant, and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may also be included in regulated procurements valued at below £4m.

Clyde Valley's approach to identifying community benefits is carried out on an individual project basis through engagement and consultation with stakeholders. As part of the tendering process, tenderers will be asked to describe their approach to delivery of community benefits noted within the tender specification. Tenderers will also be encouraged to identify additional benefits or opportunities that will deliver social value throughout the performance of the contract. Community Benefits will always be considered on a proportionate basis.

Clyde Valley is committed to applying Community Benefits, where relevant and proportionate to do so. During 2024/25 community benefits were included in 7 of the contracts procured during that year.

Supported Business Summary

Regulation 21 of the Public Contracts (Scotland) Regulations 2015 allows public bodies the ability to reserve public contracts for supported businesses. Supported businesses provide essential job opportunities for disabled and disadvantaged people within our communities, enabling such employees to become more independent, while also delivering a range of excellent supplies and services.

Clyde Valley does not have any contracts which are currently delivered through a supported business and no contracts were awarded to supported businesses during this period.

In future periods, Clyde Valley is committed to seek out opportunity to award contracts to supported businesses where this is possible to do so, and Framework Agreements will be actively explored.

Future Regulated Procurements Summary

Increased collaboration is important to drive efficiency in the procurement process. A key area of focus for Clyde Valley moving forward is to explore opportunities for external collaborative procurement to maximise the delivery of lasting savings, efficiencies and other benefits through procurement activity.

As part of the procurement strategy and in line with regulatory procurement compliance, spend analysis and supplier profiling activities are underway to identify supply requirements for future planned procurements.

When identifying procurement activities, Clyde Valley explore and access available collaborative contract types. This may be through contract award against national and regional Framework Agreements, or through collaboration and subsequent tendering of local contracts alongside other Housing Associations. The full options will be reviewed at the outset of each project.

It is acknowledged that some elements of procurement may favour larger suppliers that are better placed to compete for higher value contracts. In light of this, Clyde Valley intends to consider the needs of SME's and locally or regionally based contractors to maximise benefits to local economic operators.

A summary of the planned regulated procurements for the period April 2025 to March 2027 is provided on the next two slides and are broken down into financial years for ease of reference.

Future Regulated Procurements Summary 2025-26

The table below summarises the future regulated procurements projected to be undertaken between 1 April 2025 and 31 March 2026:

Contract Title	Expected Route to Market	Estimated Total Contract Value	Expected Contract Start Date	Expected Contract End Date
Wall Re-Installation (Weavers Court)	Framework	£400,000	October 2025	October 2026
Works required at Queenzieburn Development	Open	£600,000	January 2026	January 2027
Planned Maintenance Programme (various)	Open/Framework	£15,000,000	TBA	TBA
Gutter Maintenance	Open	£TBA	November 2025	November 2030
Microsoft Licencing 365	Framework	£300,000	November 2025	November 2028
Fire Systems Servicing and Maintenance	Open	£500,000	October 2025	October 2030
Stock Condition Survey	Open	£350,000	October 2025	October 2028
Travel and Accommodation Management	Framework	£TBA	November 2025	November 2030
Douglas Project Consultancy	Open	£150,000	January 2026	January 2029
Fencing	Open/Framework	£400,000	January 2026	January 2031
Staff Uniforms	Framework	£70,000	November 2025	November 2030
Asbestos Surveys and Removal Works	Framework	£300,000	January 2026	January 2031
Annual Lift Servicing and Maintenance	Open	£150,000	January 2026	January 2031
Waste Management and Recycling	Framework	£100,000	January 2026	January 2031
Customer Relationship Management System	Framework	£400,000	January 2026	January 2031
Legionella Maintenance and Management	Open/Framework	£400,000	January 2026	January 2029
Insurance Services	Open	£1,000,000	April 2026	March 2031
Mobile Phones	Framework	£75,000	July 2025	July 2028
Landlord Supply Utilities	Open/Framework	£300,000	September 2025	September 2027
Future Regulated Procurements Summary 2025 to 2026		£20,495,000		

Future Regulated Procurements Summary 2026-27

The table below summarises the future regulated procurements projected to be undertaken between 1 April 2026 and 31 March 2027:

Contract Title	Expected Route to Market	Estimated Total Contract Value	Expected Contract Start Date	Expected Contract End Date
Shower Installation	Open/Framework	£TBA	TBA	TBA
Legal Services	Open	£600,000	July 2026	July 2031
Out of Hours Call Handling Service	Open	£100,000	August 2026	August 2029
Recruitment Consultancy	Open/Framework	£150,000	May 2026	May 2029
Electrical Inspection Condition Reports (EICRs)	Open/Framework	£250,000	April 2026	April 2031
Floor Coverings and Fitting	Open	£400,000	April 2026	April 2029
Door Entry Systems	Open/Framework	£TBA	TBA	TBA
IT Support	Framework	£600,000	October 2026	October 2029
Gas Audit	Open	£125,000	September 2026	September 2031
Legionella Risk Assessments	Open	£250,000	September 2026	September 2029
Sustainability/Net Zero Consultancy	Open	£250,000	April 2026	April 2029
Comms and Marketing Consultancy	Open/Framework	£150,000	October 2026	October 2029
Asset Management System	Open/Framework	£500,000	October 2026	October 2031
Fire Risk Assessments	Open	£300,000	January 2027	January 2032
Office Utilities	Open/Framework	£120,000	December 2027	December 2030
Future Regulated Procurements Summary 2026 to 2027		£3,795,000		
Total Estimated Regulated Procurement Contract Value 2025 to 2027		£24,290,000		

Annual Procurement Report Responsible Officers

Procurement and its governance is led by the Director of Finance and Corporate Services

Head Office
50 Scott Street
Motherwell
ML1 1PN

Tel: 01698 268855