

## Board Report - Agenda Item 6.5

Report To	CVHA Board	Report From	Lindsay Forrest Director of Development and Property Services
Date Prepared	29 July 2022	Date Presented	22 August 2022
Subject	Annual Procurement Report	Action Required	For Approval
		Frequency of Report	Annual
		Status	Non Confidential

### 1. Purpose

- 1.1. This Annual Procurement Report for Clyde Valley Housing Association covers the period from 1 April 2021 to 31 March 2022.

### 2. Proposed Recommendation

- 2.1. The Board is recommended to **approve** the Annual Procurement Report

### 3. Strategic Context and Customer Impact

- 3.1. In line with the Procurement Reform (Scotland) Act 2014 a contracting authority which is required to prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of that financial year.
- 3.2. 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. Background

- 4.1. 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 procurement strategy,
  - To the extent that any regulated procurements did not comply, a statement of how the organisation 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

## 5. Main Report

5.1. Our Procurement Strategy for the 2022-23 period was reviewed and approved by Board at the 11 April 2022 meeting.

5.2. This report covers the overall procurement activities of the Association. Procurement activities within the Asset Management function have been reduced through a combination of the pandemic and staff changes. New staff are now in place that have experience in delivering general and regulated procurement requirements.

5.3. A summary of the number of contracts let by business size is summarised below:

Size of Business	Number of Contracts let
Micro – 1-9 Employees	
Small – 10-49 Employees	12
Medium 50 – 250 Employees	2
Large – More than 250 Employees	1

## 6. Conclusion and Assurance

6.1. As a contracting authority we are required by the Procurement Reform (Scotland) Act 2014 required to prepare an annual procurement report on our regulated procurement activities as soon as reasonably practicable after the end of that financial year.

6.2. This report will be submitted to the Scottish Government and made available on the CVHA website and will be updated on an annual basis.

## Appendices

Number	Title
1	Summary of Procurements

Additional Information		
<b>Resource implications</b>	<b>Financial:</b> Explain briefly the financial cost is any and if this is budgeted or unbudgeted. If unbudgeted explain how this is being funded (virement, overspend) and any impact on financial covenants.	
	<b>Personnel:</b> Director of Development and Property Services, Director of Finance and Corporate Governance, Development Manager, Asset Manager and Asset Project Manager.	
<b>Link to Equalities Strategy</b>	Procurement will be delivered as per CVG Procurement Strategy as a fair and transparent process, satisfying Scottish and wider UK procurement requirements.	
<b>Link to Corporate Plan</b>	Focussed on value for money and excellent governance as a growing and sustainable business	
<b>Key Risks per Category</b>	<b>Risk Category</b>	<b>Risk Number (as per Risk register)</b>
	Governance	19 Failure to comply with Scotland Excel or equivalent Procurement and Contract Management Framework
<b>Current Risk Position</b>	We have submitted our Procurement Strategy and by submitting our Annual Procurement Report we are compliant with Scottish Government Guidance	
<b>Background Papers</b>	Procurement Strategy Board Papers April 2022	

## Appendix 1

### Summary of Procurement Activities

The following is a list of contracts which have been on site or let during 2021-2022. This consists of regulated and non-regulated procurement activities.

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
<b>Site Identification and Works Contract for New Supply Housing – Projects completed and Projects on site listed below</b>	Annual – depends on development site inclusion within SHIP document and Scottish Government funding.	Yes	N/A	
Old Edinburgh Road, Uddingston	Dec 2019	Yes	23 March 2022. Contract completion delayed due to lockdown	<p>Projects at Old Edinburgh, Newarthill and Low Waters, Redwood Road, Philip Murray Road and Gallowhill 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	August 2022. Contract completion delayed due to lockdown	Projects at Old Edinburgh, Newarthill and Low Waters, Redwood Road, Philip Murray Road and Gallowhill being completed by one developer

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	July 2021. Contract completed. Delayed due to lockdown	Projects at Old Edinburgh, Newarthill and Low Waters, Redwood Road, Philip Murray Road and Gallowhill 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
Redwood Road Cumbernauld	October 2020	Yes	July 2022. Contract completion delayed due to lockdown	Projects at Old Edinburgh, Newarthill and Low Waters, Redwood Road, Philip Murray Road and Gallowhill being completed by one developer  2no work placement

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				6no apprentices School presentation re business development Sponsorship of Foodbank fundraising dinner Sponsorship of Action for Children's Dinner Sponsorship of athletic sports event
Philip Murray Road	October 2021	Yes	Est June 2023.	Site commenced; outputs confirmed in 2022 annual report
Gallowhill, Lanark	August 2020	Yes	Completed August 2022. Delayed due to lockdown.	Site commenced; outputs confirmed in 2022 annual report
Broomknoll Church, Airdrie	February 2020	Yes	June 2022. Contract completion delayed due to lockdown	Projects at Cleland, Campbell St 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
Holytown Road, Holytown	March 2019	Yes	August 2022. Contract completion delayed due to lockdown	2no work experience Fundraising for Hospice Fundraising for church
Bothwellbank, Bothwell	March 2020	Yes	September 2021. Contract completion delayed due to lockdown	School visits re site safety 4no 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>
Hoover Site, Cambuslang	March 2020	Yes	November 2021. Contract completion delayed due to lockdown	School visits re site safety 4no apprentices
Campbell Street, Hamilton	March 2020	Yes	July 2022 Contract completion delayed due to lockdown	Projects at Cleland, Campbell St and Broomknoll being completed by one developer
Church Street	December 2021	Yes	February 2023	Site commenced; outputs confirmed in 2022 annual report
Coatbridge Road	October 2021	Yes	February 2023	Site commenced; outputs confirmed in 2022 annual report
Cleland Club	January 2022	Yes	June 2023	Site commenced; outputs confirmed in 2022 annual report
Electrical Inspections	May 2017	Yes	May 2022	1no apprentice
Gas Servicing and Reactive	November 2017	Yes	November 2022	1no apprentice
Gas Audits	November 2017	Yes	November 2022	N/A
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	October 2022	Works to church grounds Works to vulnerable customers grounds
Kitchen renewal contract	October 2021	Yes	September 2022	2no apprentices
Cleaning services	April 2019	Yes	March 2023	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	Contract extended by 1 year

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
Uniforms	May 2019	Yes	May 2022	Contract not renewed or retendered due to Agile Working Policy and staff no longer requiring uniforms
Internal Audit	March 2018	Yes	March 2023	N/A
External Audit	March 2020	Yes	March 2023 (plus 2 years ext. allowed)	N/A
Legal Services	June 2021	Yes	June 2024	Harper Macleod – 2 days annual training available for Board/and or staff TC Young training for Board and staff on ASB Provision to support a work placement opportunity for a graduate in our housing management team to allow them to assist with prepare CVG cases.
Boiler & Heating Renewals	October 2018	Yes	March 2022	2no new entrants 3no work experience
Implementation of Office 365 and Migration of Document Management to SharePoint	April 2020	Yes	End date dependent on when data will be successfully migrated to O365	N/A
Appointment of new mobile phone supplier	March 2021	Yes	March 2024	N/A
Internal Wall insulation	March 2020	Yes	December 2021	N/A