
CLYDE VALLEY GROUP

PROVIDING HOMES | SHAPING COMMUNITIES

Procurement Strategy – Annual Report

June 2019



**Annual Procurement Report
1 April 2018 to 31 March 2019**

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 2018 to 31 March 2019.

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

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

- 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	9
Staff Giving through Volunteering	1
Donations to Local Groups	4
Engagement with Local Schools	7
Careers Event / Meet the Buyer	2

- 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 2018/19 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 2018/2019. 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	1no Apprenticeship 3no Work Experience Placements 1no School Visit 1no Careers Event
Stonefield Road Phase 2 and Phase 3	August 2017	Yes	December 2018	Projects at Stonefield, Frood, Wilton, Mossgiel, Register Millgate being completed with one developer 4no apprenticeships January 2018 2no apprentices July 2018 4no apprentices June 2019 Staff volunteering at foodbank and clothing bank Architectural technician work placement from North Lanarkshire college

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
				Talk to Bellshill High School business forum
Frood Street, Motherwell	August 2018	Yes	December 2019	<p>Projects at Stonefield, Frood, Wilton, Mossgiel, Register Millgate being completed with one developer</p> <p>4no apprenticeships January 2018 2no apprentices July 2018 4no apprentices June 2019 Staff volunteering at foodbank and clothing bank Architectural technician work placement from North Lanarkshire college Talk to Bellshill High School business forum</p>
Wilton Street, Coatbridge	November 2018	Yes	May 2019	<p>Projects at Stonefield, Frood, Wilton, Mossgiel, Register Millgate being completed with one developer</p> <p>4no apprenticeships January 2018 2no apprentices July 2018 4no apprentices June 2019</p>

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				Staff volunteering at foodbank and clothing bank Architectural technician work placement from North Lanarkshire college Talk to Bellshill High School business forum
Mossgiel Road, Coatbridge	November 2018	Yes	November 2019	Projects at Stonefield, Frod, Wilton, Mossgiel, Register Millgate being completed with one developer 4no apprenticeships January 2018 2no apprentices July 2018 4no apprentices June 2019 Staff volunteering at foodbank and clothing bank Architectural technician work placement from North Lanarkshire college Talk to Bellshill High School business forum
Register Road, Kilsyth	November 2018	Yes	November 2019	Projects at Stonefield, Frod, Wilton, Mossgiel, Register Millgate being completed with one developer 4no apprenticeships January 2018 2no apprentices July 2018 4no apprentices June 2019 Staff volunteering at foodbank and clothing bank

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
				Architectural technician work placement from North Lanarkshire college Talk to Bellshill High School business forum
Millgate Crescent, Caldercruix	October 2018	Yes	October 2019	Projects at Stonefield, Frood, Wilton, Mossgiel, Register Millgate being completed with one developer 4no apprenticeships January 2018 2no apprentices July 2018 4no apprentices June 2019 Staff volunteering at foodbank and clothing bank Architectural technician work placement from North Lanarkshire college Talk to Bellshill High School business forum
95 Main Street, Kilsyth	October 2018	Yes	October 2019	Will be included in 2019/2020 annual report
Craigend Drive, Coatbridge	January 2019	Yes	December 2019	Will be included in 2019/2020 annual report
Hillhouse Phase 1 and Phase 2, Hamilton	August 2017	Yes	March 2019	1no new entrant 3no apprenticeships Schools engagement programme
Glengowan PS Larkhall	June 2018	Yes	December 2019	2no new entrants 2no apprenticeships 2no S/NVQ participants Donation to Nursery School

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Stanistone Road, Carluke	September 2017	Yes	December 2018	3no apprenticeships. Donation to local school.
Kenilworth, East Kilbride	January 2017	Yes	September 2018	Projects at Victoria and Kenilworth completed by the same contract. 1no full time employee 2no apprentices Work experience Open Doors Day event re local employment Meet the buyer event Donation to Auchinraith PS for Lowero project in Uganda STEM event with Auchinraith PS Food donation to foodbank at Calderwood Baptist Church Donation to Calderwood PS re helping and supporting people with Type 1 diabetes Donation of material to South Lanarkshire college Donation of materials to local mental health charity to build shed for community garden.
Victoria, Blantyre	March 2017	Yes	September 2018	Projects at Victoria and Kenilworth completed by the same contract. 1no full time employee 2no apprentices Work experience Open Doors Day event re local employment Meet the buyer event

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>Donation to Auchinraith PS for Lowero project in Uganda</p> <p>STEM event with Auchinraith PS</p> <p>Food donation to foodbank at Calderwood Baptist Church</p> <p>Donation to Calderwood PS re helping and supporting people with Type 1 diabetes</p> <p>Donation of material to South Lanarkshire college</p> <p>Donation of materials to local mental health charity to build shed for community garden.</p>
Coronation Road, New Stevenston	August 2016	Yes	June 2018	<p>3no new entrant</p> <p>1no work experience</p>
Beaconhouse, Queenzieburn	March 2016	Yes	September 2018	1no new entrant
Daks, Larkhall	April 2018	Yes	August 2019	
Holytown Road, Holytown	March 2019	Yes	January 2021	Will be confirmed in 2019/2020 annual report
Electrical Inspection	May 2017	Yes	May 2020 with an option of a further two one year extensions	The Contractor has started 1 apprentice to help deliver reactive maintenance and electrical inspection services.
Gas Servicing and Reactive	November 2017	Yes	November 2020 with an option of a further two one year extensions	The Contractor has started 1 apprentice placement recently to help deliver Gas maintenance and services. This was a joint venture

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				from Funding the Association received through the Lintel trust
Term Maintenance	July 2015	Yes	July 2020	The Contractor has started 2 apprentice placements recently to help deliver reactive maintenance and services. This was a joint venture from Funding the Association received through the Lintel trust. They have also worked on a number of smaller projects to assist in carrying out works for vulnerable customers and provided 8 work placements throughout the year.
Landscape maintenance services	April 2017	Yes	April 2020 with an option of a further two one year extensions	The Contractor carries out tree and landscape maintenance services to the local community church within North Motherwell. They have also carried out some garden maintenance services for vulnerable customers who are unable to maintain their own gardens
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

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				Research Interviewer for their call centre based in Bellshill.
Fleet Cars	December 2018	Yes	December 2021 with a further roll on of 2 years available	N/A
Internal Audit	March 2018	Yes	March 2021	N/A
Kitchen Renewals	August 2014	Yes	March 2019	Term contract pre-dated community benefit regulations (September 2015)
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.
Blantyre Flats HEEPS (External Insulation)	February 2018	Yes	December 2018	Community Benefit Fund rebate due June 2019. Rebate estimated at £490 for this project.
Consultancy Services (Various)	September 2017	Yes	March 2021 with option of two one year extensions	Low value adhoc appointment with variable fees.
Newarthill Roof & EWI	October 2018	Yes	March 2019	1no new entrant 2no work experience
Old Monklands Door Renewal	October 2018	Yes	March 2019	Community Benefit Fund rebate due June 2019. Rebate estimated at £1,865 for this project.
Boiler & Heating Renewals	October 2018	Yes	March 2021 with option of two one year extensions	2no new entrants 3no work experience
Petersburn Roof & EWI	October 2018	Yes	March 2019	2no new entrants

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Blantyre Roof & EWI	October 2018	Yes	March 2019	1no new entrant 2no work experience

6. Future Regulated Procurements (2019/20 and 2020/2021)

6.1 The following is a list of those Regulated Procurements which are scheduled to take place during 2019/20 and 2020/2021.

Contract Works or Services	Contract End Date	Notes
Broomknoll Church Airdrie	October 2019	Competitive tender to deliver 30no properties, 12no refurbishment of existing church and 18no new build properties
72 High Street, Kirkintilloch – Identification of architect	Autumn 2019	One off notice to identify supplier
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	
External Audit	August 2019	April 2013 - 3 plus 2 year extension – further 1 year extension by Audit and Risk Committee on 2 August 18 and approved by the Board in September 2018.
Term Maintenance Contract	22 July 2020	3+1+1 year contract to be tendered in 2020