



# Cassiltoun Housing Association

## PROCUREMENT REPORT 2021/2022

Date Approved	Proposed Review Date
23 <sup>rd</sup> March 2022	April 2023
Chair Person/Office Bearers Signature:	

CASSILTOUN HOUSING ASSOCIATION LIMITED  
59 Machrie Road, Castlemilk, Glasgow G45 0AZ

**Cassiltoun Housing Association is a recognised Scottish Charity SC 035544**

## 1.0 INTRODUCTION

1.1 Cassiltoun HA is deemed to be a 'public contracting authority' and is therefore bound by the requirements of the following legislation

- *Procurement Reform (Scotland) Act 2014*
- *Public Contracts (Scotland) Regulations 2015*
- *Procurement (Scotland) Regulations 2016*

1.2 Where a public contracting authority plans expenditure of >£5m in the following financial year it must prepare a procurement strategy setting out how it intends to carry out regulated procurements. Further, it must then produce a procurement report on the procurements undertaken at the end of the year.

1.3 In March 2018 we published our first Procurement Strategy and each year since have continued to provide an update and alongside this have produced procurement reports from 2019 onwards.

1.4 In the period April 2021 – March 2022 we did NOT place contracts to a value which will cross the £5m threshold. However, in the context of the Association's commitment to sustainable procurement, the annual report and strategy continues to be produced as a matter of good practice.

1.5 While CHA undertakes various procurements during the year, the scope of this document relates only to those procurements that fall under the remit of the above legislation and are therefore 'regulated procurements'.

1.6 CHA views this report as relevant and proportionate to the size and spend of the organisation and provides transparency of its purchasing activities. It is an opportunity to demonstrate how our procurement activity delivers value for money, contributes to the achievement of our broader aims and objectives, and how we have delivered against the policies and commitments set out in our procurement strategy.

## 2.0 PURPOSE

2.1 The purpose of this Report is to meet the requirements of the legislation by

- detailing the regulated procurements undertaken during 2021/2022
- reviewing whether these procurements complied with CHA's procurement strategy (and if they did not comply, how CHA intends to ensure future regulated procurements comply)
- summarising any community benefit requirements imposed as part of a regulated procurement
- summarising any steps taken to facilitate involvement of supported businesses
- summarising regulated procurements that we expect to take over the coming two financial years

### **3.0 METHODOLOGY**

**3.1** The methodology used to review our procurement activity over the last 12 months has been based on analysis of CHA's Contract Register on PCS.

### **4.0 PUBLISHING**

**4.1** The Association will publish its Procurement **Report for 2021/2022** on its website alongside its Procurement **Strategy for 2022/2023** by 30<sup>th</sup> April 2022.

**4.2** A copy of the report will be sent to Scottish Ministers, as required by legislation. Currently the contact address is as follows: [scottishprocurement@gov.scot](mailto:scottishprocurement@gov.scot)

### **5.0 POINT OF CONTACT**

**5.1** For further information about this Report please contact:

Clair Malpas  
Chief Executive  
Cassiltoun Housing Association  
Castlemilk Stables  
59 Machrie Road  
Castlemilk  
G45 0AZ  
Tel: 0141-634-2673  
[Clair.malpas@cassiltoun.org.uk](mailto:Clair.malpas@cassiltoun.org.uk)

## Appendix 1 Summary of regulated procurements 1/4/21 - 31/3/22

Contract title	TYPE	Date of award	Name of supplier	Subject matter	Estimated value	Start date	End date
1 Gas maintenance and servicing	Services	16 <sup>th</sup> February 2022	City Technical Services Ltd	Provision of gas maintenance and servicing in domestic stock	£0.555m	01/04/2022	31/03/2025
2 Development Services	Services	9 <sup>th</sup> November 2021	Edwards Macdowall Consulting Ltd.	Project Management, procurement services, policy development and training	£0.091m	01/04/2022	31/03/2025
3 Environmental Maintenance (re-let contract due to termination of previous contract/ supplier)	Services	6 <sup>th</sup> October 2021	Caledonian Maintenance Services Ltd	Grass cutting etc./ maintenance of external areas	£0.684m	15/10/2021	15/10/2024
<b>TOTAL</b>					<b>£1.330m</b>		

## Appendix 2

### Review of regulated procurement compliance

Contract title	How this procurement achieved the policies set out in procurement strategy	How this procurement contributed to wider aims and objectives of Cassiltoun	Did this procurement comply with commitments in the strategy such as payment of invoices
1 Gas maintenance and servicing	Transparency, value for money and delivering procurement with equality and transparency were achieved via use of restricted procurement via PCS/FTS	Maintaining high quality of housing and service provision, ensuring comfort of tenants and protection of investment	YES (Note- no invoices paid yet as contract does not commence until 01/04/2022)
2 Development Services	Transparency, value for money and delivering procurement with equality and transparency were achieved via use of restricted procurement via PCS/FTS	Maintaining high quality of housing and service provision, ensuring comfort of tenants and protection of investment	YES (Note- no invoices paid yet as contract does not commence until 01/04/2022)
3 Environmental Maintenance (re-let contract)	Transparency, value for money and delivering procurement with equality and transparency were achieved via use of restricted procurement via PCS/FTS	Maintaining high quality of housing and service provision, ensuring comfort of tenants and protection of investment	YES

## Appendix 3

## Summary of compliance

Number of regulated procurements during 2021/2022	3
Breakdown of above into type of procurements	Works: 0 Services: 3 Supplies: 0
Breakdown of above into those that did/ did not fully comply with Procurement Strategy	Full Compliance: 3 Non- Compliance: 0
Breakdown of above into those that did/ did not fully comply with Sustainable procurement duty	Full Compliance: 3 Non- Compliance: 0

## Appendix 4 Community Benefit Summary- qualitative information

Contract title	Statement on how CHA has ensured that its regulated procurements complied with legislation and its general policy on community benefit requirements, and refer to the types of community benefit requirements that were fulfilled during the year covered by the report.
1 Gas maintenance and servicing	Contract has not yet commenced (commencing 01/04/2022) but CBS included within contract
2 Development Services	Contract has not yet commenced (commencing 01/04/2022) but CBS included within contract
3 Environmental maintenance	Contract only commenced late 2021 - CBS will be fulfilled throughout the life of the contract

## Appendix 5 Community Benefit Summary - quantitative information

<b>USE OF COMMUNITY BENEFIT REQUIREMENTS IN PROCUREMENT</b>	
• Total Number of Contracts Awarded	3
• Total Number of Contracts Awarded Over £4 million	0
• Total Number of Contracts Awarded with Community Benefit Requirements	3
• Total Number of Contracts Awarded Over £4 million with Community Benefit Requirements	0
<b>KEY CONTRACT INFORMATION</b>	
• Total Value of Contracts	£1.330m
• Number of Jobs Filled by Priority Groups	Nil- contracts either not yet commenced or only in infancy
• Number of Apprenticeships Filled by Priority Groups	Nil- contracts either not yet commenced or only in infancy
• Number of Work Placements for Priority Groups	Nil- contracts either not yet commenced or only in infancy
• Number of Qualifications Achieved Through Training by Priority Groups	Nil- contracts either not yet commenced or only in infancy
• Total Value of Works Sub-Contracted to SMEs	Nil- contracts either not yet commenced or only in infancy
• Total Value of Works Sub-Contracted to Social Enterprises	Nil- contracts either not yet commenced or only in infancy
• Total Value of Works Sub-Contracted to Supported Businesses	Nil- contracts either not yet commenced or only in infancy
<b>SHORT-TERM SUSTAINABILITY INDICATORS</b>	
• Number of Recruits from Priority Groups Employed at 26 Weeks After Job Start	Nil- contracts either not yet commenced or only in infancy
• Number of Apprenticeships from Priority Groups Employed at 26 Weeks After Apprenticeship Start	Nil- contracts either not yet commenced or only in infancy
• Number of Work Placements for Priority Groups Subsequently Recruited by Contractor/Sub-Contractor	Nil- contracts either not yet commenced or only in infancy



## Appendix 6 Supported Business Summary

		<u>Qualitative Information</u>	<u>Quantitative Information</u>	<u>Quantitative Information</u>
	<b>Contract title</b>	<b>Steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report.<sup>1</sup></b>	<b>Regulated procurements placed with supported businesses during the period covered by the report.</b>	<b>Total actual spend with supported businesses during the period covered by the report.<sup>2</sup></b>
<b>1</b>	Gas maintenance and servicing	NIL	NIL	NIL
<b>2</b>	Development Services	NIL	NIL	NIL
<b>3</b>	Environmental maintenance	NIL	NIL	NIL

<sup>1</sup> Examples of this may include:

- details of discussions held with supported businesses in the market analysis phase of commodity strategy development;
- the number of supported business suppliers in the period covered by the report
- details of engagement with existing supported businesses to help grow their commercial resilience
- plans to increase supported business spend/engagement

<sup>2</sup> This should include:

spend within the reporting year on contracts already placed;  
 spend through sub-contracting arrangements on contracts already placed

## Appendix 7 Future Regulated Procurement Summary April 2022- March 2024

Financial Year	Subject matter	New, extended or re-let procurement	Expected contract notice publication date	Expected award date	Expected start date	Estimated value of the contract
2022/2023	Facilities Management for Buchanan Lodge	RE-LET	31/03/2022	31/07/2022	01/10/2022	£0.080m
2022/2023	Major Repairs 2023- 2028	NEW	31/07/2022	31/01/2023	01/04/2023	£5.000m
2022/2023	QS Consultancy for maintenance Contracts	RE-LET	31/07/2022	31/01/2023	01/04/2023	£0.090m
					Sub-total	£5.170m
2023/2024	No regulated procurements anticipated					0
					Total	£5.170m

## Appendix 8 Summary form ('Annex A') for submission to Scottish Government

<b>1. Organisation and report details</b>	
a) Contracting Authority Name	Cassiltoun HA
b) Period of the annual procurement report	2021-2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes /No)	NO
<b>2. Summary of Regulated Procurements Completed</b>	
a) Total number of regulated contracts awarded within the report period	3
b) Total value of regulated contracts awarded within the report period	£1.330m
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	3
i) how many of these unique suppliers are SMEs	3
ii) how many of these unique suppliers how many are Third sector bodies	0
<b>3. Review of Regulated Procurements Compliance</b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	3
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b>4. Community Benefit Requirements Summary of Community Benefit Requirements in Procurement:</b>	
a) Total Number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0

c) Total Number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefits Requirement

3

**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	0
i) Total Value of contracts sub-contracted to Social Enterprises	0
j) Total Value of contracts sub-contracted to Supported Businesses	0
k) Other community benefit(s) fulfilled	0

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	0
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	2
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	2
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	0

**6. Payment performance**

- a) Number of valid invoices received during the reporting period. 4
- b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.) 100%
- c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains. 3
- d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts. 0

**7. Supported Businesses Summary**

- a) Total number of regulated contracts awarded to supported businesses during the period 0
- b) Total spend with supported businesses during the period covered by the report, including:
  - i) spend within the reporting year on regulated contracts 0
  - ii) spend within the reporting year on non-regulated contracts 0

**8. Spend and Savings Summary**

- a) Total procurement spend for the period covered by the annual procurement report. £30,000
- b) Total procurement spend with SMEs during the period covered by the annual procurement report. £30,000
- c) Total procurement spend with Third sector bodies during the period covered by the report. 0
- d) Percentage of total procurement spend through collaborative contracts. 0
- e) Total targeted cash savings for the period covered by the annual procurement report
  - i) targeted cash savings for Cat A contracts 0
  - ii) targeted cash savings for Cat B contracts 0

iii) targeted cash savings for Cat C contracts	0
f) Total delivered cash savings for the period covered by the annual procurement report	0
1) delivered cash savings for Cat A contracts	0
ii) delivered cash savings for Cat B contracts	0
iii) delivered cash savings for Cat C contracts	0
g) Total non-cash savings value for the period covered by the annual procurement report	0
<b>9. Future regulated procurements</b>	
a) Total number of regulated procurements expected to commence in the next two financial years	4
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£5.345m