



ANNUAL PROCUREMENT REPORT 2024/25

Date Approved	Proposed Review Date
30 th April 2025	April 2026
Chair Person/Office Bearers Signature:	

CASSILTOUN HOUSING ASSOCIATION LTD
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Cassiltoun Housing Association is a recognised Scottish Charity SC 035544

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SECTION 1 – INTRODUCTION & PURPOSE

Introduction

This report summarises Cassiltoun Association's regulated procurement activity completed between 1 April 2024 and 31 March 2025.

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 following legislation and are therefore 'regulated procurements'. A regulated procurement is any procurement for public goods/supplies or services with a value of over £50,000 or any procurement for public works with a value of over £2 million.

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*

and is required to prepare or revise a procurement strategy in relation to the relevant financial year and must also prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of that financial year.

Procurement Vision

Cassiltoun Housing's **vision** for procurement is that our procurement activity will support delivery of our strategic aims and will:

- Follow best practice
- Be open & transparent
- Be non-discriminatory
- Be Proportionate
- Be fit for purpose
- Achieve Value for Money

Executive Summary

Between 1 April 2024 and 31 March 2025, Cassiltoun Housing Association completed £169K of regulated procurement:

	Regulated Works Contracts	Regulated Goods/ services Contracts	Total
Number	0	1	1
Value	0	£169 210	£169 210

SECTION 2 – SUMMARY OF REGULATED PROCUREMENT COMPLETED 2024/25

Regulated Procurement

A regulated procurement is any procurement for public goods/supplies or services with a value of over £50,000 or any procurement for public works with a value of over £2 million. The value the procurement is measured over the total contract period. For the purposes of this section a regulated procurement is completed when the award notice is published or when the procurement process otherwise comes to an end. This includes contracts and framework agreements.

Summary

The number of each type of regulated procurement and the process followed for those completed 1 April 2024 to 31 March 2025 were:

	Direct Award	Quick Quote	Open Tender	Framework Call-Off	Total
Goods	0	0	0	0	0
Services	0	0	1	0	1
Works	0	0	0	0	0

The detail of these regulated procurement are provide below:

Date of Award	Successful Suppliers	Contract Title	Estimated Contract Value	Contract Duration
01/08/24	AZETS	External Audit Services	£169 210	5 years with annual renewal
TOTAL			£169 210	

SECTION 3 – REVIEW OF REGULATED PROCUREMENT COMPLIANCE

Review of Compliance with Annual Procurement Strategy

The overall objective for Cassiltoun's procurement strategy is to support the Association's Business Plan by delivering effective, consistent, best practice procurement across the whole organisation.

Procurement duty per 2014 Act requirements	Compliance
Procurement is fair and complies with legal requirements	<ul style="list-style-type: none"> • All procurement activity complied with statutory and regulatory requirements. • Contracts were structured in such a way as to assist, wherever practical, local suppliers and small and medium enterprises to tender for appropriate contracts. • Relevant contracts included a Community Benefits clause. • Relevant contracts included sustainable procurement requirements.
Economically, environmentally, and socially responsible manner	<p>For every appropriate regulated procurement, consideration was given, in conducting the procurement, to how we could:</p> <ul style="list-style-type: none"> • improve the economic, social, and environmental wellbeing of our area of operation, • facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and • promote innovation.
Value for Money in a sustainable manner	<p>Where no appropriate frameworks were in place and where the estimated value of the contract was equal to or greater than £50,000 for goods and services and £100,000 for works, we awarded contracts on the basis of the most economically advantageous tender which balanced value for money and the required quality of the service, goods or works being procured, except in exceptional circumstances where the Association's Procurement Policy allows for deviation from this approach in specific instances.</p>
Treat all suppliers and contractors equally and without discrimination	<p>We are committed to ensuring our procurement processes treat contractors equally and without discrimination. We used clear and precise language which prevents broad interpretation.</p>
Procurement is operated in an open, transparent, and inclusive way	<p>We acted in a transparent and proportionate manner in our procurement processes.</p> <p>Consideration was given to procuring from existing frameworks.</p>

Procurement duty per 2014 Act requirements	Compliance
	<p>Where an existing framework was not available, we used the Public Contracts Scotland website for all regulated procurement opportunities.</p> <p>Our evaluation criteria were set to be proportionate and relevant to our needs to make sure smaller suppliers were not disadvantaged.</p> <p>Our Annual Procurement Report includes our procurement plans for the next two financial years. This provides suppliers with an indication of when contracts will be procured and assists them in bidding for our work.</p>
Procurement process is proportionate to the item being procured	The specific procurement approach adopted in each case takes account of the nature, scale and value of the contract being awarded.
Procurement processes are as simple, clear, and proportionate as possible to help facilitate the participation of small and medium size businesses, third sector organisations and supported businesses	<p>We act in a transparent and proportionate manner in our procurement processes.</p> <p>Our evaluation criteria are set to be proportionate and relevant to our needs to make sure smaller suppliers are not disadvantaged.</p> <p>We use clear and precise language in our procurement processes to ensure a common understanding of requirements.</p> <p>We consider contract size, including the opportunity to break requirements into smaller lots.</p> <p>We consider during the procurement planning whether the contract can be reserved for supported businesses.</p>
Maximise the inclusion of appropriate Community Benefits requirements	<p>We comply with the legal duty for explicit Community Benefits clauses required on all contracts above £4m that commence on or after 1 June 2016.</p> <p>This Annual Procurement Report includes a summary of any Community Benefits in place and planned in future already determined contracts.</p> <p>Delivery of Community Benefits was monitored regularly as part of effective contract management</p>
Collaborative working	We considered, for all regulated procurement, the potential for us to work creatively and collaboratively with other partners.

Procurement duty per 2014 Act requirements	Compliance
Consultation	<p>In relation to each procurement process we included relevant and proportionate consultation with our customers and other stakeholders to enable the views of those affected to be expressed and considered and did not adopt a 'one size fits all' approach to consultation.</p> <p>We ensured that consultation is accessible across our customer base in line with our Equality & Diversity Strategy.</p>
Fair Work Practices	<p>We incorporated Fair Work First within all relevant procurement processes by asking bidders to describe how they were committed to adopting Fair Work First:</p> <ul style="list-style-type: none"> <input type="checkbox"/> appropriate channels for effective voice, such as trade union recognition, <input type="checkbox"/> investment in workforce development, <input type="checkbox"/> no inappropriate use of zero hours contracts, <input type="checkbox"/> action to tackle the gender pay gap and create a more diverse and inclusive workplace, <input type="checkbox"/> providing fair pay for workers (for example, payment of the real Living Wage), <input type="checkbox"/> offer flexible and family friendly working practices for all workers from day one of employment; and <input type="checkbox"/> oppose the use of fire and rehire practices.
Health & Safety	We promoted compliance with the Health & Safety at Work etc. Act 1974.
Fairly and ethically traded	We sought to ensure, where possible, that the goods and services purchased are fairly and ethically traded.
Legal duties	For regulated procurement, our contract terms and conditions enable us to end a contract if the contractor or subcontractor fails to keep to their legal duties in the areas of environmental, social or employment law when carrying out the contract.
Payment to contractors	We aimed to ensure that, as far as reasonably practicable, payments due to contractors and subcontractors are paid within 30 days.

Plan to Improve Future Compliance

No areas have been identified above as 'Action required'

SECTION 4 – COMMUNITY BENEFIT SUMMARY

Community Benefit Clauses in 2024/25 Regulated Procurement

External Audit: No specific community benefits, however added value from the contract of the following:

Free insights seminars, podcasts and organisation partners with Princes Trust to support and mentor 500 young people from disadvantaged backgrounds

Community Benefits Delivered in 2024/25

As some of the contracts procured in the year span more than one financial year, not all community benefits secured are delivered in the same year.

During 2024/25 community benefits to an estimated total of £2 000 were delivered in the following ways:

- Gifts for children attending the Santa's Grotto event at the Stables (Dec 2024).

SECTION 5 – SUPPORTED BUSINESS SUMMARY

Public sector bodies are encouraged where possible to restrict the tendering process for goods or services to supported factories and businesses only.

Supported businesses are those businesses which fulfil both of the following criteria:

- Firstly, the business' primary aim must be for the social and professional integration of disabled or disadvantaged persons.
- Secondly, at least 30 per cent of the employees of those businesses should be disabled or disadvantaged.

The Association does not currently have any contracts in place with supported businesses.

SECTION 6 – FUTURE REGULATED PROCUREMENT SUMMARY

The following table provides a summary of our anticipated contract requirements for the following two financial years (it should be noted that they works planned for 2025/2026 are below the regulated procurement threshold are listed for information only)

2025/26

Type	Contract Area	New or re-let of contract	Estimated total contract value	Expected contract notice date	Expected contract award date	Expected contract start date
Works	Windows (below £2m threshold)	NEW	£1.5m	Q1` 2025/2026	Q2 2025/2026	Q2 2025/2026
	Stables Heating (below £2m threshold)	NEW	£0.378m	Q1 2025/2026	Q1 2025/2026	Q2 2025/2026
Goods & Services	Landscape Maintenance	Re-Let	£1.2m	Q3 2025/2026	Q4 2025/2026	1 st April 2026

	Close Cleaning	Re-Let	£0.6m	Jun 2024	Sep 2024	Oct 2024
	IT hardware, support and telephony	Re-let	£0.2m	Q3 2025/2026	Q4 2025/2026	Q1 2026/2027

2026/27

Type	Contract Area	New or re-let of contract	Estimated total contract value	Expected contract notice date	Expected contract award date	Expected contract start date
Works	Planned Maintenance Framework 2027-2031	Re-let	£7m	Q2 2026/2027	Q4 2026/2027	Q1 2027/2028
Goods & Services	Gas maintenance 2027 - 2032	Re-let	£0.85m	Q2 2026/2027	Q4 2026/2027	Q1 2027/2028
	Gutter cleaning 2027 - 2032	Re-let	£0.325m	Q2 2026/2027	Q4 2026/2027	Q1 2027/2028

SECTION 7 – ANNUAL PROCUREMENT REPORT PUBLISHING & CONTACT DETAILS

Publishing

The Association will publish its Procurement Report for 2024/25 on its website alongside its Procurement Strategy for 2025/26 by 30th April 2025.

A copy of the report will be sent to Scottish Ministers, as required by legislation.

Point of Contact

For further information about this Report please contact:

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