



# Annual Procurement Report

## Report Period

01/04/2021 – 31/03/2022

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## **1.0 INTRODUCTION**

- 1.1 Under the 2014 Act the Association is required to prepare an annual procurement report to reflect on our performance against our procurement strategy.
- 1.2 To comply with this and all legislative requirements Southside Housing Association has produced this Annual Procurement Report, which summarises all regulated procurement activity for the period.
- 1.3 Regulated procurements are public contracts with an estimated value in excess of £2m for works contracts or £50k for other types of contract.

## **2.0 SUMMARY OF REGULATED PROCUREMENTS COMPLETED**

- 2.1 To the period up until 31 March 2022, the Association's programme of Regulated Procurements, are summarised below:
- 2.2 One regulated procurement activity was completed during the reporting period.
- 2.3 Details of the Regulated Procurement undertaken during the period is included within the Table at point 2.4.

2.4 In the period from 1 April 2021 to 31 March 2022, the Association completed the following Regulated Procurements:

No	Subject of Contract (Regulated)	Date of Award	Supplier	Estimated contract value	Start Date	End Date (excl. any extension)
1	Heating Upgrades at T84 Buildings at Cardonald and Pollokshields, Glasgow	13.01.2021	Turner Property Services	£2.117m	25.01.2021	16.09.2021

### 3.0 REVIEW OF REGULATED PROCUREMENT COMPLIANCE

- 3.1 Southside Housing Association is committed to ensuring that all regulated procurements comply with both the Association's Procurement Strategy and all relevant legislation.
- 3.2 The Regulated Procurement completed during the period 01.04.21 – 31.03.2022 was undertaken in line with the Association's approved Procurement Policy.
- 3.3 All awarded contracts are published on the Association's Web Site.
- 3.4 The Table below details information on how the Association's procurement activity achieved the policies set out within its Procurement Strategy.

<b>Value for Money:</b>	As set out in the Strategy, the Association assessed where possible, its regulated procurements (listed in section 2 above) by means of a balance between quality and price, in order to deliver the most economically advantageous tender. Both Quality and Price were considered in the tender process and all bidders were advised of how this would be assessed.
<b>Equal Treatment &amp; Non-Discrimination:</b>	For all regulated procurement activities undertaken where possible, the Association advertised contracts at each relevant stage on the Public Contracts Scotland Portal and, when required, in the Official Journal of the European Union (OJEU). All questions raised in procurement exercises were dealt with through the portal so that all bidders had the same information.
<b>Transparency &amp; Proportionality:</b>	For all regulated procurements the Association uses: <ul style="list-style-type: none"> <li>• electronic communication when communicating with suppliers</li> <li>• Is clear and precise in the language used to detail the requirements</li> <li>• Has utilised the European Single Procurement Document when seeking potential suppliers.</li> </ul>
<b>Sustainable Procurement:</b>	The Association ensures that in all regulated procurements it will consider how, when framing the contract requirements it could contribute to the following: <ul style="list-style-type: none"> <li>• Improving the economic, social and environmental wellbeing in particular reducing inequality within our main areas of operation</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilitating the involvement of small and medium enterprises and supported businesses in the process</li> <li>• Promoting innovation</li> </ul> <p>Our design brief for all new build and major repair and improvement works include the requirement to design homes which optimise the use of finite natural resources, energy consumption and the production of waste and emissions.</p>
<b>Community Benefit Requirements:</b>	Refer Section 4.0 for the Association's Community Benefit Summary.
<b>Payment of The Living Wage:</b>	Where relevant and proportionate sustainability requirements, including support for Fair Working Practices and the Living Wage were included in contract documents.
<b>Compliance with Health &amp; Safety Legislation:</b>	For all regulated procurement activity either works or services contracts the selection process ensures that all bidders invited to participate will have to demonstrate their compliance with the Health and Safety at Work Act 1974. This will be assessed at Pre-qualification stage by either a 3rd party accreditation or policy.
<b>Consultation and engagement:</b>	For the Regulated Project identified at Section 2.4 above the Association carried out an extensive consultation and engagement exercise with the residents in respect of the proposals. This included 'Open Days' and 'Public Meetings'.
<b>Fairly &amp; Ethically Traded Goods and Services:</b>	The Association recognises that our Procurement Strategy states that where relevant and proportionate to a regulated contract, we will encourage fair and ethical trading principles in its procurement requirements. The Association is currently working out how best to ensure that this is considered in all regulated procurements going forward.
<b>Regulated Procurements involving food:</b>	There was no regulated procurement activity involving food during the reporting period.
<b>Payment within 30 days:</b>	The Association is committed to ensuring that all suppliers who are awarded business are paid within 30 days. The Association is unable at this stage to provide a summary report confirming the percentage of invoices paid within this timescale. This will be improved in the future following the upgrading of the Association's I.T System.

#### 4.0 COMMUNITY BENEFIT SUMMARY

- 4.1 Southside Housing Association is committed to maximise Community Benefits from its procurement activities.
- 4.2 Community Benefits Clauses are contractual clauses which can be used to build a range of economic, social and environmental conditions into the delivery of public contracts.
- 4.3 Prior to the commencement of a regulated procurement process, the Lead Officer will consider whether Community Benefit Requirements can be included in the contract.
- 4.4 There is no formal requirement for the consideration of Community Benefits in contracts with an estimated value of less than £4 million, however the Association will consider Community Benefits for each contract that is subject to regulated procurement and apply these where applicable.
- 4.5 The table below provides information on the Association's Community Benefit activity during the reporting period.

<b>USE OF COMMUNITY BENEFIT REQUIREMENTS: 1 Apr 2021 to 31 March 2022</b>	
Total number of regulated contracts awarded	1
Total number of contracts awarded over £4 million	0
Total number of contracts awarded with community benefit requirements	0
Total number of contracts awarded over £4 million with community benefit requirements	0

#### 5.0 SUPPORTED BUSINESSES SUMMARY

- 5.1 The Association acknowledges that before we start a regulated procurement, we need to consider how we might use the process to facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses.
- 5.2 The Association where possible will include the involvement of small and medium enterprises, third sector bodies and supported businesses.

**6.0 FUTURE REGULATED PROCUREMENTS SUMMARY**

6.1 Over the next two financial years, the Association anticipates progressing at least the following procurements:

<b>Subject of contract</b>	<b>New, Extended or Re-let procurement</b>	<b>Expected Contract Notice date</b>	<b>Expected Award date</b>	<b>Expected Start date</b>	<b>Estimated contract value</b>
New Build Development at 67 Ladybank Drive, Glasgow	New	SHA Framework Contractor Selection	March 2023	June 2023	July 2024
Replacement Heating Systems at Queensland Court/Gardens, T84 Stock	New	August 2022	October 2022	October 2022	October 2023



## **7.0 CONCLUSION**

- 7.1 The Association has updated its Procurement Strategy for the period 1 April 2022 to 31 March 2023 and will report on the outcomes from that updated strategy next year.
- 7.2 A copy of the report and our updated Strategy will be sent to Scottish Ministers, as required under legislation.
- 7.3 For more information about this Annual Procurement Report, or the Association's Procurement Strategies (past and present) please contact:

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