



SHETTLESTON HOUSING ASSOCIATION

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ANNUAL PROCUREMENT REPORT 2024/25

AUGUST 2025

1. INTRODUCTION

Under the terms of the Procurement Reform (Scotland) Act 2014 public bodies with an annual regulated procurement value of more than £5million are required to produce an Annual Procurement Report reviewing performance in procurement activity against the aims and objectives set down within their Procurement Strategy. The value of regulated procurement completed by the Association in 2024/25 was just over £3million and, therefore, fell below this threshold level. However, in line with good procurement practice we will continue to produce an annual procurement report to assist in monitoring our performance against our Procurement Strategy and objectives.

The Association undertakes a range of procurements each year and these are recorded within our procurement register, as appropriate. This document relates only to procurement that is defined as 'regulated procurement' under the terms of the legislation. Regulated procurements are public contracts for goods and services over £50,000 and for works over £2,000,000 in value.

2. PURPOSE OF REPORT

This report summarises Shettleston Housing Association's regulated procurement activity undertaken between 1 April 2024 and 31 March 2025 and the procurements we expect to complete within the next two financial years. The report provides:

- Detail of the regulated procurement activity undertaken during the period
- A review of how each procurement complied with the Association's Procurement Strategy
- A summary of social & community benefits delivered as part of a regulated procurement
- A summary of steps taken to facilitate the involvement of supported businesses in regulated procurements
- Steps the Association is taking to ensure continuous improvement in procurement activity
- A summary of anticipated regulated procurement activity in 2025/26 and 2026/27

3. REGULATED PROCUREMENT COMPLETED 2023/24

The Association completed two regulated procurements during the period 1 April 2024 – 31 March 2025:

CONTRACT	TYPE	DATE OF AWARD	PROCUREMENT ROUTE	SUPPLIER	VALUE (excl VAT)	START DATE	END DATE
Broker and Insurance Supplier	services	April 2024	PCS Open Procedure. Quality & Price tender	Marsh	£3,000,000 (over 5 years)	April 2024	April 2029
Broker & Electricity Supplier	services	May 2024	Multiple quotes sought from 3 specialist brokers.	Citrus Energy	£65,485	May 2024	May 2025
TOTAL VALUE OF REGULATED PROCUREMENT 2023/24					£3,065,485		

4. REVIEW OF REGULATED PROCUREMENT COMPLIANCE

The Association's Procurement Strategy sets down our key objectives to support the delivery of effective, sustainable and compliant procurement across the organisation. All of the regulated procurement activity completed in 2024/25 was undertaken in line with the Association's approved Procurement Strategy.

CONTRACT	COMPLIANT	STRATEGY OBJECTIVES MET	ORGANISATIONAL OBJECTIVES MET
Broker and Insurance Supplier	Yes	An open tender advertised on PCS ensured a consistent, fair and transparent approach. Tender was based on quality & price to secure best value. Contract period of 3 years with option to extend for further 2 years provides continuity of service in this business critical contract. Robust contract management will allow regular performance review and help deliver improved performance.	High standards of governance achieved through compliant procurement, transparent reporting and appropriate review and authorisation of contract award by governing body. Full quality / price assessment of tenders ensures best value for money and effective management of our resources. Longer term contract allows partnership working with supplier and consistency of services.

Broker & Electricity Supplier	Yes	<p>Limited suitable suppliers available for provision of utility services. Review of specialist brokers and multiple quotes sought from each to secure best value from market.</p> <p>Post quote feedback issued to ensure compliant, fair and transparent approach.</p> <p>Appointment of social enterprise and SME delivers social investment through procurement with a fair and ethical trading partner.</p> <p>Robust contract management will allow regular performance review and help deliver improved performance.</p>	<p>High standards of governance achieved through compliant procurement, transparent reporting and appropriate review and authorisation of contract award.</p> <p>Breadth of quotes secured ensures best value for money and effective management of our resources.</p> <p>Appointment of social enterprise and SME delivers social investment through procurement with a fair and ethical trading partner.</p>
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5. COMMUNITY BENEFIT SUMMARY

We take a proportionate approach to delivering social benefit through procurement activity and include community benefit requirements where appropriate. There were no procurements over £4m in value during 2024/25. However, community benefits requirements were included in previously procured contracts that remain live in 2024/25. A summary of community benefits delivered through these contracts during the reporting period is shown below:

Contract	Supplier	Community Benefit delivered
EICR Contract	Valley Group	Painting of Edrom Community Hall
SHA Repairs, Maintenance & Void Works Contract	14 contractors on framework	Contribution to SHA Community Chest* totalling £10,006 (based on 2% of value of works delivered by each supplier)

*The Association's Community Chest fund provides assistance to local community groups to deliver activities or common improvements in the Shettleston area.

6. PAYMENT PERFORMANCE

The Association is committed to the principles of Fair Work First. We promote the payment of the living wage in all regulated procurements and encourage all suppliers to adhere to the principles of Fair Work practices. Our Electricity broker Citrus Energy is a Living Wage employer and committed to the principles of Fair Work First. Our appointed Insurance broker Marsh is committed to the Fair Work First principles and has confirmed they meet living wage requirements.

We are committed to pay contractors and suppliers within 30 days of being invoiced (or sooner where contract conditions require) and expect contractors to pay sub-contractors within 30 days of being invoiced.

The payments included within Appendix A to this report include sums paid during the reporting period for **all live contracts** that have been delivered under regulated procurement, including those procured in previous financial years. Spend figures include VAT, where appropriate. The high number of valid invoices shown reflects the fact that repairs completed within our Framework for Reactive & Void Maintenance Contractors are invoiced individually by suppliers.

The percentage of spend through collaborative contracts shown at 8d) relates to contract spend on a live contract procured in a previous financial year. This contract was procured via a Scotland Excel national framework. Although neither of the regulated contracts procured in 2024/25 used a collaborative approach we continue to use local and national frameworks, where appropriate, for regulated and non-regulated procurement to secure efficiency and best value.

7. SUPPORTED BUSINESSES SUMMARY

The Association is committed, where possible, to provide opportunities to local SMEs, third sector and supported businesses and to encourage contracting partners to consider these types of organisations as sub-contractors. Our Electricity broker Citrus Energy is a subsidiary of a Registered Social Landlord, operates as a social enterprise and is an SME. We do not currently have any direct contracts in place with supported businesses. However, we will continue to encourage the use of supported local businesses as sub-contractors, where appropriate.

8. CONTINUOUS IMPROVEMENT

The Association is committed to securing continuous improvement in our procurement activity and completed a Continuous Improvement Programme for Procurement (CIPP) review with Scotland Excel in June 2024. A range of continuous improvement actions were agreed following the review and all were implemented during 2024/25. Our next CIPP review is due in 2026/27.

9. FUTURE REGULATED PROCUREMENTS SUMMARY

The Association's anticipated regulated procurement within the next two financial years is summarised in the tables below:

ANTICIPATED REGULATED PROCUREMENT 2025/26							
SUBJECT MATTER	TYPE	NEW/ EXTENDED / RE-LET	PROPOSED PROCUREMENT ROUTE	EXPECTED CONTRACT NOTICE PUBLICATION DATE	EXPECTED AWARD DATE	EXPECTED START DATE	ESTIMATED VALUE
Gas Servicing & Repairs and Out of Hours Cover 3 years +1+1	services	Re-let	Direct award via established national framework	n/a	Aug 2025	Aug 2025	£1,850,000
Internal Auditor 3 years +1+1	services	Re-let	Specialist service. Explore potential frameworks. Quality / Price tenders from suitable suppliers.	Nov 2025	Jan 2026	Apr 2026	£50,000
Housing Management & Finance System 5 years	services	New	Limited providers. Explore potential frameworks. Quality / Price tenders from suitable suppliers.	Jun 2025	Sep 2025	Apr 2026	£600,000
Managing consultant to deliver decarbonisation pilot project Short term	services	New	Direct award via established national framework	n/a	Aug 2025	Sep 2025	£453,000
Legal Advice Services 3 years +1+1	services	Re-let	Competitive tender via PCS Open procedure. Consider use of national framework.	Sep 2025	Mar 2026	Apr 2026	£320,000

Corporate Communications Services 3 years +1+1	services	New	Competitive tender via PCS Open procedure. Consider use of national framework.	Sep 2025	Jan 2026	Jan 2026	£75,000
Broker and Electricity Contract 3 years	services	Re-let	Limited providers. Competitive quality / price quotes from specialist suppliers.	n/a	May 2025	May 2025	£255,000
Broker and Gas Contract 32 months	services	Re-let	Limited providers. Competitive quality / price quotes from specialist suppliers.	n/a	Sep 2025	Sep 2025	£110,000
ESTIMATED TOTAL VALUE OF PROPOSED REGULATED PROCUREMENT 2025/26							£3,713,000

ANTICIPATED REGULATED PROCUREMENT 2026/27							
SUBJECT MATTER	TYPE	NEW/ EXTENDED / RE-LET	PROPOSED PROCUREMENT ROUTE	EXPECTED CONTRACT NOTICE PUBLICATION DATE	EXPECTED AWARD DATE	EXPECTED START DATE	ESTIMATED VALUE
Kitchen replacement contract 2 years +1 +1	works	Re-let	Procure via PCS Open Procedure or consider mini competition / direct award under established national framework.	Apr 2026	Aug 2026	Sep 2026	£2,500,000
EICR contract 3 years +1 +1	services	Re-let	Procure via PCS Open Procedure or consider mini competition / direct award under established national framework.	Feb 2027	Jun 2027	Aug 2027	£280,000
Consultant to Support Maintenance Works 3 years	services	New	Direct award via national framework	n/a	Apr 2026	Apr 2026	£60,000
ESTIMATED TOTAL VALUE OF PROPOSED REGULATED PROCUREMENT 2026/27							£2,840,000

10. PUBLISHING

This Annual Regulated Procurement Report for the period 1 April 2024 to 31 March 2025, along with our reviewed and updated Procurement Strategy will be published on the Association's website.

A copy of the report and our updated Strategy will also be issued to Scottish Ministers.

11. CONTACT

For further information about this report please contact:

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Annual Procurement Report template

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

1. Organisation and report details	
a) Contracting Authority Name	Shettleston Housing Association
b) Period of the annual procurement report	1 April 2024 - 31 March 2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	No
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	2
b) Total value of regulated contracts awarded within the report period	£3,065,485
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	2
i) how many of these unique suppliers are SMEs	1
ii) how many of these unique suppliers are Third sector bodies	1
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	2
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
4. Community Benefit Requirements Summary	
Use of Community Benefit Requirements in Procurement:	
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 Community Benefit Requirements	0

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	1 / £10,006

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First 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 during the period.	1

6. Payment performance

a) Number of valid invoices received during the reporting period.	2,656
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.	0
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
- b) Total spend with supported businesses during the period covered by the report, including:
- i) spend within the reporting year on regulated contracts
- ii) spend within the reporting year on non-regulated contracts

0
0
0
0

8. Spend and Savings Summary

- a) Total procurement spend for the period covered by the annual procurement report.
- b) Total procurement spend with SMEs during the period covered by the annual procurement report.
- c) Total procurement spend with third sector bodies during the period covered by the report.
- d) Percentage of total procurement spend through collaborative contracts.
- e) Total delivered cash savings for the period covered by the annual procurement report
- f) Total non-cash savings value for the period covered by the annual procurement report

£2,466,470
£1,643,881
£60,612
17%

data not held

data not held

9. Future regulated procurements

- a) Total number of regulated procurements expected to commence in the next two financial years
- b) Total estimated value of regulated procurements expected to commence in the next two financial years

11
£6,553,000