



SHETTLESTON HOUSING ASSOCIATION

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ANNUAL PROCUREMENT REPORT 2025/26

AUGUST 2026

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 2025/26 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 2025 and 31 March 2026 and the regulated procurement we expect to complete within the next two financial years. The report provides:

- A summary 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 2026/27 and 2027/28

3. REGULATED PROCUREMENT COMPLETED 2025/26

The Association completed seven regulated procurements during the period 1 April 2025 – 31 March 2026:

CONTRACT	TYPE	DATE OF AWARD	PROCUREMENT ROUTE	SUPPLIER APPOINTED	VALUE (excl VAT)	START DATE	END DATE
Gas Servicing & Repairs and Out of Hours Cover (3 years +1 +1)	Services	Aug-25	Direct award via PfH Scot. Decarbonisation & Retrofit framework	City Technical Services (UK) Limited	£1,519,938	Aug-25	Aug-30
Consultants to survey sandstone properties	Services	Sep-25	Competitive fee quotes from suitable experienced suppliers	Riach Architects & Punch Consulting Engineers	£117,800	Sep-25	Aug-26
Housing Management & Finance System	Services	Sep-25	Direct award via G-Cloud 15 Crown Commercial framework	Aareon Home Master	£557,953	Sep-25	Sep-30
Managing consultant to deliver decarbonisation pilot project	Services	Oct-25	Direct award via Scotland Excel Energy Efficiency Contractors Framework	Warmworks Scotland LLP	£443,103	Oct-25	Jul-26
Broker and Electricity Supplier (3 years)	Services	Feb-26	Competitive quality / price quotes from specialist providers via broker	Citrus Energy	£271,293	Feb-26	Feb-29
Broker and Gas Supplier (32 months)	Services	Aug-25	Competitive quality / price quotes from specialist providers via broker	Citrus Energy	£92,973	Oct-25	May-28
Consultant to Support Maintenance Works (3 years)	Services	Mar-26	Direct award via Scotland Excel Building Construction Consultancy Framework	TCS Construction Consultants	£60,000	Mar-26	Mar-29
TOTAL VALUE OF REGULATED PROCUREMENT 2025/26					£3,063,059		

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 2025/26 met the objectives and principles set down within the Association's approved Procurement Strategy.

CONTRACT	COMPLIANT	STRATEGY OBJECTIVES MET	ORGANISATIONAL OBJECTIVES MET
Gas Servicing & Repairs and Out of Hours Cover (3 years +1 +1)	Yes	Direct award via call-off from national framework ensured a compliant, fair and transparent approach. Use of nationally procured framework secured best value and benefit of economy of scale through collaborative approach. Efficient use of resources in procurement activity.	High standards of governance achieved through compliant procurement, transparent reporting and appropriate review and authorisation of contract award by governing body. Use of national framework ensured best value for money and effective management of our resources. Longer term contract allows partnership working with supplier to secure compliance with vital safety compliance.
Consultants to survey & develop future programme for Stone Repairs	Yes	Unable to secure broad range of quotes as specialist skills and experience required and limited suppliers available. Approached suppliers with appropriate experience of work on sandstone tenements to provide quotes. Detailed information for the project was provided in quotes, combined with a keen understanding of the need to ensure best value. Robust contract management has allowed regular performance and value for money review.	High standards of governance achieved through compliant procurement, transparent reporting and appropriate review and authorisation of contract award by governing body. Use of appropriately skilled consultants ensured effective management of resources to help secure best long-term strategy for management of sandstone stock.

Housing Management & Finance System	Yes	Specialist service with limited qualified suppliers. Direct award via call-off from national framework ensured a compliant, fair and transparent approach. Use of nationally procured framework secured best value and benefit of economy of scale through collaborative approach. Efficient use of resources in procurement activity.	High standards of governance achieved through compliant procurement, transparent reporting and appropriate review and authorisation of contract award by governing body. Use of national framework ensured best value for money and effective management of our resources. Direct award allowed selection based on detailed review of supplier quality and fit in key data management area, helping to manage risk around change.
Managing consultant to deliver decarbonisation pilot project	Yes	Direct award via call-off from national framework ensured a compliant, fair and transparent approach. Use of nationally procured framework secured best value and benefit of economy of scale through collaborative approach. Efficient use of resources in procurement activity.	High standards of governance achieved through compliant procurement, transparent reporting and appropriate review and authorisation of contract award by governing body. Use of national framework ensured best value for money and effective management of our resources. Direct award enabled early input from specialist to develop proposals and secure grant funding assistance that was key to managing financial risk of project.
Broker and Electricity Supplier (3 years)	Yes	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. Post quote feedback issued to ensure compliant, fair and transparent approach.	High standards of governance achieved through compliant procurement, transparent reporting and appropriate review and authorisation of contract award. Breadth of quotes secured ensures best value for money and effective management of our resources.
Broker and Gas Supplier (32 months)	Yes	Appointment of social enterprise SME delivers social investment through procurement with a fair and ethical trading partner. Robust contract management will allow regular performance review and help drive continuous improvement.	Appointment of social enterprise SME delivers social investment with a fair and ethical trading partner.

Consultant to Support Maintenance Works (3 years)	Yes	Direct award via call-off from national framework ensured a compliant, fair and transparent approach. Use of nationally procured framework secured best value and benefit of economy of scale through collaborative approach. Efficient use of resources in procurement activity.	High standards of governance achieved through compliant procurement, transparent reporting and appropriate review and authorisation of contract award by governing body. Use of national framework ensured best value for money and effective management of our resources. Longer term appointment will help develop consistency, continuous improvement and efficiencies in procurement.
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5. COMMUNITY BENEFIT SUMMARY

Shettleston Housing Association is a community controlled organisation and, where possible, keen to direct investment into our local area. We do this specifically through the use of proportionate community benefit requirements in our contracts and we encourage local suppliers to participate in procurement activity, where this is appropriate.

There were no procurements over £4m in value during the 2025/26 reporting period. However, community benefits requirements were included in some of these and in previously procured regulated contracts that remain live in 2025/26. A summary of community benefits delivered through these regulated contracts during the reporting period is shown below:

CONTRACT	SUPPLIER	COMMUNITY BENEFIT DELIVERED	VALUE
EICR Contract	Valley Group	Christmas Panto tickets / vouchers	£500
SHA Planned Maintenance Framework	MCN Scotland Ltd	Donation to Shettleston Gala Day to cover activities	£930
Gas servicing and maintenance contract	City Technical Services (UK) Limited	Christmas Panto tickets / vouchers	£500
SHA Repairs, Maintenance & Void Works Contract	16 contractors on framework	Contribution to SHA Community Chest* (based on % of value of works delivered by each supplier)	£18,270
TOTAL VALUE COMMUNITY BENEFITS 2025/26			£20,200

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

6. FAIR WORK FIRST & 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. Four of the suppliers appointed through regulated procurement in 2025/26 are Living Wage employers and committed to the principles of Fair Work First. The remaining 3 have confirmed they meet living wage requirements and adhere to Fair Work First principles through their employment and service delivery practices.

We aim to pay all of our 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. For the 2025/26 reporting period we have been unable to report the number of individual invoices received and the number paid on time. Our data management systems were replaced in April 2026 and we do not have access to this information. We are aware that a very small number of invoices were not paid on time at the end of March 2026 during the changeover period. At this time we discussed and agreed suitable payment terms with the affected suppliers and all payments were made as quickly as possible.

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 percentage of spend through collaborative contracts shown at 8d) relates to spend on live contracts that were procured last year and in previous financial years. These contracts were procured via national or regional frameworks. 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. Many of the suppliers we have contracted with are SMEs local to our area of operation. 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 achieving 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 will be undertaken 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 2026/27							
SUBJECT MATTER	TYPE	NEW/ EXTENDED / RE-LET	PROPOSED PROCUREMENT ROUTE	EXPECTED CONTRACT NOTICE PUBLICATION	EXPECTED AWARD DATE	EXPECTED START DATE	ESTIMATED VALUE
Reactive & void maintenance framework agreement 2 years +1+1	services	Re-let	Competitive tender via PCS Open Procedure. Split into trade lots.	n/a	Oct 2026	Nov 2026	£2,700,000
EICR contract	services	Re-let	Competitive tender via PCS Open procedure. Consider use of national framework.	Nov 2025	Mar 2027	July 2027	£280,000
Employer's Agent & Principal Designer 2 development sites	services	New	Direct Award via nationally procured framework agreement.	n/a	Dec 2026	Dec 2026	£155,000
Corporate Communication Services 3 years +1+1	services	New	Competitive tender via PCS Open procedure. Consider use of national framework.	Nov 2026	Jan 2027	Jan 2027	£75,000
ESTIMATED TOTAL VALUE OF PROPOSED REGULATED PROCUREMENT 2026/27							£3,210,000

ATICIPATED REGULATED PROCUREMENT 2027/28							
SUBJECT MATTER	TYPE	NEW/ EXTENDED / RE-LET	PROPOSED PROCUREMENT ROUTE	EXPECTED CONTRACT NOTICE PUBLICATION	EXPECTED AWARD DATE	EXPECTED START DATE	ESTIMATED VALUE
Clerk of Works for 2 development sites	services	New	Mini Competition or Direct Award via nationally procured framework agreement.	n/a	Aug 2027	Sep 2027	£155,000
Design & Build Development Contractor for 2 sites	works	New	Development Agreement (land lead). Direct award via national framework agreement.	n/a	May 2027	Sept 2027	£12,800,000
External Auditor 3 years +1 +1	services	Re-let	Procure via PCS Open Procedure	Jan 2028	Mar 2028	Apr 2028	£250,000
ESTIMATED TOTAL VALUE OF PROPOSED REGULATED PROCUREMENT 2027/28							£13,205,000

10. PUBLISHING

This Annual Regulated Procurement Report for the period 1 April 2025 to 31 March 2026, 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 2025 – 31 March 2026
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	7
b) Total value of regulated contracts awarded within the report period	£3,063,059
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	7
i) how many of these unique suppliers are SMEs	5
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	7
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	1

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	4 / £20,200

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	3
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.	7
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	4

6. Payment performance

a) Number of valid invoices received during the reporting period.	Data not held
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	Data not held
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	2
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.

£3,242,514
£2,235,821
£78,753.79
15%

- e) Total delivered cash savings for the period covered by the annual procurement report

Data not held

- f) Total non-cash savings value for the period covered by the annual procurement report

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

7
£16,415,000