

Craigdale Housing Association Limited		
Report To:	Board of Management	
Meeting Date:	Monday 30 th June 2025	
Agenda Item:	08	Procurement Report (01.04.24 to 31.03.25)
Author:	Linda Chelton, Chief Executive Officer	
Status:	Confidential	
	Non-Confidential	✓
For:	Approval	✓
	Discussion	
	Noting	

1.0 Introduction

- 1.1 This Report details the procurement activity completed in 2024/25 and confirms the likely areas where procurement activity will take place in 2025/26.
- 1.2 This update forms part of our procurement policy, which was approved by the Board in September 2024. Our overall aim is to procure services in a manner that not only complies with current legislation and best practise but also works creatively and collaboratively to support the local economy in Castlemilk and the wider area.
- 1.3 We will ensure that our procurement processes are fair and comply with legal requirements including European Union procurement rules and Scottish Government legislation, particularly the changes required by the Procurement Reform (Scotland) Act 2014 and any supplementary guidance issued by the Scottish Government.

2.0 Background

- 2.1 The term 'procurement' covers the process of purchasing the full range of goods and services we require, ranging from small items purchased from the petty cash float to large development and planned maintenance contracts awarded following a full tendering process. Our Procurement Policy establishes how Craigdale's Board expects procurement related activity to be undertaken by the organisation.
- 2.2 The objectives of the policy are to ensure that Craigdale:
 - Is able to demonstrate that value for money has been achieved, both in the commissioning of individual contracts, and as an organisation as a whole
 - To ensure that all suppliers appointed by us are sufficiently competent, have sufficient resources and are committed to improving the service provided to our tenants and customers
 - Are committed to protecting the health and safety of our employees, tenants, customers, members of the public and suppliers employees
 - Are committed to promoting innovation in the delivery of services to our tenants and customers

- Are committed to improving equalities, and the economic prosperity of the community in which we work; and
- Ensure equal treatment of all suppliers, confidentiality of all information received from them, and transparency and proportionality for all aspects of the procurement process.

- 2.3 The Procurement Policy supports the Association in meeting its statutory obligations under the Procurement Reform (Scotland) Act 2014 (Note - Craigdale is deemed to be a 'public contracting authority' and is therefore bound by the requirements of this legislation); the Public Contracts (Scotland) Regulations 2015; the Procurement (Scotland) Regulations 2016; UK Government Find a Tender Service (FTS)OJEU; the Scottish Procurement Policy Handbook and the Bribery Act 2010.
- 2.4 The Procurement Policy supports the Association in meeting particular aspects of the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management. The Policy also supports the Association in meeting certain outcomes and standards contained within the Scottish Social Housing Charter.
- 2.5 Craigdale acknowledges the provisions of the Bribery Act 2010 and aims to maintain compliance with this as part of its everyday business. This is particularly relevant when procuring works and services. Reference should be made to our separate Policy on Bribery, Fraud & Corruption.

Procurement activities

- 2.6 The main goods and services that will require to be procured by the Association are as follows, but not limited to:
- Small items of office supplies or other consumable products
 - All office printing, stationery, postage and other materials
 - Office furniture and equipment
 - ICT equipment and 'back-up' services
 - Maintenance contracts related to office-based equipment or services, e.g. ICT equipment, photocopier, fire and security alarm systems
 - Professional services including internal auditors, external auditors, solicitors, bankers, insurance brokers, finance consultants, architects, design consultants, and management consultants employed on specific projects
 - Office cleaning
 - Contractors covering the full range of trades and professions
 - Cyclical and planned maintenance works
 - New build developments
- 2.7 In all our procurement activities we will aim to achieve the best 'value for money' in a sustainable manner by ensuring that, whenever appropriate, we assess quality, cost and sustainability. We recognise that the lowest cost will not necessarily be the best value in the longer term, particularly when the contract being procured has a high degree of service delivery to our tenants.

Financial Limits

- 2.8 The current financial limits below which no quotations or tenders are required, and above which either written quotations or tenders are required, are detailed in Craigdale's financial regulations and in the summary table in Appendix One. The Board will review these

financial limits at least every 3 years to ensure that they remain appropriate for effective governance.

- 2.9 The financial thresholds for regulated contracts above which the Association must publish the procurement opportunity in the Office of the Journal of the European Union (OJEU) were set at the following levels from 1 January 2022:

	Supply, Service & Design Contracts	Work Contracts	Social and other Specific Services
Central Government	£139,688	£5,336,937	£663,540
Other Contracting Authorities	£214,904	£5,372,609	£663,540
Small Lots	£70,778	£884,720	Not applicable

These figures are inclusive of VAT.

- 2.10 The financial thresholds for regulated contracts above which the Association must publish the procurement opportunity on the Public Contracts Scotland website are currently set at £50,000 for supplies/services and £2,000,000 for works. If the whole life value of a contract is above these values (excluding VAT), then Craigdale will advertise the opportunity through the Public Contracts Scotland website.
- 2.11 Additionally, for all opportunities with a value over £10,000 (and under the values referred to in 2.10 above), where it is efficient to do so, Craigdale will also consider using the Public Contracts Scotland Website. As a minimum such opportunities will be advertised on the SFHA's website.
- 2.12 These thresholds are laid out in Appendix One, and the Board will review these financial limits every 3 years, or earlier if the business requires it, to ensure that they remain appropriate for effective governance.

Procurement Strategy & Annual Report

- 2.13 The Procurement Reform (Scotland) Act 2014 now requires any public organisation which has an estimated annual regulated spend of £5 million or more (excluding VAT) to develop and review a procurement strategy annually before the start of that next financial year. This requirement also applies to an organisation that becomes aware of having this level of spend during the year. As our annual regulated spend is below this level, Craigdale does not at present require to produce a Procurement Strategy and an Annual Report on its procurement activity.
- 2.14 Our agreed Policy confirms that on an annual basis, we will review our anticipated value of contracts that will be placed in the coming year to establish if an annual Procurement Strategy and a Procurement Report are required. This will also be an opportunity to establish if there is scope and benefit to developing a framework for suppliers and to ensure our continued compliance with our procurement duty.
- 2.15 A Contracts Register is due to be produced and agreed by the Board on an annual basis to confirm all contracts made and include how they have been procured. The Contract register will also confirm the duration of the contract, to allow for transparency of all live contracts.

- 2.16 In the spirit of openness and accountability, we will include a summary of our procurement activity within our Annual Report, which is issued to our tenants and other stakeholders.

3.0 Discussion

- 3.1 This report highlights the procurement activity in the period 2024/25 and confirms the anticipated procurement activity due to take place in 2025/26.
- 3.2 Table 1 details the procurement activities, which took place in 2024/25 and allows the Board to understand the routes of procurement used and the adherence to our agreed Procurement Policy.

Table 1 2024/25 Procurement activity

Activity	Value	Services or Works	Procurement Route	Organisation	Timeline
Bathroom Replace Contract	£136k	Works	Public Contract Scotland	MP Group UK Ltd	Board Approved 26.08.24
EICR Safety	£11k	Services	Quotes	Small contract, used framework rather than tender.	
Garden Maintenance	£61k	Services	Public Contract Scotland	Linear Landscaping	Board Approved 20.01.25
Close Cleaning	£62k	Services	Public Contract Scotland	CAS Contract Ltd	Board Approved 24.02.25
Door Replacement	£137k	Works	Public Contract Scotland	TBC	Contract has been postponed

- 3.3 Table 2 provides detail on the procurement activities, which we intend to take place during 2025/26. Whilst we have attempted to include all known procurement activities there may be other services or works, which we require to procure throughout 2025/26. These will be reported to the Board as and when required depending on levels of authorisation according to our agreed procurement policy.

Table 2 – Procurement Activity 2025/26

Activity	Value	Services or Works	Procurement Route	Organisation	Timeline
Tenant Satisfaction Survey	£9000.00	Services	SFHA	Research Resource Scotland Ltd	Board Approved 19.05.25
Anti-Condensation Work to Loft Spaces & Associated Works	Estimated £266,400	Works	Public Contract Scotland	TBC	Closing Date 24.06.25
Insurance	Unknown	Services	Public Contract Scotland	TBC	31.09.25
Door Replacement	Unknown	Works	Public Contract Scotland	TBC	
IT Services	Unknown	Services	Public Contract Scotland	TBC	TBC - 2026

3.4 All procurement activity in 2025/26 will be reported to the Board.

4.0 Risk Assessment and Management

4.1 Having training in place helps the Board & Staff understand their roles and helps make good quality decisions therefore mitigates.

5.0 Financial/ Budget Implications/Value for Money

5.1 There are no financial implication at this time with all activities included in the 2025/26 budget however this will be continuously reviewed.

6.0 GDPR

6.1 There are no GDPR implications for the association at this present time, however this will be continuously reviewed.

7.0 Equality & Human Rights

7.1 Craigdale Housing Association is committed to promoting an environment of respect, understanding, encouraging diversity, and eliminating discrimination by providing equality of opportunity for all. Throughout the Association there will be a consistent approach to promoting equality and diversity across all areas.

8.0 Business Plan Strategic Objectives

8.1 The Associations overarching vision: **“Changing Lives for the Better”**.

8.2 The proposal supports delivery of the following strategic objectives and values of the association:

1	Investing in our homes for sustainable future	✓
2	Providing excellent customer services	✓
3	Working with partners to improve communities and tenant's lives	✓
4	Deliver excellence in Governance, Risk Management and Assurance	✓
5	Demonstrate value for money and strong financial management	✓
6	Value our People	

9.0 Regulatory Compliance

1.	The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.	✓
2.	The RSL is open and accountable about what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. Its primary focus is the sustainable achievement of these priorities.	✓
3.	The RSL manages its resources to ensure its financial well-being and economic effectiveness.	✓
4.	The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.	✓
5.	The RSL conducts its affairs with honesty and integrity.	✓
6.	The governing body and senior officers have the skills and knowledge they need to be effective.	✓
7.	The RSL ensures that any organisational changes or disposals it makes safeguard the interests of and benefit, current and future tenants.	

10.0 Recommendations

10.1 Board Members are requested to **NOTE** the updates within this report

Appendix 1 Procurement Summary (amendment approved by Board 23.09.24)

Procurement Responsibility	Value (excluding VAT)*	Primary Procurement Methods	Secondary Procurement Methods
<ul style="list-style-type: none"> Housing Officer Housing Officer (PT) 	£5,000 £10,000	Suppliers' schedule of rates/price list	3 quotes from approved or relevant suppliers
<ul style="list-style-type: none"> Senior Housing Officer Corporate Manager 	£15,000 £20,000	Suppliers' schedule of rates/price list	3 quotes from approved or relevant suppliers
<ul style="list-style-type: none"> Chief Executive Officer 	£30,000	3 quotes from approved/specialist suppliers	SFHA Website & possibly Public Contracts Scotland (Quick Quotes)
<ul style="list-style-type: none"> The Board 	£30,000-£50,000	4 tenders from approved/specialist suppliers	SFHA Website & possibly Public Contracts Scotland (Quick Quotes)
<ul style="list-style-type: none"> The Board 	>£50,000 (& under FTS limits)	Tender via Public Contracts Scotland	NA
<ul style="list-style-type: none"> The Board 	Supplies/Services >££214,904	Tender via FTS & Public Contracts Scotland	NA
<ul style="list-style-type: none"> The Board 	Works >££5,372,609	Tender via FTS & Public Contracts Scotland	NA

*Spend must be within approved Budget