

BUIDHEANN TIGHEADAS LOCH AILLSE AGUS AN  
EILEIN SGITHEANAICH LTD  
LOCHALSH AND SKYE HOUSING ASSOCIATION

REPORT FOR: The Board  
DATE: 29 July 2024  
SUBJECT: ANNUAL PROCUREMENT REPORT – 2023-24  
AUTHOR: Development Manager Lead

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## **1. INTRODUCTION**

- 1.1 The Procurement Reform (Scotland) Act 2014 Section 18 States that regulated organisations must prepare an Annual Procurement Report on its regulated procurement activities as soon as reasonably practicable after the end of the financial year.
- 1.2 This is the Association's seventh annual procurement report and it covers the period 1 April 2023 to 31 March 2024.
- 1.3 The Association has a Procurement Strategy, a Procurement Policy and a Contracts Register which is regularly updated and published on the Association's website.
- 1.4 It has been reported previously (Director of Investment's Report, dated 19 September 2016) that the Association underwent a Procurement Capability Assessment (PCA) on a free, pilot basis, provided by Scotland Excel.
- 1.5 In May 2017, the Scottish Government introduced the Procurement Improvement Programme for the Housing Sector. The Association engaged with Scotland Excel in this process and has completed a "Procurement and Commercial Improvement Programme" lite (PCIP lite) assessment which was reported to Members on 21 May 2018.
- 1.6 It should be noted that an Annual Procurement Report, recording and publishing the Association's performance and achievements, must be published on our regulated procurements (Regulated thresholds are £50,000 for Goods and Services and £2,000,000 for Works and have not changed as per the current Scottish Government on-line advice at the time of writing) as soon as reasonably practicable after the end of the financial year and no later than four months thereafter i.e. the end of July 2024. The report must include:-
  - A summary of the regulated procurements that have been completed during the year covered by the report;
  - A review of whether those procurements complied with the Association's current Procurement Strategy which is under the process of review;
  - The extent to which any regulated procurements did not comply, and a statement detailing how the Association will ensure that future regulated procurements do comply;

- A summary of community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report;
- A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the report period;
- A summary of regulated procurements expected to commence in the next two financial years.

1.7 Once approved by Members, this report will be published on our website and then Scottish Ministers will be notified by email to [annualprocurementreport@gov.scot](mailto:annualprocurementreport@gov.scot) with a link to where this report can be accessed.

## 2. SUMMARY OF REGULATED PROCUREMENTS COMPLETED

2.1 The Association carried out nil regulated procurement process in 2023/2024 amounting to £nil. Further details of the individual procurements are included at Appendix 1.

2.2 Regulated procurements were awarded as follows:

Public Contracts Scotland	0
OJEU	0
Framework Agreement	0
Tendering Exercise outwith Public Contracts Scotland	0
Development opportunity brought by contractor	0

2.3 The Public Contracts Scotland website was used to advertise a number of opportunities:

Site Contract Notices Published	3
Site Contract Award Notices	2

2.4 The tendering opportunities noted in appendix 1 have a value of less than £50,000 for Goods and Services and £2,000,000 for Works and therefore do not come within the definition of regulated procurement but are included for transparency's sake.

## 3. REVIEW OF REGULATED PROCUREMENT COMPLIANCE

3.1 All regulated procurement exercises complied with the Association's Procurement Strategy and Policy.

3.2 There were no challenges brought against the Association in its procurement activities.

## **4. COMMUNITY BENEFIT SUMMARY**

- 4.1 All main contractors employed by the Association engage local labour in Skye and Lochalsh and are encouraged to contact local schools to arrange visits to their sites to stimulate pupils' interest in following a construction related career path.
- 4.2 Additionally specific developments located in Kyleakin and Broadford resulted in community facilities such as increased car parking, playground, local engagement with the communities by the contractors in providing excess materials for use and obsolete site facilities being gifted to local groups.

## **5. SUPPORTED BUSINESS SUMMARY**

- 5.1 The Association can let contracts to supported businesses as set out in our Procurement Policy. A supported business is one where at least 30% of the workers are disabled persons who by reason of the nature or severity of their disability are unable to take up work in the open labour market. No regulated procurement was awarded to supported businesses during the period of this report.

## **6. FUTURE REGULATED PROCUREMENTS SUMMARY**

- 6.1 Details of future planned regulated procurement are in Appendix 2, including contracts that fall outwith the regulated procurement regime.

## **7. IMPLICATIONS ARISING FROM THE REPORT**

### **7.1 Risk Implications**

The Association will comply with procurement legislation and good practice to minimise the risk of a challenge in our procurement activity.

## **8. RECOMMENDATION**

- 8.1 **Members are asked to consider and approve the proposed Annual Procurement Report and authorise its publication on the Association's Website and submission to The Scottish Government.**

Created 19.06.2023

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**Regulated Procurement**

**CAPITAL 2023-2024**

Contract Description	Contractor	Contract Start Date	Contract End Date (incl Extension)	Max Extension (Yrs)	Est Value (£net incl Extentions)	Date Awarded
				-		
				-		
				-		
				-		

**SERVICES 2023-2024**

Contract Description	Supplier	Contract Start Date	Contract End Date (incl Extension)	Max Extension (Yrs)	Est Value (£net incl Extentions)	Date Awarded

**\*Note** Under threshold, but included for transparency

**FUTURE REGULATED PROCUREMENT**

**CAPITAL 2024/25**

<b>Contract</b>	<b>Type</b>	<b>Expected Notice Publication Date</b>	<b>Expected Award</b>	<b>Expected Start Date</b>	<b>Expected Value</b>
Raasay Phase 2	New	TBC	Sept 2024	Oct 2024	£1,260,000*
Campbell's Farm Phase 6	New	TBC	Aug 2024	Sep 2024	£4,230,000
Glenelg	New	TBC	May 2024	May 2024	£940,000*
Net Zero Retrofit, Munro Place, Dunvegan	New	TBC	Feb 2024	April 2024	£600,000*
Dunvegan Enabling Works	New	TBC	Jul 2024	July 2024	£1,800,000*

**SERVICES 2024/25**

<b>Contract</b>	<b>Type</b>	<b>Expected Notice Publication Date</b>	<b>Expected Award</b>	<b>Expected Start Date</b>	<b>Expected Value</b>
	New	TBC			
	New	TBC			
	New	TBC			

\* Note Under threshold, but included for transparency