



ANNUAL PROCUREMENT REPORT 2024-2025

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Section 1 - Introduction

In accordance with the *Procurement Reform (Scotland) Act 2014* (hereafter referred to as “the Act”), this paper constitutes the Association’s Annual Procurement Report for the financial year 2024/2025. The purpose of this report is to summarise and publicise the Association’s performance and achievements in delivering its Procurement Strategy.

In line with the requirements of both the Act and the Association’s Procurement Policy, the Contracts Register is maintained and regularly updated by the Asset Manager. It is made publicly available via the Association’s website to ensure transparency and provide visibility into procurement activities.

This report aims to:

- Provide visibility of the Association’s procurement exercises, including both regulated and unregulated contracts
- Demonstrate how the Association is fulfilling its legislative obligations related to procurement
- Highlight how procurement activities support the Key Business Objectives outlined in the Association’s Business Plan
- Promote transparency regarding existing and future procurement exercises

For reference, *regulated procurement* refers to the procurement of public supplies or services valued over £50,000, and public works valued over £2 million

Section 2 - Summary of Regulated and Unregulated Procurements conducted during 24/25

Below is a summary of procurements conducted during 24/25 by the Association in relation to Regulated and Unregulated procurements.

In summary, Linthouse procured 8 regulated procurements during the year and 8 unregulated procurements, with a further 9 ongoing regulated procurements and 7 unregulated procurements.

Contract Description	Estimated Value (£)	Contract Start Date	Contract Duration	Regulated / Unregulated	Procurement Method	Community Benefits	SMEs
EPC Surveys	£ 21,000	April 2025	2 Years	Unregulated	Direct Award	No	Yes
Gas Safety Audits	£ 22,500	April 2025	2 Years	Unregulated	Direct Award	No	Yes
Landscape Maintenance	£ 160,000	April 2025	12 months	Unregulated	Fusion 21 Framework	TBC	No
Repairs & Maintenance Lot 1	£ 650,000	April 2025	2 years + 1 +1	Regulated	Open Procedure	Yes	No
Repairs & Maintenance Lot 1	£ 650,000	April 2025	2 years + 1 +1	Regulated	Open Procedure	Yes	No
Material Damage/Buildings Insurance for Linthouse HA	£ 266,075(PA)	April 2025	3 Years	Regulated	Via Insurance Broker	Yes	No
Legionella Services	£ 34,000	October 2024	2 years	Unregulated	Quick Quote	No	Yes
Vital Spark Phase 2	£ 490,000	April 2025	12 months	Unregulated	Open Procedure	Yes	No
Vital Spark Phase 1	£ 50,000	September 2024	12 months	Unregulated	Quick Quote	NA	Yes
Davislea RIBA Stage 3	£ 200,000	January 2025	24 months	Regulated	Framework Appointment Hub West	Yes	Yes
SHNZHF Project Management lot 1 & 2	£ 108,000	October 2024	18 months	Regulated	Framework Appointment Hub West	No	Yes
SHNZHF Lot 2 Contractor	£ 7,400,000	September 2024	18 months	Regulated	Framework Appointment Scotland Excel	Yes	Yes
SHNZHF Lot 1 Contractor		September 2024	18 months	Regulated	Framework Appointment Scotland Excel	Yes	Yes
CA for Lot 2 SHNZHF	£ 78,000	October 2024	18 months	Regulated	Framework Appointment Scotland Excel	No	Yes
Site Investigations at Davislea	£ 40,000	February 2025	6 months	Unregulated	Quick Quote	No	Yes
Demolition of Davislea Care Home	£ 238,500	21st June 2024	6 Months	Unregulated	Framework Appointment - Scotland Excel	No	Yes

Procurements that are ongoing in terms of duration due to their nature and or scale are as follows;

Contract Description	Estimated Value (£)	Initial Procurement Start Date	Contract Start Date	Contract Duration	Regulated / Unregulated	Procurement Method	Community Benefits	SMEs
Project and Development Consultancy Services	£ 50,000	01/05/2023	2 Years + 1 Year	30/04/2025	Unregulated	Framework Appointment - HUB West	No	Yes
Linhouse Housing Association Financial Services Contract	£ 63,804	06/05/2024	3 Years + 1 Year	06/05/2027	Regulated	PCS - Open Procedure	Yes	Yes
Cyclical Painterwork	£ 754,000	01/04/2024	3 Years + 1 Year + 1 Year + 1 Year	31/03/2027	Regulated	Framework Appointment - PFH	Yes	Yes
IT System	50,000 (PA)	07/02/2024	No End set	NA	Regulated	Direct Award	No	Yes
Electricity - Metered Supplies	£ 197,000	01/03/2024	2 Years	31/02/2026	Regulated	Framework Appointment - CPS	No	No
Gas - Metered Supplies	£ 51,000	01/02/2024	2 Years	31/01/2026	Regulated	Framework Appointment - CPS	No	No
Windows and Stonework - Phase 4a - Works Contractor	£ 1,400,000	09/02/2024	7 Months	N/A	Regulated	Framework Appointment - Scotland Excel	Yes	Yes
Windows and Stonework Design Team - Phase 4 (PD)	£ 1,200	03/03/2023	18 Months	N/A	Unregulated	Direct Award	No	Yes
Windows and Stonework Design Team - Phase 4 (Architect & CC)	£ 44,352	13/12/2022	18 Months	N/A	Unregulated	PCS - Quick Quote	No	Yes
Gas Servicing and Repairs	£ 450,000	01/12/2022	3 Years + 1 Year + 1 Year	01/12/2025	Regulated	PCS - Open Procedure	Yes	Yes
Provision of Internal Audit Services	£ 25,000	01/11/2022	3 Years + 1 Year + 1 Year	01/11/2025	Unregulated	PCS - Open Procedure	No	Yes
Provision of Replacement Telephone System (Office)	£ 27,000	26/10/2022	3 Years	26/10/2025	Unregulated	PCS - Open Procedure	No	Yes
Provision of Electrical Installation Condition Reports (EICR)	£ 50,000	08/11/2022	3 Years + 1 Year + 1 Year	08/11/2025	Unregulated	PCS - Open Procedure	Yes	Yes
Laundry Equipment Lease	£ 200,000	01/12/2021	96 Months	01/12/2029	Regulated	PFH Framework Direct Award	No	No
Continuous Monitoring of Tenant Satisfaction	£ 15,000	01/04/2021	3 Years	01/04/2024	Unregulated	PCS - Quick Quote	No	Yes
Repairs & Maintenance, Void and Individual Trade Lotted Framework - Asbestos	£ 16,000	14/05/2021	2 Years + 1 Year + 1 Year	31/03/2026	Regulated	PCS - Open Procedure	Yes	Yes

Section 3 - Review of Procurement Compliance

As noted in our previous procurement report, the Association's Procurement Policy—last updated in December 2024—reflects current procurement thresholds.

While the Property Services Team is primarily responsible for procurement activities within the Association, other departments occasionally undertake procurement exercises for non-Property and non-Development-related projects. These are carried out under the guidance of the Director of Property Services or the Asset Manager.

To support a consistent organisational understanding of procurement processes, in-house training is routinely delivered via our IT policies and procedures system. All staff are required to maintain a basic awareness of procurement principles and practices across the Association.

In June 2025, the Association underwent a “Continuous Improvement Programme for Procurement” assessment conducted by Scotland Excel. Additionally, we plan to commission our Internal Auditor in 2026 to carry out a comprehensive review and audit of our procurement activities, policies, and procedures.

As a matter of principle, the Association ensures that all successful bidders in procurement exercises demonstrate compliance with fair and ethical working practices.

Throughout 2024, we continued to support staff development in procurement. The Asset Officer completed relevant training courses, and in 2024, both the Asset Manager and the Technical Services Manager successfully completed an SCQF Level 8 qualification in Project Management. This course, delivered by Scotland Excel, included modules specifically focused on procurement.

Looking ahead, the Asset Officer will take on an enhanced role, supporting the Director of Property Services and the Asset Manager in delivering procurement activities across the Association

Section 4 - Community Benefits Summary

The Association always looks to attract Community Benefits from Contractors and Consultants during the procurement exercise when appointments follow a value-based selection process. During 24/25 of the 32 contracts listed in Section 2 on page 4 and 5, Community Benefits were/are being received as a result of 13 of the contracts.

The Association is committed to maximising Community Benefits and added value, which are proportionate to the scale and nature of the contract.

Section 5 - SMEs and Supported Business

The Association is committed to supporting and improving access to procurement opportunities for local SMEs and Supported Businesses. This has included inviting Quick Quotes via Public Contracts Scotland (PCS), as well as advertising Unregulated Contracts on PC and indeed direct framework awards.

The Association awarded 11 contracts during 24/25 to SMEs and will continue to do so for both future Regulated and Unregulated contracts ensuring always that the Association's interests and value-for-money is achieved.

Section 6 - Future anticipated Regulated and Unregulated Procurements – 25/26 and 26/27

The Association will continue to adhere to legislation and its own Procurement Policy regarding upcoming procurement exercises. The table below highlights procurement exercises anticipated between 2025-2027;

Unregulated Procurement Exercises

Elder House Boiler Contractor
Attic Fans
TV Maintenance
Stock Condition Surveys
Asbestos Testing
Gutter Cleaning

Regulated Procurement Exercises

Close Cleaning
Lift Maintenance
Allpay services
LHA Consultants Framework
Landscape Maintenance
Legal Services
Davislea Construction Works
Davislea RIBA stage 4-6 (Design Team)
Multi Storey Concrete surveys (SE)
Multi Storey Concrete surveys Lifts
Utilities Procurement

Section 7 – Annual Procurement Report Ownership & Contact Details

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