



## Procurement Strategy 2025/26

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## **1. Introduction**

Public Sector Procurement is a highly regulated environment and is considered by the Scottish Government as a significant contributor to achieving its broad aims to realise value for money, as well as providing opportunity to deliver change to social, economic, and environmental factors. This strategy aims to demonstrate a clear and well-structured approach to Linthouse Housing Association procurement activities. This will outline what will be done, how and when it will be achieved during the period 2025/26.

The Scottish Government continues to promote a national programme of public sector procurement reform to drive continual improvement in procurement practice and we endorse and support that position. The Strategy recognises that the LHA, as contracting authorities, are subject to the application of the legislative requirements which bind public procurement in Scotland, namely:

LHA's procurement strategy has been prepared in the context of observing the Scottish Model of Procurement and Section 15 of the Procurement Reform (Scotland) Act 2014. The aims and objectives reflect regulatory obligations, internal policies, and local and national priorities. LHA will comply with all legislative requirements including:

- Public Contracts (Scotland) Regulations 2015
- Procurement Reform (Scotland) Act 2014
- The Procurement (Scotland) Regulations 2016
- The Bribery Act 2010
- The Modern Slavery Act 2015

The Association's procurement activity falls within the above legislative and regulatory framework. The Management Committee and all staff with the authority for procuring goods, services and works will be made fully aware of this, in part, through the provision of this Strategy and the associated Policy.

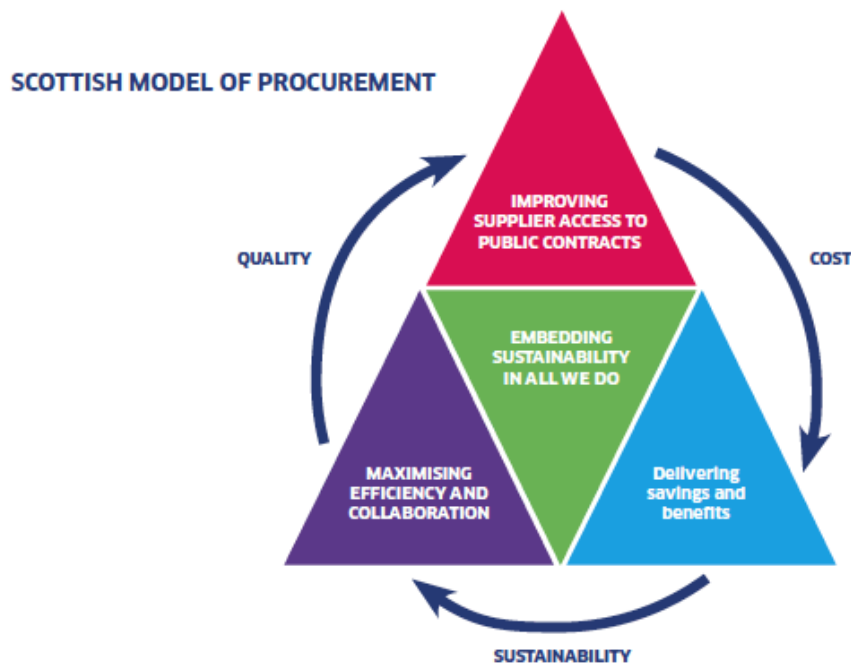
This Strategy sets out the Strategic Vision, Objectives and the guiding principles set out in "the Regulations" and "the Act" that will guide all our procurement activities, which are: Accountability, Integrity, Efficiency, Openness, Fairness, Transparency, Equality and Proportionality. These principles will help to ensure LHA are compliant in all our procurement activities. LHA will also embed these themes within our Procurement Policy which we will standardise across the organisation.

The current Linthouse Housing Association's Procurement Strategy covers 2025/26 Activities

## **2. Scope**

This strategy is aimed at promoting effective procurement throughout Linthouse Housing Association. It aims to set out both a high-level framework for the delivery of excellent procurement and delivering a detailed plan which will address specific targets and needs of the Association and customers we serve.

At the heart of this Procurement Strategy and the Scottish Government's strategy, is the concept of value for money in procurement - an informed balance between cost, quality, and sustainability. The Value for Money triangle illustrates the Scottish Model of Procurement.



Although led by the Scottish Government, the Scottish Model of Procurement is owned by all of the Scottish Public Sector with the rationale of promoting the power of public spending to deliver genuine public value beyond simply cost and quality in procurement.

The model incorporates the Quality/Cost/Sustainability cycle and includes the adoption of processes and tools to deliver improvements to systems, strategies, and promotion of best practice. Incorporating the model, LHA will continue to implement the following within its procurement activities:

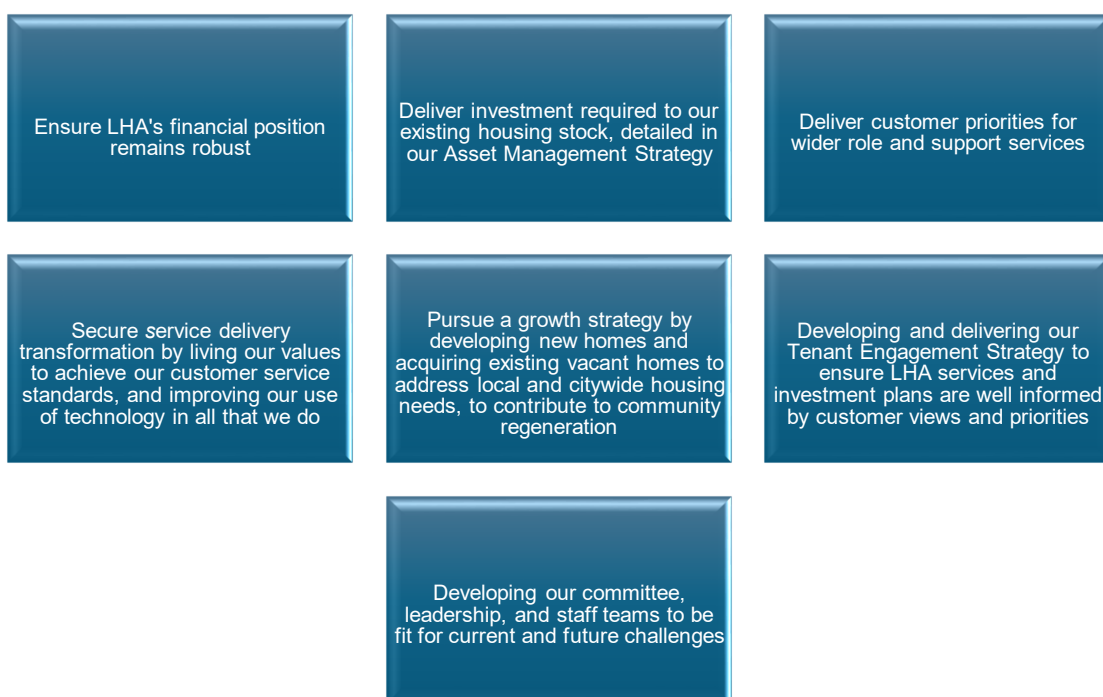
- Being more transparent and improving accountability by publishing a contract register, procurement strategy and annual procurement report each year.
- Providing SMEs with greater access to contract opportunities through fair and open competition.
- Adopting a collaborative approach by utilising Framework Agreements as business as usual to maximise efficiency and effectiveness and seek local collaboration where appropriate.
- Incorporating sustainable procurement duty, where appropriate.
- Promoting equality, respecting diversity and embedding inclusion within the procurement processes
- Promoting fair work practices.
- Promoting the Modern Slavery Act 2015
- Promoting the use of community benefit requirements into contracts, where appropriate and proportionate.

- Promoting procurement activity that contributes to the circular economy and Scottish Government climate change targets

### 3. Objectives & Implementation

The Strategic Objectives included within the current Business Plan, all feed into the Procurement Strategy and its Strategic Procurement Objectives, to varying degrees in order for the objectives of the Business Plan to be fully realised good procurement practice across the organisation is fundamental to success.

#### Business Plan (BP) Strategic Objectives:



#### Strategic Procurement (SP) Objectives:



## Procurement Objectives:

The procurement objectives of the association, and their linkage, to both the BP strategic objectives and the strategic procurement (SP) objectives can be summarised in the following table.

<b>Procurement Objective</b>	<b>Objective Aim</b>	<b>Alignment with Business Plan Strategic Objectives</b>	<b>Alignment with Strategic Procurement Objectives</b>
Sustainable Procurement	Incorporate ethics and sustainability into our Procurement	Deliver Excellent Services and Performance	SP Objective 1
Legal Compliance and Governance	Ensure Compliance with Procurement Regulations and Policies	Strong Strategic Governance	SP Objective 1
Equalities and Non-Discriminatory Practices	To Promote Transparency and Proportionality in our Procurements to ensure we are operating in an open manner	Strong Strategic Governance	SP Objective 1
Value for Money	Our procurements will be assessed by means of a balance of quality and price to deliver the most economically advantageous tender (MEAT) Utilising, also, our purchasing power to achieve economies of scale and obtain best value in the marketplace	Improve our Financial Strength and Deliver Value for Money	SP Objective 1
Community Benefits Requirements	The association is committed to maximising community benefits and social, economic and environmental value from its procurement activities	Deliver Excellent Services and Performance	SP Objective 2
Living Wage Commitment	Association encourages all contractors appointed through procurement exercises to become Living Wage accredited employers	Deliver Excellent Services and Performance	SP Objective 1
Technology Adoption	Utilising e-procurement tools such as Scottish Governments Public Contract Scotland (PCS) Portal for tenders and the quick quote option for low value appointments, to automate and streamline the procurement process, increase efficiency while providing real time data on procurement activities	Deliver Excellent Services and Performance	SP Objective 3
Procurement Training	Provide relevant staff with the necessary skills and knowledge in the areas of sustainable procurement, tender management, contract management through in house and external training events.	Develop Leadership and People	SP Objective 1

## Implementation

When procuring contracts for goods, services or works, LHA must comply with the Public Contracts (Scotland) Regulations 2015 (“the Regulations”) and the Procurement Reform (Scotland Act 2014 (“the

Act”). If the full life (including any potential extensions or renewals) of the Contract falls below the thresholds of “the Regulations” or “the Act” it is categorised as unregulated procurement.

The procedure for the award of any contract depends upon the estimated value of the full life of that contract. The relevant threshold values and associated procurement procedure that must be applied are detailed in Table 1 below.

#### Procurement Thresholds and Applicable Procedures

<b>Contract Type</b>	<b>Contract value</b>	<b>Procurement Procedure</b>
Works	£5,372,609 and above	Regulated Procurement OJEU Procedure under “The 2015 Regulations”
Supplies / Services	£214,904 and above	Regulated Procurement OJEU Procedure under “The 2015 Regulations”
Social & other Specific Services	£663,540 and above	Regulated Procurement OJEU Procedure under “The 2015 Regulations” Light Touch Regime.
Works	£2,000,000 to £5,372,609	Regulated Procurement under “the 2014 Act”
Supplies / Services	£50,000 to £214,904	Regulated Procurement under “the 2014 Act”
Works	Up to £2,000,000	Unregulated Procurement
Supplies / Services	Up to £50,000	Unregulated Procurement

The Association’s Procurement Policy outlines the above in much greater detail, including the processes to be followed for unregulated procurement. These documents should be read in conjunction with this Strategy. An overview of LHA’s Procurement Procedures is included in Appendix 2. LHA will ensure Value for Money is achieved through compliance with the above and ensuring the same general principles also apply to our unregulated procurement activities, wherever practical.

LHA will ensure that we comply with the public advertisement of contracts above the thresholds outlined above, in accordance with one of the defined procedures set out in the Regulations; and comply with general principles outlined within the Regulated Procurements under the Public Scotland Regulations 2015.

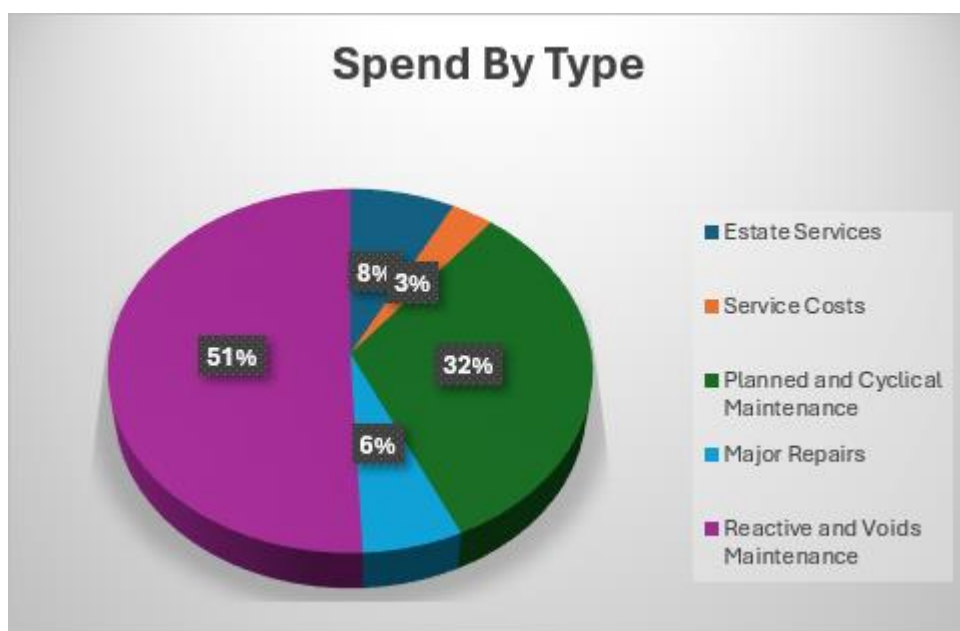
LHA will also ensure that we meet our specific statutory duties under the Procurement Reform (Scotland) Act 2014, for Works Contracts equal or greater than £2,000,000 and Goods and Services Contracts equal or greater than £50,000. LHA will also ensure that we comply with the general principles of the Act. The procedures for all LHA's procurement activity are detailed within LHA's Procurement Policy.

#### 4. Spend Analysis 2024/25

Linthouse Housing Association already manages a significant amount of procurement.

In the 2024/25 annual accounts our spend on goods, services and works excluding staffing costs and depreciation of social housing was £2,507,297.

Spend by type for the period 2024/25 is shown below:



#### 5. Tender Activity 2024/25

Contract Title	Category	Regulated	Route to market
Reactive & Void Maintenance (2 Contractors)	Goods & Service	Yes	Open Tender
Vital Spark Phase 1 (Demolition)	Works	No	Quick Quote
Vital Spark Phase 2	Works	No	Quick Quote



SHNZHF Contractor (Lot 1 & 2)	Works	Yes	Framework
SHNZHF Design Team	Goods & Services	Yes	Framework
Davislea Design Team RIBA 3	Goods & Services	Yes	Framework
Davislea Demolition	Works	No	Framework
Davislea Site Investigation	Works	No	Quick Quote
Insurances (multi-year)	Goods & Services	Yes	Broker/Framework
SHNZHF Contract Administrator	Goods & Services	Yes	Framework

## 6. Planned Procurement Activity 2025/26

During the period of this strategy, Linthouse Housing Association expects to be involved with the following procurement activities in 2025/26.

<b>Contract Title</b>	<b>Category</b>	<b>Regulated</b>	<b>Route to market</b>
Close Cleaning	Goods & Services	Yes	PCS
Landscape Maintenance	Goods & Services	Yes	Framework
Attic Fans/Ventilation	Goods & Services	No	PCS/Quick Quote
TV & Ariel Maintenance	Goods & Service	No	PCS/Quick Quote
Asbestos Testing	Goods & Services	No	Framework
Lift Servicing	Goods & Services	Yes	PCS
Utilities	Goods & Services	Yes	Broker/Framework
Davislea Design Team RIBA 4-7	Goods & Services	Yes	Framework
Davislea Contractor Works	Works	Yes	Framework (mini comp)
Elderhouse Boiler renewal	Works	No	PCS Quick Quote
Allpay Services	Service & Goods	Yes	Framework
LHA Consultants Framework	Service & Goods	Yes	PCS
Legal Services	Service & Goods	Yes	PCS
Stock Condition Surveys	Service & Goods	No	Framework/QQ
Gutter Cleaning	Service & Goods	No	Framework/QQ
Multi Storey Concrete Surveys (SE)	Service & Goods	Yes	Framework/QQ

Multi Storey Concrete Surveys Lifts	Service & Goods	Yes	Framework/QQ
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## 7. Other Content for Consideration

### External Support

External guidance and support are available from Scotland Excel's Academy which provides learning and development courses, as well as advice for calling from their framework agreements.

Support is also available from the Scottish Procurement Alliance (SPA), via LHA membership of the SFHA. Networking with other Housing Associations is available through the SFHA Procurement Forum.

Procurement consultancy services will also be used as required on an ad-hoc basis for guidance, advice and assistance on specific projects based on the complexity and availability of internal resources. Where this approach is deemed required, it will be authorised by the Directorate department leads.

### Annual Procurement Report

LHA will prepare and publish an Annual Procurement Report following close of each financial year. The report will include a summary of.

- Regulated procurements completed that year.
- Compliance with the Group's procurement strategy.
- Detail of any non-compliant regulated procurements, along with a statement of how we intend to ensure that future regulated procurements do comply.
- Community benefit requirements imposed as part of a regulated procurement.
- Steps taken to facilitate the involvement of supported businesses in regulated procurements.
- Regulated procurements the authority expects to commence in the next two financial years

### Continuous Improvement Procurement Programme (CIPP) – Scotland Excel

The Continuous Improvement Procurement Programme (CIPP) is a tool developed by Scotland Excel, the procurement centre of expertise for Local Government Authorities, Housing Associations, and other associated public bodies. It is used to help public sector organisations determine and implement relevant actions that will embed good procurement practice and realises intended sustainable outcomes. An assessment is conducted to determine the procurement capability of the organisation and identify opportunities for improvement. RSL's are required to participate in the programme as a condition of grant funding. LHA will be assessed by Scotland Excel in 2025/26 reporting year.

## 8. Monitoring & Reporting

The Management Committee (MC) will be provided with regular procurement reports by The Asset Manager. This will help ensure procurement performance is embedded within our Governance

processes and is monitored regularly and appropriately, with action taken to rectify any performance issues that may arise. This strategy will be published on the association's website along with our annual procurement report. In accordance with the Procurement Reform (Scotland) Act the Association will also forward a copy of this strategy to Scottish Ministers, along with a copy of our annual procurement report when regulated procurement spend exceeds £5million in the financial year.

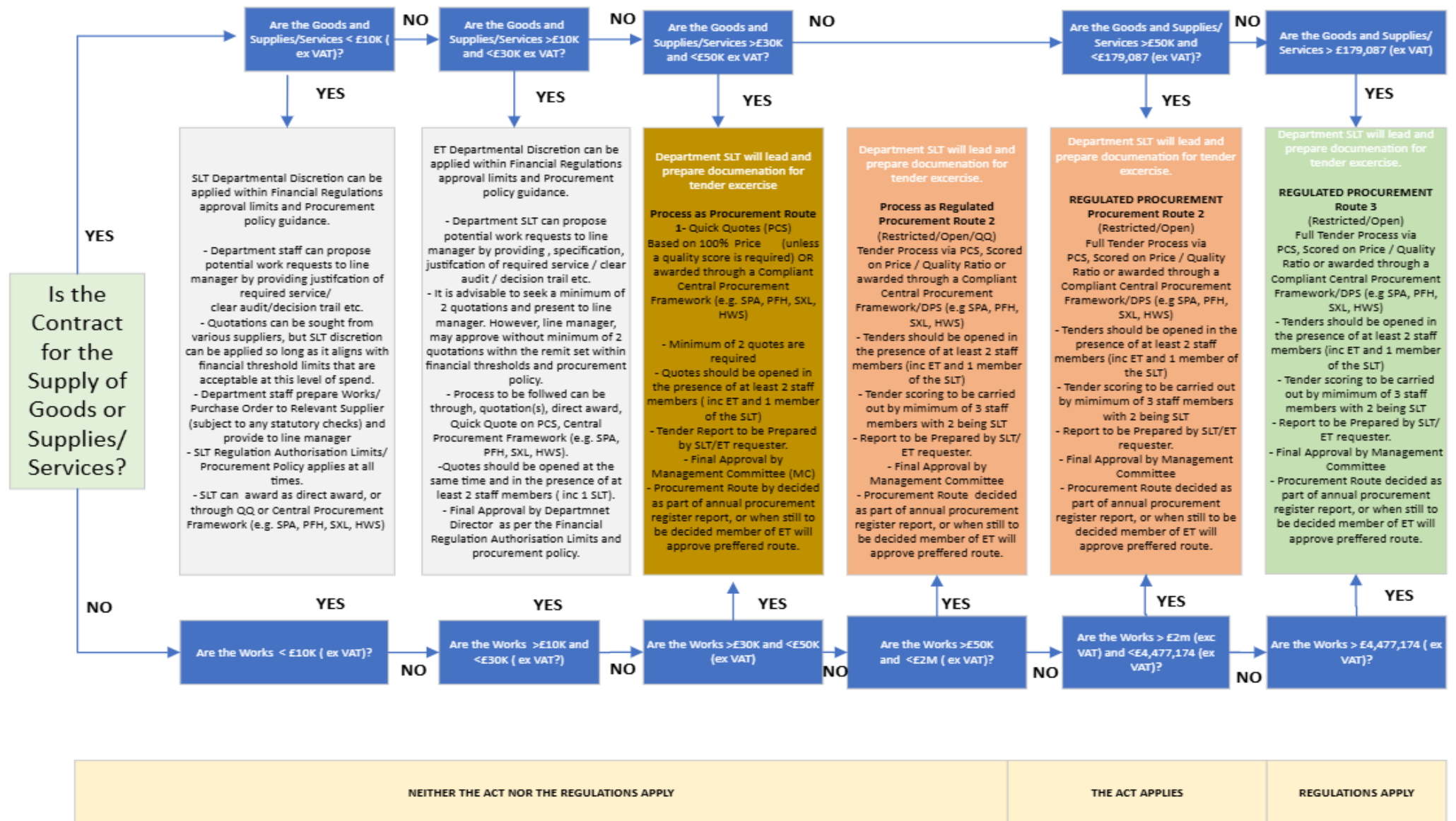
## **9. Policy Review**

It will be next reviewed before April 2026 or prior to this date, in response to changing legislation or any other significant political or financial changes, as referred to within the Procurement Policy.

<b>Appendix 1</b>			
<b>Procurement Compliance Checklist</b>			
Date:			
Name of Exercise:			
LHA Department:			
Procurement Lead Officer:			
Procurement Inhouse or External (give details of external support).			
	<b>Details</b>		
Name of Contractor/Supplier/Consultant		<b>Date</b>	<b>Initials</b>
Nature of Works (inc. any Innovations)			
Expected Contract Sum (whole life Cost)			
Procurement Strategy & Policy Have Been Read & Followed			
Procurement Route Chosen			
Regulated or Non-Regulated Procurement			
LHA Tender Opening Procedures Followed			
Authorisation Limits Adhered to			
Community Benefits Applied			
Stakeholder Consultation Undertaken (where applicable and appropriate)			
Payment of Living Wage Has Been Confirmed			
Appropriate H&S Documentation in Place for Contract (where applicable)			
Are the Goods and Services Fairly and Ethically Traded (where applicable)			
Fair Working Practices and Payments Confirmed			
Consideration Given to Involve Supported Businesses, 3 <sup>rd</sup> Sector and/or SME's			
Have LHA's Vision & Values Been Adhered to Within the Procurement Process			
Have the Guiding Principles of "the Regs" and the "the Act" Been Adhered to Within the Procurement Process			

FOI Clauses Inserted into Contract			
Contract Included on the Contracts Register & Information Available Online			
<b>Other Notes:</b>			

## Appendix 2: Procurement Procedures



## Procurement Procedure limits:

Threshold (Value of Contract-ex vat)	Requester	Procurement Process	Award Authority Level	Example
Non-Regulated Below £30,000	Senior Leadership Team (Within Financial Regulation Limits)	The Senior Leadership Team have discretion to decide whether competitive quotations are obtained, subject to agreed costs being reasonable in comparison to other providers, or when the SLT deem this to be an appropriate course of action and in the best interests of the Association e.g., health and safety reasons, relevant expertise/experience, continuity, speed of delivery etc.	Executive Team (ET) approval required before award.	<p>Property Team want to quickly procure a contractor to deliver a one-off project to works to a tenement block.</p> <p>1<sup>st</sup> Manager will get quote(s) depending on speed of works required from existing suppliers list or new if specialised works who we have never used before.</p> <p>2<sup>nd</sup> Manager will review quote(s) and use current data and sector costs to determine VFM.</p> <p>3<sup>rd</sup> They will present to Director for approval before appointment as per Procurement policy.</p>
Non-Regulated Between £30,000 to below £50,000	Senior Leadership Team (Within Financial Regulation Limits)	A minimum of 2 written quotations should be requested using electronic means where appropriate. Where a Central Purchasing Body (Dynamic Purchasing System/ Framework Agreement) is used, the relevant providers T&Cs will be applied to continue to be fully compliant with all relevant procurement laws stated within section 1 of this policy.	Management Committee approval required before award.	<p>Property Team want to quickly procure a contractor to deliver a one-off project to works to various tenement blocks.</p> <p>1<sup>st</sup> Manager will get minimum of 2 quotes of works required from suppliers list or new if specialised works who we have never used before.</p> <p>2<sup>nd</sup> Manager will review returned quotes to determine VFM and suitability of contractor to deliver works</p> <p>3<sup>rd</sup> They will present to Director who will prepare MC report seeking MC Approval.</p>

Threshold (Value of Contract-ex vat)	Requester	Procurement Process	Award Authority Level	Example
				4 <sup>th</sup> on MC approval Director will inform manager to appoint contractor as per Procurement policy.
Non-Regulated  For works above £50,000 to below £2million	Senior Leadership Team (Within Financial Regulation Limits)	The Association will use any of the methods outlined at section 3.2 of this policy it deems necessary and proportionate to deliver the objectives of this policy in line with Scottish procurement legislation and regulatory requirements.	Management Committee approval required before award.	<p>Property Team want to procure a contractor to deliver a one-off project to works to Vital Spark .</p> <p>1<sup>st</sup> Manager/Director will determine route to be taken as per policy, but will likely be one of the following:</p> <ul style="list-style-type: none"> <li>- Quick Quote (from existing suppliers list or new suppliers can be approached, minimum of 4)</li> <li>- Open Procedure</li> <li>- Restrictive procedure</li> <li>- Framework (mini competition or Direct Award)</li> <li>- DPS (mini competition)</li> </ul> <p>2<sup>nd</sup> Manager/Director prepare tender pack</p> <p>3<sup>rd</sup> Manager/Director launch procurement and advertise through PCS portal where applicable.</p> <p>4<sup>th</sup> Manager /Director review returned tenders to determine VFM and suitability of contractor to deliver works adhering to LHA scoring matrix.</p> <p>5<sup>th</sup> Director will prepare MC report seeking MC Approval.</p>



Threshold (Value of Contract-ex vat)	Requester	Procurement Process	Award Authority Level	Example
				<p>6<sup>th</sup> On MC approval Director will inform manager to appoint contractor as per Procurement policy.</p> <p>7<sup>th</sup> Contract notice will be launched on PCS</p>
<p>Regulated Procurements</p> <p>(Public supplies or services with value of over £50,000 and for Public works with a value of over £2million).</p>	<p>Senior Leadership Team (Within Financial Regulation Limits)</p>	<p>The Association will use any of the methods outlined at section 3.2 of this policy it deems necessary and proportionate to deliver the objectives of this policy in line with Scottish/UK and WTO procurement legislation and regulatory requirements.</p>	<p>Management Committee approval required before award.</p>	<p>Housing Team want to procure a contractor to deliver close cleaning services over contract value of £50k</p> <p>1<sup>st</sup> Manager/Director will determine route to be taken as per policy, but will be one of the following:</p> <ul style="list-style-type: none"> <li>- Open Procedure</li> <li>- Framework (mini competition or Direct Award)</li> <li>- Restricted Procedure</li> </ul> <p>2<sup>nd</sup> Manager/Director prepare tender pack</p> <p>3<sup>rd</sup> Manager/Director launch procurement and advertise through PCS portal where applicable.</p> <p>4<sup>th</sup> Manager /Director review returned tenders to determine VFM and suitability of contractor to deliver works adhering to LHA scoring matrix.</p> <p>5<sup>th</sup> Director will prepare MC report seeking MC Approval.</p>

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