



linthouse
HOUSING ASSOCIATION



ANNUAL PROCUREMENT REPORT 2025-2026

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SECTION 1 – INTRODUCTION AND PURPOSE

INTRODUCTION

In accordance with the Procurement Reform (Scotland) Act 2014 (hereafter referred to as “The Act”), public bodies with an annual regulated procurement value of more than £5 million are required to produce an Annual Procurement Report reviewing performance in procurement activity against the aims and objectives set down within their Procurement Strategy. Whilst we often fall below this threshold, in line with good procurement strategy, the association continues to produce an annual procurement report to assist in monitoring our performance and achievements against our procurement strategy.

PURPOSE OF REPORT

This report summarises Linthouse Housing Association’s procurement activity undertaken between 1 April 2025 and 31 March 2026 and the procurements we expect to complete within the next two financial years.

“This is undoubtedly a special year for us and our tenants. For fifty years we have been delivering quality housing and putting our community first”

The 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 at over £50,000, and public works valued at over £2 million.

- A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end.

Procurement plays a vital role in assisting the association to meet its financial challenges and achieve its strategic goals.

We also continue to monitor the Scottish Government's Scottish Procurement Policy notes (SPPNs) on Annual Procurement Reports and will update our future Annual Procurement Reports accordingly.



SECTION 2 – SUMMARY OF REGULATED AND UNREGULATED PROCUREMENTS CONDUCTED DURING 2025/26



Below is a summary of procurements conducted during the period 1st April 2025 to 31 March 2026 in relation to both regulated and unregulated procurement.

In summary, Linthouse procured 5 regulated procurements during the year and 4 unregulated procurements, with a further 16 ongoing regulated procurements and 12 unregulated procurements.

Contract Description	Estimated Value (£)	Contract Start Date	Contract Duration	Regulated / Unregulated	Procurement Method	Community Benefits	SMEs
Electricity - Metered Supplies	£150,000	01/03/2026	1 Year	Regulated	Framework Appointment - CPS	No	No
3CX VOIP Telephony	£6,500	13/02/2026	3 years	Unregulated	Direct Award	No	Yes
Gas - Metered Supplies	£25,000	01/02/2026	1 Year	Regulated	Framework Appointment - CPS	No	No
Landscape Consultant	£25,000	01/02/2026	2 Years	Unregulated	Direct Appointment via LHA Policy	No	Yes
Davislea RIBA 4-7	£650,000	January 2026	3 Years	Regulated	Framework Appointment - HUB West	No	Yes
Provision of External Audit Services 2025 - 2030	£69,000	11/12/2025	5 Years + 1 + 1	Regulated	PCS - Open Procedure	No	Yes
SHNZHF 2 - Elder House Windows	£403,000	04/12/2025	To Project Completion - March 2026	Unregulated	Framework Appointment - Scotland Excel	Yes	Yes
Cyclical Gutter Cleaning 2025-2030	£200,000	17/11/2025	3 Years + 1 + 1	Regulated	PCS - Open Procedure	No	Yes
Elder House - Replacement Boilers	£176,442	10/09/2025	To Project Completion - February 2026	Unregulated	PCS - Open Procedure	No	Yes

2025-2026 CONTRACTS



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**Regulated
Procurements**



COMPLIANT
& TRANSPARENT



FAIR
COMPETITION



REGULATED
PROCESS



ACCOUNTABLE
& AUDITABLE



9

Contracts Awarded

Value
£1,704,792



4

**Unregulated
Procurements**



FLEXIBLE
APPROACH



EFFICIENT
& TIMELY



VALUE
FOCUSED



SUPPORTING
BUSINESS NEEDS



DRIVING VALUE



SUPPORTING
GROWTH



DELIVERING
RESULTS



BUILDING TRUST



MAKING A
POSITIVE IMPACT

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

Contract Description	Estimated Value (£)	Contract Start Date	Contract Duration	Regulated / Unregulated	Procurement Method	Community Benefits	SMEs
Landscape Maintenance	£160,000	01/04/2025	12 months	Unregulated	Framework Appointment - Fusion 21 Framework	No	Yes
EPC Surveys	£21,000	01/04/2025	2 Years	Unregulated	Direct Award	No	Yes
Gas Safety Audits	£22,500	01/04/2025	2 Years	Unregulated	Direct Award	No	Yes
Repairs & Maintenance Lot 1	£650,000	01/04/2025	2 years + 1 +1	Regulated	Open Procedure	Yes	No
Repairs & Maintenance Lot 1	£650,000	01/04/2025	2 years + 1 +1	Regulated	Open Procedure	Yes	No
Material Damage/Buildings Insurance for Linthouse HA	£266,075 (PA)	01/04/2025	3 Years	Regulated	Via Insurance Broker	Yes	No
Vital Spark Phase 2	£490,000	01/04/2025	12 months	Unregulated	PCS - Open Procedure	Yes	No
Tenant Satisfaction Surveys	£12,000	01/04/2025	3 Years	Unregulated	Direct Award	No	Yes
Site Investigations at Davislea	£40,000	01/02/2025	6 months	Unregulated	Quick Quote	No	Yes
Davislea RIBA Stage 3	£200,000	20/01/2025	24 months	Regulated	Framework Appointment - Hub West	Yes	Yes
Legionella Services	£34,000	01/10/2024	2 years	Unregulated	PCS - Quick Quote	No	Yes
SHNZHF Project Management Lot 1 & 2	£108,000	October 2024	18 months	Regulated	Framework Appointment - Hub West	No	Yes
CA for Lot 2 SHNZHF	£78,000	October 2024	18 months	Regulated	Framework Appointment - Scotland Excel	No	Yes
Vital Spark Phase 1	£50,000	01/09/2024	12 months	Unregulated	PCS - Quick Quote	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
Project and Development Consultancy Services	£50,000	01/05/2023	2 Years + 1 Year	Unregulated	Framework Appointment - HUB West	No	Yes
Linthouse Housing Association Financial Services Contract	£63,804	06/05/2024	3 Years + 1 Year	Regulated	PCS - Open Procedure	Yes	Yes
Cyclical Painterwork	£754,000	01/04/2024	3 Years + 1 Year + 1 Year + 1 Year	Regulated	Framework Appointment - PFH	Yes	Yes
IT System	50,000 (PA)	07/02/2024	No End set	Regulated	Direct Award	No	Yes
Electricity - Metered Supplies	£197,000	01/03/2024	2 Years	Regulated	Framework Appointment - CPS	No	No
Gas - Metered Supplies	£51,000	01/02/2024	2 Years	Regulated	Framework Appointment - CPS	No	No
Gas Servicing and Repairs	£450,000	01/12/2022	3 Years + 1 Year + 1 Year	Regulated	PCS - Open Procedure	Yes	Yes
Provision of Internal Audit Services	£25,000	01/11/2022	3 Years + 1 Year + 1 Year	Unregulated	PCS - Open Procedure	No	Yes

Provision of Replacement Telephone System (Office)	£27,000	26/10/2022	3 Years	Unregulated	PCS - Open Procedure	No	Yes
Provision of Electrical Installation Condition Reports (EICR)	£50,000	08/11/2022	3 Years + 1 Year + 1 Year	Unregulated	PCS - Open Procedure	Yes	Yes
Laundry Equipment Lease	£200,000	01/12/2021	96 Months	Regulated	PFH Framework Direct Award	No	No
Repairs & Maintenance, Void and Individual Trade Lotted Framework - Asbestos	£16,000	14/05/2021	2 Years + 1 Year + 1 Year	Regulated	PCS - Open Procedure	Yes	Yes

SECTION 3 – REVIEW OF REGULATED PROCUREMENT COMPLIANCE

Compliance Overview

Section 17 of the Procurement Reform (Scotland) Act 2014 requires that regulated Procurements are carried out in accordance with the organisation's strategy so far that is reasonably practical.

The Association's Procurement Strategy sets out our key objectives to support the delivery of effective, sustainable and compliant procurement across the entire organisation.

All of the regulated procurement activity completed in 2025/2026 was undertaken in line with the associations approved procurement strategy and in compliance with the act.

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.

Strategic Procurement (SP) Objectives:



Procurement Strategy Objective	Compliance
Value for Money - SP Objective 1	The association assesses, where possible, its regulated procurements by means of a balance of quality and price to deliver the most economically advantageous tender (MEAT) All bidders are clearly informed of the evaluation criteria and how both quality and cost would be weighed. Where relevant, we also considered the whole life cost of the goods or services being procured.
Sustainable Procurement - SP Objective 1	In all regulated procurements, we look to see; • how we can improve the economic, social and environmental wellbeing within our areas of operation. • Promote innovation • Involve SMES and supported businesses wherever possible • Include requirements to reduce energy consumptions and also minimize waste and emissions
Legal Compliance and Governance - SP Objective 1	All procurement activity across the organisation aligns with our procurement policy and strategy.
Procurement Training - SP Objective 1	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 also commissioned our Internal Auditor to carry out a comprehensive review and audit of our procurement activities, policies, and procedures. Throughout 2025-2026, we continued to support staff development in procurement. In 2024, both Heads of Property successfully completed an SCQF Level 8 qualification in Project Management. This course, delivered by Scotland Excel, included modules specifically focused on procurement.
Equalities and Non-Discriminatory Practices - SP Objective 1	We act in a transparent and proportionate manner in all our procurement processes/ Consideration is always given to procuring from existing frameworks. Where a framework is not available, we will use the Public Contracts Scotland website for all regulated procurement opportunities. We consider contract size, including the opportunity to break down requirements into smaller lots. Evaluation criteria are set to make sure smaller suppliers are not disadvantaged. All tender queries are managed through the Public Contracts Scotland Portal , ensuring

	that all potential suppliers have access to the same information at the same time.
Living Wage Commitment - SP Objective 1	We incorporate Fair Work First into all relevant procurements. Bidders are asked ,as a minimum to describe and demonstrate how their organisation will adopt and embed Fair Work First practices in the delivery of the contract, including for any agency or subcontractor workers. Specific information is requested on; • Payment of the Real Living Wage; • Avoidance of exploitative practices (e.g. inappropriate use of zero-hours contracts); • Workforce engagement mechanisms (e.g. trade union recognition or suitable alternatives); • Investment in workforce development and training; • Actions to tackle the gender pay gap and promote diversity and inclusion; • Flexible and family-friendly working practices; • Opposition to fire-and-rehire practices; and • How they intend to monitor and report progress during the contract.
Community Benefits Requirements - SP Objective 2	The association is committed to maximising community benefits and social, economic and environmental value from its procurement activities.

	This annual procurement report includes a summary of any community benefits in place and planned in the future in already determined contracts. Delivery of our community benefits is monitored by specific key staff and monitored regularly as part of effective contract management.
Technology Adoption - SP Objective 3	The Association is committed to 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. Training for staff on procurement is provided through online KnowBe4 online IT training.
Compliance with Health and Safety - SP Objective 1	For all works or service contracts , bidders are required to demonstrate compliance with the Health and Safety at Work Act 1974.
Payment to Contractors - SP Objective 1	The association remains committed to paying all suppliers within 30 days of receipt of a valid invoice , supporting good supply chain relationships. We achieved 100% compliance with this target during 2025/2026.

SECTION 4 – COMMUNITY BENEFITS SUMMARY

Community Benefits

The Association always looks to attract Community Benefits from contractors and Consultants during the procurement exercise where appointments follow a value based selection process and is committed to maximising both community benefits and added value which are proportionate to the scale and nature of the contract.

This is also in line with the principles set out in the Procurement Reform (Scotland) Act 2014.

Community Benefit (CB's) clauses are contractual requirements which enable the delivery of wider economic, social and environmental initiatives through procurement exercises.

These can include a variety of measures such as apprenticeships, community engagement activities or specific contributions to local developments.

While there is no statutory requirement to include Community Benefits in contracts below £4 million pounds in value, the association looks at each and every contract to see, if community benefit clauses can be applied proportionately where both feasible and appropriate.

Our overall aim is that CB's are mostly reflective of our Community Plan and the support falls under the themes of:

1. Tackling Poverty & The Cost of Living Crisis
2. Area Improvement
3. Provision of Community Amenities
4. Community & Social Activities
5. Education Employability Opportunities
6. Other

During 2025-2026, of the 37 contracts listed on pages 5-8 of this report, community benefits were/are being received as a result of 13 of the contracts.

The table below summarises community benefit outcomes during the reporting period here of 1st April 2025 and 31st March 2026.

Community Benefits

Community Benefit Summary by Contractor

	Contractor 1	Contractor 2	Contractor 3	Contractor 4	Contractor 5
Tackling Poverty	—	—	£2000 (Fuel Voucher Funding)	—	—
Area Improvement	—	Volunteering at Litter Pick (May 25)	—	—	—
Provision of Community Amenities	—	—	—	—	—
Community & Social Activities	—	Volunteering at Easter Event (April 25) Community Breakfast (May 25) SWG3 Prep	—	—	£321.25 (pencil cases for summer event)
Education/Employability Opportunities	—	—	—	—	—
Other	£4310.00 50th Themed Corporate Gifts	Painting within Area. Donation of laptops to Street Connect.	—	£3000 (to be used across themes)	—



SECTION 5- SUPPORTED BUSINESS

Supported Business

The Procurement Reform (Scotland) Act requires organisation's to include a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report.

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 PCS and indeed direct framework awards.

We also encourage it, where possible, through any subcontracting arrangements encouraged within contract specifications.

We do not currently have any direct contracts in place with supported businesses.

SECTION 6- FUTURE REGULATED AND NON REGULATED PROCUREMENTS

The Procurement Reform (Scotland) Act 2014 states that it is mandatory that an annual procurement report must include a summary of the regulated procurements the authority expects to commence in the next two financial years.

Future regulated procurements have been identified through various means.

These include;

- Current Contracts on the Associations Procurement Register that will expire and need to be extended or re tendered over the next two years
- New Procurement exercises identified via future work plans

The list is also subject to change should unplanned works or projects be required during the specified time frame.

The following tables provide a summary of our anticipated contract requirements for the following two financial years;

ANTICIPATED REGULATED PROCUREMENTS 2026-2027						
Contract Type	Contract Description	Basis	Estimated Value	Notice Publication	Award Date	Start Date
Works	Residential Development of Former Davislea Care Home	New	£9,000,000	Not Applicable	July 2026	July 2026
Works	Lift Renewals	New	£700,000	October 2026	January 2027	April 2027
Goods/Services	Allpay Services	New	£200,000	September 2026	November 2026	January 2027

ANTICIPATED REGULATED PROCUREMENTS 2026-2027						
Contract Type	Contract Description	Basis	Estimated Value	Notice Publication	Award Date	Start Date
Goods/Services	Legal Services	New	£50,000	September 2026	November 2026	January 2027
Goods/Services	Provision of Electrical Installation Condition Reports (EICR)	Re Let	£60,000	Not Applicable	October 2026	November 2026
Goods/Services	Gas Servicing and Repairs	Re Let	£160,000	Not Applicable	November 2026	December 2026
Goods/Services	Material Damages/Buildings Insurance	Re Let	£300,000	Not Applicable	March 2027	April 2027
Goods/Services	Landscape Maintenance	New	£500,000	October 2026	January 2027	April 2027
Goods/Services	Lift Maintenance and Servicing	Re Let	£100,000	October 2026	January 2027	April 2027
Goods/Services	Repairs and Maintenance - Lot 1	Re Let	£650,000	Not Applicable	January 2027	April 2027
Goods/Services	Repairs and Maintenance - Lot 1	Re Let	£650,000	Not Applicable	January 2027	April 2027

ANTICIPATED REGULATED PROCUREMENTS 2027-2028

Contract Type	Contract Description	Basis	Estimated Value	Notice Publication	Award Date	Start Date
Goods/Services	Provision of Electrical Installation Condition Reports (EICR)	New	£60,000	July 2027	October 2027	November 2027
Goods/Services	Gas Servicing and Repairs	New	£500,000	August 2027	November 2027	December 2027
Goods/Services	Cyclical Painterwork	Re Let	£120,000	Not Applicable	January 2028	April 2028
Goods/Services	Repairs and Maintenance - Lot 1	Re Let	£650,000	Not Applicable	January 2028	April 2028
Goods/Services	Repairs and Maintenance - Lot 1	Re Let	£650,000	Not Applicable	January 2028	April 2028
Goods/Services	Material Damages/Buildings Insurance	Re Let	£300,000	Not Applicable	March 2028	April 2028

SECTION 7- ANNUAL PROCUREMENT REPORT OWNERSHIP DETAILS AND CONTACT DETAILS



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