



Name of Policy	Procurement
Responsible Officer	Director
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Section	Corporate Services

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1. INTRODUCTION

The Procurement Reform (Scotland) Act 2014 (The 2014 Act) places duties on Registered Social Landlords when procuring goods, works and services above certain values. Depending on the nature and value of these contracts, the Association must comply with either the Procurement (Scotland) Regulations 2016 (The 2016 Regulations) or the Public Contracts (Scotland) Regulations 2015 (The 2015 Regulations) in addition to the 2014 Act. The table below sets out the relevant threshold values for each piece of legislation.

The policy is being reviewed in advance of the programmed review date in October 2023 due to the introduction of SPPN 8/2021 which introduced new procurement thresholds from 1st January 2022, following the UK's exit from the EU.

Type of Contract	Threshold
<p style="text-align: center;">Procurement Reform (Scotland) Act 2014</p> <p>Public Contract: Goods and services</p> <p>Public Works Contract</p>	<p style="text-align: center;">£50,000 Exclusive of VAT</p> <p style="text-align: center;">£2,000,000 Exclusive of VAT</p>
<p style="text-align: center;">The Public Contracts (Scotland) Regulations 2015</p> <p>Supplies and Services</p> <p>Works, including subsidised work contracts</p> <p>Small lots, supplies and services.</p> <p>Thresholds were revised on 1st January 2022</p>	<p style="text-align: center;">£213,447 Inclusive of VAT</p> <p style="text-align: center;">£5,336,927 Inclusive of VAT</p> <p style="text-align: center;">£70,778 Inclusive of VAT</p>

Where the Association is required to procure contracts with values over the thresholds set out in the above table, it will undertake a Regulated Procurement.

2. POLICY OBJECTIVES

The key aims and objectives of the policy are:

- To set clear guidelines for procuring maintenance works, services or supplies
- To demonstrate value for money in the award of contracts
- To ensure that the business needs of the Association are met

Procurement routes will be influenced and determined by the type and value of the contract. The 2014 Act requires that any public organisation which has an estimated total value of regulated procurement spend > £5 million (excluding VAT) in a financial year has to prepare and publish a procurement strategy and also publish annual procurement reports. The value of the Association's regulated procurements is considerably less than this and our procurement policy will reflect the size, scale and structure of our organisation.

3. PROCUREMENT ACTIVITIES

The main goods and services that are procured by the Association are outlined in the table below.

PROCUREMENT ACTIVITY
Office printing, stationery and postage
Office furniture and equipment
Office based maintenance contracts and ICT back up services
External Audit Services
Internal Audit Services
Legal Services
Finance Consultant fees
Professional fees (Architect, QS etc.)
Reactive Maintenance and Void Repair Service
Planned Maintenance/Planned Renewals

4. REACTIVE MAINTENANCE

The Association will maintain a Register of approved contractors who will deliver a first class and cost-effective reactive maintenance service and whose performance will be measured against KPIs including average response times for emergency and non-emergency repairs, quality control issues and cost of

providing service. A contractor performance report will be prepared annually and presented to committee in Quarter 1.

Contractors will be invited to apply for inclusion in our framework on an annual basis and a copy of the application is appended to the policy.

5. REGULATED PROCUREMENTS

All service contracts which are expected to have a contract value > £213,477 (or in the case of works contracts a value of > £5,336,937) will be advertised on the Scottish Procurement Portal, Public Contracts Scotland website (PCS) except in very exceptional circumstances. The Association are registered as a buyer on the PCS website.

The Association will conduct Regulated Procurements and manage any contracts entered into in accordance with the relevant legislation.

In carrying out Regulated Procurements, the Association shall comply with the sustainable procurement duty which requires the Association to consider if the procurement process and contract in question can be used to promote innovation and improve the social, environmental and economic wellbeing of the area in which the Association operates. In addition, where the value of any regulated procurement is > £5,336,937 the Association will consider whether or not to impose community benefit requirements.

The Association shall keep a register of all regulated procurements containing all of the information required by the 2014 Act. The information contained in the Register shall be made publicly available except where exceptions apply. For example, where publishing certain information would prejudice the commercial interests of any person.

When conducting regulated procurements, the Association shall:

- Treat relevant economic operators equally and without discrimination.
- Act in a transparent and proportionate manner.
- The Association will also apply the above principles for lower value procurements.

6. DELEGATED AUTHORITY TO INSTRUCT WORKS

Delegated authority levels are detailed in the Financial Regulations.

7. EQUALITY AND DIVERSITY

7.1 As a service provider and employer we recognise the requirements of the Equality Act 2010, oppose any form of discrimination and will treat all customers, internal and external, with dignity and respect. We recognise diversity and will ensure that all of our actions ensure accessibility and reduce barriers to employment and the services we provide.