



MARYHILL HOUSING ASSOCIATION

Annual Procurement Report

2024-2025

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Section 1 – Introduction & Purpose

1.1 Introduction

This report summarises Maryhill Housing Association's (Maryhill Housing's) regulated procurement activity completed between 1 April 2024 and 31 March 2025. A regulated procurement is any procurement for public goods/supplies or services with a value of over £50,000 or any procurement for public works with a value of over £2 million.

1.2 Procurement Strategy

Maryhill Housing published its first Annual Procurement Strategy in May 2016, and has published annual strategies each year thereafter.

1.3 Procurement Vision

Maryhill Housing's **vision** for procurement is that our procurement activity will support delivery of our strategic vision and aims and will:

- Follow best practice
- Be open & transparent
- Be non-discriminatory
- Be proportionate
- Be fit for purpose
- Achieve value for money

1.4 Executive Summary

Between 1 April 2024 and 31 March 2025, Maryhill Housing completed £8.8m of procurement activity summarised below, of which £7.9m was regulated procurement:

	Regulated Works Contracts	Regulated Goods/ services Contracts	Non-regulated Works Contracts	Non-regulated Goods/ services Contracts	Total
Number	0	15	7	22	45
Value	-	£5,992,492	£1,427,890	£512,951	£7,933,333

Community benefits clauses were included within 15 of the above contracts, securing benefits to the value of £53,663.

Maryhill Housing expects to undertake £28.93m of procurement during 2025/26, however this is subject to change.

Section 2 – Summary of Regulated Procurement Completed 2024/25

2.1 Regulated Procurement

A regulated procurement is any procurement for public goods/supplies or services with a value of over £50,000 or any procurement for public works with a value of over £2 million. The value the procurement is measured over the total contract period. For the purposes of this section a regulated procurement is completed when the award notice is published or when the procurement process otherwise comes to an end. This includes contracts and framework agreements.

2.2 Summary

The number of each type of regulated procurement and the process followed for those completed 1 April 2024 to 31 March 2025 were:

	Direct Award	Quick Quote	Open Tender	Restricted Tender	Framework Call-Off	Total
Goods	0	0	0	0	1	1
Services	0	0	13	0	1	14
Works	0	0	0	0	0	0

The detail of these regulated procurement are provide below:

Date of Award	Successful Suppliers	Contract Title	Estimated Contract Value	Contract Duration
14/06/24	JMP Surveyors	Stock Condition Surveys	£266,687	8 months
19/06/24	Assist Design	Hathaway Lane Design Team	£177,255	5 years
12/08/24	MHR Global	HR & Payroll Management System	£79,744	5 years
14/08/24	WrightKerr All Trades Ltd	Void Maintenance	£2,303,232	3 years +1+1
28/08/24	Latto Maintenance	Roof Anchors & Gutter Cleaning	£133,210	3 years +1+1
05/09/24	Gordon Barbour	Project Manager for North Maryhill TRA	£295,680	5 years
23/09/24	Wellwood Leslie	Glenavon Design Team	£231,840	2 years
25/09/24	WrightKerr All trades Ltd	Periodic Electrical Testing	£408,454	2 years +1+1+1
02/10/24	Oberlanders Group	Architectural Services for Affordable Housing	£131,870	2 years +1

Date of Award	Successful Suppliers	Contract Title	Estimated Contract Value	Contract Duration
02/12/24	Rankin Fraser Landscape Architects	Landscape Architect for Collina Street	£105,400	3 years
11/12/24	Bell Group Ltd	Cyclical Painter Work Contract (years 2 – 5)	£511,440	2 years +1+1
12/12/24	Anderson Bell Christie	Architectural Services for Oran Street	£80,000	5 years
28/02/25	WrightKerr All Trades Ltd	Medical Adaptations	£30,689	3 years +1+1
04/03/25	Core Facilities Ltd	Office Cleaning	£203,130	3 years +1+1
20/03/25	CAS Contracting	Communal Cleaning	£1,033,860	2 years +1+1
			£5,992,492	

Section 3 – Review of Regulated Procurement Compliance

3.1 Review of Compliance with Annual Procurement Strategy

The overall objective for Maryhill Housing’s procurement strategy is to support the Association’s Corporate Plan by delivering effective, consistent, best practice procurement across the whole organisation.

The following summarises the key commitments set out in the 2024/25 Annual Procurement Strategy document, how we intended to achieve these and then measures compliance for the regulated procurement undertaken in 2024/25.

Procurement duty per 2014 Act requirements	Compliance
Procurement is fair and complies with legal requirements	<ul style="list-style-type: none"> All procurement activity across the organisation aligned with our Procurement & Community Benefits Policy and Procurement Procedures. Training was provided to all relevant staff on the Policy and Procedures. All procurement activity complied with statutory and regulatory requirements. Contracts were structured in such a way as to assist, wherever practical, local suppliers, small and medium enterprises and the third sector to tender for appropriate contracts. Relevant contracts included a Community Benefits clause. Relevant contracts included sustainable procurement requirements.
Economically, environmentally, and	For every appropriate regulated procurement, consideration was given, in conducting the procurement, to how we could:

Procurement duty per 2014 Act requirements	Compliance
socially responsible manner	<ul style="list-style-type: none"> • improve the economic, social, and environmental wellbeing of our area of operation, • facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and • promote innovation. <p>We sought benefits in economic, environmental, social, and health within the communities in which we operate, with a particular focus on reducing inequality.</p>
Value for Money in a sustainable manner	<p>Where no appropriate frameworks were in place and where the estimated value of the contract was equal to or greater than £50,000 for goods and services and £100,000 for works, we awarded contracts on the basis of the most economically advantageous tender (MEAT) which balanced value for money and the required quality of the service, goods or works being procured, except in exceptional circumstances where the Association's Procurement Policy allows for deviation from this approach in specific instances.</p> <p>Where relevant, we considered the whole-life cost of the goods or services being procured.</p> <p>At the end of each regulated procurement, we undertake procurement review exercise including lessons learned.</p>
Treat all suppliers and contractors equally and without discrimination	<p>We are committed to ensuring our procurement processes treat contractors equally and without discrimination.</p> <p>We used clear and precise language which prevents broad interpretation.</p> <p>We considered contract size to maximise returns including the opportunity to break requirements into smaller lots as appropriate.</p> <p>For regulated procurements, all suppliers were required to provide details of any equality policies and systems that they have in place that will be utilised when delivering the contract.</p>
Procurement is operated in an open, transparent, and inclusive way	<p>We acted in a transparent and proportionate manner in our procurement processes.</p> <p>Consideration was given to procuring from existing frameworks.</p> <p>Where an existing framework was not available, we used the Public Contracts Scotland website for all regulated procurement opportunities.</p>

Procurement duty per 2014 Act requirements	Compliance
	<p>Our evaluation criteria were set to be proportionate and relevant to our needs to make sure smaller suppliers were not disadvantaged.</p> <p>Our Annual Procurement Report includes our procurement plans for the next two financial years. This provides suppliers with an indication of when contracts will be procured and assists them in bidding for our work.</p>
Procurement process is proportionate to the item being procured	The Procurement & Community Benefits Policy and Procurement Procedures set out appropriate routes for different types and value of procurement. We have introduced a Procurement Planning Form for all procurements >£10k to ensure the procurement requirements are defined from the beginning of the process. This means that the specific procurement approach adopted in each case takes account of the nature, scale and value of the contract being awarded.
Procurement processes are as simple, clear, and proportionate as possible to help facilitate the participation of small and medium size businesses, third sector organisations and supported businesses	<p>We act in a transparent and proportionate manner in our procurement processes.</p> <p>Our evaluation criteria are set to be proportionate and relevant to our needs to make sure smaller suppliers are not disadvantaged.</p> <p>We use clear and precise language in our procurement processes to ensure a common understanding of requirements.</p> <p>We consider contract size, including the opportunity to break requirements into smaller lots.</p> <p>We consider during the procurement planning whether the contract can be reserved for supported businesses.</p>
Procurement operates in a manner that improves the economic, social, and environmental well-being within the communities in which we operate, with a particular focus on reducing inequality	<p>For every appropriate regulated procurement, we considered how, in conducting the procurement, we could:</p> <ul style="list-style-type: none"> • improve the economic, social, and environmental wellbeing of our area of operation, • facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and • promote innovation.
Maximise the inclusion of appropriate	We complied with the legal duty for explicit Community Benefits clauses required on all contracts above £4m that commence on or after 1 June 2016.

Procurement duty per 2014 Act requirements	Compliance
Community Benefits requirements	<p>Additionally, we considered including Community Benefits requirements for all procurement over £50k for goods and services, and over £100k for works.</p> <p>This Annual Procurement Report includes a summary of any Community Benefits in place and planned in future already determined contracts.</p> <p>Delivery of Community Benefits was monitored regularly as part of effective contract management.</p>
Collaborative working	<p>We considered, for all regulated procurement, the potential for us to work creatively and collaboratively with partners to support the local economy in Maryhill and North Glasgow and identify opportunities for joint procurement initiatives.</p>
Consultation	<p>In relation to each procurement process we included relevant and proportionate consultation with our customers and other stakeholders to enable the views of those affected to be expressed and considered and did not adopt a 'one size fits all' approach to consultation.</p> <p>During 2024/25 we consulted with customers as part of the procurement process for relevant contracts.</p> <p>We ensured that consultation is accessible across our customer base in line with our Equality & Diversity Strategy.</p>
Fair Work Practices	<p>We incorporated Fair Work First within all relevant procurement processes by asking bidders to describe how they were committed to adopting Fair Work First:</p> <ul style="list-style-type: none"> • appropriate channels for effective voice, such as trade union recognition, • investment in workforce development, • no inappropriate use of zero hours contracts, • action to tackle the gender pay gap and create a more diverse and inclusive workplace, • providing fair pay for workers (for example, payment of the real Living Wage), • offer flexible and family friendly working practices for all workers from day one of employment; and • oppose the use of fire and rehire practices.
Health & Safety	<p>We promoted compliance with the Health & Safety at Work etc. Act 1974.</p>
Fairly and ethically traded	<p>We sought to ensure, where possible, that the goods and services purchased are fairly and ethically traded.</p>

Procurement duty per 2014 Act requirements	Compliance
	For regulated procurement, our contract terms and conditions enable us to end a contract if the contractor or subcontractor fails to keep to their legal duties in the areas of environmental, social or employment law when carrying out the contract.
Payment to contractors	We aimed to ensure that, as far as reasonably practicable, payments due to contractors and subcontractors are paid within 30 days. We achieved 91% compliance with this target during 2024/25.

3.2 Plan to Improve Future Compliance

No areas have been identified above as ‘Action required’ where the commitment was not fully actioned during 2024/25.

Section 4 – Community Benefit Summary

4.1 Community Benefit Clauses in 2024/25 Regulated Procurement

We did not have any regulated procurement above the £4m legal requirement for community benefits clauses undertaken during 2024/25.

The Association’s Procurement & Community Benefits Policy commits us to considering the inclusion of community benefits clauses in all goods or services contracts above £50,000 and all works contracts above £100,000.

During 2024/25 community benefits were included in 15 of the contracts procured during that year, securing benefits to a total of £53,663.

4.2 Community Benefits Delivered in 2024/25

As some of the contracts procured in the year span more than one financial year, not all community benefits secured are delivered in the same year.

During 2024/25 community benefits to a total of £2,393 were delivered in the following ways:

- Cash paid to our Maryhill Helps Community Fund.

Section 5 – Supported Business Summary

- 5.1 Public sector bodies are encouraged where possible to restrict the tendering process for goods or services to supported factories and businesses only.
- 5.2 Supported businesses are those businesses which fulfil both of the following criteria:
- Firstly, the business' primary aim must be for the social and professional integration of disabled or disadvantaged persons.
 - Secondly, at least 30 per cent of the employees of those businesses should be disabled or disadvantaged.
- 5.4 The Association does not currently have any contracts in place with supported businesses.

Section 6 – Future Regulated Procurement Summary

- 6.1 The Association expects to undertake £28.93m of regulated procurement over the course of 2025/26 and 2026/27, however this may be subject to change. The following table provides a summary of our anticipated contract requirements for the following two financial years:

2025/26

Type	Contract Area	New or re-let of contract	Estimated total contract value	Expected contract notice date	Expected contract award date	Expected contract start date
Works	Development works – North TRA	New	£16.4m	Jul 2025	Jan 2026	Oct 2026
Goods & Services	Reactive Repairs	Re-Let	£7.1m	Apr 2025	Aug 2025	Oct 2025
	M & E Servicing & Water Monitoring	Re-Let	£244k	Apr 2025	May 2025	Jun 2025
	Service and Maintenance of Lifts and Door Entry Systems	Re-Let	£384k	May 2025	Jun 2025	Jul 2025
	Gas & Electrical Audit Services	Re-Let	£396k	Apr 25	May 25	Jun 2025

Type	Contract Area	New or re-let of contract	Estimated total contract value	Expected contract notice date	Expected contract award date	Expected contract start date
	Development Consultant Services	Re-Let	£500k	Oct 25	Nov 25	Dec 25
	Pest Control	New	£500k	May 25	July 25	July 25
	M & E Engineer for Collina Street Development	New	£270k	Feb 25	Apr 25	May 25
	Asbestos Removal & Remedials	Re-Let	£100K	Mar 25	Apr 25	May 25
	Civil/ Structural Engineer for Maryhill Cross SPO	New	£100K	May 25	Jun 25	Aug 25
	QS, EA & PD for Maryhill Cross CPO	New	£100K	May 25	Jun 25	Aug 25
	Architect for Maryhill Cross CPO	New	£200K	May 25	Jun 25	Aug 25
	Housing Management System	New	£200k	May 25	Jun 25	Aug 25
	Design Team for Mini-Multi External Wall Remedial Works	New	£192K	May 25	Ju 25	Aug 25
	Single Building Assessments	New	£2M	Aug 25	Sept 25	Sept 25
	Fire Engineer for Kilmun Street Development	New	£50K	Aug 25	Sept 25	Sept 25
	Omni-Channel Telephony System	New	£194K	Aug 25	Sept 25	Oct 25

2026/27

Type	Contract Area	New or re-let of contract	Estimated total contract value	Expected contract notice date	Expected contract award date	Expected contract start date
No regulated procurements planned to date.						

Section 7 – Annual Procurement Report Ownership & Contact Details

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