

## Annual Procurement Report template

[NOTE: reference to contract is also to be construed as meaning a Framework Agreement]

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	Loreburn Housing Association
b) Period of the annual procurement report	1 April '20 to 31 March '21
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b><u>2. Summary of Regulated Procurements Completed</u></b>	
a) Total number of regulated contracts awarded within the report period	8
b) Total value of regulated contracts awarded within the report period	£16,138,667
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	6
i) how many of these unique suppliers are SMEs	6
ii) how many of these unique suppliers how many are Third sector bodies	0
<b><u>3. Review of Regulated Procurements Compliance</u></b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	8
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b><u>4. Community Benefit Requirements Summary</u></b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	2
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	2
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	3

**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups ( <i>Each contracting authority sets its own priority groups</i> )	N/A
e) Number of Apprenticeships Filled by Priority Groups	N/A
f) Number of Work Placements for Priority Groups	N/A
g) Number of Qualifications Achieved Through Training by Priority Groups	N/A
h) Total Value of contracts sub-contracted to SMEs	N/A
i) Total Value of contracts sub-contracted to Social Enterprises	N/A
j) Total Value of contracts sub-contracted to Supported Businesses	N/A
k) Other community benefit(s) fulfilled	N/A

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	N/A
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	6
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	1
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	1

**6. Payment performance**

a) Number of valid invoices received during the reporting period.	2,698
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	95%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	0
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	1

**7. Supported Businesses Summary**

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	0
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	0

**8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report.	11,506,315
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	11,163,439
c) Total procurement spend with Third sector bodies during the period covered by the report.	0
d) Percentage of total procurement spend through collaborative contracts.	0
e) Total targeted cash savings for the period covered by the annual procurement report	N/A
i) targeted cash savings for Cat A contracts	0
ii) targeted cash savings for Cat B contracts	0
iii) targeted cash savings for Cat C contracts	0
f) Total delivered cash savings for the period covered by the annual procurement report	N/A
i) delivered cash savings for Cat A contracts	0
ii) delivered cash savings for Cat B contracts	0
iii) delivered cash savings for Cat C contracts	0
g) Total non-cash savings value for the period covered by the annual procurement report	N/A

**9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	20
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£10,624,476