Approver	Operations Committee
Date Approved	8th September 2026
Classification	Annual Report
Title	Annual Procurement Report for financial year 2025/26
Revision Date	August 2026
Revised by	Procurement Officer / Director of Finance
Next Revision Date	August 2027
Related Documents	Financial Regulations Anti-Fraud and Money Laundering Policy Procurement Policy Procurement Strategy Tender Opening Policy Data Protection Policy
Location of Electronic Copy	V:\Policies and Procedures Shared\Policies\Corporate

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1. Introduction

Under the terms of the Procurement Reform (Scotland) Act 2014 public bodies with an annual regulated procurement value of more than £5million have to produce an Annual Procurement Report. This document reviews the organisations performance in procurement activity against the aims and objectives set down within their Procurement Strategy. Organisations that do not reach this level of regulated procurement activity, are encouraged to produce an Annual Procurement Report as good practice.

The value of regulated procurement awarded by Viewpoint Housing Association (VHA) in 2025/26 was £2,482,391 (excluding VAT).

This report summarises 'regulated procurement' activity which are public contracts for goods and services over £50,000 and for works over £2,000,000 in value (excluding VAT). It also provides information about unregulated procurement undertaken through the Public Contract Scotland (PCS) portal. This includes all works procurement over the £50,000 threshold (which is treated by the VHA policy in line with the threshold value for goods/services) as well as procurement valued between £10,000 – 50,000 (excluding VAT).

2. Procurement Strategy

This report should be read in conjunction with the VHA 2026 updated Procurement Strategy.

3. Procurement Vision

The procurement vision of VHA is set below:

To achieve excellent procurement performance through sustainable procurement practices for the benefit of the organisation and its stakeholders.

4. Executive Summary

Between 1st April 2025 and 31st March 2026, VHA completed £6,374,021of procurement activity (over £50,000) as summarised below, of which £2,482,391 is regulated (as laid out in section 1):

	Regulated Works	Regulated Goods & Services	Non-Regulated Works	Total
Number	0	6	7	13
Value	0	£2,482,391	£3,891,630	£6,374,021

5. Regulated Procurement Awarded

The value of a procurement is calculated over the total contract period including any potential extension periods. 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.

During the period 1 April 2025 to 31 March 2026 VHA completed 6 regulated procurement activities. These are categorised below with full details provided in Appendix A.

	Open Tender	Framework Call Off	VEAT	Total
Goods	0	0	0	0
Services	0	5	1	6
Works	2	5	0	7
Total	2	10	1	13

6. **Review of Regulated Procurement Compliance**

VHA is committed to ensuring that all regulated procurement activities undertaken are fair, open, transparent, non-discriminatory and sustainable in accordance with its Procurement Strategy, legislation and best practice.

The Procurement Strategy sets down the organisations key objectives to support the delivery of effective, sustainable and compliant procurement. These are:

- Objective 1: Consistently apply effective procurement practice across the organisation.

- Objective 2: Help improve the economic, social and environmental wellbeing in our geographical areas of operation.

- Objective 3: Plan, monitor & review effectively current/future procurement activities.

- Objective 4: Tender and award contracts in accordance with VHA Financial Regulations, legislative requirements and best practice.

All the regulated procurement activity completed in 2025/26 was undertaken in line with the Association's approved Procurement Strategy. The table below provides details of the achievements and outcomes achieved in support of these objectives.

Objective 1: Consistently apply effective procurement practice across the organisation.
VHA's Procurement Policy and Procurement Strategy are regularly reviewed to ensure compliance with legislation and best practice. An Annual Procurement Report has been produced to provide details of procurement activities carried out during the review period as well as those anticipated areas of procurement anticipated over the next two years. This will be available on the VHA website. Training on the organisations Procurement Policy and the legal requirements has been provided to all relevant staff. We acted in a transparent and proportionate manner in our procurement processes.
Objective 2: Help improve the economic, social and environmental wellbeing in our geographical areas of operation.
VHA, takes into account the potential impact of any procurement activity in relation to the economic, social and environmental wellbeing of the areas where the operations are undertaken. An example of this is the Grounds Maintenance contract which took account of the gardening and environmental work programmes across our multiple sites. All six regulated contracts (services) awarded during the 2025/26 financial year, and six out of the seven unregulated (works) contracts over £50,000 went to different suppliers. Where applicable we have worked with our existing suppliers to improve services for the benefit of our customers and the local area of operation.
Objective 3: Plan, monitor & review effectively current/future procurement activities.
A Contracts Register has been developed to identify all current high-level, high risk procurement activities. This is published on the VHA website. VHA utilise Procurement Framework Agreements (PFAs) to access suppliers and specialist contractors. An example is the use of the G-Cloud 14 PFA (run by the Government Commercial Agency for IT services) to select and award the contract for the HR

integrated IT system. This procurement was overseen by a corporate working group with representatives from across the organisation.

When utilising existing PFAs, they are selected on the basis of a close fit with the Association's objectives as well as being able to deliver cost and time savings in the procurement exercise.

Risk management processes have been reviewed to ensure that any associated procurement risks are managed appropriately.

All regulated contracts are monitored through set performance criteria and regular meetings with suppliers throughout the lifetime of the contract.

Objective 4: Tender and award contracts in accordance with VHA Financial Regulations, legislative requirements and best practice.

VHA's Financial Regulations are reviewed and approved by Board members on a regular basis.

All contracts are awarded in accordance with applicable regulations. Where no appropriate PFAs are in place and where the estimated value of the contract was equal to or greater than £50,000 for goods or services (regulated) and £50,000 for works (unregulated) we awarded contracts based on the Most Economically Advantageous Tender (MEAT) which balances value for money with quality. In exceptional circumstances the organisations Procurement Policy allows for deviation from this approach in specific instances. Examples of this were the provision of meals within our care homes and the modification of the contract for insurance provision.

VHA has an Anti-Fraud and Money Lending Policy together with a Pay and Benefits Policy in place to support its Procurement Strategy and vision.

VHA are committed to ensuring our procurement processes treat contractors equally and without discrimination.

VHA seeks to ensure where possible, that the goods and services purchased are fairly and ethically traded.

7. Community Benefits Summary

The Viewpoint Procurement Policy recognizes the legal requirement that any regulated procurement with an estimated value equal to or greater than £4,000,000 (excluding VAT) must consider whether to impose community benefit requirements as part of the contract delivery before carrying out the procurement. The organisation must include in the contract notice relative to the procurement a summary of the community benefit requirements it intends to impose or, if it is not going to include any community benefit requirements, the reasons for not including any such requirements.

There were no procurements over £4m in value during 2025/26. However, a community benefits clause was included in the procurement of our contract for Reactive & Void Maintenance that started on 1/4/2025. The contractual clause states that the Association will receive an agreed % Community Benefit Contribution per annum to be used for any local or national Community Works, Community Support, Wellbeing, Social, Employment or Environmental Project.

8. **Supported Business Use Summary**

VHA aims, where possible, to provide opportunities to local SMEs, third sector and supported businesses. Half of the suppliers appointed via regulated procurement in 2025/26 are SMEs. We do not currently have any direct contracts in place with supported businesses.

9. **Future Regulated Procurement Summary**

VHA anticipates undertaking approximately 18 regulated procurements over the two financial years 2026/27 and 2027/28. Details of these anticipated procurements are summarised in Appendices C and D.

10. **Publishing**

This Annual Regulated Procurement Report for the period 1 April 2025 to 31 March 2026 will be published on the Association's website.

A copy of the report will also be issued to Scottish Ministers.

11. Contact Details

For more information about this Report or VHAs Procurement Strategy please contact:

Procurement Officer,
Viewpoint Housing Association,
4 South Oswald Road,
Edinburgh, EH9 2HG

Email: procurement@viewpoint.org.uk

Appendix A - Annual Procurement Report Annex

1. Organisation and report details	
a) Contracting Authority Name	Viewpoint Housing Association
b) Period of the annual procurement report	1/4/2025 – 31/3/2026
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? *(Yes / No)*	Yes
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	6
b) Total value of regulated contracts awarded within the report period	£2,482,391
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	1
i) how many of these unique suppliers are SMEs	1
ii) how many of these unique suppliers are Third sector bodies	1
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	6
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
4. Community Benefit Requirements Summary	
Use of Community Benefit Requirements in Procurement:	
a) Total Number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	0

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 (Each contracting authority sets its own priority groups)	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	£0
i) Total Value of contracts sub-contracted to Social Enterprises	£0
j) Total Value of contracts sub-contracted to Supported Businesses	£0
k) Other community benefit(s) fulfilled	1
5. Fair Work and the real Living Wage	
a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	0
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 during the period.	4
6. Payment performance	
a) Number of valid invoices received during the reporting period.	8616
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	87.29%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt	6

payment of invoices in public contract supply chains.	
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
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.	£8,527,741
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£2,871,456
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 delivered cash savings for the period covered by the annual procurement report	N/A
f) 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	18
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£8,022,000

Appendix B – Regulated Procurement 2025/26

Contract	Type	Date of Award	Procurement Route	Supplier	Value (excl VAT)	Start Date	End Date
Meals for Care Homes	Service	October 2025	Framework	Apetito	£110,000	17/11/2025	16/11/2026
Utilities	Service	July 2025	Framework	SSE Energy Ltd	£1,198,413	1/10/2025	31/3/2028
Grounds Maintenance	Service	March 2026	Framework	Glendale Ltd	£564,988	1/4/2026	31/3/2031
IT System – Human Resources	Services	February 2026	Framework – Crown Commercial Service	IRIS Software Ltd	£219,071 (over 4 years)	16/2/2026	15/2/2030
Net Zero Project (Management/Support)	Services	October 2025	Framework – Scottish Procurement Alliance	Changeworks Ltd	£130,000	21/10/2025	20/10/2026 (or finish)
Insurance provision	Services	July 2025	VEAT Notice (Modification) Direct Award	Zurich Ltd	£259,919	1/10/2025	30/9/2027
Total Value of Regulated Procurement					£2,482,391		

APPENDIX C – Anticipated Regulated Procurement 2026/27

The table below shows the anticipated regulated procurement for the financial year 2026/27. Once confirmed, all available contractual opportunities will be advertised or awarded (regulated call offs/exceptions) on the Public Contract Scotland procurement portal. It shows the following details – subject area, type, nature of the contract, proposed procurement route, expected notice/award dates, expected start date and the estimated value (including extensions to current contracts).

Subject Matter	Type	New/Extension /Relet	Proposed Procurement Route	Expected Contract Notice Publication Date	Expected Award Date	Expected Start Date	Estimated Value (£-excl VAT)
Fire Alarm, Emergency Lighting and fire safety equipment maintenance	Service	Extension (12 months)	Extension option part of the original procurement – offer to the incumbent contractor	Extension option part of the original procurement	July 2026	1/8/2026	£111,000 (extension period)
Gas Servicing, Repair & Associated Works	Service	Extension (12 months)	Extension option part of the original procurement – offer to the incumbent contractor	Extension option part of the original procurement	September 2026	1/10/2026	£200,000 (extension period)
Aids and Adaptations	Service	Relet	Explore potential established frameworks. Quality / Price tenders to suitable suppliers	January 2027	March 2027	1/4/2027	£250,000
Water Hygiene: Testing & Assessment	Service	Relet	Explore potential established frameworks. Quality / Price tenders to suitable suppliers	January 2027	March 2027	1/4/2027	£300,000

Professional Building Consultancy Service	Service	Relet	Competitive Tender via PCS Open Procedure or consider use of national framework	January 2027	March 2027	1/4/2027	£90,000
Care Homes - Wholesaler Provision	Service	New	Competitive Tender via PCS Open Procedure or consider use of national framework	December 2026	February 2027	TBC	£500,000
Asset Communal Cleaning	Service	New	Competitive Tender via PCS Open Procedure or consider use of national framework	December 2026	February 2027	1/4/2027	£750,000
Telecare Monitoring & OOH Coverage	Service	Extension (12 months)	Exception Grounds – Pending Procurement			1/4/2026	£125,000
Telecare Monitoring & OOH Coverage	Service	Relet	Competitive Tender via PCS Open Procedure or consider use of national framework	December 2026	February 2027	1/4/2027	£500,000
Reinstatement Valuations	Service	New	Competitive Tender via PCS Open Procedure or consider use of national framework	January 2027	February 2027	1/4/2027	£55,000
Legal Services	Service	New	Competitive Tender via PCS Open Procedure or consider use of national framework	January 2027	February 2027	1/4/2027	£135,000
Payment Services	Service	Relet	Explore potential established frameworks.	April 2026	April 2026	1/4/2027	£85,000
Estimated Total Value of the Anticipated Regulated Procurement 2026/27							£3,101,000

APPENDIX D – Anticipated Regulated Procurement 2027/28

The table below shows the anticipated regulated procurement for the financial year 2026/27. Once confirmed, all available contractual opportunities will be advertised or awarded (regulated call offs/exceptions) on the Public Contract Scotland procurement portal. It shows the following details – subject area, type, nature of the contract, proposed procurement route, expected notice/award dates, expected start date and the estimated value (including extensions to current contracts).

Subject Matter	Type	New/Extension/Relet	Proposed Procurement Route	Expected Contract Notice Publication Date	Expected Award Date	Expected Start Date	Estimated Value (£-excl VAT)
Fire Alarm, Emergency Lighting and fire safety equipment maintenance and repair	Service	Extension (12 months)	Extension option part of the original procurement – offer to the incumbent contractor	Extension option part of the original procurement	July 2027	1/8/2027	£111,000 (extension period)
Gas Servicing, Repair & Associated Works	Service	Extension (12 months)	Extension option part of the original procurement – offer to the incumbent contractor	Extension option part of the original procurement	September 2027	1/10/2027	£200,000 (extension period)
Electrical Testing	Service	Extension (12 months)	Extension option part of the original procurement – offer to the incumbent contractor	Extension option part of the original procurement	July 2027	1/8/2027	£110,000 (extension period)

Insurance	Service	Relet	Competitive Tender via PCS Open Procedure or consider use of national framework	July 2027	August 2027	1/10/2027	£1,100,000
Utility Gas	Service	Relet	Competitive Tender via PCS Open Procedure or consider use of national framework	January 2028	February 2028	1/4/2028	£2,200,000
Utility Electric	Service	Relet	Competitive Tender via PCS Open Procedure or consider use of national framework	January 2028	February 2028	1/4/2028	£1,200,000
Estimated Total Value of the Anticipated Regulated Procurement 2027/28							£4,921,000