



ANNUAL PROCUREMENT REPORT 2023-24

Introduction

The purpose of this report is to enable Atrium Homes (AH) to comply with its obligations under the Procurement Reform (Scotland) Act 2014, Section 18(1) to prepare and publish an Annual Procurement Report on its regulated procurement activities.

Atrium is deemed to be a 'public contracting authority' and is therefore bound by the requirements of the following legislation:

- Procurement Reform (Scotland) Act 2014
- Public Contracts (Scotland) Regulations 2015
- Procurement (Scotland) Regulations 2016

While Atrium undertakes various procurements during the year, the scope of this report relates only to those procurements that fall under the remit of the above legislation and are therefore 'regulated procurement'.

For smaller non-regulated procurements, not governed by specific Government guidance, the general principles of openness, fairness, transparency, non-discrimination, and proportionality still apply.

The guidance and template issued by the Scottish Government was used to enable the preparation of this report.

The report covers the period from 1 April 2023 to 31st March 2024 for completed procurements; and up to 31 March 2025 for ongoing or anticipated procurements.

Procurement Strategy

Atrium reviews its Procurement Strategy annually and in line with review of the Business Plan and subsequent budgetary projections. It covers the period 1 April 2022 – 31 March 2025.

This annual report shows how the objectives of the strategy have been met up to 31^s March 2024 and includes the following:

1. A summary of the regulated procurements that have been completed during the timescale covered by the report,
2. A review of whether those procurements complied with the organisation's procurement strategy,
3. Where any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply,
4. A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
5. A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
6. A summary of the regulated procurements the authority expects to commence in the next two financial years.

1. Summary of Regulated Procurements Completed during the period 1 April 2023 to 31 March 2024

During the period 1 April 2023 to 31 March 2024 period Atrium completed the following procurements, defined as regulated procurements under Section 2 of the Act. It should be noted that there were several contracts included in the Strategy however, based on the projected costs to determine the procurement route, did not fall within the regulated thresholds and therefore are not included in this report. The table below excludes any procurements that have been extended for a further period in line with the contract conditions but includes those called off from the HFF21CLS Framework.

Table 1

Activity	Date of Award	Supplier	Start Date	End date (excl extensions)	Estimated value of contract (exc VAT)
Call off from Framework					
Homes fit for 21 st Century Living Standard (HFF21CLS) Phase 3 (Works)					
<i>Second Stage call off</i>	22/03/2022	CCG (Scotland) Ltd	13/09/2022	31/03/2023	£400,183.48*
<i>Third Stage call off</i>	10/06/2022	CCG (Scotland) Ltd	29/09/2022	31/03/2023	£401,646.90*
<i>Fourth Stage call off</i>	16/08/2022	CCG (Scotland) Ltd	07/10/2022	31/03/2023	£574,855.49*
<i>Fifth Stage call off</i>	20/01/2023	CCG (Scotland) Ltd	10/07/2023	31/03/2024	£374,510.08*
<i>Sixth Stage call off</i>	04/05/2023	CCG (Scotland) Ltd	13/09/2023	31/03/2024	£756,391.92
Homes fit for 21 st Century Living Standard (HFF21CLS) Phase 4 (In part) (Works)					
<i>First Stage call off</i>	26/02/2024	CCG (Scotland) Ltd	15/05/2024	31/03/2024	£787,632.84
Open Procedure					
Gas Central Heating Service & Repairs (Services)	06/03/2024	James Frew Ltd	01/04/2024	31/03/2025	£84,459.00
Landscape Maintenance (AH&AI) (Services)	06/03/2024	John O'Connor	01/04/2024	31/03/2025	£174,020.80

Total £3,553,700.51

*£1,751,195.95 relates to procurement activity in 2022-2023 not included in last years' report

2. Review of whether those procurements complied with the organisation's procurement strategy

Procurement	Route for transparency proportionality, value for money and delivering procurement with equal treatment and non-discrimination	Sustainable Procurement	Community Benefit Requirements	Payment of the Living Wage	Health & Safety	Consultation & Engagement
Works						
Planned Investment HFF21CLS Phases 3 & 4	Achieved via a restricted competitive tendering process from a Framework of Contractors for use by AH, and balancing Quality and Price evaluation. In line with our Procurement Policy	Factored into procurement process through Quality Assessment CB proposals proportionate to the value of the contract CB requirements for Phase 1, 2 & 3 are fulfilled (see item 4 below) CB requirements for Phase 4 (see item 4 below)				Atrium consulted with its Board on the procurement process as well as the content and delivery of all our regulated contracts through the appropriate decision-making procedures, and where appropriate, with our customers, by means of public events and meetings, focus groups, surveys and requests for feedback on our website and from our newsletters.
Services						
Gas Service & Maintenance Contract	Achieved via an open competitive tendering process and balancing Quality & Price evaluation. In line with our Procurement Policy	Factored into procurement process through Quality Assessment CB proposals requested proportionate to the value of the contract and in line with that offered in their tender submission.				Atrium consulted with its Board on the procurement process as well as the content and delivery of all our regulated contracts through the appropriate decision-making procedures.
Landscape Maintenance Contract	Achieved via an open competitive tendering process and balancing Quality & Price evaluation. In line with our Procurement Policy	Factored into procurement process through Quality Assessment CB proposals requested proportionate to the value of the contract and in line with that offered in their tender submission. CB requirements fulfilled (see item 4 below)				Atrium consulted with its Board on the procurement process as well as the content and delivery of all our regulated contracts through the appropriate decision-making procedures..

3. Where any regulated procurements did not comply with the Procurement Strategy, a statement of how the authority intends to ensure that future regulated procurements do comply

All regulated procurements complied with the Procurement Strategy.

4 Summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report

Delivering community benefits is an important part of the sustainable procurement duty and community benefits must be considered for all procurement processes at or above £4m in value. Notwithstanding this, the sustainable procurement duty can extend into lower thresholds as evidenced by the following regulated procurement delivered within the reporting timescales or currently ongoing.

HFF21CLS Phases 1, 2 3 & 4 – CCG (Scotland) Ltd

CCG has realised the expected benefits for Phases 1 ,2 and 3. These are namely 4 new starts, 3 work placements, support to 2 existing apprentices and a total monetary contribution of £3000. Phase 4 community benefits have been proposed by CCG to include 1 further new start, 2 work placements, support to 1 apprentice, 1 curricular event and a £1000 monetary contribution.

Landscape Maintenance - John O'Connor Ltd

Continue to employ locally and contribute to the local community. During the contract term, 1 apprentice has now completed their formal training and been offered full time employment. 3 work placements were provided resulting in ongoing seasonal work.

Gas Service and Maintenance - James Frew Ltd

In addition to a broad range of community benefits which include sponsorship of local sports teams and providing support to various local community groups, James Frew have employed 14 full time apprentices across various trades and offered 2 curricular events within Ayrshire College during the contract period.

Reactive Maintenance - DM Homeshield Ltd

DM Homeshield have so far created 3 new jobs through the requirements of this contract in the form of 1 full time Plumber, 1 Apprentice Bricklayer and a full time Office Administration role. They continue to employ locally with 95% of current staff having an Ayrshire postcode. Further proposals over the duration of the contract include 3 work placements for a minimum of 5 days for an S4, S5 or S6 pupil from local Schools. Work experience of a minimum of 5 days for an unemployed person (not necessarily young person). Job Centre Plus/DWP to advise on benefits, they will also continue to engage with the local towns community groups to assist with local initiatives and support with labour or funding as required.

Electrical Testing – Magnus Electrical Service Ltd

Continue to employ locally, contribute to local community and invest in training and development. This is ongoing during the contract delivery.

Gutter Cleaning & Painting – Bell Group Ltd

Continue to employ locally, contribute to local community and invest in training and development. This is ongoing during the contract delivery.

5 Summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report.

Our regulated contract activity for the last financial year did not provide us with an opportunity to utilise the goods or services from supported businesses.

6. Summary of the regulated procurements the authority expects to commence in the next two financial years.

Procurement	Activity	Estimated Value (excluding VAT)	Route	Time
HFF21CLS Phase 5	House Refurbishment	£4,299,803	In line with procurement policy	2024/2025
EWI (NFL & Galston)	Energy Efficiency Improvements	£2,379,584	Call off from Framework subject to SHNZ funding	2024/2025

Annual Procurement Report template

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

1. Organisation and report details

a) Contracting Authority Name	Atrium Homes
b) Period of the annual procurement report	01/04/2023 – 31/03/2024
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	4
b) Total value of regulated contracts awarded within the report period	£3,553,700.51
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	3
i) how many of these unique suppliers are SMEs	2
ii) how many of these unique suppliers how many are Third sector bodies	0

3. Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	4
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 a Community Benefit Requirements	4

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	£258,479.80
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	4

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work criterion.	4
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.	2
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	2
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	0

6. Payment performance

a) Number of valid invoices received during the reporting period.	396
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	99%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	4
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
- b) Total spend with supported businesses during the period covered by the report, including:
- i) spend within the reporting year on regulated contracts
- ii) spend within the reporting year on non-regulated contracts

0
0
0
0

8. Spend and Savings Summary

- a) Total procurement spend for the period covered by the annual procurement report.
- b) Total procurement spend with SMEs during the period covered by the annual procurement report.
- c) Total procurement spend with Third sector bodies during the period covered by the report.
- d) Percentage of total procurement spend through collaborative contracts.

£3,553,700.51
£258,479.80
0
0

- e) Total targeted cash savings for the period covered by the annual procurement report
- i) targeted cash savings for Cat A contracts
- ii) targeted cash savings for Cat B contracts
- iii) targeted cash savings for Cat C contracts

0
0
0
0

- f) Total delivered cash savings for the period covered by the annual procurement report
- i) delivered cash savings for Cat A contracts
- ii) delivered cash savings for Cat B contracts
- iii) delivered cash savings for Cat C contracts

0
0
0
0

- g) Total non-cash savings value for the period covered by the annual procurement report

0

9. Future regulated procurements

- a) Total number of regulated procurements expected to commence in the next two financial years
- b) Total estimated value of regulated procurements expected to commence in the next two financial years

2
£6,679,387



PROCUREMENT STRATEGY

*Approved by Board 26/11/19
Reviewed 31/08/21*

INTRODUCTION

This Procurement Strategy is designed to ensure that Atrium Homes complies with its duties under Section 15 of the Procurement Reform (Scotland) Act 2014 (the Act), which states that:

- A contracting authority which expects to have significant procurement expenditure in the next financial year must, before the start of that year prepare a procurement strategy setting out how the authority intends to carry out regulated procurements,
- An authority has significant procurement expenditure in a year if the sum of the estimated values of the contracts to which its regulated procurements in that year relate is equal to or greater than £5,000,000.

This strategy covers the period from December 2019 to 31st March 2025. An annual procurement report showing how the objectives of the strategy have been met will be published at the end of the financial year 2021.

During this period, we expect to start the following procurements, defined as regulated procurements under section 2 of the Act. A “regulated procurement” is the procurement of a contract with an estimated value equal to or greater than £2 million for a works contract or £50,000 for any other contract (not works).

Regulated Procurements Programme to 31 March 2024.

Procurement	Activity	Estimated Value	Route	Time
Consultants (Services)	New build development at Sunnyside Square West	£190,000	In line with our Procurement Policy	2019/20
	Planned Investment	£44,000	In line with our Procurement Policy	2019/23
Landscape Maintenance Contract (Services)	Landscape Maintenance	£200,000	In line with our Procurement Policy	2020/24
Cyclical Maintenance	Painterworks & Gutter Cleaning Electrical Periodic Testing	£200,000	In line with our Procurement Policy	2020/24
New Build Development (Works)	Demolition and New build at Sunnyside Sq. West	£3.7m	In line with our Procurement Policy	2019/20
Planned Investment (Works)	HFF21CLS	£10m	In line with our Procurement Policy	2019/23

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Procurement	Activity	Estimated Value	Route	Time
Gas Central Heating Servicing and Repairs Contract	Gas Central Heating Servicing and repairs	£200,000	In line with our Procurement Policy	2020/24
External Audit Consultants (Services)	External Audit	£50,000	In line with our Procurement Policy	2021/24
Void Property & Reactive Repairs and Maintenance Contractor (Services)	Void Property & Reactive Repairs & Maintenance including out of hours services and audit	£1.6m	In line with our Procurement Policy	2021-25
Source suitable Contractor/Consultant (Services/Works)	External Wall Insulation	£750,000	As defined by procurement route	2021-25
Consultancies for Phase 2 and 3 of Shortlees Master Plan	Site Evaluation/ Investigative Works	£75,000	In line with our Procurement Policy	2022-23

Section 15 of the Act sets out twelve topics the Procurement Strategy should cover.

The Scottish Government has issued guidance on compliance with the Act and this Strategy has been prepared in line with the guidance.

The Strategy sets out how we will ensure that our regulated procurements:

- contribute to the carrying out of our functions and achievement of our purposes
- deliver value for money
- enable us to treat tenderers operators equally and without discrimination
- ensure we act in a transparent and proportionate manner
- be carried out in compliance with the sustainable procurement duty

The Strategy also includes statements of our policies relating to regulated procurements and:

- the use of community benefit requirements
- consulting and engaging with those affected by our procurements
- the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements

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- promoting compliance by contractors and sub-contractors with the Health and Safety at Work etc. Act 1974
- the procurement of fairly and ethically traded goods and services

The Strategy also indicates:

- how we will ensure that payments made by us to our contractors, by our contractors to sub-contractors, and between sub-contractors, are made within 30 days of invoices being issued.

OUR APPROACH AND KEY OBJECTIVES AND PRINCIPLES

Atrium's Business Plan is based around our Vision, our Values and Operational objectives, namely:

Vision

*Quality affordable homes
Sustainable communities
Life chances for people*

We will listen to understand your needs; work with you to sustain and grow your communities; and use our resources to create opportunities for positive change. Together we will build strong foundations for the future.

Values

- **Service:** we aim to provide a quality customer service
- **Excellence:** we strive for excellence and aim to improve
- **Accountability:** we stand by our decisions and take ownership of our actions
- **Respect:** we avoid blame and we respect each other's input
- **Integrity:** we are open, honest and fair and inspire trust
- **Commitment:** we are committed to our role and take pride in what we do
- **Enjoyment:** we want staff to enjoy their jobs and enjoy making a difference

Operational Objectives

At an operational level, we manage the organisation to ensure we achieve a number of objectives:

- *Protect our longer-term financial viability, maximise income and use resources efficiently*
- *Maximise opportunities for members, tenants and customers to engage with us*
- *Develop and deliver services to tenants and other customers*
- *Develop and deliver our longer-term maintenance and improvement programmes*
- *Comply with the requirements of the statutory and regulatory framework relating to our status as registered social landlord, company and charitable body*
- *Manage our development and regeneration activities efficiently and effectively*

Atrium will align its regulated procurement activity with these aims to better use its procurement activity as a lever for delivering these objectives.

Recognising that effective and efficient procurement will positively support Atrium in achieving its priorities, this Strategy provides a direction and focus for procurement activities in the organisation. It will help to ensure that we manage risk effectively and can demonstrate value for money, continuous improvement, sound performance management, partnership working, community benefits and sustainable development across all our procurement activities. It will also ensure that the procurement process is implemented in a professional, efficient and effective manner.

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VALUE FOR MONEY

Atrium will ensure value for money through effective contract monitoring, management and performance. To achieve the most economical advantageous tender (MEAT) for procurement, an appropriate Balancing Quality and Price ratio will be set out in the procurement documents, e.g. Quality/Price 60%/40%, or 70%/30% ratio.

Any contracts that fall within the regulated procurement thresholds will be advertised on the Public Contracts Scotland portal. The balance of price and quality, the quality scoring criteria and the scoring calculations to be applied, will be set out clearly in the contract documents.

Option appraisals may be carried out; including the option to not procure, in order that resources are not wasted and contracts are subject to regulated procurement processes only when they are required.

EQUAL TREATMENT AND NON-DISCRIMINATION

Atrium will aim to achieve better outcomes from our procurement by treating potential tenderers equally and without discrimination, ensuring that contracts are structured in such a way as to assist wherever practical, local suppliers, micro, small and medium enterprises and the third sector to tender for our business.

This we believe will ensure greater competition, promote innovation, and encourage a wider range of tenderers to become involved in our procurements.

For all regulated procurements we will do this by advertising contracts at each relevant stage on the Public Contracts Scotland Portal and, when required, in the UK e-notification system called Find a Tender Service (FTS); and in the case of European Structural and Investment Funds (ESIF) projects, in the Official Journal of the European Union (OJEU). We will use clear and precise language; apply Plain English principles to all our tender, and contract documentation.

We will use electronic communication at all stages of the procurement process.

We will ensure that any questions relating to the regulated procurement are logged in the questions and answers section of the portal, responded to timeously and copied to all potential tenderers.

TRANSPARENCY AND PROPORTIONALITY

Atrium will promote transparency and proportionality in all our procurements in order to encourage competition, achieve better value for money and act in an open and inclusive manner.

To achieve this we will ensure that all our forthcoming regulated procurements are advertised through Contract Notices on the Public Contracts Scotland Portal and in FTS; (and in the OJEU where required). We will also advertise all forthcoming regulated procurements on our website.

Atrium will use the question and answer facilities on the portal to ensure that all interested parties are updated, simultaneously with any additional information.

All contract documentation will be uploaded directly to the portal and all prequalification and tender returns will be managed via the portal's post box.

Contract award notices will be lodged on the portal timeously and feedback requests from unsuccessful tenderers will be responded to timeously.

Atrium will avoid using standard contract documents for all types and sizes of contract. We will review our pre-qualification questionnaires, quality questionnaires and contract requirements for each

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contract to ensure that our requirements are in proportion to the scale of value of the contract being procured.

Atrium will eliminate barriers to participation in our procurements by small and medium enterprises, third sector bodies and supported business by carefully analysing our contract requirements and establishing whether we have included any unnecessary or potentially discriminatory requirements, (e.g. excessive insurance cover or membership of industry bodies).

When deciding what requirements to include we will first determine whether a requirement is appropriate and relevant to the contract; and second, whether it is necessary to achieve the successful delivery of the contract. Only if it is both relevant and necessary will a requirement be included.

SUSTAINABLE PROCUREMENT

The requirement to comply with the sustainable procurement duty is in Section 8(2) of the Act and the detail of the duty is set out in Section 9.

This requires Atrium to consider, before we start a regulated procurement, how we might use the process to further the following aims:

- improve the economic, social and environmental well-being of our area,
- facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses,
- promote innovation.

This duty requires Atrium to develop a robust, achievable approach to sustainable procurement that is relevant and proportionate to the scope of our contracts and area. Therefore, Atrium will assess each contract that is to be subject to a regulated procurement to identify what activities might be included within the procurement process to further the above goals.

Any activities arising from this duty must be relevant to what is being procured and proportionate to the size of the contract in question.

All relevant contracts will be set-up to include sustainable procurement requirements. Atrium will ensure that the sustainability principles align with our Sustainability Policy, and embodied within all procurement activities.

The duty to promote innovation is designed to encourage use of our procurement activity to influence the market towards innovative solutions.

The majority of Atrium's contracts involve tried and tested components. Atrium, alongside our procurement activities, will research new innovative ideas, e.g. in heating technology, smart building services, energy efficiency and modern methods of construction.

COMMUNITY BENEFIT REQUIREMENTS

The purpose of community benefit requirements is to ensure that our procurement activities contribute as far as possible to the economic and social regeneration of the areas in which we operate.

Atrium Homes is committed to maximise Community Benefits from its procurement activities.

In line with Scottish Government definition, Atrium will take into consideration community benefits through tendered activity that can be achieved through suppliers for goods, services and works. We will continue to determine appropriate community benefits commensurate with contract awards.

The following conditions must be met prior to including community benefits in contracts:

- Community benefits are in the main directly related to the 'core purpose' of the contract.
- Community Benefits do not directly or indirectly, disadvantage or discriminate against any bidder.

PAYMENT OF THE LIVING WAGE

We believe that those organisations whose staff are well rewarded, well-motivated, well led, and who have appropriate opportunities for training and skills development, are likely to deliver higher quality services. One of the clearest ways an employer can demonstrate that it takes a positive approach to its workforce is by payment of the Living Wage. Therefore, Atrium will encourage all contractors appointed through its regulated procurement processes to become Living Wage accredited employers.

Atrium shall have regard to the Scottish Government publication: "Statutory Guidance on the Selection of Tenderers and Award of Contracts - Addressing Fair Work Practices including the Living Wage in Procurement" in its procurements.

COMPLIANCE WITH HEALTH & SAFETY LEGISLATION

Atrium Homes will promote compliance by its contractors with the Health and Safety at Work Act 1974; and any provision made under that Act by ensuring that all Health and Safety documentation, risk assessments and processes relevant and proportionate to the contract, are in place prior to the works commencing or to be provided as a condition of the contract award.

All contractors' previous Health and Safety record will be taken into account as part of any Quality assessment process.

Atrium will require all tenderers to provide evidence to demonstrate that they comply with current health and safety legislation and to provide details of how they actively promote and manage good health and safety practice, e.g. through training and the communication of relevant information to staff.

Where there are specific health and safety concerns relating to a particular procurement, we will require tenderers to detail, as part of the procurement process, the measures they will implement to respond to the identified risks.

Contractors will be required to respond to specific risks and provide proposals for managing Health and Safety during the contract term, along with their tender returns.

Monitoring of compliance with Health and Safety requirements during the contract term will be the responsibility of the Contract Manager or Principal Designer where the Construction (Design and Management) Regulations 2015 apply.

At all site meetings and progress meetings relating to works contracts there will be standing agenda item covering Health and Safety.

All contractors will be required to disclose to the Contract Manager any incidents, near misses, concerns, or newly identified risks arising during the contract term.

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The Contract Manager will maintain and update a comprehensive risk management plan for each contract. We will ensure that the measures taken to ensure the promotion of health and safety are relevant, proportionate and not overly burdensome, meeting current legislation as a minimum.

CONSULTATION AND ENGAGEMENT

Atrium will consult and engage with those affected by our procurements as set out in this section of the Strategy.

Atrium will carry out consultation with its Board as part of the procurement process for all our regulated contracts.

Before contract notices for regulated procurements are lodged, Atrium will consult on the content and delivery mechanisms for these contracts with:

- the relevant Sub Committee and Board, through the appropriate reporting and decision making procedures, and
- where appropriate, with our customers, by means of public events and meetings, focus groups, surveys and requests for feedback on our website and from our newsletters.

Where possible recommendations arising from the consultation process will be included in the contract terms itself or in the contract preliminaries.

For any regulated procurements involving new build housing, we will consult the Sub Committee and Board on our design guide and standard specification before the contract notice is lodged.

We will consult customers and other stakeholders on the form, content and design of new buildings as part of the planning application and, where required, pre-planning consultation.

FAIRLY AND ETHICALLY TRADED GOODS AND SERVICES

Where relevant and proportionate to a regulated contract, Atrium will encourage fair and ethical trading principles in its procurement requirements.

Atrium will seek assurances of fair and ethical practices in supply chains by including (where relevant and proportionate to the subject matter of the contract) contract conditions requiring contractors to comply with relevant social, environmental and employment law.

REGULATED PROCUREMENTS INVOLVING FOOD

None of Atrium's regulated procurements during the period covered by this Strategy involves the provision of food. If that were to change, Atrium would have regard to any relevant Scottish Government Guidance on procurements involving food.

PAYMENTS WITHIN 30 DAYS

Atrium will continue to aim to pay contractors within 30 days of invoicing or in compliance with the relevant contract if it sets shorter timescales. Atrium will remind contractors of their obligation to pay sub-contractors within 30 days of invoicing.

Atrium will ensure effective contract management and monitoring throughout the term of its regulated contracts to ensure that prompt payment continues to be applied throughout the duration of the contract.

MONITORING AND REVIEW OF STRATEGY

Atrium's Director of Investment will monitor the implementation and use of this Strategy during the current period.

Any significant departures from the Strategy, or failures to comply with it, will be reported to Atrium's Board together with recommended actions to address the issue identified.

Prior to the start of the year following the period of this Strategy (i.e. before 1 April 2021), Atrium will assess whether it expects to have significant procurement expenditure in that next year.

If such expenditure is anticipated, then this Strategy will be reviewed as required by Section 15 of the Act.

If such expenditure is not anticipated, Atrium may still review the Strategy (but is not statutorily required to do so). In any event, the Strategy will be reviewed at least once every 3 years.

The implementation and use of the Strategy during the initial period will be reviewed at the end of that period (i.e. after 31 March 2021) and a report compiled as required by Section 18 of the Act, including:

- a summary of the regulated procurements completed in the period reported on;
- a review of whether those regulated procurements complied with this Strategy;
- to the extent that they did not comply, how Atrium will ensure future procurements do comply;
- a summary of community benefit requirements imposed that were fulfilled;
- a summary of steps taken to facilitate the involvement of supported businesses;
- a summary of further regulated procurements expected to commence in the next 2 years;
- Any other information required by Scottish Government in the report.