



ATRIUM
HOMES

The Landlord of Choice

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