



ANNUAL PROCUREMENT REPORT 2024-25

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 2024 to 31st March 2025 for completed procurements; and up to 31 March 2026 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 2025 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 2024 to 31 March 2025

During the period 1 April 2024 to 31 March 2025 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 4 (In part) (Works)					
<i>Second Stage call off</i>	21/05/2024	CCG (Scotland) Ltd	29/07/2024	28/02/2025	£688,003.26
<i>Third Stage call off</i>	12/11/2024	CCG (Scotland) Ltd	12/09/2024	31/03/2025	£537,588.76
Open Procedure					
Integrated Housing Management and Finance System (Services)	17/12/2024	HomeMaster	06/01/2025	06/01/2030	£416,750.00

Total £1,642,342.02

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						
CCG Planned Investment HFF21CLS Phase 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 & 4 are 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, 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						
HomeMaster Integrated Housing Management and Finance System	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.

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 Phase 4 – CCG (Scotland) Ltd

CCG has realised the expected benefits for Phase 4. These are primarily 1 new start, 2 work placements offered to young people through WorkingRite, support to 1 existing apprentice and a monetary contribution of £1,000.

Landscape Maintenance - John O'Connor Ltd

During the contract term, 2 new permanent Grounds Maintenance roles were created in addition to 2 seasonal roles. The contractor continues to support local recruitment.

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 11 Graduate Apprentices on full time contracts and recruited 4 new Apprentices across various trades. Renewables training equipment was supplied and installed for use by students at the Willie Mackie skills HUB in Ayrshire College.

Reactive Maintenance (Area 2) - DM Homeshield Ltd

DM Homeshield created 2 new jobs through the requirement of the contract in the form of 1 full time Plumber and 1 Apprentice Joiner. They continue to employ locally with 95% of current staff having an Ayrshire postcode.

The contractor continues to engage with the local towns community groups to assist with local initiatives and support with labour or funding as required.

Reactive Maintenance (Area 1) - Sureserve

During the contract term 2 new roles were created in the form of 1 full-time Plumber and 1 Apprentice Joiner.

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 5A & B	House Refurbishment	£4,299,803	Via PfH Framework Agreement	2025-2027
Component Replacement	Kitchens & Gas Boiler replacement – Newer Builds	>=£2,000,000	Via Open Procedure In line with procurement policy	Circa 2027
Electrical Periodic Testing	EICR/LD2 contract for 3yrs +2	>=£100,000	Via Open Procedure In line with procurement policy	Early 2027