



**City Building
Annual Procurement Report
(APR) for Regulated
Procurement Activity
1st April 2023 – 31st March 2024**

Building a Sustainable Future



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1. Introduction

As required under section 15 of the Procurement Reform (Scotland) Act 2014 (“the Act”), a contracting authority must publish a Procurement Strategy and subsequently, under section 18 of the Act, produce an Annual Procurement Report (“the Report”). The Report monitors the authority’s regulated procurement activities against delivery of its procurement strategy and is published as soon as is reasonably practicable after the end of the financial year.

In accordance with the Act City Building (consisting of City Building (Glasgow) LLP and City Building (Contracts) LLP) has produced this Report. The content of this Report covers all regulated procurements completed during the period 1st April 2023 to 31st March 2024 and details how those procurements supported the objectives included within City Building’s Procurement Strategy. Looking forward this Report covers all regulated procurements planned for the next two financial years.

Alongside monitoring regulated procurements in line with the Act our aim was to further enhance the procurement model already in place, with a view to:

- Setting out clear strategic objectives.
- Delivering and demonstrating real cash savings.
- Ensuring we continue to improve our procurement methods.
- Maximising efficiency and collaboration with partners.
- Continuing to improve access to public sector contracts, particularly for Small and Medium sized Enterprises (SMEs), other Supported Businesses, Co-operatives, Social Enterprises, and the Third Sector.
- Continually focusing on improving City Building’s sustainable procurement performance which contributes to reducing inequality.
- Increased focus on sustainable procurement including the more innovative use of Community Benefits Clauses and targeting suppliers own corporate social responsibility policies.
- Innovation
- Balancing competing requirements

This report details how the requirements of the Act have been met and also enhances City Building’s unique social ethos of “Building a Sustainable Future” which underpins everything we do. Our work with others is based around our Corporate Values which are detailed in the next section.

Our Values

Recent challenges in common with the wider construction industry has highlighted the importance of our organisational values and how our values are translated by our Leaders and workforce in continuing to deliver, as a priority, for our customers and other stakeholders.

Our values which drive our purpose of building a better society by using our commercial success to deliver socially inclusive practices, responsible business and fair working practices all contributing to positive economic growth.

City Building is committed to “Building a Sustainable Future” for our clients, partners, and workforce. Through constant engagement with our customers, we ensure we have a detailed understanding of their aspirations and needs.

Our mission is to contribute excellence in construction, repairs, maintenance, manufacturing and training to customers, our workforce, suppliers, and the local communities in which we work. To always give back to the communities is central to our core values.

Our unique social ethos will continue to underpin everything we do and will drive the creation of training and employment opportunities for a diverse range of people, including minority and other under-represented groups across Glasgow and beyond. We continue to be the country’s leading employer of female and BME construction apprentices and this is something we are very proud of.

We will continue to contribute to build a better society by using socially inclusive practices, and delivering effective, accountable products and services which offer value for money and enhance the quality of life, safety, and wellbeing of our stakeholders.

Our values, which are embraced by all employees, are:

Excellence: to deliver quality in everything we do.

Honesty: to promote, at all times, honesty in our communication with all stakeholders, promoting partnerships and sustainability.

Ambition: to do more for our clients and partners and provide more opportunities for our workforce and stakeholders as part of our change and growth strategies, succession planning and sustainability.

Trust: to be trusted by our employees, clients, and partners.

Community: to build more sustainable communities through social, economic and community engagement.

Building a Sustainable Future – Statement of Intent

City Building has sustainability at the heart of our business, ensuring we boost productivity, diversify into new markets and whilst doing so benefit the local communities in which we live and work.

At the heart of our plans, we will promote fairness, equality, opportunity and innovation to bring greater economic success alongside sustainable inclusive growth by the following actions:

Business Aims:

All our strategies will prioritise three pillars: economic, social and environmental.

- Our Corporate Social Responsibility policy and strategies will ensure all our activities drive our productivity and competitiveness through fairness, equality and sustainable employment in line with our Scottish Business Pledge accreditation.
- We will work to ensure our business activities positively impact on society through reducing our environmental undertakings and building community wealth.
- We will continue to use our economic success to implement socially inclusive practices in our recruitment processes particularly targeting those furthest away from the labour market.
- We will work with all stakeholders in increasing the adoption of renewable technologies creating a better environment, creating jobs and better communities. Our approach will build on the skills and talent within our workforce who have already delivered on so many Renewables installations throughout the City.

Sustainable Products - Technologies and Design

- We will embrace new and emerging renewable technologies in collaboration with our stakeholders and supply chain to ensure the most appropriate renewable technologies for each intended location are available.
- Our portfolio of modern, energy efficient house types ambitiously designed to current Scottish Technical Standards and also to “Glasgow” Gold standards incorporating renewable technologies and building innovation are continually being developed, with the aim to be market affordable and socially standard in their concept.
- We will further advance our ‘City Plan’ based approach to MMC (Modern Methods of Construction) where a holistic end-to-end measurement of carbon generation is embedded alongside meaningful and rewarding employment for all within our society.

Sustainable Employment - Our People

- We will continue to use fair working practices investing in the skills and diversity of our workforce including continual employee engagement and trade union consultations, ensuring our workforce are motivated, as well use training and development to ensure they have the skills to take advantage of emerging new markets in the green economy.
- Our recruitment strategies will continue to target those furthest away from the job market including young people and people with disabilities, ensuring that all can benefit from the transformative platform that net zero carbon reduction strategies bring.

Sustainable procurement - Procurement and Supply Chain Management

- We will ensure our growth and economic success is shared amongst our supply chain including the high number of SMEs on our framework as well as continue to develop social enterprises to ease access to our framework and supply chain as well as partnership working to increase diversity in construction.
- We will continue to provide prompt payment to our supply chain in line with our responsible business practices, our procurement teams will work on a dynamic basis to ensure emerging technology competence is an ongoing part of our delivery teams.

Sustainable Communities

- We will continue to embrace the circular economy through our recycling activities on behalf of our clients in our day-to-day operational activities working alongside community housing associations, social enterprises and the third sector.
- Our Corporate Values of Excellence, Honesty, Ambition, Trust and Community underpins all our work to build more sustainable communities through social, economic and community engagement.

Our mission is to contribute excellence in construction, repairs, maintenance, manufacturing and training to customers, our workforce and the local communities in which we live and work.

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We will continue to contribute to build a better society by using socially inclusive practices, and delivering effective, accountable products and services which offer value for money and enhance the quality of life, safety and wellbeing of our stakeholders.

Sustainable Public Procurement Prioritisation Tool (“SPPPT”)

The Scottish Government have designed a public procurement prioritisation tool to bring a standard approach to the assessment of spend categories. This is a risk and opportunities matrix which can be utilised to identify relevant risks and opportunities, scope to improve and areas whereby City Building can influence the supply market. This

is used to inform procurement strategies and market engagement strategies and clarify specific sustainable outcomes for contracts / commodities. City Building will embed the use of the (SPPPT) in the first stage of each procurement commodity scoping to provide a structure approach to:

- Prioritising commodities of spend based on sustainability risk and opportunity;
- Develop an understanding and create a focus on the priority commodities with the most risk or opportunity;
- Establish and undertake mitigating action for relevant risks and maximise and capture opportunities for sustainability;
- Implement the use of the sustainability test for all high, medium risk value frameworks and contracts, and
- Develop commodity strategies and contract requirements based on evidence and market engagement.

The outcomes of the SPPPT review will allow City Building to focus resources to generate sustainable outcomes, such as delivery of community benefits, reduction carbon footprint and improved fair working practices.

Sustainability Test

The sustainability test is a tool which has been designed by Scottish Government to support delivery of outcomes achieved when using the SPPPT. City Building will incorporate the Sustainability Test in the development of commodity strategies where appropriate to identify specific risks and opportunities this will also be applied for appropriate individual contract strategies to identify actions and anticipated outcomes.

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The format of this year's Report followed guidance from the Scottish Government's overview of procurement activity across the public sector and subsequent guidance received via SPNN7/2020/SPPN 5/2022.

City Building is satisfied that this Report covers all areas that should be included within a public sector Annual Procurement Report. In future City Building will continue to monitor the Scottish Government's guidance on Annual Procurement Reports and best practice and will update its Annual Procurement Reports accordingly.

2. Market Conditions

In common with the wider construction industry, and business generally, City Building faced challenges throughout the reporting period of the report - 1st April 2023 to 31st March 2024. Whilst markets have improved year on year since the last reporting period prices are still on the rise and there is still market uncertainty although the availability of commodities has seen greater stability over the period. However, there are still supply gaps where products requiring technological innovation is required.

The Coronavirus (COVID-19) pandemic curtailed and postponed the issue of tender opportunities and award of several procurement activities during the period 2020 to 2022. The reporting period like the last one has allowed the business to issue and award tenders for key business contracts including white goods and electrical materials.

Procurement regulation 72 set out in the Public Contracts Regulations 2015 allowed existing contracts during the period to be extended. City Building Procurement has developed a robust work-plan during the reporting period to address and identify compliant Procurement routes for these opportunities. In each instance the contracts have been extended with the suppliers to keep City Building in a contractual position and for operational security and continuity in what has recently been a very difficult market place.

Considering the landscape over the period of this report, with the continued aftermath of Covid-19 despite 4 years now elapsing, soaring energy costs, Brexit, the war between Israel and Palestine, the war in the Ukraine, the US-China Trade War and UK Government Budgetary Decisions and fluctuating shipping/container costs (the situation in the red sea is one area that needs to be monitored) - City Building has liaised with all key suppliers to ensure price stability and minimal disruption to operations, while maintaining commercial value. However, the markets have been largely subject to change/fluctuation and as such City Building will undertake regular reviews to assess the situation as it develops to allow mitigating procedures to be undertaken.

The challenges remain in the Scottish Construction Industry but there is optimism ahead. The business will continue to focus on key objectives. In terms of labour shortages, the business will continue to its investment in its workforce and apprentice programme. In terms of procurement staff a programme is in place to upskill existing staff with the introduction of training days and clearly defined role profiles and training plans.

Whilst the delivery of new build projects has been challenging the business continues to focus on delivering serving the needs of their customers and delivering value for money. The aim has been to where possible not pass cost pressures onto our client and customer base. That said there has to be an understanding from the client and customer base of the fluctuating market the business finds itself in and a collaborative approach to this.

In order to continue to mitigate against continued challenging times City Building Procurement and the business as a whole will:-

- Continue to engage and understand the full supply base.
- Utilise robust contract management and refresh any cost strategy models. Contracts must work for both parties so it's best if both contracting entities work in a fair and transparent manner so prices and costings are visible and beneficial for both parties.
- Understand fully where products and commodities come from. Be fully aware of such products which are liable for high energy costs, extended lead-times and understand the full manufacturing process.
- Review cost bases and take a view of the full life-cycle cost of contracts and commodities. Continue to identify initiatives that create value.

3.Summary of Regulated Procurement

Section 18(2) (a) of the Procurement Reform (Scotland) Act 2014 requires organisations to include: “a summary of the regulated procurements that have been completed during the year covered by the report”

Regulated procurement refers to any procurement above £50,000 for goods and services or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to new contracts and framework agreements but also to mini-competitions and call-offs from existing framework agreements.

In total City Building completed 14 regulated procurements during the reporting period with a total value of £20,789,060.

Type	Volume	Value
Awards from Non-City Building Frameworks	14	£20,789,060

These regulated procurements were mainly mini-competitions for City Building Operational requirements.

Appendix 1 shows a full list of each individual Regulated procurement completed.

During the reporting Period there were instances where alternative methods of procurement were used in line with the regulations and City Building's Standing Orders relating to contracts 2017.

4.Climate Change and Sustainable Procurement

Public Sector procurement has been identified as having a pivotal role and being a key enabler in contributing to national climate change targets. Public bodies are required to report annually on how their procurement policies and activities have; contributed to carbon emissions reduction targets; contributed to climate change adaptation and acted sustainably.

City Building holds ISO14001 Management System. City Building's Objectives and Targets are contained within our Environmental Plan. Having an Environmental Plan with Objectives and Targets is an important part of the ISO 14001 certification, and the plan is audited by an external organisation every six months to ensure compliance. City Building will continue to develop and set objectives/targets to further support and influence the emerging climate change emergency. In addition, our Statement of Intent above highlights our commitments as well as our membership of Sustainable Glasgow.

City Building has also established a Working Group to develop an ongoing strategy to reduce our organisational Carbon Footprint as well as continuing to monitor our environmental impacts within the communities in which we operate.

City Building is a holder of the Queen's Award for Enterprise: Sustainable Development.

The below elements form some of the processes undertaken by City Building, this list is not exhaustive and provides a snapshot of the many processes City Building has in place:

- Recycling rate of approx. 72%.
- Gas consumption reduced 24.05%.
- Electricity consumption reduced 11.01%.
- Diesel consumption (Both vehicles and plant) reduced 17.49%.
- New waste segregation system at Waste transfer station has reduced W.H. Malcolm's vehicle movements from 1609 in 22/23 to 713 in 23/24 (55.68% decrease)
- Segregation of waste on construction sites via separate skips where practical.
- Recycling of PVC off-cuts at Window Factory with rebates from VEKA recycling.
- 4 Duty of care visits carried out to waste sub-contractors in 2023/2024 to ensure that standards are met.
- Close monitoring of resources by Env team and Facilities staff to identify any changes/improvements that can be made.
- Annual review of Environmental objectives and targets.

- Environmental site inspections carried out for regular monitoring of environmental performance, advice given and good practice shared.
- Environmental pre-start site visits to identify any potential constraints or issues (trees, non-native invasive species, bats, nesting birds, waste, water etc.)
- Environmental Management full day and half day training courses, covers a variety of environmental topics (climate change, waste, resources, natural environment, etc.), raises awareness of environmental issues.
- Mandatory environmental toolbox talk programme with different topics every year, carried out with trades.
- ISO14001 Environmental Management System in place, audited twice annually by BSI. Last visit in November no Non-conformities or Opportunities for Improvement highlighted.
- Hybrid working where possible to reduce unnecessary commutes.
- Mixed recycling, waste confidential-paper recycling and battery boxes in offices
- Driver theory and practical training contains tips on environmental-friendly driving to reduce fuel consumption
- Lightfoot telematics have been installed to improve driver behaviors and fuel consumption.
- Welfare units on construction sites are Eco-units where possible, some of which are solar and hybrid powered.
- Installation of solar panels at Asbestos Section in February 2023. Through live monitoring, Electrical Services management have advised the offset cost will be sooner than anticipated.
- Implementation of “Boxed Water” to reduce plastic/waste consumption and negate requirement to comply with new upcoming legislation in 2025.
- 2023 was the first full year of boxed water only, using 41,538 litres in 6 litre recyclable boxes. In comparison, years 2021 and 2022 over 96,084 litres were issued in 1.5 litre plastic bottles which had a significant environmental impact with logistics, plastic waste etc.
- Continued recording system in place for compliance packaging waste legislation.
- Training College is operational and is significantly more energy efficient than the previous facilities at QTC.
- Operation of BMS to monitor and maintain resource use.
- Home comforts scheme (donation of reusable white goods and furniture to Wheatley Group tenants)
- Govan Appliance Project (Social Enterprise)- donating tarnished white goods from the waste area (fridges, freezers, cookers etc) that are repaired by students/trainees. After 5 weeks, the students gain a PAT test certificate. This extends the products lifespan, as well as upskilling the local community.
- Waste from the waste transfer station is now recycled or to energy from waste (EFW), and in turn avoiding landfill.
- Waste segregation in CB Operatives vans where practical.
- Carbon Working Group meets quarterly to discuss and implement carbon reduction plans.
- Electric vehicle charging points are in use.
- Beehives remain active at RSBi to promote pollination and biodiversity in the local environment.

Adherence to all Environmental Legislation is monitored by City Building throughout the term of any contract. A number of the electrical mini competitions awarded as regulated procurements also support the sustainable agenda with the installation of LED fittings.

City Building utilises the measures available in the Public Contract (Scotland) Regulations 2015 (PC(S) R2015) and the Procurement (Scotland) Regulations 2016 (P(S) R 2016) to ensure contractors comply with the environmental, social and labour laws when performing Public Contracts. These measures also allow City Building to request companies to replace its sub-contractors where they have breached any obligations in the fields of environmental, social or labour law.

City Building has adopted the Single Procurement Documents Scotland (SPDS), an electronic self-declaration document to be submitted by suppliers interested in tendering for contracts and embedded the Scottish Governments' sustainable procurement (Tools) and guidance within its Strategic procurement process to help compliance with policy and legislation, including how to take an ethical approach in delivery of all relevant procurement activity.

The adoption of the SPD and Tools help City Building to ensure Tier 1 suppliers/contractors and their supply chain are compliant with Human Trafficking and Exploitation Act 2015 and Modern Slavery Act 2015.

We are also proud recipients of a Queen's Award for Enterprise 2021: Promoting Opportunity being the only construction company to receive such an accolade as well as the first construction company in Scotland to receive Investors in Young People Platinum accreditation, all recognising our fair working practices investing in the skills and diversity of our workforce including continual employee engagement and trade union consultation.

They also recognise our recruitment strategies that target those furthest away from the job market and people with disabilities, ensuring that all can benefit.

Our exemplar Equality, Diversity and Inclusion practices continue our leadership in this area within the construction sector. As a result of our positive action in this area:

- 5% of City Building new starts are women.
- 4% of new starts are minority ethnic.
- 13% of apprentices are disabled.
- 7% are care experienced.

5. Collaboration

City Building considers collaborative Frameworks and opportunities if identified as the most appropriate route to market and proven to deliver best value for City Building. Consideration of external Frameworks form a part of all regulated procurement strategies. Opportunities are reviewed on a project-by- project basis and this ongoing activity has resulted in City Building utilising Frameworks implemented by the following procurement organisations during this regulated procurement period. External frameworks utilised are noted below.

External Framework
Scotland Excel
Crown Commercial Services (CCS)
Procurement for Housing (PfH)
Cirrus Purchasing
ESPO
YPO

6. Review of Regulated Procurement Compliance

Section 17 of the Procurement Reform (Scotland) Act 2014 requires that regulated procurements be carried out in accordance with the organisation’s procurement strategy, so far as reasonably practical. Section 18(2) states that an annual procurement report must include, at 18(2) (b), “a review of whether those procurements complied with the authority’s procurement strategy” and, at 18(2) (c), “to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply”.

City Building’s Procurement Strategy sets out how regulated procurement would be undertaken in compliance with the Act. This Strategy also sets out objectives for improving the process and procedures relating to regulated procurements.

From the Strategy objectives we identified the following key compliance categories:

- Best Value
- Fairness and transparency (General Duties)
- Economic and social sustainability (Community Benefits)
- Environmental sustainability
- Fair work practices (including Living Wage)
- Purchase to pay efficiencies

All regulated procurement in City Building is undertaken in accordance with a legal and procedural framework which ensures that each procurement is compliant with the Strategy. Legal requirements are set out in the Standing Orders Relating to Contracts. Procedural requirements are set out in Scottish Government Procurement Journey (for general procurement best practice) and the Procurement Manual (for City Building specific best practice).

Throughout the reporting period, our regulated procurements were monitored on an on-going basis. This monitoring process consisted of reviewing the key supporting documents that underpin our legislative and procedural framework including sourcing strategies, project plans, procedural documentation, evaluation scoring calculators and award approval reports. In addition, the best value aspect of our contracts is monitored

regularly as part of a robust contract management process. External scrutiny and review is provided by Glasgow City Council Corporate Governance.

These combined processes ensured that all regulated procurements were undertaken in compliance with the legal and procedural framework and, as a result, in compliance with the Strategy. We have also identified the following potential improvement areas:

- Promote sustainability, fair work practices and the importance of equality and equal treatment through procurement.
- Assess further opportunities to secure economic and social sustainability outcomes from non-City Building frameworks.
- Continue to target existing contracts and frameworks to increase Economic and Social sustainability (Community Benefits).
- Continue to work with City Building teams on advance provision of work plans which will allow increased opportunity to deliver best value from our regulated procurements.
- Continue to deliver and demonstrate real cash savings.
- Continue to improve access to public sector contracts, particularly for Small and Medium sized Enterprises (SMEs), other Supported Businesses, Co-operatives and Social Enterprises.
- Ensure SME's are provided opportunities as standard within our Quick Quote process.
- Ensure suppliers provide regular Management Information on City Buildings usage of contracts
- Continue to investigate and utilise, where appropriate, collaborative frameworks
- Continue to investigate new technology and digital opportunities to improve procurement methods.
- Continue to maintain a Community Benefits register to capture sustainable outcomes directly linked to Supplies/Services Contracts

City Building payments terms are 30 days from receipt of a valid and undisputed invoice.

City Building is committed to ensuring all suppliers are paid in 30 days.

City Building has a strong position and supports the Glasgow Living Wage and the Real Living wage

7. Community Benefits

Section 18(2)(d) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for an annual procurement report to include “a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report”.

Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities “must consider whether to impose community benefit requirements as part of the procurement” when the estimated contract value is greater than or equal to £4,000,000”. However, community benefits are a key objective of City Building’s Procurement Strategy and City Building considers community benefits for inclusion in all:

- goods and services contracts with an estimated value greater than £50,000
- works contracts with an estimated value greater than £500,000

Robust processes have been developed to ensure that community benefits are considered for inclusion in all relevant contracts in line with the requirements of both the Procurement Reform (Scotland) Act 2014 and City Building’s own ethos of “Building a Sustainable Future”.

The entire process is overseen by our Community Benefits Champion who works in conjunction with City Building’s Procurement Team to ensure relevant and proportionate community benefits form a part of procurement processes.

Community Benefits for Supplies and Service contracts will be mandatory and set at a minimum of 0.5% of the annual turnover generated by chosen contract. As such a formal and robust internal process has been established to collect the funds in a clear and auditable manner.

This is an internal audited process between City Building’s Procurement and (CBIT) Customer Business Improvement Team to monitor monies provided by suppliers.

Community Benefits for Works will be determined on a project-by-project basis.

Key community benefits outcomes secured include:

- Work experience and support at RSBi for **25** pupils annually from ASL schools within Glasgow one morning or afternoon each week during school term
- Provision of mentoring from over 40 employees to care experienced/disadvantaged pupils throughout Glasgow’s Secondary Schools.
- 13 improvements by our employees to local physical infrastructure
- Employee Support to local charities - £17,210 total
- Corporate Charity Support - £32,700

Continuing City Building's approach to social ethos of building sustainable communities and in response to the ongoing cost of living situation, as well as supporting the ongoing employee led fundraising, in March 2024 City Building were able to donate £30,000 from previous corporate fundraising as follows:

- £10,000 Action for Children
- £5,000 Breast Cancer Now
- £5,000 Prostate Cancer Scotland
- £4,000 Homeless Kindness Street Team
- £1,000 Kennishead Larder
- £1,000 Sandyhills Larder
- £1,000 Wheatley Foundation for Pantry Network
- £1,000 Pollok Pantry
- £1,000 Ruchazie Pantry

A summary of City Building Community benefits, Engagement and Involvement has been attached at **Appendix 2**.

It should be noted that many of the Community Benefits delivered by City Building are a direct result of value generated via our tendering approach as outlined within the Procurement Strategy.

8. Supported Businesses Summary

Section 18(2)(e) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report”.

City Building’s procurement policy and processes is in line with the Procurement Reform (Scotland) Act 2014 and our social ethos of “Building a Sustainable Future”.

During the reporting period there were no regulated procurements awarded to supported businesses. The reason for this is that the goods, services or works associated with these procurements are not provided by existing supported businesses.

However, City Building operates Royal Strathclyde Blindcraft Industries (RSBi) its own supported business employing 260 people, a minimum 50% of whom have a disability. As a purpose-built high-tech manufacturer of bespoke products, this supported business is in effect our internal manufacturing division and therefore supports the needs of all manufactured elements within City Building’s operational activities to the approximate value of £5million for the period covered by this report.

City Building does have an existing agreement in place with Glen craft, Aberdeen for the supply and delivery of Bed Springs and has utilised Dovetail Enterprises, Dundee for the supply and delivery of doors and North Lanarkshire Industries for the supply and delivery of bedding packs.

We work with local Social enterprises such as Spruce carpets and Total Homes as part of our Scottish Welfare Fund Contract and our other contracts with Local Community Housing Associations. We continue to seek opportunities to encourage and support social enterprises to become part of our supply chain.

9. Future Regulated Procurements Summary

Section 18(2)(f) of the Procurement Reform (Scotland) Act 2014 states it is mandatory that an annual procurement report must include “a summary of the regulated procurements the authority expects to commence in the next two financial years.”

Future regulated procurements have been identified via the following means:

- Current contracts that will expire and require to be extended or re-tendered over the next two years.

Further regulated procurement may also be undertaken if new work streams are identified/secured during the two-year period.

A full list of anticipated procurements in the next two years can be seen in **Appendix 3**.

10. Key Achievements

The Procurement Team had several key achievements during the reporting period. This included:-

- Getting the biggest procurement exercise City Building will undertake – the trades and sub-contractor framework – to the point of award at the time of reporting.
- Successful delivery of other business critical contracts including disabled adaptations materials, white goods and electrical materials.
- Undertaking Key Operational Mini-Competitions – In-line with Procurement Regulations thresholds - required at short notice to help City Building operations.
- Regular contact with all key supply chains and operations on product availability and price changes in continuing challenging of environments.
- Providing senior management with real-time reports on the situation in the commodities markets.
- Key support service to various key stakeholders including operations, stores and finance.
- Reacting to every-changing priorities including new changes to governance and reporting mechanisms.
- A more global approach to the roles within the procurement team which are now also more focused on commercial and legal considerations as well as procurement.

11. Prompt Payment

City Building Procurement supports the Scottish Government approach to prompt payment in tender opportunities as per SPPN 2/2022.

12. Lookahead 2024-25

City Building Procurement will continue to support the needs of the business as a support section for other areas in the next year. Now that the business plans have been signed off – 5 years for City Building (Glasgow) LLP, 3 years for City Building (Contracts) LLP – City Building procurement will look to see where it can support in the delivery of these plans outlined. As well as procurements noted in the workplan there will likely be procurements required to support operations in terms of new education upgrades, the community hub in Baillieston, NRS Depot redevelopment as well as other works for both Glasgow Life and HSCP. Early engagement will be required with key stakeholders to enable City Building procurement to understand the full requirement/scope and to support in the delivery timescales for these projects.

The biggest procurement the procurement team undertakes for the business – the Construction and Trades Sub-Contractor Framework – will be live during the next reporting period. It is hoped with the award of this estimated to be in May 2024, it will allow more resource and time to be allocated to other outstanding procurements. Work will be done across the business to ensure that the new Framework is used in a compliant manner, delivers value for money and contributes positively to City Building’s values and objectives.

It is also hoped in the next year the procurement team will grow by recruiting new members to the team. The recruitment of procurement staff at different levels has been particularly challenging for City Building and across the sector as a whole. The addition of new resources will allow a much more targeted approach to tackling the workplan. Furthermore, existing staff will be upskilled with more robust training programmes put in place so the procurement team is constantly evolving.

Awards - Regulated Procurements

Procurement/Contract Title	Awarded Value	Procurement Route	Award Date
Velodrome Lighting	£385,291	National Framework	March 2023
Elderpark Library Lighting	£72,168	National Framework	April 2023
Supply and Delivery of Disabled Adaptations	£600,000	National Framework	April 2023
Toryglen Football Centre Lighting Upgrade	£150,452	National Framework	August 2023
Provision of Microsoft Licenses and Related Services	£932,731	National Framework	September 2023
Supply of White Goods and Small Appliances	£10,364,484	Tender Process	September 2023
Emirates Sports Arena Lighting	£459,288	National Framework	November 2023
Supply and Delivery of Electrical Materials – Lot 1 – Cable and Cable Management	£1,731,343	National Framework	December 2023
Supply and Delivery of Electrical Materials – Lot 2 – Wiring Accessories and Circuit Protection	£369,607	National Framework	December 2023
Supply and Delivery of Electrical Materials – Lot 3 – Heating and Water Heating	£1,842,595	National Framework	December 2023
Supply and Delivery of Electrical Materials – Lot 4 – Ventilation	£238,494	National Framework	December 2023
Supply and Delivery of Electrical Materials – Lot 5 – Safety Detectors and Thermostats	£2,036,055	National Framework	December 2023
Supply and Delivery of Electrical Materials – Lot 6 – Lamps	£135,574	National Framework	December 2023
Supply and Delivery of Electrical Materials – Lot 7 – Light Fittings and Accesories	£1,470,978	National Framework	December 2023

Community Benefits and Engagement

City Building provides additional social value to serve the broader interests of our communities.

Improving prospects and opportunities for young people

ASL Glasgow Schools	Provide work experience and support at RSBi for 25 pupils annually from ASL schools within Glasgow one morning or afternoon each week during school term.
Glasgow Secondary Schools	Provided two day work experience/tester sessions for 345 secondary school pupils to encourage engagement in apprenticeship programme as well as building their motivation, commitment and resilience for future employment.
MCR Pathways	Provision of mentoring from over 40 employees to care experienced/disadvantaged pupils throughout Glasgow's Secondary Schools.
Glasgow School Career Fairs	Apprentice attendance at 18 school career fairs to share experience and highlight opportunities for positive outcomes.

Providing resources to improve local physical infrastructure

Finding your Feet	Supplied generator for community summer festival for local charity.
Friends of Alexandra Park	Repair to kitchen area.
Gorbals Health and Care Team	Redecorated house to improve the quality of the environment for carer and children for Kinship Carer.
Growchapel	Apprentices constructed platform for local community organisation to continue their community engagement with growing plots, raised beds, outdoor spaces and wildflower patches.
Heartbeat Kitchen	Provision of kitchen carcasses for community soup kitchen for homeless people in need.
Lord Provost of Glasgow	Apprentices refurbished lectern previously damaged.
Lord Provost of Glasgow	Apprentices designed and constructed Santa Grotto for use by children.

Royal Engineers Veterans	As part of our Gold ERS award, apprentices refurbished Royal Engineers Sapper Memorial benches.
Royston Youth Action	Plumbing apprentices repaired unusable toilets within new premises to allow the charity to continue their work with children, young people, and families.
Springburn Men's Shed	Apprentices refurbishing toilet block and social dining area.
St. Catherine's Primary School	Installed Buddy Benches within playground to remove seclusion. Any child sitting on the benches are approached and asked if they need a friend.
Sighthill Community Gala	Volunteering and installation of gazebos and general labouring duties for local community event.
Trussell Trust	Volunteering and provision of transport to deliver bags of donated foods to local food bank.

Employee Support to local charities - £17,210 total

Alzheimer's Scotland	Employee Ami McDonnell completed London Marathon and raised £4585.
Breast Cancer Now	Support for "Wear it Pink Day" to donate to charity £970.
Cash for Kids	Wear Christmas Jumper Day to donate to charity £1266.
Glasgow Spirit of Christmas	Employees donated £5,040 worth of gifts for vulnerable children.
Macmillan Cancer Support	Employee support for coffee morning donating £1029.
Maggie's Glasgow	Employee participation and support to sponsored walk "The Arran Challenge" £2800.
Marie Curie Hospice	Sale of honey from City Building Beehives donated to charity £100.
Men Matter Scotland	Donation of 3 kitchen corner units, 3 worktops and decorative based panels.
Mental Health Foundation	Employee and engagement to raise awareness of and support the Mental Health Foundation during their "Wear it Green" day raising £870.
Prostate Cancer Scotland	Donation collected for charity £150.
Strathcarron Hospice	Support and fundraising for Burnthouse Fishery Charity competition in aid of charity £400.

Corporate Charity Support - £32,700

Action for Children	Donation of £10,000
Breast Cancer Now	Donation of £5,000
Drumchapel Housing Associations (Drumcog)	Donation of shopping vouchers for Gala Day to the value of £400
Easter Egg appeal	Donation of Easter Eggs to value of £300 for distribution to local charities.
Hawthorn Housing Association	Donation of selection packs to the value of £300.
Prostate Cancer Scotland	Donation of £5,000
Homeless Kindness Street Team	Donation of £4,000
Kennishead Larder	Donation of £1,000
Lord Provost of Glasgow	Donation of selection packs to the value of £400 for vulnerable children.
Lord Provost of Glasgow	Donation of £2000 for winter jacket appeal for vulnerable children.
Nil by Mouth	Sponsorship of Neeps and Tatties book for use in schools to the value of £300.
Sandyhills Larder	Donation of £1,000
Pollok Pantry	Donation of £1,000
Ruchazie Pantry	Donation of £1,000
Wheatley Foundation for Pantry Network	Donation of £1,000

Future Regulated Procurement (Work Plan)

Regulated procurement expected to be undertaken during April 2024 and March 2025. It should be noted that further regulated procurements may be undertaken but not yet confirmed.

Procurement/Contract Title	Estimated Value (Over 4 years)	Procurement Route	Estimated Delivery
Sub-Contractor and Trades Framework	£500m	Open Competition	2024
Supply and Delivery of Building Materials	£4m	National Framework	2024
Supply and Delivery of Specialist Ironmongery for Furniture Manufacture (RSBi)	£4.5m	Open Competition	2024
Supply and Delivery of RSBi Furnishing Materials (Including foams, fillings, fabrics and linens)	£3.5m	Open Competition	2024/25
Supply and Delivery of Plumbing Materials	£10m	National Framework	2024
Supply and Delivery of Gas Installation Materials	£8.8m	National Framework	2024
Supply and Delivery of Gas Maintenance Materials	£2.4m	National Framework	2024
Supply and Delivery of Timber Derived Products (Including Pine, Ply, Birch, OSB, CLS and Ply Doors)	£14m	National Framework	2024
Supply and Delivery of Worktops MFC, MDF, Edging, CMD	£1.5m	Open Competition	2024
Provision of Storage Facility and Services	£1.1m across both City Building and WHG	Open Competition/Joint Procurement with WHG	2025
Supply & and Delivery of Household Goods	£2m	National Framework	2024/25
Supply and Delivery of Public Relations, Marketing and Digital	£120,000	Open Competition	2024

Supply and Delivery of DGUs and Glass Associated Products	£1.2m	Open Competition	2024
Supply and Delivery of Fire Fighting Equipment	£200,000	National Framework	2024
Supply and Delivery of Decorating Materials	£1.2m	National Framework	2024
Supply and Delivery of PVCu Window and Door System Profiles, Materials and Associated Products	£1m	Open Competition/Negotiated Procedure	2024
Supply and Delivery of General Ironmongery & Associated Items	£2.8m	National Framework	2024
Agency Labour & Recruitment	£6m	National Framework	2024/25
Vehicle Fleet Provision and Support Services	£12.5m	Open Competition	2025
Supply and Delivery of Flooring and Associated Items	£8.5m	Open Competition	2024/25
Provision of Statutory Audit and Financial Services	£300,000	National Framework	2024/25
Provision of Asbestos Survey Services	£200,000	National Framework	2024
Asbestos Air Testing and Analytical Services	£200,000	National Framework	2024
Fuel Cards	£450,000	National Framework	2025
Information and Communications Technology (ICT) Contracts			
IT Research	£100,000 (Over 3 years)	National Framework	2024
Remote Base Data Support	£150,000 (Over 3 years)	National Framework	2024
ICT Strategy & IT Operating Model Review	£180,000 (Over 2 years)	National Framework	2025

Glossary

Best Value

An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.

Commercial

Area of spend that can be influenced by the procurement function.

Commodity

Taxonomy (classification) for City Building, to give City Building the ability to accurately describe the primary business activities of its suppliers.

Community Benefits

Community benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social, economic and or environmental benefits.

Community Benefits Clauses

Community benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of social, economic and environmental conditions into the delivery of City Building contracts.

Public Contracts Scotland

The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.

Regulated Procurement

Contracts above the 2014 Act contract threshold values where the Act applies (above £50,000 for goods and services contracts and above £2,000,000 for works contracts).

Small and Medium-sized Enterprises (SMEs)

Enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro.

Stakeholder

Any person or group, who has an interest in the success of the procurement activity, i.e. either provides services to it, or receives services from it.

Supplier

An entity who supplies goods or services; often used synonymously with "vendor".

Supported Business

An organisation whose main aim is the social and professional integration of disabled or disadvantaged persons.

Sustainable Procurement

A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

Third Sector

The part of an economy or society comprising non-governmental and non-profit making organisations or associations.

Work Plan

List of upcoming procurement activity including re-tenders and new activity.