



**City Building
Annual Procurement Report
(APR) for Regulated
Procurement Activity
1st April 2024 – 31st March 2025**

Building a Sustainable Future



**CUSTOMER
SERVICE
EXCELLENCE**



Contents

Contents	Page
Introduction	3
Sustainable Public Procurement Prioritisation Tool	5
Market Conditions	6
Summary of Regulated Procurement	8
Climate Change and Sustainable Procurement	8
Collaboration	11
Review of Regulated Procurement Compliance	12
Community Benefits	14
Supported Businesses Summary	15
Future Regulated Procurements Summary	16
Key Achievements	16
Prompt Payment	17
Lookahead 2025-26	17
Appendix 1 – Award of Regulated Procurements	19
Appendix 2 – Total Community Benefits Outcomes	20
Appendix 3 – Future Regulated Procurement	23
Appendix 4 – Glossary	25

1. Introduction

City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.

City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.

Their accreditations include OHSAS 18001, ISO45001, ISO 14001 and ISO 9001:2015. They are current recipients of a Queen's Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise their focus on investing in and growing a skilled staff base.

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 2024 to 31st March 2025 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.

2. 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 continues to embed the use of the (SPPPT) in the first stage of each procurement commodity, where applicable, 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.

3. 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.

4. 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 underpin 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.

- City Building is committed to “Building a Sustainable Future” for our clients,

customers, partners and workforce.

- 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.
- 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 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.

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, SPPN5/2022 and SPPN2/2023. SPPN's in the reporting period have also provided updates on Fair Work First and legislative and system changes with regards Internal Trade Agreements (ITA) with regards public procurement.

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.

5. 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 2024 to 31st March 2025. Markets continue to improve from the last reporting periods where there were many factors that were hampering growth. In summary market analysts are reporting there is reason to be cautiously upbeat with regards government policy on construction projects (housing being central to their economic strategy) and increase in shorter-term opportunities for buyers and suppliers. Although there are some reservations whether there is enough funding to facilitate this. Across the sector suppliers are advising of an increase in prices of 3.7% across 2025. Whilst this is still an increase it is more favorable than times in the last five years.

The Coronavirus (COVID-19) pandemic curtailed and postponed the issue of tender opportunities and award of several procurement activities in its aftermath, but it is hoped in terms of opportunities its back to pre-pandemic conditions. The reporting period allowed the business to issue and award tenders for key business contracts including the construction and trades sub-contractor framework and several key IT Procurements.

City Building Procurement has developed a robust work-plan during the reporting period to address and identify compliant Procurement routes for these opportunities. Procurement regulation 72 set out in the Public Contracts Regulations 2015 allowed some existing contracts during the period to be extended, however, with added resource now embedded into the procurement team there has been less of a requirement to utilise this route as the skillset and resource is there to move forward with new contracts instead

of extensions. Where contracts have been extended this is to keep City Building in a contractual position and for operational security and continuity in what has recently been a very difficult marketplace.

Considering the landscape over the period of this report, with the continued aftermath of Covid-19 despite 5 years now elapsing, US Tariffs, 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. City Building continues to liaise 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 Personal Development Plans (PDP's).

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.

Market intelligence to authorities is advising below:-

- Lock-in competitive pricing where possible. A positive factor is with new government initiatives on more social build projects will see more of the supply chain moving from the public to the private sector. This procurement may highlight this trend.
- Look at material increases and keep a firm position.
- Monitor the market across all commodities that are being tendered for and look for any trends.
- Clear open communication with preferred bidders.

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.

- Continue to raise awareness across the whole business that it's the responsibility of all who make purchasing decisions on a daily basis that these decisions are taken with regards the public procurement regulations.

6. 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 6 regulated procurements during the reporting period with a total estimated value of **£125,964,513**.

Type	Volume	Value
Awards from Non-City Building Frameworks	5	£964,513

Nearly all the spend is covered in the award of the trades and sub-contractor framework. The other regulated procurement were call-offs from other procurement frameworks including Crown Commercial Services G- Cloud, Scotland Excel and Scottish Government Procurement.

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.

7. 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 for 2024/25:

- Recycling rate of approx. 90% (Waste from Waste Area no longer sent for Landfill, hence a significant increase in recycling rates.)
- Gas consumption increased approx. 2.55% compared to 23/24
- Electricity consumption reduced approx. 3.1%. compared to 23/24
- Diesel consumption (Both vehicles and plant) reduced 105,477.98 litres or 8.0% compared to 23/24
- Water Consumption (Mains supply) decreased approx. 9.69% compared to 23/24
- New Environmental and Sustainability policies signed and now includes Climate Change.
- New waste segregation system at Waste transfer station has W.H. Malcolm's vehicle movements from 1609 in 22/23, to 713 in 23/24, with an increase to 872 vehicle movements in 2024/25 (increase of 23%)
- Segregation of waste on construction/refurbishment sites via separate skips where practicable.
- 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 2024/2025 to ensure that standards are met and as part of our EMS compliance.
- Close monitoring of resources by Environmental team and Facilities staff to identify any changes/improvements that can be made.
- Annual review and meeting of Environmental objectives and targets scheduled for summer 2025.
- 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 issue, and includes spills training.
- 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. Re-certification visit in November had no Non-conformities or Opportunities for Improvement highlighted.
- Hybrid working where possible to reduce unnecessary commutes.
- Mixed recycling, General 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 telemetrics have been installed to improve driver behaviours and fuel

consumption. Figures can be obtained via transport section if needed.

- Welfare units on construction sites are Eco-units where possible, some of which are solar/hybrid powered.
- Installation of solar panels at Asbestos Section roof.
- Boxed water still being used, which has reduced plastic/waste consumption, as well as consumption.
- Continued recording system in place for compliance packaging waste legislation.
- Training College is operational, with Solar PV and Air Source Heat Pumps (ASHP's). A significant decrease in resources when compared to QTC has been noted.
- Clean Saw Dust from Training College donated for equine bedding at stables.
- Operation and implementation of new BMS to monitor, maintain, and improve 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 now meets 6 weekly to discuss and implement carbon reduction plans.
- Beehives remain active at RSBi to promote pollination and biodiversity in the local environment.
- Select projects are being undertaken using the Passive House Standard for retrofits 'EnerPHit' (High standard of energy efficiency)
- Regular attendance of the GCC Climate adaptation/Climate emergency liaison group and Sustainable Glasgow Green Economy Hub (SGGEH)
- CB Fleet is fully compliant with Glasgow's Low Emissions Zone (LEZ)
- Fleet improvements (ie internal racking and inventory) to decrease journeys to Stores/Merchants.

Adherence to all Environmental Legislation is monitored by City Building throughout the term of any contract.

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 (SPD), 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.

City Building are also the 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.

8. 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. The development of new procurement frameworks is ever evolving in terms of choice and availability. Those who develop these frameworks view the world of public procurement as an advantageous market to be involved in due to the need to streamline and the demand to provide more efficient public procurement. The procurement act of 2023 has supported this development in new available frameworks.

External frameworks utilised by CBG Procurement are noted below:-

External Framework
Scotland Excel
Crown Commercial Services (CCS) – G Cloud (IT)
Crown Commercial Services (CCS) – Other Goods and Services
Procurement for Housing (PfH)
Cirrus Purchasing
ESPO (Easter Shires Purchasing Organisation)
YPO (Yorkshire Purchasing Organisation)

9. 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

10. Community Benefits/Social Impact

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:

- 52 Communities supported – increase of 62.5%
- £56,326 donated to charities – increase of 55.7%
- £24,076 employee led – increase of 85.7%
- 99% of requests approved.

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.

11. 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.

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.

City Building works 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.

12. 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**.

13. Key Achievements

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

- The award in July 2024 of the trades and sub-contractor framework – the biggest procurement exercise the business will undertake and the subsequent contract mobilisation of this with limited resources. This in essence was akin to running 89 separate procurements/lots as each lot required to be evaluated against technical/commercial/financial capacity, HS&E adherence, quality management systems and any industry or technical accreditations to adhere with all regulatory guidelines. Due to a lack of competition some lots weren't awarded and will be re-tendered dependent on business need for this lot/workstream.

The table below denotes the numbers associated with the award of the framework.

Number of Lots available	89
Number of applicants	185
Number of Lots awarded	64
Number of contractors appointed to the framework (It should be noted that some contractors are appointed to multiple lots)	94

- Successful delivery of other business critical contracts including flooring materials, gas installation/maintenance materials and a number of IT related procurements.
- 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.
- A real targeted approach to uncontracted spend and identifying new procurement routes or existing contracts where this spend could be attributed to.
- Crucially the successful recruitment of two new experienced team members into the procurement team.
- As well as the regulated procurement activity the procurement team have also supported across the business in procurement activity for requirements including RSBI Isolation Switches and a new edgeband machine, mobilisation of clothing contract from Glasgow City Council call-off, RingGo Parking and remote data base support (IT).
- The preparation and issue of high-value, business critical works and maintenance tenders for Eastern Queenslie Steelworks and Glasgow Estate – Pool Plant which should both be awarded in Q2 of 2025.
- It should also be noted that two business critical procurements – the supply and delivery of flooring materials and the supply and delivery of gas installation and maintenance materials – were awarded just after the 31st of March and will be included in next year's report. Also, the procurement team is in the process of awarding the supply and delivery of plumbing materials and again this will be included in next year's report.

14. Prompt Payment

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

15. Lookahead 2025-26

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 were signed off in 2024 – 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, Easter Queenslie redevelopment as well as other works for both Glasgow Life, HSCP, any requested works for the Commonwealth Games in 2026 and support to repairs and maintenance WHG Delivery programme. 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 – went live in July 2024. Work will continue to be undertaken across the business to ensure that the framework is used in a compliant manner, delivers value for money and contributes positively to City Building's values and objectives.

As noted, CBG Procurement has raised its profile, increasing awareness of procurement processes across the wider business, resulting in a more integrated approach in support of business units across the business in relation to procurement activity. This includes identifying procurement opportunities; monitoring spend and regular contact with key operational stakeholders.

Efficiencies will also look to be found in adopting more robust contract management systems and spend monitoring in collaboration with new IT platforms.

Awards - Regulated Procurements

Procurement/Contract Title	Awarded Value	Procurement Route	Award Date
Supply and Delivery of Cyber Essentials and Project Management	£73,800	National Framework	April 2024
City Building Printer Refresh	£103,471	National Framework	May 2024
IT Research	£133,000	National Framework	September 2024
Mobile Phone Network Provider	£134,242	National Framework	September 2024
Trades and Sub-Contractor Framework	£125m	City Building Framework	July 2024
CBG Smoke and Heat Alarms 4	£520,000	National Framework	January 2025

Community Benefits and Engagement

Community	Activity
FARE Scotland Stepford (Easterhouse) Football Academy	Painting of changing rooms, bathrooms, internal corridors, and reception communal area carried out by apprentice painter and decorators.
Mark Scott Project	Apprentice joiners and painters supporting senior school pupils to prepare and construct bird boxes.
Springburn Shed Centre	Removal of ceilings, strapping and sheeting new ceilings, creation of loft hatch and insulation boards within the hallway, bathroom and shower room.
The Rt Hon The Lord Provost of Glasgow	Refurbishment and construction of Santa's Grotto for festive programme of events.
Wellness Room	Refurbishment and creation of City Building Wellness Room including donation of £500 from Joint Trade Union Committee.

Partnership with supply chain

Community	Activity
Citizens across Glasgow	Donation of £10,000 worth of white goods from Stearn Electric to vulnerable citizens across Glasgow from community contribution
FARE Scotland Stepford (Easterhouse) Football Academy	GAP Hire Solutions paid for costs of materials for Community Apprenticeship Project via community contribution.
Pantry and Larders WHG Network	Edmundson Electrical donation of 100 Christmas Selection packs.
Scottish Pantry Network	£2,500 donation from Enterprise as part of community contribution linked to their car and van hire locations.
Spirit of Christmas	Paisley Engineering £600 in Smyth Toy Shop used to obtain Christmas Gifts.

Contributions undertaken by our workforce

Community	Activity
Alzheimer's Scotland	Donation of £5,000 from fundraising during kilt walk including contribution from WHG.
Alzheimer's Scotland	Fundraising of £1,016 from Tea and Blether.

Beatson West of Scotland Cancer Centre	Fundraising of £915 raising from 1,000,000 steps covering 572.2 miles.
Breast Cancer Now	Fundraising of £2,000 via Wear it Pink and Afternoon Tea.
Cahonas Scotland	Fundraising of £500 to support charity that supported colleague.
Cancer Research	Fundraising of £1,400 by conquering the 10k Race for Life.
Cash for Kids	Donation of £1,020 from fundraising activities.
Diabetes Scotland	Fundraising of £915 raising from 1,000,000 steps covering 572.2 miles.
Gamblers Anonymous Scotland	Engagement sessions across Scotland with 180 stakeholder employees.
Glasgow Spirit of Christmas	Donation of 300 Christmas Gifts for vulnerable children to a value for circa £6,000.
Golden Friendship	Fundraising of £500 for charity supporting ASN Children.
MacMillan Cancer Care	Fundraising and donation of £1,010.
Maggie's Glasgow	Fundraising of £3,000 for colleague undertaken by City Building and Wheatley staff working in Repairs and Maintenance by conquering "The Cobbler".
Maggie's Glasgow	Sale of City Building Honey £110.

Corporate Contributions

Community	Activity
Action for Children	Donation of £10,000.
Breast Cancer Now	Donation of £5,000.
Camstradden Primary School, Glasgow	Donation of £200 to one of the 10 highest SIMD Primary Schools in Glasgow for winter jackets.
Drumchapel Housing Co-operative	Payment of children's entertainer £350 towards Gala Day as part of gas services contract.
Elmvale Primary School, Glasgow	Donation of £200 to one of the 10 highest SIMD Primary Schools in Glasgow for winter jackets.
Employability Programme at RSBi for Senior Pupils from GCC ASL Schools	Employability Programme for 25 senior pupils 3,000 hours in total annually.
Glasgow Baby and Family Support Charity.	Contribution of van, fuel, and employees to deliver Christmas Gifts to charity.
Homeless Kindness Street Team	Donation of £4,000.
Kennishead Larder	Donation of £1,000.
Miller Primary School, Glasgow	Donation of £200 to one of the 10 highest SIMD Primary Schools in Glasgow for winter jackets.
North West Pantry	Donation of £1,000.
Our Lady of the Annunciation Primary	Donation of ballot booths and ballot

School, Glasgow	boxes for Pupil Council elections.
Pollok Pantry	Donation of £1,000.
Prostate Cancer	Donation of £5,000.
Riverside Primary School, Glasgow	Donation of £200 to one of the 10 highest SIMD Primary Schools in Glasgow for winter jackets.
Romanian presidential election 2024	Provision and delivery of election booths and ballot boxes to support Romanian community for 2024 Presidential election.
Royston Primary School, Glasgow	Donation of £200 to one of the 10 highest SIMD Primary Schools in Glasgow for winter jackets.
Ruchazie Pantry	Donation of £1,000
Sandyhills Larder	Donation of £1,000.
Saracen Primary School, Glasgow	Donation of £200 to one of the 10 highest SIMD Primary Schools in Glasgow for winter jackets.
St. Benedict's Primary School, Glasgow	Donation of £200 to one of the 10 highest SIMD Primary Schools in Glasgow for winter jackets.
St. Clare's Primary School, Glasgow	Donation of £200 to one of the 10 highest SIMD Primary Schools in Glasgow for winter jackets.
St. Mungo's Primary School, Glasgow	Donation of ballot booths and ballot boxes for Pupil Council elections.
St. Roch's Primary School, Glasgow	Donation of £200 to one of the 10 highest SIMD Primary Schools in Glasgow for winter jackets.
Wheatley Foundation	Donation of £1,000 for Pantry Network.
Work Experience for senior pupils from GCC.	320 senior pupils undertook work experience facilitate by our College.

Future Regulated Procurement (Work Plan)

Regulated procurement expected to be undertaken during April 2025 to March 2026. 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
Trades and Sub-Contractor Framework – (Lots not awarded in July 2024)	TBC	Open Procedure/Dynamic Purchasing System	2025/26
Supply and Delivery of Building Materials	£4m	National Framework	2025
Supply and Delivery of Specialist Ironmongery for Furniture Manufacture (RSBi)	£4.5m	Open Competition	2025/26
Supply and Delivery of RSBi Furnishing Materials (Including foams, fillings, fabrics and linens)	£3.5m	Open Competition	2025/26
Supply and Delivery of Plumbing Materials (AWARD PENDING)	£10m	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	2025/26
Supply & and Delivery of Household Goods	£2m	National Framework	2025
Supply and Delivery of Public Relations, Marketing and Digital	£120,000	Open Competition	2025
Supply and Delivery of DGUs and Glass Associated Products	£1.2m	Open Competition	2025

Supply and Delivery of Fire Fighting Equipment	£200,000	National Framework	2025/26
Supply and Delivery of Decorating Materials	£1.2m	National Framework	2025/26
Supply and Delivery of PVCu Window and Door System Profiles, Materials and Associated Products	£1m	Open Competition/Negotiated Procedure	2025
Supply and Delivery of General Ironmongery & Associated Items	£2.8m	National Framework	2025
Agency Labour & Recruitment	£6m	National Framework	2025
Vehicle Fleet Provision and Support Services	£28m	Open Competition	2025
Provision of Statutory Audit and Financial Services	£300,000	National Framework	2025/26
Fuel Cards	£450,000	National Framework	2025
Water Hygiene Contract	£1.6m	Open Competition/National Frame	2025/26
Information and Communications Technology (ICT) Contracts			
Oracle Integration Software	£600,000	National Framework	2025
Servitor (Civica)	£1.4m	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.