ANNEX A

Annual Procurement Report template

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

1. Organisation and report details

a) Contracting Authority Name		Rural Stirling Housing Association
b) Period of the annual procurement report		2025/26
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? *(Yes / No)*		No

2. Summary of Regulated Procurements Completed

a) Total number of regulated contracts awarded within the report period	0	0
b) Total value of regulated contracts awarded within the report period		£0
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period		0
i) how many of these unique suppliers are SMEs		0
ii) how many of these unique suppliers are Third sector bodies		0

3. Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	0
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0

4. Community Benefit Requirements Summary

Use of Community Benefit Requirements in Procurement:

a) Total Number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	0

ANNEX A

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	0
i) Total Value of contracts sub-contracted to Social Enterprises	0
j) Total Value of contracts sub-contracted to Supported Businesses	0
k) Other community benefit(s) fulfilled	0

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	0
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	0
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	0

6. Payment performance

a) Number of valid invoices received during the reporting period.	Not Available
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	Not Available
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	0
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

ANNEX A

7. Supported Businesses Summary	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	0
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	0

8. Spend and Savings Summary	
a) Total procurement spend for the period covered by the annual procurement report.	£0
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£0
c) Total procurement spend with third sector bodies during the period covered by the report.	0
d) Percentage of total procurement spend through collaborative contracts.	0
e) Total delivered cash savings for the period covered by the annual procurement report	0
f) Total non-cash savings value for the period covered by the annual procurement report	0

9. Future regulated procurements	
a) Total number of regulated procurements expected to commence in the next two financial years	4
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£5,100,000

ANNEX A

NOTES

- Reference to contract is also to be construed as meaning a framework agreement.
- Please provide exact figures wherever possible, rather than estimations.
- Please distinguish between the 'zero' value and where information is either not recorded or not available.

1. Organisation and report details

a) Enter the name of the contracting authority to which the report refers.
b) Enter the actual period of the report (for example, 01 April 22 to 31 March 23 or 1 August 22 to 31 July 23.)
c) Has the report been prepared because there is a requirement to do so under Section 18 of the 2014 Act?

2. Summary of regulated procurements completed

a) This is the total number of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
b) This is the total estimated value (excluding VAT) of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
c) This is the total number of unique suppliers that were awarded a place on a regulated contract which was awarded during the reporting period (where a supplier has been awarded more than one framework, or contract only one instance should be recorded).
  i) Number of unique SME suppliers that were awarded a place on a contract awarded during the reporting period (an SME means an enterprise which employs less than 250 staff) (where a SME supplier has been awarded more than one framework, or contract only one instance should be recorded).
  ii) Number of unique third sector suppliers that were awarded a place on a contract awarded during the reporting period (where a third sector supplier has been awarded more than one framework, or contract only one instance should be recorded).

3. Review of regulated procurements compliance

a) Total number of regulated contracts awarded within the reporting period that complied with the commitments and policies set out in your corporate procurement strategy.
b) Total number of regulated contracts awarded within the reporting period that did not comply with commitments and policies set out in the corporate procurement strategy.

4. Community benefit requirements summary

a) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater.
b) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater that contain Community Benefit requirements.
c) Total number of regulated contracts with a value of less than £4 million that contain Community Benefit requirements.
d) Total number of jobs filled by individuals within a priority group during the period of the report.
e) Total number of apprenticeships filled by priority groups during the period of the report.
f) Total number of work placements delivered for priority groups during the period of the report.
g) Number of qualifications achieved during the period of the report through training by priority groups.
h) Total value of contracts subcontracted to SMEs during the period of the report
i) Total value of contracts subcontracted to Social Enterprises during the period of the report.
j) Total value of contracts subcontracted to Supported Businesses during the period of the report.

k) Other community benefits that were fulfilled during the period of the report that do not fall into one of the preceding categories.

Scottish Procurement Policy Note 10/2020 clarifies the Scottish Government's policy on measuring social impact through procurement and support for application of this policy in the form of the sustainable procurement duty tools and accompanying guides.

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the reporting period that include a scored Fair Work First criterion where it was relevant to do so. The Scottish Government asks employers to adopt fair working practices, specifically: Appropriate channels for effective voice, such as trade union recognition; Investment in workforce development; No inappropriate use of zero-hours contracts; Action to tackle the gender pay gap and create a more diverse and inclusive workplace; Payment of the real Living Wage; Offer flexible and family friendly working practices for all workers from day one of employment; Oppose the use of fire and rehire practice.
b) Total number of unique suppliers that have committed to pay the real Living Wage to persons involved in producing, providing or constructing the subject matter of regulated procurements; this number will include suppliers who are awarded onto a framework agreement and will also reflect those suppliers who are accredited as Living Wage employers.
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period of the report; this number will include suppliers who are awarded onto a framework agreement.

Fair Work First: guidance outlines our Fair Work First approach and exemplifies the Fair Work First criteria in practice. It should be used by those involved in awarding public sector grants, other funding, and public contracts as well as those who receive funding through public sector grants, sponsorship arrangements with the Scottish Government and/or are involved in the delivery of contracts.

6. Payment performance

a) Total number of valid invoices received during the period of the report.
b) The percentage of valid invoices received during the period of the report that were paid on time (for example, within the time period set out in the contract terms).
c) Total number of regulated contracts awarded during the period of the report that contained a contract term requiring the prompt payment of invoices in public contract supply chains.
d) Total number of concerns raised by sub-contractors within the timeframe covered by the report about timely payment of invoices relating to the supply chain of public contracts.

Scottish Procurement Policy Note (SPPN) 02/2022 provides details of how public bodies are to embed prompt payment performance in the supply chain through procurement processes.

7. Supported businesses summary

a) Total number of all regulated contracts that were awarded to supported businesses during the reporting period (this includes contracts reserved for supported businesses)
b) Total amount of spend with supported businesses during the reporting period (through regulated and non-regulated contracts).
  i) Total spend with supported businesses during the reporting period through regulated contracts *(including spend within the period on contracts placed before the period).*
  ii) Total spend with supported businesses during the reporting period through non-regulated contracts *(including spend within the period on contracts placed before the period).*

Organisations as defined by regulation 21 of the Public Contracts (Scotland) Regulations 2015 are commonly referred to as supported businesses. Scottish Procurement Policy Note (SPPN) 04/2017 contains information on: determining whether an organisation meets the definition of a supported

business for the purposes of public procurement legislation; identifying supported businesses; and monitoring and reporting.

8. Spend and savings summary

a) Total amount of procurement spend during the reporting period.
b) Total amount of procurement spend with SMEs during the reporting period.
c) Total amount of procurement spend with third Sector bodies during the reporting period.
d) Percentage of total procurement spend during the reporting period that is through collaborative contracts.
e) Total amount of cash savings delivered for the period of the report.
f) Total non-cash savings value for the period covered by the annual procurement report.

Procurement benefits reporting: guidance is available to help procurement teams identify savings and benefits from procurement activity. It is also important that these savings and benefits are reported in a consistent manner across sectors.

9. Future regulated procurements

a) Total number of all regulated contracts that are expected to commence in the next two financial years.
b) Total estimated value of all regulated contracts that are expected to commence in the next two financial years.

While it is acknowledged that at the time a contracting authority prepares its annual procurement report, it is unlikely to know what its precise requirements will be over the course of the next two financial years, it should be in a position to provide a brief forward plan of anticipated procurements relevant and proportionate to the contracting authority's size and spend.