ANNUAL PROCUREMENT REPORT

2024-25

Introduction

The purpose of this report is to summarise the performance of Manor Housing Association in delivering it's Procurement strategy and publicise it in compliance with the Procurement Reform (Scotland) Act 2014.

Manor Estates was established in 1995 following the transfer of over 900 houses in Edinburgh from Scottish Homes. Since then we have built and acquired a number of new houses across the City, and currently have 1111 properties and act as the Factor for a further 458 factored owners in 186 blocks, in the City of Edinburgh and Fife

Manor Estates is a charitable Housing Association. Our aim is to provide good quality housing and services which help improve people's lives and their local communities. The Association caters for many diverse needs, offering mainstream housing for families, couples and single people, retirement housing, with some supported accommodation.

Manor Estates is governed by a voluntary Management Board with day to day activities carried out by a paid staff team. In line with all Scottish Registered Social Landlords Manor Estates performance is monitored by the Scottish Housing Regulator (SHR).

For further details regarding Manor Estates Housing Association, please log onto the website https://www.manorestates.org.uk/about-us/

Within Manor there are 2 companies that provide services to the community

Manor Estates Housing Association (MEHA)

1016 properties for social rent in the City of Edinburgh and Fife. This is the parent company, providing all corporate core services to both companies.

Manor Estates Associates Ltd (MEAL)

MEAL provides 95 mid-market rented properties to those unlikely to have sufficient access to apply for social housing, and a level of income that means they cannot afford private rented properties.

Our Key Aims

Delivering excellent housing services which are responsive to the needs and aspirations of our customers.

Investing our resources effectively to maintain good quality homes and local environments.

Improving energy efficiency to reduce the level of fuel poverty among our tenants.

Developing new housing and services to meet the needs of current and future customers.

Ensuring effective governance and financial management to secure the long term future of the organisation.

Every year we spend around £1.5 million maintaining and improving our houses. In addition , we invest about £50,000 each year carrying out adaptations which are necessary to enable tenants with disabilities to remain in their homes.

Regulated Procurement

Regulated Procurement are public works contracts with an estimated value over 2 million for works or 50k for other types of contract such as supplies and services.

Appendix 1 is a copy of our Contracts and Commissions Register for the period. This Contains Regulated and Unregulated contracts.

This contains the following information:

Name of Contract

Contract Type (works or services/supplies)

Name of Contractor/Supplier

Date of Award

Contract Term

Estimated Value of the contract (including VAT)

Procurement Method

During 2024/25 Manor Estates Housing Association completed procurement on one regulated works contract and three regulated supplies/services contracts.

Procurement Strategy

Manor Estates Procurement Strategy was produced to introduce a Procurement Strategy detailing the main areas of focus for all procurement activities and promote a methodology which will ensure that the Association follows best practice in Scottish procurement legislation.

The strategy can be found here https://www.manorestates.org.uk/wp-content/uploads/2024/04/PS-01-Procurement-Strategy-2024-2027.pdf

Review of Regulated Procurement Compliance

Manor Estates Housing Association will ensure that all regulated procurement is undertaken in a fair, open, non-discriminatory way and in accordance with the association's procurement strategy, relevant legislation and best practice.

The Procurement strategy will be updated to comply with any changes to legislation and all changes will be communicated across the association at the time of the change.

Community Benefits Summary

All Contractors, Consultants and Suppliers are asked through tender or quick quote submission to participate in Manor Estates Community Benefit Contract Provision.

Contractors, Consultants and Suppliers will have the choice to select any number of provisions from the following list.

Modern Apprenticeship - Creation of a new apprenticeship or support of ongoing apprenticeship

Trade Apprenticeship - Creation of a new apprenticeship or support of ongoing apprenticeship

Graduate Internship - Creation of a new internship or support of ongoing internship

Trainee /work experience - Creation of a new work experience placement or support of existing work experience placement

Supply chain development - Support to sub- contractors to attend safety briefings and trade information sessions

Staff Training - Development of Manor Estates staff training programme or allow Manor Estates to attend your staff training programme

Personal development training - Offer of personal development support to neighbourhood meetings or events

Participation in local school initiative - Offer of staff volunteers or materials to engage in school initiative

Sponsorship of local youth team or club Provision of financial support or kit

Community enhancement – participation in Manor Estates Task Force physical / environmental project Work with Manor Estates staff by provision of staff volunteers, materials or operative manpower to tackle community project

Community enhancement – contribution to Manor Estates Community Initiative Fund - Contribution of £75 / £25,000 contract value per annum.

Future Procurements

Appendix 2 is the list of all future regulated and unregulated procurements currently planned.

This contains the following information

Contract Description

Year

Estimated value (including VAT)

Appendix 1

Name of Contract	Contract Type	Name of Contractor/Supplier	Date of Award	Contract Term	Estimated Value of the Contract	Procurement Method
New Build development at Springfield Phase 2 2024-26	Works	Cala	10/10/2024	2 years	£4,335,957.00	(Regulated) Section 75 Direct /Grant funded
Gas Servicing, Repairs and Renewals 2025-	Services	Lothian Gas	11/12/2024	3 Years	£1,618,269.00	(Regulated) PCS(Open)
Landscaping 2024/25	Services	Harburn Estate	01/04/2019	3 Years	£ 312,904.86	(Regulated) PCS(Open)
Welfare Rights 2024	Services	CHAI	05/11/2024	3 Years	£242,500.00	(Regulated) PCS(Open)
Gas Central Heating 2024	Works	Lothian Gas	25/11/2021	1 Year	£197,846.00	Contract Extension
Windows and Doors 2024	Works	Sidey	08/02/2024	1 Year	£511,615.00	Framework (SPA)
EICR 2024	Works	RB Grant	10/08/2022	1 Year	£104,377.00	Contract Extension
External Decoration 2024	Works	Mitie	27/05/2024	1 Year	£59,250.00	PCS (QQ)
EPCs 2024	Works	Lothian Gas	25/11/2021	1 Year	£3,000.00	Contract Extension
Balcony Repairs	Works	Restek	11/02/2025	2 Year	£35,200.00	PCS (QQ)
Smoke Alarm Renewals 2024	Works	RB Grant	10/08/2022	1 Year	£30,753.00	Contract Extension
Gardening 2024/25	Works	Harburn Estate	24/03/2024	1 Year	£17,328.00	Contract Extension
CWST Inspections 2024	Services	IWS	02/12/2024	2 years	£14,000.00	Framework (SPA)

Appendix 2

Contract Description	Year	Estimated Value
Responsive and Voids 2025-2028	2025	£ 4,000,000.00
Kitchen Upgrading	2026	£ 840,480.00
Bathroom Upgrading & Medical Adaptions	2026	£ 266,963.00
Windows, Doors, Flat Doors, Common Doors	2025	£ 394,319.00
Maintenance Painterwork, Properties Common Stairs and Community Buildings	2025	£ 46,369.00
Electrical Checks & Upgrading	2025	£ 196,392.00
Stair Lighting Checks	2025	£ 26,705.00
Smoke & Carbon Monoxide detection	2025	£ 179,375.00
Insulation Works, walls, lofts etc	2025	£ 22,200.00
Energy Modelling Surveys	2025	£ 3,000.00
External Works	2025	£ 36,467.00
Common Stair Improvement Works	2025	£ 58,353.00
Floor Coverings (common stair)	2025	£ 64,509.00
Water Pump Maintenance	2025	£ 2,684.00
Stair Lift Servicing	2025	£ 2,983.00
Closomat Servicing	2025	£ 929.00
Retirement Intruder Alarm and fire systems	2025	£ 5,053.00
Retirement fire Equipment	2025	£ 737.00
Retirement Refuse Removal	2025	£ 4,426.00
Retirement and Office PAT testing	2025	£ 250.00
Retirement Gritting	2025	£ 27,211.00
Retirement Water Management	2025	£ 4,811.00
Retirement Call outs	2025	£ 1,800.00
CWST testing 2025	2026	£ 39,349.00
Other small works	2025	£ 103,000.00

Fire, Security and Annual Contracts	2025	£	28,540.00
Stair Cleaning	2025	£	38,019.00
Gas Quality Inspections	2025	£	17,964.00
Procurement Consultancy	2025	£	12,000.00
Legionella Inspections	2026	£	39,064.00
Asbestos Consultancy	2025	£	7,525.00
Internal Audit	2026	£	35,090.00
External Audit MEHA and MEAL	2026	£	60,000.00
IT Network and support	2025	£	170,520.00
Insurance	2026	£	670,188.00
Insurance Procurement Consultancy	2025	£	3,750.00
Business Improvement Consultancy	2025	£	8,040.00
Leadership / Staff Development Consultant	2026	£	10,000.00
Office and Community Building Utilities	2025	£	16,857.00
Office and Community Security	2025	£	14,364.00
Customer Payment transaction charges	2025	£	7,695.00
Legal Services	2026	£	86,184.00
Tenancy Debt Management /SO Service	2025	£	5,130.00
Cleaning Sheltered Schemes	2026	£	51,864.00
Data Protection Officer & Consultancy	2025	£	3,000.00
Office and Scheme Security	2025	£	60,000.00