

# NORTH VIEW Housing Association

North View is a registered Scottish charity – charity registration number SC032963

## Procurement Register – January 2021

This Register relates to the Association’s procurement of works, services, and supplies. It has been framed to take account of relevant European (procurement) Directives, and the Scottish Government’s guidance on the procurement of works, services, and supplies.

We have used the sum of the anticipated expenditure (of each ‘Activity’) over a period of five consecutive financial years to guide us on what action we take to procure services and supplies. If expenditure is estimated to exceed £50,000 in any one year, or cumulatively over a period of five consecutive financial years, then the procurement of that activity will be subject to a process of competition (be that quality price based, or price based). The method of procuring a one off ‘Activity’ that is estimated to cost more than £10,000 but less than £50,000 will be determined by the Association’s Management Committee prior to purchase.

The Register will be updated on an ongoing basis, and be presented to Committee at least annually.

In **Table 1**, we list the items that we expect to exceed the expenditure thresholds contained within the EU directives, and we set out the processes that we will use to i) procure one off Activities estimated to cost more than £50,000, ii) procure Activities estimated as costing more than £50,000 over a period of five consecutive financial years, and iii) certain activities that cost less than £10,000 per; the reason for their inclusion will be highlighted in the ‘Proposed action’ column.

In **Table 2** we set out our process for procuring Activities of estimated value of less than £50,000 over a period of five consecutive financial years, or where we have justification for procuring components/activities which exceed that £50,000 limit.

*The Procurement Register does not include expenditure relating to the Windlaw Lodge Project.*

**Legend:-** Dir – Director; HM – Housing Manager; MM – Maintenance Manager;

**TABLE 1**

<b>Activity &amp; <i>current appointee</i></b>	<b>Estimated/Approximate cost</b>	<b>Proposed action</b>	<b>Timescale</b>	<b>Responsibility</b>
Electrical contractor <b>STS Electrical Contractors Ltd</b>	In the region of £50,000 for 202/21; in 2019/20 we spent £49,197.70.	Create a Framework Agreement for work of this type. Maintenance Sub-Committee to oversee.	Complete process by 1/4/21.	MM
Window supplier <b>B&amp;W Windows and Conservatories</b>	In 2019/20 we spent £73,352 on windows. Cost for 2020/21 will be substantially less because we are not doing window replacement contracts due to COVID-19; estimate cost of replacing windows (on a reactive basis) may be £10,000 in 2020/21.	Create a Framework Agreement for work of this type. Maintenance Sub-Committee to oversee.	Complete process by 1/4/21.	MM
Other Reactive Maintenance Contractors – <b>James Mearchant &amp; Sons Ltd, and others</b>	Varies. In 2019/20 we spent £17,976 on James Mearchant & Sons Ltd and would expect similar expenditure in 2020/21.	Create a Framework Agreement for work of this type. Maintenance Sub-Committee to oversee.	Complete process by 1/4/21.	MM

<b>Activity &amp; <i>current appointee</i></b>	<b>Estimated/Approximate cost</b>	<b>Proposed action</b>	<b>Timescale</b>	<b>Responsibility</b>
Close doors <b>Martec Engineering</b>	Expenditure will vary year to year, but we anticipated as being within our set thresholds; in 2019/20 we spent £4,671.88 on this item. Although within accepted threshold, we have 'found' other companies who can provide a similar product for less money; it is for that reason that we are establishing a Framework Agreement.	Create a Framework Agreement for work of this type. Maintenance Sub-Committee to oversee.	Complete process by 1/4/21.	MM
Waste Management Services (provision of skips etc). <b>Dow Group Limited</b>	Due to North View doing bulk refuse uplifts, we expect the cost to increase to approximately £50,000. In 2019/20 we spent £19,236 on waste removal.	Create a Framework Agreement for work of this type. Maintenance Sub-Committee to oversee.	Tender awarded by 1/4/22.	MM
Office Cleaning <b>Caledonian Maintenance Services Ltd</b>	In 2019/20, the cost was £10,036.20. We do not envisage the cost exceeding £10,000 in 2020/21.	As the expenditure was only £36.20 over the '£10,000 per year threshold', we will assess the cost in 2020/21 and decide future action depending upon the level of that.	Review by 1/6/21.	Dir

<b>Activity &amp; current appointee</b>	<b>Estimated/Approximate cost</b>	<b>Proposed action</b>	<b>Timescale</b>	<b>Responsibility</b>
External Auditor <b>RSM</b>	Approximately £12,000 per annum. In 2019/20 cost was £11,044.80.	When re-tendered, contract will be advertised widely and selection of solicitor will involve a quality:price weighting. Our Audit & Risk Sub-Committee to determine process.	New auditors to be selected by 2021 AGM.	Dir
Internal Auditor <b>Alexander Sloan</b>	Approximately £6,500 for 2020/21; cost in 2019/20 was £5,839.20.	Contract will be advertised widely and selection of internal auditor will involve a quality:price weighting. Audit & Risk Sub-Committee to determine process.	Re-tender process to be completed by 31/12/21.	Dir
Legal Services for housing management related matters. <b>Kelly &amp; Co</b>	£26,000 for 2020/21; in 2019/20 we spent £25,351.48.	Contract will probably be let via Quick Quote (through Public Contracts Scotland), but selection of solicitor will involve a quality:price weighting. Housing Management Sub-Committee shall determine process.	Complete process and have solicitors appointed by 1/4/22.	HM
Estate Maintenance <b>Caledonian Maintenance Services Ltd</b>	£135,000 for 2020/21 (including additional work for bulk refuse uplifts in absence of service from GCC; cost was £108,517.03 in 2019/20)	Current arrangement in place on the basis of 'option to extend annually to 31 <sup>st</sup> March 2023. When re-tendered, contract will be advertised widely and selection of contractor will involve a quality:price weighting and community benefit clauses. Maintenance Sub-Committee to determine process.	At the latest, contract to be re-let from 1/4/23.	MM

<b>Activity &amp; current appointee</b>	<b>Estimated/Approximate cost</b>	<b>Proposed action</b>	<b>Timescale</b>	<b>Responsibility</b>
Paintwork Andrew P Orr (Decorators) Ltd	Tendered sum of £270,583.90. Sum based on contractor carrying out work on a cross sectional sample of our property types (i.e. two storeys, three storeys, four storeys etc). Expenditure in 2019/20 was £188,035.20.	Current arrangement in place on the basis of 'option to extend annually to 31 <sup>st</sup> March 2023'. When re-tendered, contract will be advertised widely and selection of contractor will involve a quality:price weighting. Community benefit clauses will be considered. Maintenance Sub-Committee to determine process.	At the latest, contract to be re-let from 1/4/23.	MM
Insurance Zurich Municipal	Cost in 2019/20 was £49,951.75.	When re-tendered, contract will be advertised widely and selection of contractor will involve a quality:price weighting and community benefit clauses. Management Committee to determine process.	Current arrangement expires on 31/12/23, with scope for us to retender (at any year-end) should we consider it necessary.	MM
Gas services John Doherty & Co Ltd	Cost in 2019/20 was £73,314.84 for gas servicing contract, £49,242 for boiler replacement contract, £45,864.88 for gas related repair works, and £8,662.80 for (gas and plumbing) work in void properties.	Current arrangement in place on the basis of 'option to extend annually to 31 <sup>st</sup> March 2025'. When re-tendered, contract will be advertised widely and selection of contractor will involve a quality:price weighting and community benefit clauses. Maintenance Sub-Committee to determine process.	At the latest, contract to be re-let from 1/4/25.	MM

<b>Activity &amp; current appointee</b>	<b>Estimated/Approximate cost</b>	<b>Proposed action</b>	<b>Timescale</b>	<b>Responsibility</b>
Plumbing services (including fitting bathroom suites) John Doherty & Co Ltd	In 2019/20 we spent £58,386.80 (inc VAT) on this item.	Current arrangement in place on the basis of 'option to extend annually to 31 <sup>st</sup> March 2025'. When re-tendered, contract will be advertised widely and selection of contractor will involve a quality:price weighting and community benefit clauses. Maintenance Sub-Committee to determine process.	At the latest, contract to be re-let from 1/4/25.	MM
Drainage John Doherty & Co Ltd	In 2019/20 we spent £9,052.16 (inc VAT) on this item.	Current arrangement in place on the basis of 'option to extend annually to 31 <sup>st</sup> March 2025'. When re-tendered, contract will be advertised widely and selection of contractor will involve a quality:price weighting. Maintenance Sub-Committee to determine process.	At the latest, contract to be re-let from 1/4/25.	MM
Stage 3 Sanitary Adaptations – overbath shower/ replace bath with shower etc. John Doherty & Co Ltd	In 2019/20 we spent £22,480.62 on this item. This cost was covered by a grant from the Council.	Current arrangement in place on the basis of 'option to extend annually to 31 <sup>st</sup> March 2025'. When re-tendered, contract will be advertised widely and selection of contractor will involve a quality:price weighting and community benefit clauses. Maintenance Sub-Committee to determine process.	At the latest, contract to be re-let from 1/4/25.	MM

<b>Activity &amp; <i>current appointee</i></b>	<b>Estimated/Approximate cost</b>	<b>Proposed action</b>	<b>Timescale</b>	<b>Responsibility</b>
Photocopies and printers <b>BNP Paribas</b>	Approximately £16,230.48 per annum on leasing photocopiers and printers. Cost in 2019/20 was £12,309.18.	Establish when current contract ends. Thereafter Management Committee to determine most cost effective way to procure service provision (i.e. Framework 'call off', competitive tender etc.)	Review position by 31/4/21	MM

*Note:- Gas Servicing, Plumbing service, Drainage, (gas, plumbing, and drainage work for) voids, and Stage 3 Sanitary Adaptations are let under a single contract.*

**TABLE 2**

<b>Activity</b>	<b>Action</b>	<b>Reason</b>
Bathroom suites <b>Plumbase Limited</b>	Continue with current arrangements (i.e. the Maintenance Manager obtains comparative quotations from suppliers prior to placing an order for specific materials).	In 2019/20 we spent £58,371.94 at Plumbase; this included the purchase of boilers, sinks, wash hand basins, wcs, fittings, pipes, radiators etc. The covers major repair expenditure (for boiler replacements, and bathroom replacements) and reactive maintenance expenditure. Although exceeding our set £50,000 thresholds, this is the most economical way to procure these materials, so we will continue to operate in this manner.
Building materials <b>Travis Perkins, Jewsons, and Caldwell Wright &amp; Co Ltd</b>	Continue with current arrangements (i.e. the Maintenance Manager obtains comparative quotations from suppliers prior to placing an order for specific materials).	In 2019/20 we spent £10,744.08 on materials and components (like ironmongery, pass doors, facings, timber etc). The majority of these items were for reactive repairs. Although exceeding our set £50,000 thresholds, this is the most economical way to procure these materials, so we will continue to operate in this manner.
Close doors <b>Martec Engineering</b>	We don't have a close door replacement contract due for a few years, so in the meantime we will replace doors on a reactive basis.	Expenditure will vary year to year, but we anticipated as being within our set thresholds; in 2019/20 we spent £4,671.88 on this item.
Computer equipment <b>PC World</b>	We generally update equipment on an 'as need' basis. This usually involves the replacement of one or two computers at a time rather than the renewal of all equipment at one go.	In 2019/20 we purchased £13,646.21 worth of it equipment from PC World. This is more than we normally purchase in a year, but the expenditure is so high because we had to buy a lot of equipment (laptops, printers etc) to facilitate homeworking for staff during lockdown. We don't anticipate spending more that £10,000 per annum in future years.
Computer software packages – fixed asset register <b>Real Asset Management</b>	Continue to work with Real Asset Management	Real Asset Management provides support for our 'Real Asset Management' computer software package. In 2019/20 we spent £3,183.60 on this item.

<b>Activity</b>	<b>Action</b>	<b>Reason</b>
Computer software housing packages – <b>Designer Software Ltd</b>	Continue to work with Designer Software Ltd.	We use Designer Software Ltd's computer software housing package. We will not procure this service because it is so specialised and bespoke to our requirements and operation. In 2019/20 we spent £35,443.64 on this item.
Computer software packages – payroll <b>Sage</b>	Continue to work with Sage.	Sage provides computer package and support for payment of salaries to staff. In 2019/20 we will spend £1,583.60 on Sage; expenditure is well within our boundary thresholds.
Computer software package – performance management <b>RSM</b>	Continue to procure system from RSM.	We pay an annual support and training fee of £12,000 for the software package. The package includes a suite of items that cover activities central to our workload – especially the Risk Management section. This is a powerful management tool which will be developed to become so central to our activities that it would not be practical to procure another package. We also haven't been able to find a comparative suite of products on the market. It is for these reasons that we will continue to procure the system from RSM.
Computer – IT support services <b>Konex IT</b>	Continue to work with Konex IT Support.	In 2019/20 we spent £5,878 for on service support. We have a good working relationship with Konex and they know our computer systems 'inside out', so as our expenditure per year isn't great, we propose to retain current arrangements. Expenditure will not breach the £50,000 threshold over a five year period.
Coach Hire – <b>Doigs Ltd</b>	Continue to hire from Doigs.	In 2019/20 we spent £2,290 on this item. Expenditure will not breach the £50,000 threshold over a five year period.
Contractor – <b>Donnelly Plumbing &amp; Heating Contractors</b>	Continue with current arrangements.	In 2019/20 we spent £4,344.44 on this item – £3,678.03 of which was recouped in grants from the Council for medical adaptations. Expenditure will not breach the £50,000 threshold over a five year period.

<b>Activity</b>	<b>Action</b>	<b>Reason</b>
<p>Consultants. The list of consultants that we use periodically include:-  ACS Risk Group (Asbestos surveys, Health &amp; Safety training), ARGoMAS Ltd (for Health &amp; Safety Advice), Atkinson Partnerships (for procurement advice and advice on the CDM Regulations), Brechin Tindal Oatts (solicitors for conveyancing), HRC Ltd (advice on financial borrowing), Information Law Solutions (for advice on information related issues), JH Consulting (for governance and Business Planning advice), Paul McNeill (business planning and financial services), MacRoberts (construction solicitors), McGrade &amp; Co (employment solicitors), Linda Ewart (governance advice and training), SET (for Equalities advice and training), TC Young (solicitors for constitutional matters and construction issues), Arneil Johnson (for rent restricting consultation).</p>	<p>Continue to appoint consultants and specialist consultations on a 'one off' basis.</p>	<p>This covers the ad hoc appointment of consultants to do specific bits of work, or specialist work, i.e. in the past we appointed a solicitor that specialised in construction law to advise us on aspects of the building contract etc. Expenditure on any individual consultant will not breach the £50,000 threshold over a five year period.</p>
<p>(Secure) Disposal of paper documents.  <i>Shred It</i></p>	<p>Continue with current arrangements.</p>	<p>In 2019/20 we spent £793.11 on the secure disposal of our papers. It is not cost effective to set up alternative procurement arrangements. Expenditure will not breach the £50,000 threshold over a five year period.</p>

<b>Activity</b>	<b>Action</b>	<b>Reason</b>
Electrical supplies – <b>Holland House</b>	Continue with current arrangements.	In 2019/20 we spent £46,714 on purchasing electrical supplies from Holland House. Holland House has been 'nominated' as a preferred supplier for the heat and smoke detectors that we purchased (to upgrade the heat and smoke detectors we have in our properties), and the Elnur (electric) heating panels that we have been fitting in electric heated properties. We also purchase lighting components from Holland House. We will continue to purchase these components from Holland House for as long as they are the most economic supplier.
Energy providers for the Office – Electricity <b>Scottish Power</b>	Continue to periodically obtain comparison quotations from energy providers for the supply of gas and/or electricity to the Office.	In 2019/20 we spent £5,802.34 on this item. Amount will not breach the £50,000 threshold over a five year period.
Energy providers for the Office – Gas <b>Southern Electricity</b>		In 2019/20 we spent £2,081.24 on this item. Amount will not breach the £50,000 threshold over a five year period.
Environmental services <b>Burns Environmental Services</b>	Continue with current arrangements.	In 2019/20 we spent £5,544 on this. Expenditure will not breach the £50,000 threshold over a five year period.
EPC provision <b>Alembic Research</b>	Continue with current arrangements.	In 2019/20 we spent £7,138.56 on this. We have a good relationship with Alembic and Bill Sheldrick (of Alembic) is one of the best in his field. We believe that we get good value for money for their service so we will continue with them as expenditure will not breach the £50,000 threshold over a five year period.
Fire extinguishers <b>Safe and Sound</b>	Continue with current arrangements.	In 2019/20 we spend £791.04 on Safe and Sound testing and maintaining our fire extinguishers. It is not cost effective to set up alternative procurement arrangements. Expenditure will not breach the £50,000 threshold over a five year period.
Furniture – office	As we replace furniture and equipment on an 'as need' basis, we will continue with current arrangements.	The cost is relatively low; expenditure will not breach the £50,000 threshold over a five year period. We would tender the package should we upgrade all our furniture and equipment at the same time.

Furniture – packages for tenants <b>NewTwo</b>	Continue with current arrangements.	In 2019/20 we spent £5,836.35. We will continue with current arrangements as we are getting a good service and also because it is so low in value that it is not cost effective to re-procure using the more detailed procedure.
Gas – <b>Gas Certification Company</b>	Continue with current arrangements.	In 2019/20 we spent £3,861 on this and expect to spend a similar amount in 2020/21. The expenditure covers the cost of the company auditing a sample of John Doherty’s work and processes in relation to gas safety (this audit check is required to comply with our policy). Expenditure will not breach the £50,000 threshold over a five year period.
(Office) Hygiene – <b>PHS Group Ltd</b>	Continue with current arrangements.	In 2019/20 we spent £2,692.95 on this item. Expenditure will not breach the £50,000 threshold over a five year period.
Internet line rental – <b>Virgin</b>	Continue with current arrangements.	In 2019/20 we spent £3,411.36 for line rental from BT. We have upgraded our supply (to be business ‘standard’ from the ‘domestic’ standard that it had been). Virgin offered us a cheaper monthly payment arrangement than BT, and guaranteed that any breakdown will be fixed within four hours, so we have switched supplier from BT to Virgin. We expect the annual expenditure to be approximately £3,000. Expenditure will not breach the £50,000 threshold over a five year period.
Kitchen units, pass doors, and timbers <b>Howdens Joinery Ltd</b>	We don’t have a kitchen replacement contract due for a few years, so in the meantime we will replace kitchens on a reactive basis.	In 2019/20 we spent £23,731.27 on kitchen replacements, pass doors, ironmongery etc. The majority of these items were for reactive repairs (as we didn’t have a kitchen replacement programme). Although exceeding our set £50,000 thresholds, this is the most economical way to procure these materials, so we will continue to operate in this manner.
Membership organisations. Below is a list of the sector organisations that we affiliate to:- <b>EVH, GWSF, SFHA, SHARE, SHN, and Welfare Rights Officers Forum</b>	Continue with current arrangements.	In 2019/20 we spent £28,538.75 on affiliations. It is important that we continue to be members of these organisations for development, training, representation, and network purposes.

<b>Activity</b>	<b>Action</b>	<b>Reason</b>
Metal fabricator – <b>Bespoke Metalwork and Blacksmiths Ltd</b>	Continue with current arrangements.	In 2019/20 we spent £6,527 on this; of which we recouped £3,067.50 in Council grant for medical adaptations (for provision of handrails, grab rails, ramps etc). Expenditure will not breach the £50,000 threshold over a five year period.
Office fire and security (alarm maintenance and monitoring) <b>Brookfield Alarms Ltd</b>	Continue with current arrangements.	In 2019/20 we will spend £474 on Brookfield maintaining and monitoring our system. It is not cost effective to set up alternative procurement arrangements. Expenditure will not breach the £50,000 threshold over a five year period.
Photocopier – copies, scanning and network support <b>Document Data Group</b>	Continue with current arrangements, but we will obtain quotations upon renewal to check that we are getting a competitive 'deal'.	In 2019/20 we expect to spend £5,843.18 on these services and supplies. Expenditure will not breach the £50,000 threshold over a five year period.
Phones – Call Centre <b>Aquarius</b>	We will review the situation when we have established 2020/21 expenditure.	In 2019/20, we spent £660 per month (£7,920 per annum) for the call centre to deal with our 'out of hours' calls. The costs will have increased this (financial) year because they provided a 24 hours service to us for about 4.5 months during lockdown. We have a good relationship with them and receive a good service. It is for that reason, and the fact that the cost per annum is usually not too expensive that we will maintain current arrangements.
Phones – Office <b>Resource Networks Solutions</b>	Continue with current arrangements, but we will obtain quotations periodically to check that we are getting a competitive 'deal'.	In 2019/20 we will spend £3,286.93 on phone calls from the Office and line rental. It is not cost effective to set up alternative procurement arrangements. Expenditure will not breach the £50,000 threshold over a five year period.
Phones – mobiles <b>EE</b>	We will review the situation when we have established 2020/21 expenditure.	We spent £9,755.74 on phones in 2019/20. This will probably increase (in 2019/20) due to additional provision for staff required currently have a three year deal with a supplier and pay £8,145 per annum. Expenditure will not breach the £50,000 threshold over a five year period.

<b>Activity</b>	<b>Action</b>	<b>Reason</b>
Plant hire – <b>Direct Hire Access Ltd</b>	Maintenance Manager to select the most competitively priced quotations for plan hire.	We spent £27,960 on this in 2019/20; it related to provision of access for high level working (gutter cleaning, paintwork etc), and tree felling etc. Our (high level) access requirements vary from year to year so we won't tender the activity.
Post – franking machine <b>CF Corporate (for hire of franking machine)</b> <b>Northern Services (for maintenance of franking machine)</b> <b>Pitney Bowes (for postage from machine)</b>	Continue with current arrangements, but we will obtain quotations upon renewal to check that we are getting a competitive 'deal'.	We pay CF Corporate approximately £528 per annum; Northern Services £234 per annum; and Pitney Bowes £7,315 per annum. Expenditure will not breach the £50,000 threshold over a five year period.
Post – uplift <b>Royal Mail</b>	Continue with current arrangements.	In 2019/20 we paid Royal Mail £944.40 per annum to collect our mail from the Office. Expenditure will not breach the £50,000 threshold over a five year period.
Printing – letterheads <b>McGowan Printers</b>	Continue with current arrangements.	In 2019/20 we spend £1,003.20 on printing letterheads. The cost of establishing alternative procurement arrangements would probably be more expensive than the print costs. It is not cost effective to set up alternative procurement arrangements. Expenditure will not breach the £50,000 threshold over a five year period.
Printing – newsletters <b>CG Print Ltd</b>	Continue with current arrangements.	In 2019/20 we spend £6,875 on printing newsletters. We have a good working relationship with our current printer and have benefitted from that in the past when newsletters have had to be rerun. They have also performed well, with regard to quality of product and punctual delivery. The per annum cost is not excessive, so, as we are getting a good quality service, we will continue with our printer. Expenditure will not breach the £50,000 threshold over a five year period.
Rent – Allpay charges	Evaluate the cost benefit of joining PfH (Procurement for Housing) Scotland.	By being a member of PfH (Scotland) we will have the potential to use their framework agreements to procure a variety of goods and services, including securing a saving on the charges that Allpay levy for administering our rent payments.

<b>Activity</b>	<b>Action</b>	<b>Reason</b>
Stationery	Where possible, procure through KHub.	Being members of KHub allows us to access their frameworks to buy stationary materials at reduced rates. In 2019/20 we spent £3,089.96 on stationary.
Stock valuation – JLL	Liaise with the Royal Bank of Scotland re the appointment of surveyors and cost.	Under the terms of our loan agreement with the Royal Bank of Scotland, we are required to carry out a valuation of our stock every five years. JLL are currently carrying out the latest valuation (the cost of which we anticipate being in the region of £10,000).
Taxi – Glasgow Taxis Ltd	Continue with current arrangements.	In 2019/20 we spent only £424.29 on this item. Expenditure will not breach the £50,000 threshold over a five year period.
Taxi – Glasgow Private Hire	Continue with current arrangements.	In 2019/20 we spent £2,347.90 on this item. Expenditure will not breach the £50,000 threshold over a five year period.
Trims – Eurocell	Continue with current arrangements.	In 2019/20 we spent £9,655.55 on purchasing upvc components for facings, trims, upstands etc. These are used with new windows and doors, baths etc. Given that we haven't fitted as many windows and doors in 2019/20 as we had the year before, we expect the expenditure for this item to reduce.
Uniforms/Personal Protective Equipment – Matrix Uniforms and ARCO	Continue with current arrangements.	In 2019/20 we spent only £2,284.08 on this item. It is not cost effective to set up alternative procurement arrangements. Expenditure will not breach the £50,000 threshold over a five year period.
Vehicle maintenance – Thistledome	Continue with current arrangements.	In 2019/20, we spent £12,646.37 on maintaining our vehicles. It is difficult to predict maintenance costs year on year, so the Maintenance Manager will continue to periodically obtain comparative quotations to ensure that we are getting good value from Thistledome.
(Suppliers of drinking) water to Office – Business Stream	Continue with current arrangements.	In 2019/20 we spent £2,150.00 on this. Expenditure will not breach the £50,000 threshold over a five year period.

<b>Activity</b>	<b>Action</b>	<b>Reason</b>
Web support services – We Are Energy Ltd	Continue with current arrangements.	In 2019/20 we spent £4,686 on this. This was an unusually high annual sum, but it was due to the company doing more work (than normal) to get our website ready for Freedom of Information being extended to Registered Social Landlords (it was extended on 11 <sup>th</sup> November 2019). Our expenditure in 2020/21 will be less. Expenditure will not breach the £50,000 threshold over a five year period.
Wetwall – Industrial Plastic Solutions	Continue with current arrangements.	In 2019/20 we spent £4,0714 on wetwall panels for bathroom upgrades. Expenditure will be reduced for 2020/21 because we won't do as many bathroom upgrades in 2020/21. Expenditure will not breach the £50,000 threshold over a five year period.
Welfare Rights software – AdviceUK	Continue with current arrangements.	In 2019/20 we spent £1,178.10 on this. Expenditure will not breach the £50,000 threshold over a five year period.
<b>End</b>		