

NORTH VIEW Housing Association

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

POLICY

PROCUREMENT

Passed:-

23/09/2026

Review Date:-

08-2031

All North View policies and publications can be made available on CD/data-to-voice, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us at enquiries@nvha.org.uk

1.0 INTRODUCTION

- 1.1 This Policy sets out the principles and framework the Association will apply when procuring Works, Services and Supplies.
- 1.2 The Policy is intended to provide a proportionate and effective framework for the Association's procurement activities, ensuring appropriate governance, value for money and compliance with applicable procurement requirements.

2.0 POLICY OBJECTIVES

- 2.1 The objectives of this Policy are to:
 - Ensure compliance with applicable procurement legislation and regulatory requirements;
 - Secure value for money in the procurement of Works, Services and Supplies;
 - Ensure procurement processes are fair, transparent, proportionate and effective;
 - Ensure procurement decisions and methodologies are appropriately documented and recorded.

3.0 LEGAL OBLIGATIONS AND GOOD PRACTICE

Legal framework

- 3.1 As a Registered Social Landlord and contracting authority, North View Housing Association must ensure that the procurement of works, supplies and services is undertaken in accordance with applicable Scottish procurement legislation. This includes the Procurement Reform (Scotland) Act 2014, the Public Contracts (Scotland) Regulations 2015 and the Procurement (Scotland) Regulations 2016, together with any subsequent amendments and other applicable procurement legislation and statutory guidance.
- 3.2 The Scottish public procurement framework was originally developed in the context of European Union procurement law. Following the United Kingdom's withdrawal from the European Union, the relevant Scottish procurement legislation remains in

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NORTH VIEW Housing Association

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

POLICY

PROCUREMENT

force, as amended. For higher-value procurements, the applicable financial thresholds are aligned with the United Kingdom's obligations under the World Trade Organisation Agreement on Government Procurement (WTO GPA). These thresholds are reviewed every two years and incorporated into the relevant Scottish procurement regulations.

3.3 The legislation covers the procurement of works, services, and supplies.

Works generally include construction-related activities, such as the construction of new housing, demolition, refurbishment and certain repair and maintenance works. Services include activities such as consultancy services, grounds maintenance and servicing of gas appliances and heating systems. Supplies generally relate to the purchase, lease, rental or hire-purchase of goods or products, such as office equipment and materials.

3.4 The procurement requirements applicable to a contract will depend upon its nature, estimated value and the relevant legislative provisions. Contracts meeting or exceeding the thresholds set out in the Procurement Reform (Scotland) Act 2014 are regulated procurements and are subject to the requirements of that Act. Higher-value contracts meeting or exceeding the applicable GPA-derived thresholds are also subject to the requirements of the Public Contracts (Scotland) Regulations 2015. For the purposes of the Procurement Reform (Scotland) Act 2014 thresholds, contract values are calculated exclusive of VAT. For the purposes of determining whether a contract meets or exceeds the GPA-derived thresholds contained in the Public Contracts (Scotland) Regulations 2015, VAT must be included in the estimated contract value where VAT may be payable. The applicable thresholds are detailed below.

Contracts at or above the GPA thresholds under the Public Contracts (Scotland) Regulations 2015

3.5 The United Kingdom is a party to the World Trade Organisation's Agreement on Government Procurement (WTO GPA). In Scotland, the relevant procurement thresholds are incorporated into Scottish procurement legislation and are reviewed every two years to ensure that they remain aligned with the thresholds established under the WTO GPA. Where the estimated value of a proposed works, services or supplies contract equals or exceeds the applicable threshold, and the contract falls within the scope of the relevant procurement regulations, the Association must comply with the applicable statutory procurement requirements. Such contracts are

NORTH VIEW Housing Association

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

POLICY

PROCUREMENT

commonly referred to as contracts at or above the GPA thresholds under the Public Contracts (Scotland) Regulations 2015.

- 3.6 The GPA-derived thresholds under the Public Contracts (Scotland) Regulations 2015 are reviewed every two years. For procurement exercises commencing on or after 1 January 2026, the Works contract threshold is £5,193,000 (including VAT), while the Services and Supplies contract threshold applicable to most contracting authorities is £207,720 (including VAT). These thresholds apply until 31 December 2028 and are reviewed and published every 2 years on 1st January to ensure alignment with the World Trade Organisation's Government Procurement Agreement (GPA). Current threshold information is published by the Scottish Government and through the Scottish Procurement Journey.
- 3.7 Where a contract includes a combination of Works, Services and/or Supplies, the applicable procurement threshold will generally be determined by the element that characterises the main subject matter of the contract. For example, where a contract contains both works and services but its principal purpose is the delivery of works, it will normally be treated as a Works contract and the applicable Works threshold will apply. Where a contract consists of both Services and Supplies, the main subject of the contract is determined by whichever element has the higher estimated value.
- 3.8 A suitably qualified procurement consultant will advise the Association on the appropriate procurement methodology for contracts of this nature. The procurement process will, however, be undertaken in accordance with the applicable Scottish procurement legislation and regulatory framework, including the Public Contracts (Scotland) Regulations 2015, where applicable.
- 3.9 If we anticipate that the value of any contract (or the cumulative year on year cost) will exceed the cost thresholds in the regulations, we have to procure the contract in accordance with procedures set out in the regulations, including the requirement to adequately advertise the contract, nationally and optionally throughout Europe. We comply with all these advertising requirements by posting notice of the contract via the Public Contract Scotland website (www.publiccontractsscotland.gov.uk), but we have to ensure that we allow the required 'lead in' time before appointment.

Regulated procurements under the Procurement Reform (Scotland) Act 2014

- 3.10 The Procurement Reform (Scotland) Act 2014 and associated procurement legislation require the Association, when undertaking a regulated procurement, to comply with the applicable procurement duties and the principles of equal treatment,

NORTH VIEW Housing Association

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

POLICY

PROCUREMENT

non-discrimination, transparency and proportionality. These principles should also be applied, where appropriate and proportionate, to procurements below the regulated procurement thresholds.

- 3.11 A procurement is a regulated procurement under the Procurement Reform (Scotland) Act 2014 where the estimated value of the contract is equal to or greater than £50,000 excluding VAT for goods or services, or £2 million excluding VAT for works, unless the contract is otherwise excluded from the requirements of the Act.

Regulated procurement opportunities must be advertised on the Public Contracts Scotland (PCS) website in accordance with the applicable legislative requirements.

- 3.12 When determining whether a proposed procurement meets the regulated procurement threshold, the Association will calculate the estimated total value of the contract over its full duration, excluding VAT, in accordance with the Procurement Reform (Scotland) Act 2014. The Association will not artificially divide or disaggregate a procurement for the purpose of avoiding the application of the procurement legislation.
- 3.13 For mixed contracts involving Works, Services and/or Supplies, consideration will be given to the main subject matter and characteristics of the contract, and specialist procurement advice will be obtained where necessary to determine the appropriate procurement route.
- 3.14 Where a proposed contract includes a combination of Works, Services and/or Supplies, the Association will determine the appropriate classification and applicable procurement requirements in accordance with the relevant procurement legislation. The applicable threshold will not automatically be the lowest threshold simply because the contract contains more than one type of activity.
- 3.15 For mixed contracts involving Works, Services and/or Supplies, consideration will be given to the main subject matter and characteristics of the contract, and specialist procurement advice will be obtained where necessary to determine the appropriate procurement route.

Exclusions

- 3.16 The procurement legislation provides for a limited number of specific exclusions from its requirements. These include, amongst other matters, contracts for the acquisition

NORTH VIEW Housing Association

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

POLICY

PROCUREMENT

or rental of land, existing buildings or other immovable property, or the acquisition of an estate, right or other interest in such land or property.

Where the Association proposes to rely upon an exclusion from the procurement legislation, appropriate procurement or legal advice will be obtained where necessary to confirm that the exclusion applies.

4.0 PROCUREMENT METHODOLOGY

- 4.1 The manner in which the Association procures works, services and supplies will vary depending upon the nature, complexity, risk and estimated total value of the proposed contract, and the applicable procurement legislation.
- 4.2 The Association will establish appropriate procurement processes for:
- i) contracts with an estimated value equal to or above the applicable thresholds contained in the Public Contracts (Scotland) Regulations 2015. For procurement exercises commencing on or after 1 January 2026, the applicable thresholds for the Association are £207,720 including VAT for supplies and services and £5,193,000 including VAT for works;
 - ii) regulated works contracts with an estimated value of £2,000,000 or more excluding VAT, but below the applicable threshold contained in the Public Contracts (Scotland) Regulations 2015;
 - iii) regulated supplies and services contracts with an estimated value of £50,000 or more excluding VAT, but below the applicable threshold contained in the Public Contracts (Scotland) Regulations 2015;
 - iv) contracts below the regulated procurement thresholds, being less than £50,000 excluding VAT for supplies and services and less than £2,000,000 excluding VAT for works. Such contracts will be procured using a process which is proportionate to the value, nature and risk of the procurement and in accordance with the Association's internal financial and procurement procedures;
 - v) When calculating the estimated value of a contract, the Association will consider the total estimated value over the full duration of the contract, including any extensions, options or lots, and will not artificially divide a procurement for the purpose of avoiding the application of procurement legislation.
- 4.3 The Association will use, where appropriate, the following Scottish Government procurement systems, guidance and resources to facilitate and support its procurement activities:

NORTH VIEW Housing Association

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

POLICY

PROCUREMENT

- i) Procurement Journey
- ii) Public Contracts Scotland (PCS) including Quick Quotes
- iii) Information Hub

4.4 The procurement methodology to be used for all Works, Services and Supplies contracts will be determined in accordance with this Policy and the Association's procurement procedures. The proposed procurement methodology and relevant contract details will be recorded in the Association's Procurement Register.

5.0 Framework Agreements

- 5.1 The Association will use contractors appointed to its own Framework [and any accessible external frameworks] on an ongoing basis for the delivery of contracts and day-to-day Works, Services and Supplies, where appropriate.
- 5.2 Frameworks provide an efficient and proportionate means of procuring recurring requirements without the need to undertake a separate full tender exercise for each individual requirement. Contractors appointed to the Framework will have been selected through a competitive procurement process.
- 5.3 Following quarterly review, any additions to/ omissions from the North View HA Framework will be administered in accordance with the framework agreement in the tender/ contract. The Association staff will seek delegated authority for any such action following review, however any review report will require to be ratified by the Board.
- 5.4 The Association may also consider the use of external Frameworks, pre-tendered to comply with the procurement regulations, including via PCS. In such cases the Association is entitled to make direct call offs or carry out mini- competition.
- 5.5 The Association may award contracts and individual works to contractors appointed to the Framework, using an appropriate method of selection having regard to the nature, value and circumstances of the work and the 'call off' provisions of the Framework Agreement.
- 5.6 To benefit from economies of scale, increased efficiency and enhanced value for money, the Association may also seek opportunities to procure supplies, services and works in partnership with other local Registered Social Landlords. We will enter

NORTH VIEW Housing Association

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

POLICY

PROCUREMENT

into such an arrangement where a business case demonstrates that benefits can be realised for the Association, our tenants and the wider community.

Where such joint procurement is undertaken, the joint element shall end at completion of the tender evaluation report stage. Each partner organisation shall then enter into a contract directly and individually with the contractor.

6.0 DELEGATED AUTHORITY AND BELOW-THRESHOLD PROCUREMENT

- 6.1 The Management Committee has overall responsibility for ensuring that the Association maintains appropriate governance and financial controls in relation to procurement. The Management Committee delegates authority to designated members of staff to undertake procurement and approve expenditure within the financial limits set out below, subject to approved budgets, this Policy and the Association's Financial Regulations.
- 6.2 The following delegated financial authority limits apply to individual procurement and expenditure decisions. These limits relate to the authority of individual officers to commit expenditure on behalf of the Association and must not be confused with the statutory procurement thresholds.
- 6.3 For the purpose of determining the appropriate procurement route, the estimated value of a contract will be calculated over its full anticipated duration, including any extensions or options, in accordance with applicable procurement legislation. Contracts must not be divided or disaggregated for the purpose of avoiding procurement requirements or delegated authority controls.

Works

- 6.4 Subject to the requirements of this Policy, approved budgets and the Association's Financial Regulations, officers may authorise expenditure on Works up to the following limits:

- Director – £25,000
- Maintenance & Housing Manager – £20,000
- Maintenance Officer – £5,000
- Maintenance Assistants – £2,000

All values are exclusive of VAT

Services & Supplies

NORTH VIEW Housing Association

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

POLICY

PROCUREMENT

- 6.5 Subject to the requirements of this Policy, approved budgets and the Association's Financial Regulations, officers may authorise expenditure on Services & Supplies up to the following limits:
- Director – £15,000
 - Maintenance & Housing Manager - £10,000
 - Maintenance Officer – £3,000
 - Maintenance Assistants – £1,000
- 6.6 Unregulated procurements (works below £2m or supplies/ services below £50k) will be undertaken in accordance with the Association's procurement procedures.
- 6.7 In all instances:-
- i) Authority to incur expenditure is conditional upon the expenditure being within an approved budget, programme or schedule of works authorised by the Management Committee. Where proposed expenditure falls outside an approved budget or programme, the appropriate additional approval must be obtained in accordance with the Association's Financial Regulations and Scheme of Delegation before any commitment is made;
 - ii) In the absence of the Director, the Director's delegated financial authority will be exercised by a Manager who has been formally authorised to act on behalf of the Director, in accordance with the Association's Scheme of Delegation and Financial Regulations.

Exceptional Circumstances

- 6.8 In exceptional circumstances the Association can look to make a direct appointment out-with the tendering process outlined in this policy. An exceptional situation may include one which could have immediate or potential negative: financial, resourcing, reputational, risk or regulatory implications for the Association. Any such exceptional measures will require the approval of the Committee or in immediate situations the Director who will report the decision to the Committee at the first meeting after the decision.

7.0 PROCUREMENT REGISTER

- 7.1 The Association will maintain a Procurement Register recording planned and ongoing procurement activity. The Register will identify the works, services or supplies being procured, estimated contract value, proposed procurement method, timescale and officer responsible.

NORTH VIEW Housing Association

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

POLICY

PROCUREMENT

7.2 Procurement activities will be recorded within three categories:

- *GPA Threshold Procurements*
Supplies and Services of £207,720 or more (including VAT) and Works of £5,193,000 or more (including VAT), or the applicable statutory thresholds in force at the time of procurement.
- *Regulated Procurements*
Supplies and Services of £50,000 or more (excluding VAT) and Works of £2,000,000 or more (excluding VAT), but below the applicable GPA thresholds.
- *Below-Threshold or Unregulated Procurements*
Supplies and Services below £50,000 (excluding VAT) and Works below £2,000,000 (excluding VAT).

7.3 The Procurement Register will record, where applicable, the procurement activity, estimated and final contract value, procurement method, timescale, successful contractor or supplier, contract duration, community benefits and responsible officer.

7.4 The Procurement Register will be updated as required.

8.0 REPORTING

8.1 The Management Committee will receive updates on the Procurement Register as appropriate and will review the current Register at least annually.

8.2 Where the total estimated value of the Association's regulated procurements in a financial year is £5 million or more (excluding VAT), the Association will prepare and publish a Procurement Strategy and Annual Procurement Report in accordance with the Procurement Reform (Scotland) Act 2014. The Association will comply with the Sustainable Procurement Duty and will consider the inclusion of community benefit requirements for regulated procurements with an estimated value of £4 million or more, and for lower-value procurements where appropriate and proportionate.

8.3 Where the Association is not legally required to publish an Annual Procurement Report, the Management Committee will nevertheless receive an annual report on the Association's procurement activity, including significant procurements, expenditure, community benefits and other relevant procurement outcomes.

NORTH VIEW Housing Association

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

POLICY

PROCUREMENT

9.0 FINANCE

- 9.1 Projected expenditure relating to procurement activities will be incorporated, where appropriate, within the Association's annual budget and short, medium and long-term financial forecasts.
- 9.2 Actual expenditure relating to procurement activities will be reflected within the Association's quarterly management accounts and monitored by the Management Committee against approved budgets.

10.0 TRAINING

- 10.1 The Association will provide appropriate procurement training and guidance to Committee Members and staff to ensure they understand their responsibilities under this Policy. Additional training will be provided to staff where required to ensure they have the necessary knowledge and skills to undertake procurement activities effectively and in accordance with applicable procedures.

11.0 GOVERNANCE

Personal interest

- 11.1 Committee Members and staff must declare any actual, potential or perceived conflict of interest relating to a procurement, in accordance with the Association's Codes of Conduct.
- 11.2 No person with a declared conflict of interest will participate in the relevant procurement decision. Suppliers may also be required to disclose relevant connections with Committee Members or staff.

Inducement

- 11.3 Any offer or request for an inducement, gift or other improper influence connected with a procurement must be reported immediately in accordance with the Association's Codes of Conduct and relevant procedures.
- 11.4 Canvassing or attempts to improperly influence a procurement decision are prohibited and may result in exclusion from the procurement process or other appropriate action.

NORTH VIEW Housing Association

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

POLICY

PROCUREMENT

Tender Opening

- 11.5 Tenders will be received, opened and recorded using an appropriate and secure process which maintains confidentiality, fairness and a clear audit trail in accordance with the Association's procurement procedures.
- 11.6 Details of tenders received and opened will be recorded in the Association's Tender Register, providing an appropriate audit trail of the procurement process.

12.0 EQUALITIES AND CONDUCT

- 12.1 The Association will ensure that its procurement activities comply with the Equality Act 2010 and promote equality, non-discrimination, fairness and transparency.
- 12.2 Where appropriate, suppliers and contractors will be required to demonstrate compliance with relevant equality and employment legislation and the Association's requirements.

Code of Conduct

- 12.3 Suppliers and contractors are expected to comply with the Association's Code of Conduct when dealing with tenants, owners, residents, staff and other stakeholders.
- 12.4 Failure to comply with the Code of Conduct or contractual requirements will be investigated and appropriate action taken.

END OF POLICY

AMENDMENTS

23/3/11	Policy established
26/9/12	Policy amended
25/11/15	Policy reviewed
26/10/16	Policy reviewed
11/12/24	Policy reviewed – reference to Finance Sub-Committee removed from section 8.2 to reflect governance arrangements from January 2025.
23/09/26	Policy reviewed