



Melville Housing

Sustainable Thriving Communities



Melville Housing Association
Annual Procurement Report 2024–2025

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Section 1 – Introduction

In accordance with the Procurement Reform (Scotland) Act 2014, this report constitutes Melville Housing Association's Annual Procurement Report for the financial year 2024–2025. The purpose of this report is to summarise procurement activity, demonstrate compliance with legislative requirements, and provide transparency around procurement performance.

The Association maintains a Contracts Register, which is updated regularly and available in Section 2.0 of this report. We aim to:

- Provide visibility of procurement exercises, both regulated and unregulated
- Demonstrate compliance with the Act and the Association's Procurement Policy
- Highlight the contribution of procurement activity to key business objectives
- Promote transparency for stakeholders and contractors

Note: Regulated procurement refers to: - Supplies or services ≥ £50,000 - Public works ≥ £2,000,000

Section 2 – Summary of Regulated and Unregulated Procurements

Contract	Contractor	Contract Dates	Value (inc. VAT) 2024-2025	Classification
Facilities Services at The Corn Exchange	Midlothian Council	01/04/2023-31/03/2025	£23,680	Unregulated
Grounds Maintenance	Midlothian Council	01/04/2024 – 31/03/2025	£20,926	Unregulated
Reactive Repairs & Void Maintenance	R3	01/04/2024 – 31/03/2029	£1,500,000 (RR) £480,000 (Void)	Regulated
Electrical Testing	Saltire	01/04/2024 – 31/03/2029	£200,000	Regulated
Door Replacements	Sidey	01/04/2022 – 31/03/2025	£321,000	Regulated
Bathroom Replacements	Wheatley Group	01/04/2024 – 31/03/2025	£337,000	Regulated
Roof Replacements	B & D Roofing	18/04/2016 – 31/03/2026	£438,000	Regulated
Gas Servicing, Maintenance & Installations	Saltire FM	29/09/2017 – 30/09/2027	£839,000	Regulated
Kitchen Replacements	DCL Joinery & Contractors	03/04/2018 – 31/03/2028	£258,000	Regulated
Window Replacement	CR Smith	01/04/2024 – 31/03/2025	£47,500	Regulated

Summary: - Regulated Procurements: 8 contracts - **Unregulated Procurements:** 2 contracts - Ongoing procurement durations are due to scale and complexity; all contracts undergo annual review to ensure compliance and value for money.

Section 3 – Review of Procurement Compliance

- Procurement activities adhere to Melville Housing Association's Procurement Policy, last reviewed in 2025.
- Departments follow structured procedures under guidance from the Property Manager and the Head of Asset Management.
- Staff training in procurement principles is delivered internally; key staff have completed externally delivered procurement training
- Regular assessments ensure compliance with ethical, fair, and transparent practices.
- Continuous improvement programs and internal audits are used to maintain high procurement standards.

Section 4 – Community Benefits Summary

The Association seeks Community Benefits during procurement exercises for all value-based contracts. During 2024–25, community benefits were negotiated where relevant, and initiatives focused on:

- Supporting local employment opportunities
- Offering training or apprenticeships through contractors
- Enhancing sustainability and local engagement

Section 5 – SMEs and Supported Business

- Melville Housing Association promotes participation of SMEs and Supported Businesses.
- Quick Quotes and framework agreements are used to widen access and support local suppliers.
- All future procurements will continue to consider SME engagement while ensuring value for money.

Section 6 – Future Procurement Exercises (2025–2026)

Unregulated Procurement Exercises

- Facilities Services
- Grounds Maintenance

Regulated Procurement Exercises

- Door Replacements
- Window replacements
- Bathroom replacements

All future exercises will comply with legislation and the Association's Procurement Policy.

Section 7 – Annual Procurement Report Details

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