



PROCUREMENT POLICY

Policy Classification: Strategic

Status: Approved

| | |
|--------------------------|-----------------------------|
| Policy Lead: | Director of Property Assets |
| Last Review Date: | November 2025 |
| Review Due Date: | November 2028 |
| Review Period: | 3 Years |

REFERENCE PAGE

| | |
|---|---|
| Policy Title: | Procurement Policy |
| Aim: | Ensure compliance with procurement legislation |
| Objective: | Strategic Objective 1 – The Eildon Group will ensure the highest standards of governance and partnership working are adhered to, including compliance with our regulatory framework |
| Strategy Reference: | Procurement Strategy |
| Scope of Policy: | Procurement |
| Nominated Officer: | Neil Wilson-Prior |
| Approval Source: | Board |
| Legal and Regulatory References: | <ul style="list-style-type: none"> Public Contracts (Scotland) Regulations 2015 (“the Regulations”) and the Procurement Reform (Scotland) Act 2014 (“the Act”) The Procurement Handbook |
| Consultation Completed: | N/A |
| Risk Implications: | Level 1 - Control and Information Paper - This paper contributes to the overall control of the strategic risk on governance and is linked to the strategic objective(s) SO1 – Governance |
| Equalities Impact Assessment: | Partial |
| Publish on Website: | Yes |

1.0 POLICY STATEMENT

- 1.1 Eildon will procure services, supplies and works in accordance with current legislation and best practice, adopting the principles of equal opportunity, nondiscrimination, transparency and proportionality.
- 1.2 Eildon will operate procedures and systems that enable probity, quality and value for money through the procurement process to be demonstrated.
- 1.3 Eildon will monitor and review procurement arrangements to ensure continuing high standards and value for money are achieved.
- 1.4 This policy will cover all external procurement across the Eildon Group.
- 1.5 Eildon will work in collaboration with other organisations where this would enhance the procurement process, provide value for money and the benefits received by the partners.
- 1.6 Following the conclusion of the procurement process Eildon will require a contract to be in place prior to any payment being made for works, supplies or services.

2.0 DEFINITION

- 2.1 Procurement is defined as the process through which Eildon obtain supplies, services or works in relation to the delivery of affordable homes and associated support services.
- 2.2 In relation to public procurement and this paper the following definitions apply:
 - “Works” contracts relate to those where the outcome is a building or civil engineering project to fulfil an economic or technical function
 - “Supply” contracts are those that result in the purchase, lease, rental or hire purchase of products
 - “Service” contracts are those not covered by works or supply.
- 2.3 This policy will not be applicable to works, suppliers or services specified as general exclusions in current legislation

3.0 COMMITMENT

- 3.1 Eildon will:
 - 3.1.1 Undertake all procurement activity in a professional manner to meet the requirements of all relevant legislation and best practice.
 - 3.1.2 Establish robust [Standing Orders](#) and procedures for procurement which will set out delegated authority detailing the process of authorisation and certification of expenditure.

- 3.1.3 Ensure probity, cost effectiveness, quality and value for money in relation to individual projects and their role in delivering the Association's wider objectives.
- 3.1.4 Establish and maintain a buyer profile on the Public Contracts Scotland (PCS) portal established under the requirements of the Procurement Reform (Scotland) Act 2014; at the time of publication this is www.publiccontractsscotland.gov.uk.
- 3.1.5 Prepare and publish, on our website a procurement strategy; the strategy to be approved by the Board.
- 3.1.6 Prepare and publish, on our website an annual procurement report at the end of each financial year; the report will detail the procurement activity for the year making reference to the published procurement strategy.
- 3.1.7 Prepare and publish guidance notes on how the Eildon Group will deliver their obligations in relation to:
 - Sustainable procurement duty
 - Community benefit requirements
- 3.1.8 Actively consider, where appropriate, options for joint working with similar organisations through establishing or joining framework agreements or other purchasing solutions.
- 3.1.9 Maintain a register of contracts.
- 3.1.10 Prepare clear and concise briefs for projects that identify the specific project requirements, the identified procurement route and assessment criteria considering both the quality, cost and time elements.
- 3.1.11 Provide training for all staff involved in the procurement process.
- 3.1.12 Ensure that the procurement policies and procedures are based on relevant information, knowledge of good practice and, where appropriate, benchmarking activities with other organisations and service providers.

4.0 POLICY REVIEW

This policy should be reviewed within three years unless required earlier due to changes in the law, regulation, best practice or requirements of the Association.

Title of policy/ practice/ strategy **Procurement Policy**

Lead Officer Director of Property Asset

Nominated Officer: Director of Property Assets Director of Property Asset

Is this new or revised policy, procedure, project/service? (check appropriate box)

☐ New ☒ Revised

Type of policy/ practice/ strategy Strategic

EIA Review Cycle

3 years unless the policy/practice/strategy is updated earlier.

Stage 1: Screening Record

What is the main purpose and aim(s) of the policy/practice/strategy?

Ensure compliance with procurement legislation.

Who does it affect/involve?

Eildon Housing Association staff who obtain supplies services or works in relation to the delivery of affordable homes and associated support services.

Could there be any implications (positive or negative) for people under the following protected characteristic groups in this policy/ practice (or in the process of policy development)?

Please check the relevant box per characteristic

| | Potential Implications? | | | If no, state why? |
|--|--------------------------|-------------------------------------|--------------------------|---|
| | Yes | No | Don't Know | |
| Age | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Procurement is and activity undertaken in a manner to meet the requirements of all relevant legislation and best practice. Procedures for procurement are set out in the Standing Orders. |
| Disability | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Gender reassignment | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Marriage & civil partnership | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Pregnancy & maternity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Race | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Religion or belief (including no belief) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Sex | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Sexual orientation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

If you answered yes or don't know for one or more protected characteristic group please continue to **Stage 2** and complete a full EIA, otherwise go to **Stage 4**.

Stage 2: Assessing Impact

How might the policy impact on people who share protected characteristics? Include both positive and negative impacts. If useful, here is some local census data, to be used for reference and context: [Equality, Diversity and Human Rights - what's the data telling us?](#)

| Protected Characteristic | Positive or Negative Impact | High, Medium or Low Impact ¹ | Where an impact is identified please describe this, providing any evidence as appropriate? |
|--|-----------------------------|---|--|
| Age | Choose an item. | Choose an item. | |
| Disability | Choose an item. | Choose an item. | |
| Gender reassignment | Choose an item. | Choose an item. | |
| Marriage & civil partnership | Choose an item. | Choose an item. | |
| Pregnancy & maternity | Choose an item. | Choose an item. | |
| Race | Choose an item. | Choose an item. | |
| Religion or belief (including no belief) | Choose an item. | Choose an item. | |
| Sex | Choose an item. | Choose an item. | |
| Sexual orientation | Choose an item. | Choose an item. | |

¹ High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.; Medium impact – some potential impact exists, some mitigating measures are in place, poor evidence; Low impact – almost no relevancy

Stage 2: Assessing Impact (continued)

How does the policy promote equality of opportunity² between people who share a relevant protected characteristic and people who do not?

How does the policy promote good relations between people who share a relevant protected characteristic and those who do not?

Stage 3: Decision making and monitoring

Identifying and establishing any required mitigating action

Check the box that is next the statement that reflects the impact assessment at Stage 2.

| | | | |
|---|---|-------------------------------------|---|
| A | The EIA demonstrates the policy is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. | <input checked="" type="checkbox"/> | No further action required |
| B | The EIA identifies potential problems or missed opportunities | <input type="checkbox"/> | Action Required Adjust the policy to remove barriers or better promote equality |
| C | The EIA identifies the potential for adverse impact or missed opportunities to promote equality. | <input type="checkbox"/> | Action Required Clearly set out the justifications for continuing with it |
| D | The assessment shows that the policy/ practice/ strategy demonstrates actual or potential unlawful direct or indirect discrimination. | <input type="checkbox"/> | Action Required It must be stopped and removed or changed |

² Opportunities to promote equality in respect of protected characteristics have been considered, i.e.: Eliminating unlawful discrimination, harassment, victimisation; Removing or minimising any barriers and/or disadvantages; Taking steps which assist with promoting equality and meeting people's different needs; Encouraging participation (e.g. in public life); Fostering good relations, tackling prejudice and promoting understanding

If B, C or D are selected, please state below what actions will be taken to reduce or mitigate any potential adverse or negative impacts identified?

Stage 4 – Sign Off

Select one statement as appropriate by checking the tick box:

- ☒ Following the Stage 1 screening no implications were identified for those in any of the protected characteristics groups and no Stage 2 Assessment was undertaken.
- ☐ The Equality Impact Assessment outlined at Stage 2 has been undertaken as set out in the Equality Diversity and Human Rights Policy. Any actions identified in Stage 3 have informed the development of the policy/practice/strategy and will be completed prior to its approval and implementation.
- ☐ The Equality Impact Assessment has resulted in the policy/practice/strategy not being taken forward in its current format.

EIA Completed by:

Name: Sally Spence
Position: Governance Officer
Date Completed: 04/11/2025