

The background of the slide features a large, light blue watermark of the City of Vancouver's coat of arms. The crest includes a crown with four maple leaves, a shield divided into four quadrants (top-left: saltire, top-right: stag's head, bottom-left: sailing ship, bottom-right: eagle), and a banner at the bottom with the motto 'CITY OF VANCOUVER' in a stylized font.

AGENDA ITEM

7

Planned Mail Contract



Agenda Item 7

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Planned Mail Contract
Meeting: Central Scotland Valuation Joint Board
Date: 23rd September 2016
Author: Pete Wildman, Assessor & ERO

1.0 INTRODUCTION

- 1.1 The introduction of Individual Electoral Registration (IER) has significantly increased the amount of mail that must be printed and posted by the Electoral Registration Officer.
- 1.2 The value of the consequent print and postage contract exceeds the amount I am authorised to enter into without advising the Board.
- 1.3 This report is therefore to advise the Board of the contract that has been entered into.

2.0 PLANNED MAIL CONTRACT

- 2.1 At an early stage in the planning for the introduction of IER, it was identified that there would be a significant increase in printing and postage costs.
- 2.2 Advice was sought from the Procurement Advisor at Clackmannanshire Council. Following this advice it was decided to make use of the Scottish Government's Planned Mail Framework Agreement. Following a full public tender the contract for this had been awarded to Royal Mail.
- 2.3 By making use of the Framework Agreement it avoided the Board having to carry out a complex tender process and also ensured that Best Value was obtained.

3.0 CONTRACT STANDING ORDERS

- 3.1 At this stage the final print and postage costs for the issue of the 2016 Household Enquiry Forms are not known but based on our estimated figures, it is anticipated to be in the region of £89,000.
- 3.2 The Contract Standing Orders requires that the Assessor must seek approval of the Clerk prior to entering into a contract of between £50,000 and £100,000. They also require that this is reported to the Board for information
- 3.3 I sought and received approval from the Clerk as set out in the Standing Orders.
- 3.4 This is the third year that we have used the Scottish Government's Planned Mail Framework Agreement and the Clerk's approval was also sought and obtained last year.

4.0 RECOMMENDATION

- 4.1 The Board is therefore asked to note the Planned Mail agreements with Royal Mail.

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Pete Wildman
Assessor and ERO
Date: 23rd September 2016