



CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Planned Mail Contract
Meeting: Central Scotland Valuation Joint Board
Date: 18th September 2015
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 2015 Canvass are not known but based on our estimated figures, it is anticipated to be in the region of £85,000.
- 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 second 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.

.....
Pete Wildman
Assessor and ERO
Date: 9th September 2015