



Shetland Islands Council Coastal Communities Fund Best Value Guidelines

Applicants to the Coastal Communities Fund must be able to justify actions taken and demonstrate best value for public funds as part of its Stage Two grant application. To that end, please refer to the following thresholds in Table 1 below.

Table 1

Goods, works and services	Best value requirements
Under £1,000	No quotes required, although value for money must be demonstrated
Between £1,000 and £10,000	Minimum of two quotes sought *
Between £10,001 and £50,000	Minimum of three quotes sought *
Over £50,001	Competitive tendering required **

* In the event the required number of quotes/tenders are not received by the applicant, the applicant is expected to demonstrate process undertaken. This could include providing copies of invitations to quote or tender for the project, an explanation that quotes/tenders were not readily obtainable for more than one supplier or contractor, or it can be demonstrated that no equivalent is available otherwise for technical reasons or other reasons.

** More formal tendering process required. Please note this may require you to obtain appropriate professional advice e.g. architectural, quantity surveying, legal, planning, insurance etc.

If applicants are in any doubt of what is required please contact officers in the Development Services Directorate as early as possible for guidance.

Recruitment of funded posts

Applicants to the Coastal Communities Fund seeking to employ staff as part of their project must ensure and demonstrate they have undertaken an open recruitment process for funded posts.

This should include the following:

- Post advertised
- Job profile & personal specification prepared
- Shortlisting and interviews conducted
- Appropriate level of pay (evidence of benchmarking with similar posts)

If applicants are in any doubt of what is required please contact officers in the Development Services Directorate as early as possible for guidance.

Shetland Islands Council
Development Directorate
Solarhus
3 North Ness Business Park
Lerwick
ZE1 0LZ

Tel. 01595 744915 / 743828
Email: coastalcommunitiesfund@shetland.gov.uk

Updated: Sept 2021