



Shetland Islands Council Best Value & Recruitment Guidelines

Applicants for Council grant assistance must be able to justify actions taken and demonstrate best value for public funds as part of their grant application. To that end, please refer to the thresholds in Table 1 below when justifying the costs your project.

Table 1

Cost of project item	Best value evidence 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 Economic Development Service as early as possible for guidance.

Recruitment of funded posts

Applicants for Council grant assistance 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 Economic Development Service as early as possible for guidance.

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