

Message

From: Jane MacLeod [GRO]
on behalf of Jane MacLeod [GRO]
Sent: 29/07/2015 07:10:33
To: Georgina Blair [GRO]
CC: Nisha Marwaha [GRO]; Jessica Madron [GRO]
Subject: RE: Whistleblowing service - decision required

Georgina

It seems that the decision required is:

- Same supplier (In Touch) but on different (reduced and cheaper) terms, or
- Possibility of changed supplier (Kings) on uncertain terms?

On that basis, this seems a no-brainer and we should stay with In Touch but on the revised basis.

From your email below, I understand that In Touch currently provide a service for £22,300 pa and we currently owe them £7,444 for the period 1 April to 1 July. They have agreed to de-scope the service for a reduced fee of £9,720 p.a which would be effective from 1 August provided we give them notice immediately.

Please go ahead and make the necessary arrangements. Please advise finance of what we are doing and that this is unbudgeted expenditure having been omitted from the budget. Please ensure it is factored into next year's budget!

thanks



Jane MacLeod

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Mobile number: [GRO]

From: Georgina Blair
Sent: 27 July 2015 15:59
To: Jane MacLeod
Cc: Nisha Marwaha; Jessica Madron
Subject: Whistleblowing service - decision required

Hi Jane,

As agreed, Nisha and I have worked with Toni Sless to determine whether Kings Security, the current provider of the Grapevine service, could provide us with a comparable whistleblowing service to our existing 'Speak Up' line. Kings believe they could provide a similar service but are having to scope out various technical matters with BT and have not yet been able to give us an approximate cost, despite being chased a few times. They would need to develop a number of systems and processes which they don't have at the moment, and we do not know how long it would take to get these in place.

In the meantime I have also checked with the existing provider, In Touch Ltd, to see if we could agree a revised fee based on a revised number of expected users (when we set the line up we were expecting it would cover all branches (including agents and their assistants) and so the prospective suppliers all quoted on that basis). If we restrict the line to

POL employees, contractors and agency workers (which is the approach recommended by Nisha and Jessica) In Touch can provide the service for £9,720 p.a. (as opposed to their current fee of £22,300 p.a.).

In Touch are able to switch to the new revised fee from 1 August, if we confirm that we want to do this. We currently owe them outstanding fees of £7,444 (covering the period 1st April to 31st July) and if we decide to cancel the existing contract (rather than switch it) we will need to give three months' notice (which adds up to £5,574).

Please can you let me know what you would like us to do.

Thanks,

Georgina



Georgina Blair

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GRO