

Meeting: Overview and Scrutiny

Date: 4 February 2013

Title: Use of Consultants

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Service: Strategic Human Resources

Directorate: Chief Executive's Office

Wards affected: All

1. Purpose of Report

- 1.1 To update the Overview and Scrutiny Committee on the use of Consultants. This includes companies procured to provide business specific services on behalf of the Council and individuals appointed to cover either all or some of the duties and responsibilities of posts on the Council's staffing structures.

2. Recommendations

- 2.1 It is recommended that the Committee notes this report.

3. Details

- 3.1 The Council engages in two ways with Consultants. Companies are brought in to deliver specific services based on an identified need for expertise/skills and/or resources that the Council does not have the internal capacity or capability to deliver. This can be the most cost effective and efficient way of delivering that service. These contracts are defined and set up through the Council's procurement policies to ensure the appropriate governance relating to the performance and quality assurance of these contracts.
- 3.2 In addition the Council will from time to time engage either an individual or several individuals through a Recruitment Agency to cover posts on the Council's staffing structures. Assignments can be governed in one of two ways. The Council can enter into a contract for services in which the individual is not an employee of the Council or they become an employee of the council under an employment contract of service for a period of time. Both these types of assignment tend to be for a specific or temporary period of time dictated by the nature of the duties and responsibilities of the posts(s) being covered and the context in which the jobs are being delivered.

- 3.3 Often the employment requirements are short term to cover sickness absence; maternity/paternity leave or a specific time limited project or piece of work.
- 3.4 More medium term arrangements are often linked to recruitment and retention issues or where the service or organisation is going through major change and staffing requirements may be in a transitional phase before more permanent arrangements are established through a period of consultation with residents and the workforce.
- 3.5 The Council has a Framework Agreement in place for Executive Recruitment. This was set up through the procurement process and has six suppliers contracted on a call off basis. The Framework exists to support recruitment exercises for very senior management appointments either on a permanent or temporary basis. To date the Framework has only been used in the interim appointment of the Chief Executive.

Spend on Consultants in 2012 to date.

- 3.6 The analysis completed details expenditure during 2012/13 on organisations classified as “Consultant” within the Council’s Procurement Systems. Included is analysis by supplier, analysis by directorate and analysed by subjective code – that is the description of the type of expenditure.

Spend on Consultants for 2013/14.

- 3.7 Based on the analysis of 2012/13 it isn’t possible to determine what spend on consultants will be in 2013/14 due to the broad range of subjective that this type of expenditure relates to.

4. Appendices

- 4.1 Appendix A sets out:
 - 1. Staffing posts being filled temporarily by Consultants/Agency Staff up to 1 April 2013.
 - 2. Staffing posts being filled temporarily by Consultants/Agency Staff past 1 April 2013.
- 4.2 Appendix B – Analysis of “Consultant” spend in 2012 to date through the Procurement System.