

CONSULTANCY CONTROL FORM

SECTION 1: TO BE COMPLETED AND AUTHORISED PRIOR TO THE ENGAGEMENT OF ALL CONSULTANTS		
Section 1, once completed and authorised, must be emailed to Lisa Price / Andy Argyle (Procurement team) <u>prior</u> to the procurement of the consultant.		
Portfolio & Service Area:		
Proposed contract start date:	Proposed contract end date:	
Agreed Consultancy hours per week / agreed hours across project		
Total estimated cost of engagement:	Budget code:	
£		
Reason for engagement of consultant: Summarise the resource requirements and provide a description of the key benefits that will be delivered as a result of this engagement.		
Objectives of the engagement: Outline SMART deliverables and Measures of Success for the engagement.		
Proposed procurement route: Indicate the proposed procurement route (with explanation as appropriate).		
Skills transfer & exit strategy: Outline how skills will be transferred to internal staff at the end of the engagement.		
Risks to the success of the engagement: What are the main risks to the success of the engagement and how will they be managed?		
Contract Monitoring		
Name of contract manager responsible for monitoring performance / delivery	Key performance measures	Frequency of measurement

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Programme Board to which progress will be reported (highlight as appropriate):	<ul style="list-style-type: none"> Asset Programme Board Planning and Environment Programme Board Modernising Social Services Board Education Modernisation Board Customer Programme Management Board HRA Steering Group Streetscene and Transportation Programme Board Procurement Board / Corporate Programme Board 	

What alternatives to the appointment of a consultant have been explored and what are the reasons for not pursuing them?

Option	Reason for not pursuing

Consultancy Control Form Completed by:

Position	Name	Date	Signature
Contact number		Email address	

Consultancy Control Form Authorisation and Sign off:

ALL CONSULTANCY ENGAGEMENTS UNDER £25K TO BE APPROVED BY THE CHIEF OFFICER, GOVERNANCE.
 ALL PROPOSED SPEND OF £25K AND OVER TO BE APPROVED BY THE CHIEF EXECUTIVE

Case accepted or rejected?	Accepted <input style="width: 80px; height: 20px;" type="text"/>	Rejected <input style="width: 80px; height: 20px;" type="text"/>	
Position	Name	Date	Signature

Comments

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SECTION 2:		
TO BE UPDATED FOLLOWING PROCUREMENT OF THE CONSULTANT		
Portfolio & Service Area:		
Post Procurement Information		
Project Name		
Consultant appointed		
Agreed price & budget code	£	
Is the agreed price in line with the estimated cost in the original business plan? If not then reasons to be provided.		
Agreed start and end date for contract	Start Date:	End Date:

SECTION 3:	
TO BE UPDATED ON COMPLETION OF THE CONSULTANCY PROJECT	
Post Assignment Review	
Total Cost Incurred	£
State the reason for any increase in costs above the 'agreed price'.	
State the reason for any delay in project completion.	
Detail any efficiency savings delivered or secured by the project.	
Were the original business objectives met?	
Were any additional benefits identified?	
Will internal staff now be able to carry out this work in the future (transfer of skills)?	
Was formal contract monitoring undertaken as outlined at the planning stage?	
Please rate the overall service purchased (with explanations for any rating less than 'satisfactory').	<input type="checkbox"/> Very good <input type="checkbox"/> Poor <input type="checkbox"/> Good <input type="checkbox"/> Very Poor <input type="checkbox"/> Satisfactory

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Comments:	
Completed by:	Date of Completion:
Consultant 360° review of engagement	
Summary of comments from consultant following the completion of the engagement (comments re procurement process / management of engagement, etc).	

These documents are to be retained for 6 years following the end of the consultancy engagement for review by Internal Audit and for other cost management and monitoring purposes.