

New Consultancy Definition

With immediate effect we are using a new definition for Consultancy spend. Purchase Orders must only be coded to consultancy detailed codes if the spend meets the following definition.

Consultancy is;

The provision of objective advice relating to **strategy, structure or management**.

Whilst Consultancy costs are likely to include the **identification of options with recommendations**, and may also include assistance with the **implementation of solutions**, the options, recommendation and solutions **must** relate to the **strategy, structure or management** of the Authority.

If proposed spend meets this definition it should be coded using the following detailed codes:

424A: Retained Consultant: Contract in place for the periodic provision of objective advice around strategy, structure or management (e.g. advisors to the Pension Fund).

424B: Project Consultant: Work on defined and time limited strategic or operational projects relating to strategy, structure or management (e.g. Consultants appointed to provide advice around Single Status or appointed to look at processes linked to the strategy, structure or management of the Authority).

Any proposed spend which does not meet the new definition of consultancy spend will have to be coded elsewhere on the ledger – some examples are given below;

<i>Type of spend:</i>	<i>Code to:</i>
<i>Food safety & standards testing</i>	4248 – Sample Analysis
<i>Legal Counsel Opinion</i>	422B – Legal / Counsel Fees
<i>Occupational Health contract costs</i>	7217 – Occupational Health
<i>Mediation services</i>	422B – Legal / Counsel Fees
<i>IT system implementation</i>	4331 – Purchase - Software
<i>Software support</i>	4353 – Software Maintenance
<i>Asbestos monitoring</i>	1268 – Asbestos Monitoring
<i>Technical services</i>	422F – Sub Contractors
<i>Provision of training</i>	422M – Training Providers
<i>Architects fees</i>	1259 – Service Agreements Architects
<i>Health and Safety advice & services</i>	1263 – Health & Safety Buildings
<i>Energy conservation advice & services</i>	1261 – Fuel Efficiency Buildings
<i>Site investigation contractors</i>	1251 – Architects R&M Maintenance
<i>Legal fees</i>	422B – Legal / Counsel Fees