

**NORTH LINCOLNSHIRE COUNCIL**

**POLICY & RESOURCES CABINET MEMBER**

**CONSULTANT USAGE – QUARTER 1 2012/2013**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 Cabinet has introduced a protocol for the use of consultants as part of a package of cost management measures.
- 1.2 The protocol requires services to report their use of consultants on a quarterly basis. This reporting requirement was formally adopted as part of the council's updated contract procedure rules in May 2012.
- 1.3 This report for Quarter 1 2012/13 has been produced by the council's procurement team in conjunction with service areas.
  - The council spent £134,377 on consultancy services in the first quarter of 2012/2013. This represents a marked reduction in expenditure compared to the same period in 2011/12.
  - Consultancy to support major projects – BSF, Baths Hall and Waste accounted for c.47% of the total spend. Other construction related consultancy accounted for 33% of total spend.
  - Overall services have reported that their use of consultants has been effective.

**2. BACKGROUND INFORMATION**

- 2.1 The protocol for managing consultancy was introduced as part of a package of cost management measures in 2011. The protocol requires services to report their use of consultants on a quarterly basis for 2012/13. This reporting requirement was formally adopted as part of the council's updated contract procedure rules in May 2012.
- 2.2 Following the introduction of the protocol, the council has benefited from a significant reduction in consultancy spend in the region of £1m during 2011/12.
- 2.3 This report sets out a summary of consultancy usage for Quarter 1 2012/2013. During that period the council spent £134,377 on consultancy services. This represents a reduction of c. £300k compared to the same period in 2011/12. Detailed findings are presented at Appendix A.

- 2.4 The council spent £64,065 on consultancy to support major projects in Quarter 1 representing c.47% of total spend. The tables below detail Quarter 1 expenditure compared to the previous financial year:

**Spend Comparison:**

	Q1 11/12	Q1 12/13
<b>Major Projects Spend</b>	<b>£200,772</b>	<b>£64,065</b>
<b>Total Spend</b>	<b>£438,008</b>	<b>£134,377</b>

**Spend by Major Project (2012/13):**

Project	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Financial Year To-date
BSF	£50,177	-	-	-	£50,177
Baths Hall	£5,399	-	-	-	£5,399
Waste	£8,489	-	-	-	£8,489
<b>Total</b>	<b>£64,065</b>	-	-	-	<b>£64,065</b>

**Spend by Directorate:**

	Q1 2012/13	Qtr 2 2012/13	Qtr 3 2012/13	Qtr 4 2012/13	Financial Year To-date
Policy & Resources	Nil	-	-	-	Nil
People	Nil	-	-	-	Nil
Places	£84,200	-	-	-	£84,200
BSF	£50,177	-	-	-	£50,177
<b>Total</b>	<b>£134,377</b>				<b>£134,377</b>

- 2.5 Whilst there is no universally accepted definition of consultant, services have used the following guidance in preparing their returns:

*“A consultant is a person (not an employee), agency or firm engaged for a limited period of time on a fee basis to carry out a specific task or tasks. A consultant provides subject matter expertise and/or experience to the Council either because it does not possess the skills or resources in-house or because an independent evaluation is required. A consultant does not include agency staff/interim employed to cover vacancies or peaks in workload etc”.*

- 2.6 Services engaging consultants reported that overall they have been satisfied with performance and effectiveness. Details are set out in Appendix A.

**3. OPTIONS FOR CONSIDERATION**

- 3.1 As this is an information report there are no options to be considered.

**4. ANALYSIS OF OPTIONS**

- 4.1 See 3.1 above

## **5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

### **5.1 Financial**

Effective and transparent engagement of consultants and the monitoring of their performance will help to improve the value the council obtains from the commissions. The continued downward trend in expenditure will support the council's financial plans going forward.

### **5.2 Staffing** None

### **5.3 Property & IT** None

## **6. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 CRIME AND DISORDER, RISK AND OTHER)**

None

## **7. OUTCOMES OF CONSULTATION**

7.1 This report has been prepared following extensive consultation with services.

## **8. RECOMMENDATION**

8.1 That the findings set out in this report for Quarter 1 2012/13 are noted.

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17 JULY 2012

### **Background Papers used in the preparation of this report:**

Consultant Usage Reports Q1 2012/13

## Appendix A

Project Title	Reason for Engaging Consultant	Key Deliverables	Performance of Key Deliverables	Cost £
<b>Policy &amp; Resources</b>				
Nil Return				
<b>People</b>				
Nil Return				
<b>Places</b>				
Normanby Hall Enterprise Park	Independent Evaluation	Consultant engaged in the reclamation of Normanby Enterprise Park.	Good	10,402.00
Castledyke Primary School - Extension	Expertise / Experience	Provide Structural Engineering Design services as part of the project team	Excellent	400.00
Willoughby Road Primary School - Extension to accommodate Infant School	Expertise / Experience	Provide Structural Engineering Design services as part of the project team	Excellent	757.44
Midland Road - Condition Survey	Expertise / Experience	Provide Structural Engineering Design services as part of the project team	Excellent	420.72
Melior College - Demolition of Block A	Expertise / Experience	Provide Structural Engineering Design services as part of the project team	Excellent	2,098.50
Winterton Hub - Community Café	Expertise / Experience	Provide Structural Engineering Design services as part of the project team	Excellent	2,629.69
Broughton Village Hall - Library and Community Facility	Expertise / Experience	Provide Structural Engineering Design services as part of the project team	Excellent	1,078.28
Brigg Primary school - Classroom Extension	Expertise / Experience	Provide Structural Engineering Design services as part of the project team	Excellent	1,072.92
Silica Park - New Children's Home	Expertise / Experience	Provide Structural Engineering Design services as part of the project team	Excellent	938.78
The Angel - Refurbishment of First Floor	Expertise / Experience	Provide Structural Engineering Design services as part of the project team	Excellent	990.00
Kendale Road - Alterations to Site	Expertise / Experience	Full Design Service	Satisfactory	1,260.00
Willoughby Road Primary School - Extension to accommodate Infant School	Expertise / Experience	Architectural Services, as part of the project team	Excellent	2,524.80
Baths Hall - New Entertainment Venue	Expertise / Experience	Provision of Health and Safety/CDM Services as part of Project Team	Good	3,500.00
Broughton Village Hall - Library and Community Facility	Expertise / Experience	Provision of Health and Safety/CDM Services as part of Project Team	Excellent	420.72

## Appendix A

Winterton Hub - Community Café	Expertise / Experience	Provision of Health and Safety/CDM Services as part of Project Team	Excellent	946.69
Westcliffe Primary School - 315 Place Primary School	Expertise / Experience	Provision of Health and Safety/CDM Services as part of Project Team	Excellent	2,150.00
Brigg Primary school - Classroom Extension	Expertise / Experience	Provision of Health and Safety/CDM Services as part of Project Team	Excellent	378.72
Melior College - Demolition of Block A	Expertise / Experience	Provision of Health and Safety/CDM Services as part of Project Team	Excellent	1,141.29
Silica Park - New Children's Home	Expertise / Experience	Provision of Health and Safety/CDM Services as part of Project Team	Excellent	515.41
Baths Hall - New Entertainment Venue	Expertise / Experience	Provision of specialist theatre design services.	Good	1,899.65
Westcliffe Primary School - 315 Place Primary School	Expertise / Experience	Provision of Acoustician Services.	Good	3,700.00
Broughton Village Hall - Library and Community Facility	Expertise / Experience	Provision of a Ground investigation report and Electrical engineering services.	Excellent	3,195.00
Willoughby Road Primary School - Extension to accommodate Infant School	Expertise / Experience	Provision of SBEM & EPC Services.	Excellent	2,695.00
Melior College - Demolition of Block A	Expertise / Experience	Provision of a bat survey.	Excellent	869.00
Westcliffe Primary School - 315 Place Primary School	Independent Evaluation	Provision of BREEAM services.	Excellent	4,856.70
Goxhill Primary School - Integrated Services Centre	Expertise / Experience	Supply of Oil spill site investigation report	Good	4,366.10
Silica Park - New Children's Home	Expertise / Experience	Provision of a Noise Impact Assessment.	Excellent	2,350.00
Brigg Primary School - New School Roof	Expertise / Experience	Roofing Consultant	Good	1,046.57
Silica Park - New Children's Home	Expertise / Experience	Provision of a Flood Risk assessment and Topographical Levels	Good	1,338.78
Westcliffe Primary School - 315 Place Primary School	Expertise / Experience	Provision of an Energy Performance Certificate	Good	766.66
North Lincolnshire Developments LTD	Advice not available within Council expertise	Attend NLD meetings to obtain information on two occasions	Good	3,704.70
Independent Accreditation for ISO 9000	Independent Evaluation	Provide independent accreditation and external audit	Good	583.00
Checking of Structural Engineering aspects of Building Regulation Applications (value up to £500k)	Expertise / Experience	Provide engineering service	Good	1,539.00
Local Impact Report & Statement of Common Ground for Able Marine Energy Park application to IPC	On-going project & expertise	Prepare draft of Local Impact Report & Statement of Common Ground.  Attend initial project meeting(s)	Satisfactory  Good	490.98

## Appendix A

Punctuality improvement partnership	Expertise / Experience	Carry out Punctuality surveys required by the DFT	Satisfactory	882.29
Strategic Housing Market Assessment	Expertise / Experience	Prepare and deliver in accordance with the briefs objectives.  Prepare draft for internal review.	Excellent  Excellent	6,801.50
Funding Bid for DEFRA Contaminated Land Capital Projects, Investigation & Assessment of Midland Rd former Landfill	No in house skills to scope the required documents	Peer review councils desk top study. Prepare scope of works for future intrusive site investigation & funding bid for Part IIA site.  Prepare scope of work for Cottage Beck Rd Depot to assess need for additional risk management measures	Good  Good	1,000.00
Waste contracts	Expertise / Experience	Prepare and deliver waste management strategy	Satisfactory	6,394.00
Landfill Site Aftercare - Waste Management	Expertise / Experience	Maintain inspection/sampling regime. Interpret results/make recommendations. Consider future management strategy. Prepare quarterly report	Satisfactory	2,095.50
<b>Building Schools for the Future (BSF)</b>				
BSF	Expertise / Experience	Mechanical engineering commissioning and compliance approvals. Proposal and implementation investigating defects and post handover compliance	Good	3,870.00
BSF	Expertise / Experience	Specialist Legal advice and drafting on BSF contractual documents. Specific legal advice on contract variations	Good	3,222.50
BSF	Expertise / Experience	Contract and cost management Project development Specific Employers agent functions to agree contract costs and variations	Good	39,834.50
BSF	Expertise / Experience	Specialist VAT & Financial advice relating to Academies	Good	3,250.00