

**NORTH LINCOLNSHIRE COUNCIL**

**FINANCE, PROCUREMENT & IT CABINET MEMBER**

**CONSULTANT USAGE - QUARTER 3 2011/2012**

**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.
- 1.3 This report for Quarter 3 2011/12 has been produced by the council's procurement team in conjunction with service areas.
- 1.4 The key points in this report are:
  - The council spent £219,160 on consultancy services in the third quarter of 2011/2012.
  - Consultancy to support major projects i.e. The Pods, Baths Hall New Entertainment Venue, Waste and BSF accounted for c.56% of the total spend. Other construction related consultancy accounted for c.20% of total spend.
  - Total expenditure on consultants to 31 December 2011 is £988,308.
  - Services have reported that overall the use of consultants has been effective.

**2. BACKGROUND INFORMATION**

- 2.1 Cabinet has introduced a new protocol for the use of consultants as part of a package of cost management measures. The protocol requires services to report their use of consultants on a quarterly basis for 2011/12.
- 2.2 This report sets out a summary of consultancy usage for Quarter 3 2011/2012. Detailed findings are presented at Appendix A.
- 2.3 The council spent £219,160 on consultancy services in Quarter 3. The tables below compare expenditure with previous quarters/financial years and provide a breakdown of spend by service and major project:

**Table 1: Spend by Period/Year**

Year	Total Spend
<b>Q1, Q2, Q3 2011/2012</b>	<b>£0.988m</b>
2010/2011	£2.3m
2009/2010	£2.8m
2008/2009	£2.0m
2007/2008	£1.0m
2006/2007	£2.6m

**Table 2: Spend by Service**

Service	Consultancy Spend Quarter 1 2011/12 £	Consultancy Spend Quarter 2 2011/12 £	Consultancy Spend Quarter 3 2011/12 £	Total Financial Year To-date
Adult Services	Nil	Nil	Nil	Nil
Children & Young People's Service	Nil	Nil	Nil	Nil
Corporate & Community Services	£138,000*	Nil	Nil	£138,000*
Finance	Nil	Nil	Nil	Nil
Infrastructure	£173,204	£165,017	£92,498	£430,719
Building Schools for the Future	£41,636	£54,693	£63,767	£160,096
Neighbourhood & Environment	£70,829	£84,481	£24,567	£179,877
Strategic Planning & Regeneration	£14,339	£26,949	£38,328	£79,616
<b>TOTAL</b>	<b>£438,008</b>	<b>£331,140</b>	<b>£219,160</b>	<b>£988,308</b>

*\*RIEP funded – commissioned by former Strategy Development Team prior to Reshaping*

**Table 3: Spend by Major Project**

Project	2010/11	Qtr 1 11/12	Qtr 2 11/12	Qtr 3 11/12	YTD
BSF	£267,802	£41,636	£54,693	£63,767	£160,096
Entertainment Venue	£250,489	£54,160	£27,529	£41,192	£122,881
Waste	£478,141	£59,029	£71,365	£16,968	£147,362
The Pods	£200,728	£45,947	£15,766	£1,606	£63,319
<b>Total</b>	<b>£1.197m</b>	<b>£200,772</b>	<b>£169,353</b>	<b>£123,533</b>	<b>£493,658</b>

2.4 As detailed above, consultancy for major projects i.e. The Pods, Baths Hall New Entertainment Venue, Waste and BSF accounted for c. 56% of total spend in Quarter 3. Other construction related consultancy accounted for c. 20% of total spend.

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 have 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.

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 in conjunction with services.

### **8. RECOMMENDATION**

8.1 That the findings set out in this report for Quarter 3 2011/12 are noted.

DIRECTOR OF FINANCE

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J Whaler  
26 January 2012

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

Consultant Usage Reports Q1, Q2 & Q3 2011/12

Consultancy Usage Report 2010/2011 – June 2011

Project Title	Reason for Engaging Consultant	Key Deliverables	Cost
<b>Adult Social Care</b>			
Nil Return			
<b>Children &amp; Young People's Service</b>			
Nil Return			
<b>Corporate &amp; Community Services</b>			
Nil Return			
<b>Finance</b>			
Nil Return			
<b>Infrastructure</b>			
Checking of Structural Engineering aspects	Expertise/ Experience	Check and respond with specified timeframe	1,282
Checking of Structural Engineering aspects	Expertise/ Experience	Check and respond with specified timeframe	958
Punctuality Improvement Partnership	Expertise/ Experience	Carry out 14 bus punctuality surveys, 1 <sup>st</sup> Oct to 10 Dec 2011	551
Baths Hall – New Entertainment Venue	Expertise/ Experience	Provide Structural Engineering Design Services as part of the project team	1,750
Baths Hall – New Entertainment Venue	Expertise/ Experience	Provide Architectural Design services as part of the project team	11,285
Baths Hall – New Entertainment Venue	Expertise/ Experience	Provision of specialist theatre design services as part of the project team	13,389
Baths Hall – New Entertainment Venue	Independent Valuation	Legal Advice – Contractual negotiations for the operator contract	567
Baths Hall – New Entertainment Venue	Expertise/ Experience	Provision of Clerk of Works Services as part of the project delivery team	7,500
Baths Hall – New Entertainment Venue	Expertise/ Experience	Provision of a Traffic Impact Assessment as part of the project team	463
Baths Hall – New Entertainment Venue	Expertise/ Experience	Research and Review of the weather claim for the Baths Hall	7,237
The Pods	Expertise/ Experience	To act as project manager as part of the project delivery team	428
The Pods	Expertise/ Experience	Provision of a Safety Audit	1,178
Carlton St Multi Storey Car Park – demolition	Expertise/ Experience	Provide Structural Engineering Design as part of the project team	200
Normanby Enterprise Park	Independent Valuation	Consult Engineer engaged in the reclamation of Normanby Enterprise Park	3,850
Normanby Hall – Restoration of Deer Barn	Expertise/ Experience	Provide Structural Engineering Design services as part of the project team	804

## Appendix A

Building Works Depot Northampton Rd – Alterations to depot	Expertise/ Experience	Provide Architectural Design Services as part of the project team	3,587
Manifold Rd Showmans Site – Refurbishment of site	Expertise/ Experience	Provision of Health & Safety/CDM Services as part of project team	2,172
Maintenance/Design Procurement Advice	Expertise/ Experience	Development of NBS Specification	3,491
Bottesford Junior School – Wall Repair Work	Expertise/ Experience	Provide Structural Engineering Design Services as part of the project team	650
Westcliffe Primary School – 315 Place Primary School	Expertise/ Experience	Provide Structural Engineering Design Services as part of the project team	2,150
Bowmandale Primary School – Classroom Extension	Expertise/ Experience	Provide Structural Engineering Design Services as part of the project team	591
Berkeley Junior School – Internal Building Work	Expertise/ Experience	Provide Structural Engineering Design Services as part of the project team	610
Scunthorpe Primary School – Internal Remodelling	Expertise/ Experience	Provide Structural Engineering Design Services as part of the project team	199
Castledyke Primary School – Extension	Expertise/ Experience	Provide Structural Engineering Design Services as part of the project team	4,424
Barton St Peters Primary School – Solar Panels	Expertise/ Experience	Provide Structural Engineering Design Services as part of the project team	300
Kirton Lindsey Primary School – Childrens Centre	Expertise/ Experience	Provide Architectural Design Services as part of the project team	2,143
Epworth Primary School – Childrens Centre	Expertise/ Experience	Provide Architectural Design Services as part of the project team	1,726
Riddings Infant School – Demolition of School Hall	Expertise/ Experience	Provide Architectural Design Services as part of the project team	5,760
Messingham Primary School	Expertise/ Experience	Provision of Site Waste Management Plan	200
Messingham Primary School	Expertise/ Experience	Provision of Health & Safety/CDM services as part of project team	300
Winterton Infant School – Roofing Works	Expertise/ Experience	Provision of Health & Safety/CDM services as part of project team	560
Westcliffe Primary School – 315 Place Primary School	Expertise/ Experience	Provision of BREEAM Services	735
Westcliffe Primary School – 315 Place Primary School	Expertise/ Experience	Provision of Acoustic Consultancy Services	800
Westcliffe Primary School – 315 Place Primary School	Expertise/ Experience	Provision of Ground Investigation report	3,005
Goxhill Primary School – Integrated Services Centre	Expertise/ Experience	Supply of oil spill site investigation report	1,817

Riddings Junior School – Extensin to accommodate Infant School	Expertise/ Experience	Provision of a Topographical and Buildings Elevation Survey	3,653
Castledyke Primary School – Extension	Expertise/ Experience	Provision of a Ground Investigation Report	2,183
			<b>Total 92,498</b>
<b>BSF</b>			
BSF	Expertise/ Experience	Contract and cost management	44,800
		Project Development	
BSF	Expertise/ Experience	Electrical Engineering Proposal and Implementation	4,180
BSF	Expertise/ Experience	Mechanical Engineering Proposal and Implementation	9,438
BSF	Expertise/ Experience	Legal Advice and Drafting	5,349
			<b>Total 63,767</b>
<b>Neighbourhood Services</b>			
Fleet – ICT Upgrade Project	Expertise/ Experience	Upgrade of ICT – ongoing project	1,800
Streetscenes & Landscapes – Servitor Upgrade Project	Expertise/ Experience	Upgrade of ICT – ongoing project	4,200
Waste Contracts	Expertise/ Experience	Legal Advice – Legal Drafting of Contract Documents	11,647
Waste Contracts	Expertise/ Experience	Advice on Options going forward	1,800
Waste Contracts	Expertise/ Experience	Advice on Options going forward	818
Belton Landfill Site Aftercare and Monitoring	Expertise/ Experience	Maintain inspection/sampling regime	2,702
		Interpret results/make recommendations	
		Consider future management strategy	
		Prepare Quarterley Report	
Electronic Document Management	Expertise/ Experience	ICT System Archiving	1,600
		ICT System upgrade and EDM	
			<b>Total 24,567</b>
<b>Strategic Planning &amp; Regeneration</b>			
Sustainability Appraisal/Strategic Environmental Assessment/Habitat Regulations Assessment of LDF Minerals and Waste Development Plan Document	Independent Evaluation	Prepare and deliver recommendations within specified timeframe	2,352
		Participate in Stage Reviews	
	Independent Evaluation	Prepare and Deliver final analysis	
	Independent Evaluation		

## Appendix A

Consultancy advice on proposed retail development at Trent Valley Garden Centre, Doncaster Road, Scunthorpe	Independent Evaluation	Independent analysis of Sequential approach & Independent analysis of Impact Assessments submitted by consultants	5,400
Sustainability Appraisal/Strategic Environmental Assessment/Habitat Regulations Assessment of LDF Housing and Employment Development Plan Document	Independent Evaluation Independent Evaluation Independent Evaluation	Prepare and deliver recommendations within specified timeframe Participate in Stage Reviews Prepare and Deliver final analysis	6,122
North Lincolnshire Strategic Housing Market Assessment	Expertise/ Experience	Undertake survey work and independent analysis of results within specified timeframe.	13,420
South Humber Bank Mitigation Strategy and Ecology Group (	Expertise/ Experience	Prepare and deliver the South Humber Mitigation Strategy Management of Ecology Group	11,034
		<b>Total</b>	<b>£38,328</b>