

## Appendix A: Engagement of a Consultant

Engaging a consultant is a procurement activity and Serco Procurement must be involved in the process. It is important that any expenditure in relation to engaging consultants must be in accordance with the council's Contract Rules.

A summary of the process for engagement of a consultant is outlined below.

**STEP 1:** The requirement for a consultant is identified.

Consultants are not held against an existing post on the establishment.

**STEP 2:** A business case must be written and approved on Verto.

**STEP 3:** Please consult with Legal and Serco Procurement to ensure your engagement of a consultant is completed in accordance with the Contract Rules and Consultant, Interim and Agency Worker Policy.

**STEP 4:** There are three options available in order to engage a consultant:

**Option 1:** Where the contract value is between £5k and £50k three quotations are required; or for a value between £50k and £164k (EU threshold) a tender with four bids. For consultant engagements over £25,000 to also place advert on Contracts Finder;

**Option 2:** Utilise one of the council's partnership contracts via a call-off arrangement where the consultant engagement falls within the scope of the partnership contract;

**Option 3:** Utilise a public framework or other framework for the provision of consultants where the council is permitted to call-off from that framework.

**STEP 5:** In accordance with HMRC Regulations, the consultant's IR35 status must be determined. A decision will be required for each consultant engaged. HMRC provide an Employment Status (ESS) tool that assists in determining IR35 status. Please contact Legal.

**STEP 6:** Governance approval is required before the consultant is engaged. You must not engage a consultant without the relevant governance in place. Depending on value this will be either:

Director's Contract Award Report under £50k, which requires approval from your Director.

Director's Contract Award Report over £50k, which requires approval from Legal, Finance, Procurement and your Director

**STEP 7:** You MUST notify the council's Recruitment & Retention Manager, James Fordham, once you have completed the above process. The consultant's engagement and IR35 status MUST be recorded by the Recruitment & Retention Manager.

**STEP 8:** Contact Legal to discuss contract formalities.

**STEP 9:** Consultant's engagement may formally commence.

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