

BEST VALUE AND CORPORATE RESOURCES POLICY OVERVIEW COMMITTEE

REVIEW OF THE USE OF AGENCY STAFF AND CONSULTANTS

RESPONSE OF THE EXECUTIVE

The Cabinet considered the recommendations from the Review at their meeting on 3 April 2006.

Rec No.	Recommendation	Response of the Executive
1.	That a centralised list of consultants used by the Council should be maintained.	All recommendations were approved by the Cabinet with the proviso that any new procedures be delegated to the Director of Strategic Resources and must be sufficiently flexible and responsive to allow for prompt hiring when necessary.
2.	That when there is a need to appoint someone for a time limited piece of work, the Council's policy should be to look within existing staff first to see if anyone has the required skills.	
3.	When the use of consultants is being considered, a full assessment on the risks of not undertaking the work should be carried out.	
4.	When a contract comes to an end, a full review of the work and a view on the value for money should be undertaken. These should be kept centrally so that there is a corporate record of the suitability of consultants.	
5.	There should be a clear process and procedure in place for deciding whether or not to appoint a consultant and this should form part of the Council's Constitution. This should include levels of authorisation e.g. Cabinet Member, Director, Head of Service, Senior Manager and when the tender process should be used for obtaining the services of a consultant. This will ensure that there is a clear audit trail for the whole appointment process.	
6.	Each project should be assessed individually and a reasoned decision made as to whether or not to appoint a consultant. No additional pieces of work should be given to a consultant without this process having been gone through.	
7.	Full terms of reference for each appointment should be drawn up and approved by the relevant Director or Head of Service.	
8.	The relevant committee should monitor the work of the Programme Boards to ensure that the new project management processes are being implemented in all areas of the Council's work.	
9.	Guidance on the use of agency and temporary staff, including the full implications of employing such staff, should be developed and provided to all managers.	
10.	That all managers are made aware of the proposed changes to the legislation regarding agency employees and that its impact should be considered before employing such staff, if the changes are introduced.	
11.	The use of agency staff for engagements longer than three months should be discouraged.	
12.	That the monitoring of the use of agency staff should be centralised so that the number of agency staff employed by the Council is known, along with how long they have been employed for and which departments use agency staff regularly.	
13.	That HR progress their work on succession planning and recruitment quickly to enable the Council to move forward as an employer of choice.	

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