

**December 2018**  
**Management Circular No. 84**

To Heads of all Educational Establishments

## **Guidance on the Use of Consultants**

1.1 To ensure that Glasgow City Council has appropriate measures in place with regard to the appointment and contract monitoring of consultants, documentary evidence is required to support their appointment including evidence that the Council's Standing Orders Relating to Contracts have been adhered to (Management Circular No. 58) where required.

1.2 Consultancy work has been defined by Internal Audit and Inspection as:

*'the provision of advice/research/expertise leading to the award of a contract or a policy change, rather than operational work, e.g. consultants involved in surveying, engineering in the construction industry or engaged to undertake specialised staff training and development'.*

The equivalent Education operational commission would include staff training and development, leadership and classroom practice etc.

1.3 All Glasgow City Council services are required to maintain a Register of Consultancy Services, to be submitted to Internal Audit and Inspection on request. This Register is maintained by the Head of Service Development and is compiled from information that must be provided by any officer commissioning consultancy work. The attached form (CONS1) has been designed to assist in capturing all relevant details.

1.4 This Management Circular provides guidance for the first stages of the commissioning process. Separate guidance is in place for payment once approval to engage has been secured:

- For payments to an individual, Management Circular No. 94 provides the appropriate guidance;

- For payments to a registered company, the Education '*Statement of Roles and Responsibilities*' available on Connect must be followed.

1.5 The necessary steps involved in commissioning consultancy work and ensuring payment is illustrated in the flowchart attached as Appendix 1.

### **1.5.1 Consultancy Work Commissioned < £5,000**

For one-off consultancy that will be below £5,000 in value, the officer may proceed without further reference to these instructions. Note, however, that where the consultant is engaged on a number of occasions, regardless of financial year, and the cumulative value of the engagement is likely to exceed £5,000, this Management Circular will come into force.

### **1.5.2 Consultancy Work Commissioned £5,000 <> £20,000**

Form CONS1 should be completed and approved prior to the engagement of consultants where the value of the work commissioned is in excess of £5,000 regardless of timescales for delivery (e.g. when extending over two financial years).

A minimum of three quotes should be obtained and details recorded on CONS1. If the request is to contract with a sole provider without following a three-quote process, the justification must be provided on CONS1.

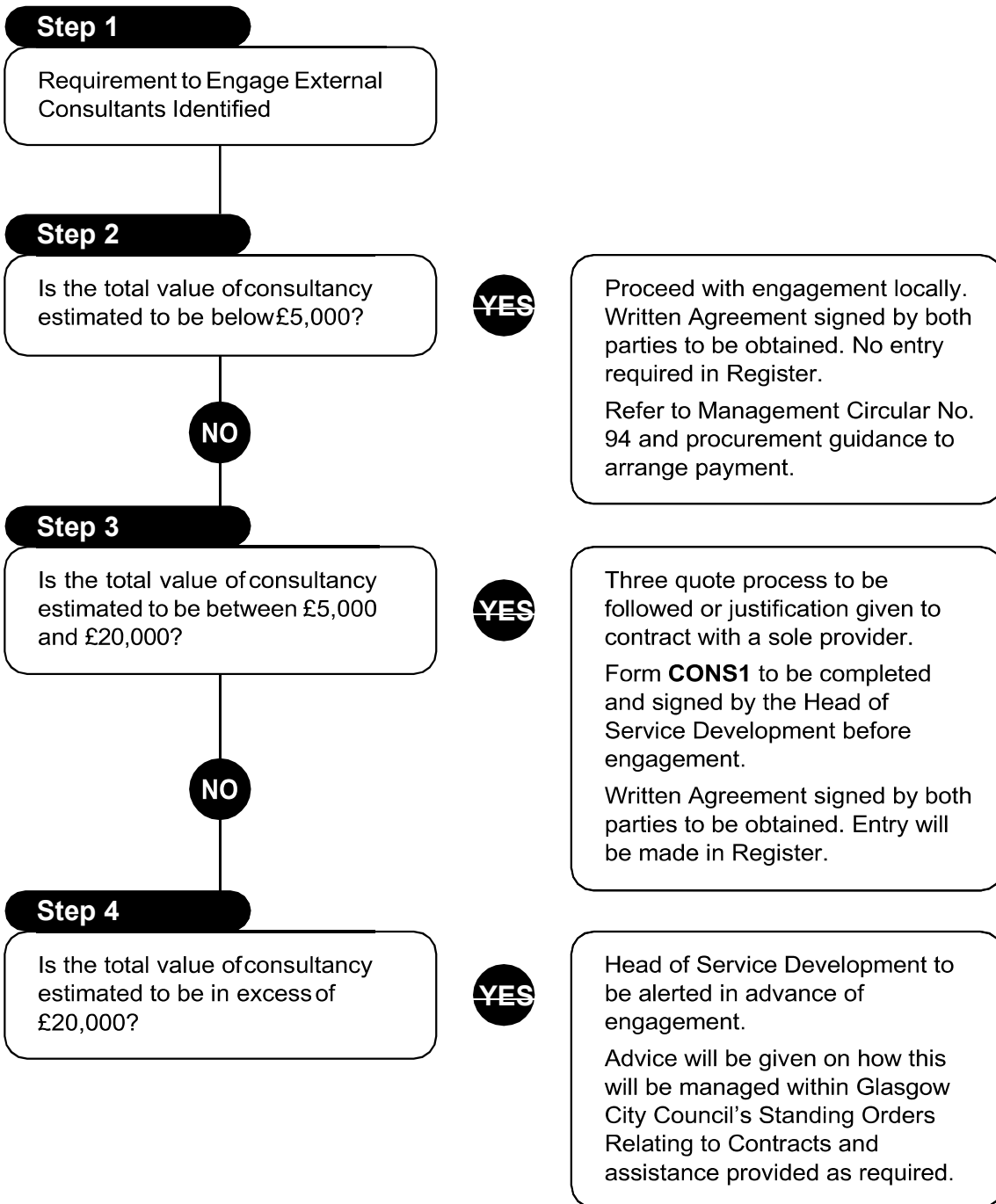
For consultancy work commissioned for a value above £5,000 but not in excess of £20,000, the form should be signed as approved by the Head of Service Development.

### **1.5.3 Consultancy Work Commissioned in excess Of £20,000**

For any consultancy work to be commissioned with a value in excess of £20,000, the Head of Service Development must be alerted in advance of approaching any external agent. Advice will be given on how this will be managed within Glasgow City Council's Standing Orders Relating to Contracts and assistance provided as required.

- 1.6 It is recommended that all officers obtain a written contract or agreement from the consultant to ensure that both parties involved are explicitly aware of associated responsibilities. The Agreement should outline, inter alia:
- i. An overview of the work involved, and Glasgow City Council's objectives in commissioning this work;
  - ii. Details of where the work will be undertaken;
  - iii. Description of the work the consultant will be undertaking and other relevant factors, for example key deliverables and timescales;
  - iv. Details of the agreed rates of payment, including travel and subsistence and other expenses;
  - v. A statement that all materials and content developed will remain the property of Glasgow City Council unless otherwise agreed.

Maureen McKenna  
Executive Director of Education





# Formal Request to Engage Consultants

PLEASE USE BLACK INK AND BLOCK LETTERS

To: Head of Service Development

<b>1</b>	Description of Work to be Undertaken
	<b>Summary of Three Quote Process or Request to Contract with a Sole Provider</b> Include details of consultants approached, evaluation criteria, prices offered or justification for contracting with a sole provider
	Name of Consultant to be Engaged
	Period of Engagement
	Number of Days of Engagement
	Roles and Responsibilities of Consultant(s)
	Key Outcomes to be Achieved
	Anticipated Cost (including Travel and Subsistence Expenses Payable)
	Source of Funding

<b>2</b>	Submitted by	Date
	Signature	Approved by