

HR & OD POLICIES

human resources and organisational development



Consultant Engagement Guidance

Local Government Employees

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CONSIDERATION OF ALL OPTIONS PRIOR TO ENGAGING A CONSULTANT

This document will guide managers through the process of engaging a specialist contracted external consultant.

First – ensure the Services you require are that of a Consultant – guidance on this can be found [here](#).

Identification of work to be carried out

- Nature of project – Intended Outcomes – Timescales – Deliverables – Funding.
- In-House specialism.
- Training for existing staff.
- Opportunities for High Potential Scheme.
- Short Term in-house secondment.
- Re-arrange / re-prioritise existing workloads.
- Consideration of redeployees.

NB – these options may require creation of a post or review of remuneration of employees taking on additional tasks. Guidance regarding this can be found [here](#).

Recruitment Campaign

- Standard Recruitment campaign to identify individual with required skills and experience.
- Specialist recruitment support from HR & OD Resourcing Team.
- Promotion of position through specialist media.
- Recruitment on Fixed-Term basis to a post created for the duration of the project. Cost effective to recruit on this basis.

Engage a Consultant through a Framework Supplier

- In line with Financial Regulations, expenditure on Consultants may not be incurred until after consultation with the Strategic Leadership Team and the approval of the Head of Finance is received.
- If Approval is received, test market with existing framework agency suppliers. Cost effective resourcing solution.
- Mini-comp must include:
 - Key deliverables.
 - Timescales and regular project review points.
 - Knowledge and skills transfer to reduce future need.
- Overall cost.
- You must first establish if the consultant you are engaging is self employed (IR35 checks are required) or if they work on an employed basis for any third party you have used to engage them (e.g. agency, consultant supplier or multinational company), then no IR35 checks are required.

- When you have established this, you must then undertake an IR35 CEST Assessment of the Consultant. Where the consultant is engaged through a third party (for example an agency or consultant supplier, a multinational company), guidance on this can be found [here](#). Where the consultant is engaged directly, guidance on this can be found in the [Off-Payroll Working Guidance](#).
- Subject code to process payment for Contractors must be '2715' to enable ongoing monitoring of Contractor spend.

It should be understood that Services can only engage a consultant when all other employment and agency options have been considered and exhausted and formal approval gained in line with Financial Regulations.

Engage Consultant through a Framework Supplier not present on the Framework

- In line with Financial Regulations, expenditure on Consultants may not be incurred until consultation with the Strategic Leadership Team has taken place and approval of the Head of Finance is received.
- Scottish Procurement Portal – Quick Quotes. Best value options. Ensures correct project requirements and deliverables to ensure minimal time required for best result.
 - Include key deliverables.
 - Timescales and regular project review points.
 - Knowledge and skills transfer to reduce future need.
 - Overall cost.
- If not through formal procurement routes, contract must still contain the above key elements. (Possible procurement involvement based on overall cost)
- You must first establish if the consultant you are engaging is self employed (IR35 checks are required) or if they work on an employed basis for any third party you have used to engage them (e.g. agency or consultant supplier, a multinational company) (no IR35 checks required). 'When you have established this, you must then undertake an IR35 CEST Assessment of the consultant. Where the consultant is engaged through a third party (for example an agency or consultant supplier, a multinational company), guidance on this can be found [here](#). Where the consultant is engaged directly, guidance on this can be found in the [Off-Payroll Working Guidance](#).
- Subject code to process payment for Contractors must be 2715 to enable ongoing monitoring of Contractor spend

Review

If there are continual resource requirements within a service, there may be a need to assess overall work processes and skills/experience requirements in an effort to improve service delivery. Expenditure on upskilling existing employees has a long term cost benefit and reduces cost of engaging consultants.

Ongoing workforce planning and analysis would allow a Service to identify reasons behind continuing resource requirements and find effective long term solutions. If you would like support in reviewing this, you could contact the Resourcing Team via AskHR online: www.askHR.it, by telephone: 01467 534400 or email: askHR@aberdeenshire.gov.uk

Consultant Engagement Guidance

Index of Documents

Guidance

Revision Date	Previous Revision Date	Summary of Changes
31-07-2018		Creation of Document
23-07-2019	31-07-2018	Inclusion of requirement for SLT consultation and approval from Head of Service prior to expenditure on consultant.
08-06-2021	23-07-2019	Update re IR35
24-01-2021	08-06-2021	Update re IR35