



## PWYLLGOR ADNODDAU CYNALIADWY SUSTAINABLE RESOURCES COMMITTEE

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	10 November 2022
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Consultancy Review
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Huw Thomas, Director of Finance
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Tim John, Senior Finance Business Partner (Accounting & Statutory Reporting)

**Pwrpas yr Adroddiad (dewiswch fel yn addas)**

**Purpose of the Report (select as appropriate)**

Er Sicrwydd/For Assurance

### ADRODDIAD SCAA

#### SBAR REPORT

##### Sefyllfa / Situation

The purpose of this report is to provide assurance to the Sustainable Resources Committee regarding the monitoring of consultancy usage and spend at Hywel Dda University Health Board (HDdUHB).

##### Cefndir / Background

HDdUHB's Financial Accounts team, on behalf of the Director of Finance, will ensure scrutiny and completeness of the Health Board's consultancy register. Consultancy contracts are reported for assurance to the Audit and Risk Assurance Committee (ARAC). Following recommendation from Internal Audit, reporting to the Sustainable Resources Committee enables further detailed discussion regarding usage and spend on consultancy.

##### Asesiad / Assessment

Consultancy contracts entered into during the period 1 August 2022 to 30 September 2022 are set out in Appendix 1 for review and discussion.

##### Argymhelliad / Recommendation

The Sustainable Resources Committee is requested to:

- Note and discuss the consultancy spend and usage
- Receive assurance regarding the monitoring of consultancy usage and spend in HDdUHB.

<b>Amcanion: (rhaid cwblhau)</b> <b>Objectives: (must be completed)</b>	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.5 Conduct detailed scrutiny of all aspects of financial performance, the financial implications of major business cases, projects, and proposed investment decisions on behalf of the Board.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability 7. Staff and Resources
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	6K_22 workforce, clinical service and financial sustainability
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019</a>	10. Not Applicable

<b>Gwybodaeth Ychwanegol:</b> <b>Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	The Health Board's Standing Orders and Standing Financial Instructions require that the procurement of all goods and services be subject to a fair, objective, and competitive selection process in accordance with good procurement practice
Rhestr Termiau: Glossary of Terms:	Contained within the body of the report. The definition of Consultancy is set out in Appendix 1
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Adnoddau Cynaliadwy: Parties / Committees consulted prior to Sustainable Resources Committee:	Use of Resources Group ARAC

**Effaith: (rhaid cwblhau)**  
**Impact: (must be completed)**

<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	Ensuring appropriate scrutiny and value for money of consultancy usage and spend
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	Not Applicable
<b>Gweithlu: Workforce:</b>	Not Applicable
<b>Risg: Risk:</b>	Maintaining good systems of control of spend minimises financial risk
<b>Cyfreithiol: Legal:</b>	Maintaining good systems of control of spend minimises potential for legal challenge
<b>Enw Da: Reputational:</b>	Maintaining control of consultancy spend and usage aids the good reputation of the UHB
<b>Gyfrinachedd: Privacy:</b>	Not Applicable
<b>Cydraddoldeb: Equality:</b>	Not Applicable

# APPENDIX 1

CONSULTANCY CONTRACTS								
HD Contracts & Tenders Register from 1 August 2022 to 30 September 2022								
Tender/Contract Reference	Description	Actual Contract Value (exc Vat)	Contractor name	Department	Contract term	Contract start date	Contract end date	Date sent to Audit Committee
HDD-DCO-22-22	Transforming Mental Health Programme	£13,391	Philip Charles Click	Mental Health	1 month	19-Aug-22	19-Sep-22	18-Oct-22
	Total	<b>£13,391</b>						

# APPENDIX 1

## Definition of Consultancy – From Use of Consultancy Financial Control Procedure

Consultancy seeks to fill a knowledge gap. It is defined as the provision to management of objective advice relating to strategy, structure, management or operations of an organisation. Such advice will be provided outside the 'business-as-usual' environment when in-house skills are not available and will be time-limited. Consultancy often includes the identification of options with recommendations, or assistance with the implementation of solutions but typically not the delivery of business as usual activity.

Specific areas for Consultancy advice as identified by the Government guidance of 'Consultancy and Specialist Services spend control' is included in Appendix 1.

## APPENDIX 1 Definition of Consultancy

Extract from the Gov.co.uk website 'Consultancy and professional services spend controls'

### **Finance/Audit**

The provision of objective finance advice including advice relating to corporate financing structures, accountancy, control mechanisms and systems. This includes both strategic and operational finance.

### **Information Technology/Information Systems**

The provision of objective IT/IS advice including that relating to IT/IS systems and concepts, strategic IT/IS studies and development of specific IT/IS projects. Also includes advice related to defining information needs, computer feasibility studies, making computer hardware evaluations and to e-business.

### **Strategy**

The provision of strategic objective advice including advice relating to corporate strategies, appraising business structures, Value for Money reviews, business performance measurement, management services, product or service design, and process and production management.

### **Legal**

The provision of external legal advice and opinion including advice insofar as it relates to the policy formulation and strategy development particularly on commercial and contractual matters.

### **Property & Construction**

Provision of specialist advice relating to property services and estates including portfolio management, design, planning and construction, tenure, holding and disposal strategies.

### **Human Resources**

The provision of objective HR advice including advice on the formulation of recruitment, retention, manpower planning and HR strategies, and advice and assistance relating to the development of training and education strategies.

**Technical**

The provision of technical advice including the provision of technical studies, prototyping and technical demonstrators, concept development, project and task based technical advice.

**Marketing & Communications**

The provision of objective marketing and communications advice including advice on the development of publicising and the promotion of the Department's Business Support programmes, including advice on design, programme branding, media handling, and advertising.

**Organisation and Change Management**

Provision of objective advice relating to the strategy, structure management and operations of an organisation in pursuit of its purposes and objectives. Advice related to long range planning, organisation restructure, rationalisation of services, and general business appraisal of organisations.

**Procurement**

The provision of objective procurement advice including advice in establishing procurement strategies.

**Project and Programme Management (PPM)**

The provision of advice relating to ongoing programmes and one-off projects. Advisory support in assessing, managing and/or mitigating the potential risks involved in a specific initiative; work to ensure benefits realisation