



**PWYLLGOR ADNODDAU CYNALIADWY
SUSTAINABLE RESOURCES COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	25 February 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Consultancy Review
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Director of Finance
SWYDDOG ADRODD: REPORTING OFFICER:	Tim John, Senior Finance Business Partner (Accounting and 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 November 2024 to 31 December 2024 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.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.6 Conduct detailed scrutiny of all aspects of financial performance, the financial implications of significant revenue expenditure (all those over £1million requiring Board approval), 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
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	Not Applicable
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
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

Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Adnoddau Cynaliadwy: Parties / Committees consulted prior to Sustainable Resources Committee:	Financial Control Sub Group Audit and Risk Assurance Committee
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Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Ensuring appropriate scrutiny and value for money of consultancy usage and spend
Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Maintaining good systems of control of spend minimises financial risk
Cyfreithiol: Legal:	Maintaining good systems of control of spend minimises potential for legal challenge
Enw Da: Reputational:	Maintaining control of consultancy spend and usage aids the good reputation of the UHB
Gyfrinachedd: Privacy:	Not Applicable

**Cydraddoldeb:
Equality:**

Not Applicable

APPENDIX 1

Consultancy Contracts awarded										
Period Covered by this report			1 Nov 2024	31 Dec 2024						
Reference	Supplier	Description	One off or Period		Value, exc Vat	Department	Professional Services	Date of Board Approval (if applicable)	Compliant	Comment
			Start	End						
HDD-MIN-56832	Opinion Research Services	Consultation and Engagement Consultancy Services	01/01/2025	31/12/2026	£104,992	Corporate	Yes	Nov-24	Y	Following a competitive tender, Opinion Research Services were awarded a 24-month contract for Consultation and Engagement Consultancy Services. An option to extend the contract for a further 12 months is included in the award.
HDD-ITT-57059	Hugh Irwin Associates	Quality Assurance Consultancy Services for Consultation and Engagement	01/01/2025	31/12/2026	£111,120	Corporate	Yes	Nov-24	Y	Following a competitive tender, Hugh Irwin Associates were awarded a 24-month contract for Quality Assurance Consultancy Services for Consultation and Engagement. An option to extend the contract for a further 12 months is included in the award.

APPENDIX 1 (Continued)

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**. It will usually be related to business change or transformation. Such advice will be provided outside the 'business-as-usual' environment when in-house skills are not available and will be time-limited. The consultants delivering the service will operate outside of the client organisation's structure and staffing establishment, with payment based on the delivery of a defined service or output.

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 (eg advising on legal risk or technical matters). Such contracts should usually be categorised as professional services, rather than consultancy services

Areas where the need for Consultancy may arise, together with definition of Consultancy and Professional services, as identified by the Government guidance of 'Consultancy and Professional Services spend control' is included in 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 and 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 and 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.