



Ref: 034/17/1

**UNITY SCHOOLS PARTNERSHIP
POLICY AND PROCEDURE FOR ENGAGING AND MANAGING THE SERVICES
OF EXTERNAL CONSULTANTS**

Approved by the Unity Schools Partnership Board :	30 th March 2017
Review date:	April 2020



INTRODUCTION

The use of professional services is an important part of running any large public organisation and consultants can provide specific skills which are not available within an organisation, or which are not needed on a permanent basis.

It is the policy of the Board of Directors that within the Unity Schools Partnership (“the Trust”) the decision to use consultants, or any external professional service, will be fully justified, the procurement properly conducted, the assignments managed and the costs recorded.

The Trust’s Board of Directors will require clear and detailed evidence with regard to the cost and value of external consultants.

PROCESS FOR APPOINTMENT OF EXTERNAL CONSULTANTS

The following process will support the Trust’s policy and enable proper management and cost control.

1. The Business Case

Before any expenditure takes place, a business case should be developed which includes a results-based specification.

2. Management of the Project

A schedule of work will be set up with clear targets, milestones, timescales and reporting requirements. The Contract for Services will also provide for a smooth exit for the consultant and the handover of documents and other items upon completion or early termination of the project.

3. Performance Indicators

Key performance indicators (KPIs) will be set from the outset, so that there is a clear understanding by both parties of what is expected and required. KPIs should be linked to payment and give a measurable return on investment.

4. Approvals

Consultants to the Trust’s Board of Directors:	approved by Trust Board
Consultants to the Trust’s Executive Directors:	approved by CEO or Deputy CEO
Consultants to the Trust’s Senior Leadership Teams:	approved by Director of Operations
Board members performing consultancy work:	approved by audit committee.

5. Documentation

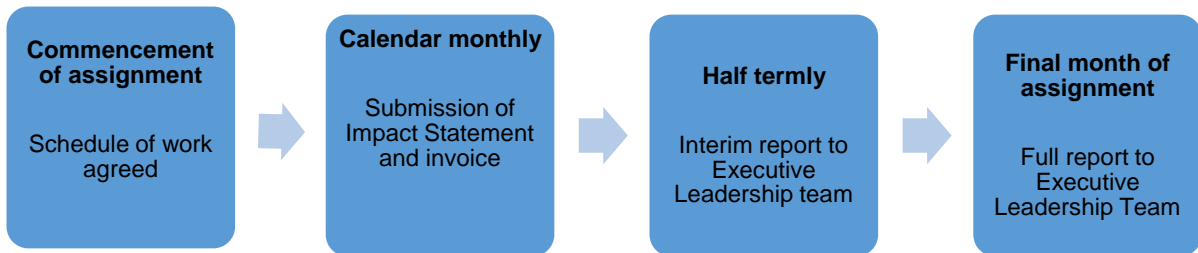
- Appendix 1: Flowchart
- Appendix 2: Schedule of Work



Appendix 3: Impact Statement

APPENDIX 1

UNITY SCHOOLS PARTNERSHIP CONSULTANT WORKING ARRANGEMENTS





UNITY
SCHOOLS PARTNERSHIP

--	--	--	--	--

