

## External Consultancy need assessment form

**Note: this form does not replace the need for substantive approval of spend**

<b>Project Name</b>	
<b>Team Name</b>	
<b>Budget Available</b>	<i>Annual/ total – Revenue/ Capital</i>
<b>Project Lead</b>	
<b>Project Description</b>	<i>High level summary of requirements, location and any other significant considerations</i>
<b>Make or Buy Assessment</b>	
<b>What is the project Purpose?</b>	
<i>e.g. Delivery of a New University of Peterborough</i>	
<b>Why is the provision of external expertise required?</b>	
<ul style="list-style-type: none"><li><i>• a discrete piece of specialist work / specialist sector</i></li><li><i>• which may specifically require independence</i></li><li><i>• which may be a part time/ irregular resource requirement</i></li><li><i>• which is for a limited duration -</i></li><li><i>• which may have specific insurance requirements around Professional Indemnity e.g. external audit, legal services/ architects etc</i></li><li><i>• which may require multiple experts</i></li><li><i>• Other Requirement (Please explain what and why it applies)</i></li></ul>	
<b>Why can the consultancy services not be provided in-house or via a recruitment?</b>	
<i>Please note – where possible, additional resources, which exceed a 6-month duration should be recruited and only the interim period should be covered by external consultants.</i>	

**Please advise of any Critical Deadlines and the reasoning.**

**Please provide any other information as may inform the make or buy decision?**

**Approvals of recommendations & any conditions/ actions required**

**Procurement  
Comments**

**Legal Comments**

**Finance Comments**

**Director comments**

**Mayor**

**Date of approval**