



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 3.2

Consultancy Cost Review Report

To:	Cambridgeshire and Peterborough Combined Authority Board
Meeting Date:	29 September 2021
Public report:	Yes
Lead Member:	Mayor Dr Nik Johnson
From:	Kim Sawyer, Chief Executive, Rowland Potter Head of Transport
Key decision:	No
Forward Plan ref:	N/A
Recommendations:	The Combined Authority Board is recommended to: <ul style="list-style-type: none">a) Note the contents of this report and appendixb) Note that the procurement manager will include the External Consultancy Need Assessment form as part of the procurement process.
Voting arrangements:	Note only item, no vote.

1. Purpose

- 1.1 This report is to update on a commitment at the board in July to review and consider the use of external consultants in the delivery of activity across the combined authority, and the way they are:
- Considered
 - Procured
 - Appointed
 - Monitored
 - Evaluated.

2. Background

- 2.1 The Procurement and Contracting function at the CPCA has an obligation to promote the economic, effective and efficient use of resources in the context of procurement activity. Part of this includes an obligation to ensure that there is adequate consideration of the best delivery model in relation to activity and work commissioned in order to deliver the work of the CPCA. This includes a consideration of whether work should be made internally (utilising current, or newly created officer support), or bought (commissioned under a services contract. The Mayoral administration are considerate of the effective, efficient and appropriate use of public funds and also wishes to ensure the decisions taken to deliver the commitments of the combined authority are where possible delivered in house and that consultant costs are minimised and used only where specific expertise is required.
- 2.2 The Cambridgeshire and Peterborough Combined Authority Constitution, Chapter 16 sets out the Contract Procedure Rules in which Goods and Services are procured, and provides that the Procurement Manager in consultation with the Monitoring Officer can adopt processes which promote the objectives and legal requirements of the Contract Procedure Rules.
- 2.3 The appropriate route to market and process associated is described in the Contract Procedure Rules and developed in the Procurement Guidance Documents. This step will form a part of the Gateway process, under the supervision of the Procurement Manager.
- 2.5 An additional step to supplement that process is being introduced. This will entail an external consultancy need assessment, by way of the form at Appendix 6.2. The assessment will consider whether the CPCA should utilise internal resources, make/develop those resources internally, or buy them in through a consultancy appointment. The Mayor will have an opportunity to comment on/approve the analysis.

3. Financial Implications

- 3.1 There are no immediate financial impacts as a result of this paper.

4. Legal Implications

- 4.1 None.

5. Other Significant Implications

5.1 None at this time

6. Appendix

6.1 Appendix 1 - [Cambs-Pboro-CA-Constitution-1.pdf \(kinstacdn.com\)](#)

6.2 Appendix 2 – External Consultant Needs Assessment Form