

## Appendix 2

Project Initiation Document

<b>Date</b>	1 August 2006
<b>Scrutiny Review</b>	Use of Consultants and External Advisors by HBC.
<b>Project Team</b>	Katrina Strong, Scrutiny Lead Officer Graham Belchamber, Scrutiny and Democratic Services Senior Manager
<b>Project Leader</b>	Graham Belchamber
<b>Scrutiny Review Team Members</b>	Cllrs Bing, Cooke and Stevens
<b>Officer(s) to Contact</b>	Katrina Strong
<b>Review Terms of Reference</b>	Review the operating rules and procedures in place for employing consultants and advisors to ensure HBC receives best value.
<b>Community Strategy Target or Key HBC Investment Issue?</b>	Key HBC Investment Issue
<b>Objectives</b>	<p>To consider if the present rules and procedures on employing consultants and advisors meet required financial and auditing standards.</p> <p>Compare the use of consultants and advisors by HBC with other East Sussex local authorities and HBC Audit Family of authorities.</p> <p>To consider the resource and service delivery implications of minimising the use of consultants and advisors in favour of permanent employees.</p>
<b>Indicators of Success</b> (how will we know if the project is achieving its purpose)	<p>Full consideration of the benefits and disadvantages on the use of consultants and advisors against employing permanent staff;</p> <p>To recommend any revised guidance to Cabinet.</p>
<b>Methods of Inquiry</b>	Research. Consultation with HBC Officers and Members.
<b>Key Stakeholders</b>	HBC

<b>Documents</b>		HBC Financial Operating Procedures, data on other East Sussex local authorities and HBC audit family of local authorities usage of consultants and advisors, Audit Commission and other national guidance. Spreadsheet of recent expenditure on consultancy and advisors funded by HBC.	
<b>Site Visits</b>		None proposed	
<b>Publicity Requirements</b>		Report to Cabinet	
<b>Resource Requirements</b> (Staffing and expenditure)		Servicing from primarily from Democratic Services with research support from financial services.	
<b>Projected start date</b>	August 2006	<b>Reporting deadlines</b>	Progress report to O/S Resources Committee in September 2006
<b>Meeting Frequency</b>	As required	<b>Projected completion date</b>	Report to O/S Resources Committee in December 2006 and then to Cabinet
<b>Evaluation date</b>			
<b>Evaluation tracking methods</b>		Report to O&S Resources	