

Questions from Finance & Resources Scrutiny Review to Heads of Service

ENVIRONMENT & PUBLIC PROTECTION RESPONSE

Question	Response
1. How would you define the term consultant ?	A person or company which is commissioned to carry out specific defined work, usually because the City Council does not have the expertise 'in house' to provide
2. What distinction do you use to define between consultant, agency and temporary staff?	<p>Consultant – as above</p> <p>Agency staff – staff from a specific employment agency that may be appointed to fill a gap in resources which cannot be left unfilled. May be due to vacancy, sickness/maternity leave, etc.</p> <p>Temporary staff – Staff employed for a defined contract period, usually less than 12 months. Could be from the temp register or another source</p>
3. How many temporary/agency or consultant staff have you employed for: More than 6 months over the last 2 years More than 12 months over the last 2 years	Nil
4. Please list all those at 4 above and provide reasons for their employment	N/A
5. How do you budget for temporary/agency/consultant staff?	It is not pre planned except for specific consultancy work such as air quality modelling , or contaminated land investigation but again funding is not pre-allocated. Often the funding will be provided by Govt grant allocation
6. How do you evaluate the cost-effectiveness of using such staff rather than employ to these posts?	Generally the consultancy used to carry out the work is a specialist in the field and the work is beyond the remit of PCC as it may involve laboratory analysis or computer modelling and PCC staff would be unable to deliver this work otherwise it would

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	be provided 'in house'.
7. What is the impact on staff morale from using consultants or agency staff?	None in respect of the areas of work that the service would commission consultants for.
8. What other options do you consider or are available?	Maintaining a hugely expensive expertise 'in house' for carrying out such work. However, this is not a sustainable option bearing in mind the limited number of occasions the consultancy is required.
9. How do you determine the skills and abilities of your own staff to assist with providing cover for gaps in service provision, where you employ temporary/agency/consultant staff ?	<p>We are aware of the specific skills and expertise of our own staff. The work which we use consultants for is work where those skills or the backup such as laboratory facilities, is not available.</p> <p>We would only employ temporary/agency staff where we did not have the capacity in service to cover and we would access the PCC temporary register via L&D as provider of first choice.</p>
10. How do you determine the skills and abilities of staff across PCC to assist with providing cover for gaps in service provision, where you employ temporary/agency/consultant staff and are there any barriers to this ?	<p>The work where we use consultants is not work which could be covered by other areas of PCC.</p> <p>If we need temporary or agency staff we always use PCC temporary register via L&D as provider of first choice.</p>
11. How much does it cost your service to provide cover for sickness/absence? (excluding the cost of SSP)	We have not provided temporary/agency staff for sickness or absence cover for the last 12 months.
12. What time and money is spent on training and developing your own staff to fill "hard to fill" posts from within existing resources?	The whole service has a training budget of only £30K for all staff and this is likely to be significantly reduced as a result of service budget cuts required next year
13. How many temporary/agency/consultants do you engage who cost more than £5k during the lifetime of their contract ? Please list and advise of reasons for employment	<p>In the last 24 months we have engaged the following consultants –</p> <p>For air quality review and assessment a consultant for air quality modelling outcomes so that PCC can provide for DEFRA statutory air quality reports</p>

	<p>For contaminated land site investigation, analysis and risk assessment of two specific potentially contaminated sites.</p> <p>Both of the above were funded from grant payments from DEFRA</p> <p>Hampshire CC appointed a consultant to carry out work in respect of a waste disposal contract claim. Significant ongoing savings resulted from the contract changes</p> <p>2 staff from the temporary register have been employed by the waste team in the last two years to cover secondments which have been back funded by the other service.</p> <p>A Trading Standards Officer from an Agency was recruited for a short time in 2008/9 on a specific project. Money used to fund this was from secondment of an officer to another team.</p>
<p>14. Have you ever employed as a consultant – a member of staff from PCC who had previously been made redundant or retired ? If so please provide details of contract and reasons</p>	<p>Not as far as I am aware</p>
<p>15. Please provide a breakdown of consultant and agency staff costs for 2008/09 and 2009/2010 for your service and a summary of how these were funded</p>	<p>Consultancy</p> <p>Air Quality consultancy to carry out air quality modelling enabling statutory review and assessment reports to be provided to DEFRA – cost approx 10K funded by DEFRA grant</p> <p>Contaminated land consultancy investigating two potentially contaminated sites. – Cost approx £70K funded by DEFRA grant</p> <p>External review of proposal for joint working on waste contract</p>

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	<p>cost £4588 funded from cash limit</p> <p>Payment to Hampshire CC for consultancy work associated with a claim on waste disposal contract – cost £29065</p> <p>Agency/temporary Staff</p> <p>Trading Standards 2008/9 – £5253.00 see 13 above. Funded from secondment payment.</p> <p>Env & Public protection Admin & Liaison Team 2008/9 – one member of staff £3463.84 from temp register covering a vacancy funded from cash limit.</p> <p>Refuse collection team 2009/10 – 2 members of staff from temp register covering secondment - £13,200 funded from service payment for secondment</p> <p>Pompey recycling scheme 2009/10 – 2 members of staff from temp register covering secondment - £11,350 funded from secondment payment.</p>
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Please complete and return the above questions to:

Anthony Quinn, Senior Local Democracy Officer, customer, community & democratic services
Tel: 02392 834002 (ext 4002)

The completed returns will be submitted to the scrutiny panel for your work area who will invite you to attend a formal scrutiny meeting in early September to discuss your response and answer any supplementary questions. All responses will be considered by Scrutiny Management Panel at their meeting on 15 September.

Scrutiny Management Panel