

**Questions from Finance & Resources Scrutiny Review to Heads of Service – PORT**

Question	Response
1. How would you define the term consultant?	A consultant is usually an expert or a professional in a specific field and has a wide knowledge of the subject matter. A consultant usually works for a consultancy firm or is self-employed, and engages with multiple and changing clients. Thus, clients have access to deeper levels of expertise than would be feasible for them to retain in-house, and may purchase only as much service from the outside consultant as desired.
2. What distinction do you use to define between consultant, agency and temporary staff?	A Consultant is usually employed for a specific tasks or project whereas Agency and Temporary staff are usually to do with short term employment gap such as covering long term sickness or short term recruitment cover
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	One – Road Sweeper via Agency Human Factor
4. Please list all those at 4 above and provide reasons for their employment	Erratic shift patterns and cheaper cost than full time employment by the Port
5. How do you budget for temporary/agency/consultant staff?	Via the Ports Cash Limit identify needs via a Zero based budgeting
6. How do you evaluate the cost-effectiveness of using such staff rather than employ to these posts?	Length and timescales of project Permanency of workload

Questions for Heads of Service

	Value for Money inc full cost of employment
7. What is the impact on staff morale from using consultants or agency staff?	No major problem – accepted practice by staff within the port
8. What other options do you consider or are available?	PCC Departments and workloads via Service Level agreements
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?	Competency Job Profiles Internal resource availability -time constraints Expertise in the field Knowledge of task / project
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?	Internal resource availability -time constraints Expertise in the field Knowledge of task /project Framework Agreements Approved Suppliers with the City Council
11. How much does it cost your service to provide cover for sickness/absence? (excluding the cost of SSP)	Omitting overtime from the Operational staff at the Port – Approximately £108,000 pa  Staith Services £105,000 per annum Berthing of Ships
12. What time and money is spent on training and developing your own staff to fill “hard to fill” posts from within existing resources?	No major cost Minimum – Mainly full employment is achieved
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	Refer to attached sheet  Terminal Building Consultants Database Development Audit of Company Accounts Legal Advice to Intermodal Railhead Deepening of AJQ  Expertise not available in house

Questions for Heads of Service

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	Yes – one – Docks Engineer  Independent surveyor Knowledge of port infrastructure previous Port Engineer
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	Attached  Via Ports Cash Limit

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.