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An introduction to...

# Procuring CONSULTANTS & ADVISERS

A step-by-step guide

**LONDON-2010-DATE TO BE CONFIRMED**

The popular seminar is designed for all those in the public sector who need to procure consultants and advisers to assist with development, procurement, organisational review, change management and other projects. It will provide practical information and guidance on all aspects of the procurement process along with practical examples to illustrate key points. The seminar will be run as an 'interactive' day with plenty of opportunities for questions and discussion. A detailed workbook accompanies the day.

The seminar will also be of interest to consultants and advisers to the public sector.



**PROGRAMME**

**When do you need consultants and advisers?**

- Different types of project and forms of advice and assistance
- The market for consultants, advisers and short term staffing
- Consultancy v advice v interim staffing - what is the difference?

**Choosing the right consultants**

- Procurement cycle
- When does the EU Public Procurement Regime apply?
- Internal procurement and financial regulations
- Documentation - the brief and the proposal
- Interviews and other ways to test competence and suitability

**Contractual arrangements**

- Contractual terms
- Payment basis - different forms of remuneration
- Insurance
- Intellectual property, ownership of data and outputs

**Performance management**

- Outputs and inputs
- Performance measures
- Relationship management
- Reporting requirements
- Co-coordinating different inputs

**When things go wrong**

- Contractual and non-contractual sanctions
- Issues and risks

**Closing the commission**

- Post project review
- Handover arrangements

This seminar can also be run In-House Please ask details

**Presented by: Penny Badcoe, CPFA, Associate Consultant, ETC**

Penny is a CIPFA accountant with over 20 years' experience of working for and advising the public sector. She is the regular presenter of this seminar, which has been successfully delivered in both the UK and Ireland to a wide range of public sector audiences. Her background includes senior positions at a major metropolitan authority, as well as working as a public sector management consultant for a major accountancy & consultancy practice. Penny now trains, assists and advises local government, the NHS and a range of other public sector bodies on topics including; procurement, PFI, business cases, financial management, Best Value, service restructuring and change management.

0945 Registration, 1000 Start, 1630 Close, Lunch is included

**Venue** - Park Inn Hotel, Southampton Row, London WC1  
Nearest Underground Station • Holborn •  
Piccadilly and Central Lines

**Fee per delegate** - £270.00 plus £40.50 VAT Total £310.50

**FAX BOOKING LINE 0113 298 2088**

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**ETC, PO Box 999, Leeds LS16 0AA**  
**Telephone 0113 230 6170**

**BOOKING FORM**

**Procuring CONSULTANTS & ADVISERS**

**2010 - Date to be confirmed - London**

ORGANISATION \_\_\_\_\_

① First Name \_\_\_\_\_ Surname \_\_\_\_\_

ADDRESS \_\_\_\_\_

Job Title \_\_\_\_\_

\_\_\_\_\_

② First Name \_\_\_\_\_ Surname \_\_\_\_\_

POSTCODE \_\_\_\_\_

Job Title \_\_\_\_\_

TEL inc STD	FAX inc STD	e-mail
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