

Director Approval Form Guidance

Director Approval Form - Guidance

Appointment of External Consultants

Notes for completing form:

Purpose:

To record details of the appointment of external consultant services, over £8000, to satisfy procurement and audit requirements.

Form:

The form is in three parts. You **must complete** parts A and C in all cases and part B if there is an extension to the contract.

Part A: Pre-appointment details

Part A must be signed off by the Managing Director or Director of Finance and Corporate Services if the Managing Director is unavailable, subject to existing financial limits.

Audit information required:

- Names of firms/individuals that have submitted quotes and values
- Expected contract end date
- Reasons for appointment
- Expected benefits

If approved, the officer responsible for the appointment must inform the Committee and Members Services Manager in writing (email or letter) of all single source tenders and those exceeding £20k in value within 14 days of approval, for informing members. You must include:

- Consultant's/Consultancy's name
- The job they have been recruited to do
- A brief explanation of why they are being recruited
- The contract amount
- A contact name and number

A copy of the authorised form should be sent to Non Delegated Compliance, CFE Finance, Room 2.53, Sessions House, County Hall, Maidstone, Kent ME14 1XQ, for inclusion on their database. This information is required to be reported to Members on a quarterly basis.

Part B: Contract extension details

If there is an extension to the contract, you must complete Part B and seek approval from the Managing Director or the Director, Finance & Corporate Services, if the Managing Director is unavailable, subject to existing financial limits.

Audit information required:

- Reasons for extension
- Revised contract value
- Revised contract end date

If the revised value of one or more contracts for the same consultant, and if the contracts are for the same purpose (i.e. cumulative) and is above £8000, you must complete a Director Approval form, retrospectively, if necessary. However, if they are different contracts, then these would be dealt with separately.

If the revised value exceeds £20k, you must report this to Members within 14 days following the procedures outlined above.

A copy of the revised authorised form must be sent to Non Delegated Compliance, as above.

Part C: Contract Performance Details

You must complete this section after the contract has ended, including any extensions.

Audit information requirements:

- Final contract price
- Reasons for final price exceeding original or revised price if the contract has been extended

A copy of the completed form must be sent to Non Delegated Compliance, as above.

There is also a box, which can be used for quality assurance purposes. Details recorded here must be factual, bearing in mind that information may be sought under the Freedom of Information Act.

If you have any queries regarding the use of this form please contact your Non Delegated Compliance Team;

Dave Garraway – Principal Officer 01622 694958
Leah Ford – Senior Accounting Technician 01622 694686