

CORPORATE CONSULTANCY

Corporate Consultancy will deliver Specialist Professional Services, focussing on the delivery of time-limited projects, across a range of core corporate office functions.

These are;

1. Business Strategy & Transformation
2. Governance and Policy
3. Finance & Audit
4. Procurement & Sourcing
5. Human Resources & Organisational Development
6. Legal Services
7. Information and Communication Technology
8. Project & Programme Management

<p>Lot 1</p>	<p>Business Strategy & Transformation Business Strategy formulation:</p> <ul style="list-style-type: none"> • Development of corporate strategies and target operating models • Strategic management consultancy services • Engagement with Senior Managers to build & design strategy resulting in lasting change <p>Transformation:</p> <ul style="list-style-type: none"> • Designing, monitoring and delivering change management projects and Transformational programmes of work • Business Process Re-engineering • People centred design, focussing on achieving outcomes for residents • Research and analysis including expertise in qualitative and quantitative research and design methods • Providing detailed communications and engagement plans • Cultural change and communication strategies • Improvement plans and benefits tracking, when implementing new ways of working
<p>Lot 2</p>	<p>Governance & Policy Governance:</p> <ul style="list-style-type: none"> • Review, development and improvement of governance procedures and process in line with legislation • Stakeholder engagement & communication activities • Reporting & presenting recommendations • Maximising organisational efficiencies <p>Policy:</p> <ul style="list-style-type: none"> • Development of policy, for both internal organisational requirements and for the delivery of external services • Policies designed and drafted on both organisational wide and limited to specific service areas scales.
<p>Lot 3</p>	<p>Finance & Audit Finance:</p> <ul style="list-style-type: none"> • Financial analysis of options, viability assessment of projects and /or

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	<p>recommendation for appropriate delivery vehicles.</p> <ul style="list-style-type: none"> • Advice and Assurance on all aspects of the financial controls for complex projects • Design and development of financial models, which would include the reporting and presenting findings to key stakeholders. • Cost / Benefit reviews • Benchmarking and strategy support. • establishment of financial strategies, policies, processes • specialist investment and financial market advisory services • financial health checks • Financial risk management services • Financial, management, tax and cost accounting. • Financial analysis and recovery services” • Preparation of outline or full business cases <p>Audit:</p> <ul style="list-style-type: none"> • Audit service development and advice delivered across a range of internal audit functions, in line with Public Sector Internal Audit Standards and the Council’s own standards and quality measures. • Quality assurance on internal controls and measures. • Audit investigations and assurance across Council suppliers and extended supply chain, where required. • Support on fraud investigations, legislative compliance and certification requirements. • Examination, evidence gathering, evaluation and Audit related recommendations reported and presented. • Production of relevant audit reports, in line with Council requirements. • Provision of specialist services, such as contract audit, IT audit and assurance mapping
<p>Lot 4</p>	<p>Procurement & Sourcing</p> <ul style="list-style-type: none"> • Development and implementation of procurement strategies, procurement policies and procedures • Exploration, review and monitoring of managed procurement services e.g. provision of dynamic purchasing systems • Strategic Supply Chain Management & Contract Management activities • Spend analysis, benchmarking and market shaping • Development and delivery of procurement training • Delivery of complex procurements, in line with OJEU Procurement Regulations • Advice & technical expertise provided on required insurance levels • Risk assessment and recommendations for mitigation, regarding procurement & sourcing options
<p>Lot 5</p>	<p>Human Resources & Organisational development</p> <ul style="list-style-type: none"> • Development and delivery of HR policies, procedures • Consultancy on role design and organisation structures • Pay/reward reviews • Strategic advice on pay, grading reviews and all HR related matters • Development and Implementation of Performance management approaches • Gap Analysis, Skills analysis & capability management,

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	<ul style="list-style-type: none"> • Occupational health services
Lot 6	<p>Legal Services</p> <ul style="list-style-type: none"> • Provision of legal advisory services and assistance including, but not limited to; joint ventures, large scale portfolio work, mixed use development, construction & regeneration, public procurement advice & tendering (including competitive dialogue), planning inquiries, complex planning agreements, site assembly, review of construction contract terms and conditions, review of warranties to sub-contractors and sub-consultants, agreement of contract terms and conditions for construction contracts with any successful contractor, environmental matters, related state aid, any dispute or litigation closely connected with a regeneration project, • Family & Social Services related work including, but not limited to child protection, corporate parent responsibilities, adult social services & vulnerable adult protection • Litigation including, but not limited to ; Housing, Employment, General civil including complex debt collection, Construction • Commercial including but not limited; Contracts, EU Procurement, PPP/PFI, Education Projects • Property including but not limited to; General Planning, Highway agreement, Landlord & Tenant (including Housing), Compulsory Purchase Orders and Sales and Leasehold • Other Miscellaneous Local Government work including and not limited to; Freedom of information law, data protection and governance, Licensing, Pensions, Elections • Advice provided on the reduction of contractual risks • Court representation
Lot 7	<p>Information and Communication Technology</p> <ul style="list-style-type: none"> • Development of ICT strategies and solutions, including stakeholder engagement, research, benchmarking activities, case study review • Delivery of ICT programmes, projects, services and solutions to support business requirements • ICT health checks including system and service evaluation, benchmarking, security testing, capacity and performance analysis. • Technical design architecture services • Market evaluations, options analysis, recommendations and proposals • Technical evaluations, options analysis, recommendations and proposals • Technical support on change implementation and transition • Project and programme management resources • Specialist technical support resources including infrastructure, networks, cloud, web and digital • Programmer developer/analysts covering Web Development as well as application development • Business System Analyst • Information Security Monitoring Service – (OR SOC – Security Operational Centre Services) • Information Security Check Consultant • Information Security Secure Data Destruction Services

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	<ul style="list-style-type: none"> Information Security Zero Day Specialists
Lot 8	<p>Project & Programme Management</p> <ul style="list-style-type: none"> To plan, direct, and coordinate activities to manage and implement interrelated projects from proposal or initiation to final operational stage. Ability to use both Agile and Prince 2 methodologies to suit the needs of the project or programme To build strong working relationships with key stakeholders across the Council. Manage complex multiple project teams as required to ensure that they meet their objectives and address any issues as appropriate. Develop robust governance frameworks for the constituent projects and programmes including project plans, risk/issue logs, and reports on programme activity for stakeholders including programme boards, executive directors, management board, scrutiny committee, cabinet. Monitor and review costs, operational budgets, staffing requirements, resources and risks (on behalf of the Sponsors and Senior Responsible Owners). Manage programmes and projects within to ensure they deliver the required outcomes and benefits.

SOCIAL CARE, HEALTH & EDUCATION SERVICES

Social Care, Health & Education Consultancy will deliver Specialist Professional Services, focussing on the delivery of time-limited projects, across a range of frontline ‘people’ services.

These are;

1. Social Care
2. Education
3. Public Health & wellbeing

Lot 9	<p>Social Care: Adults & Children</p> <ul style="list-style-type: none"> Provision of expert advice on all aspects of adult and childrens’ social care service provision Strategic commissioning expertise including market development/management; use of alternative delivery models Policy formulation and development Development and implementation of new ways of working Cost of Care modelling and benchmarking activities Direct provision of associated support services e.g. brokerage Expertise in health/social care integration
Lot 10	<p>Education</p> <ul style="list-style-type: none"> Curriculum review & technical support Design, development and Provision of Education Improvement services Client side advice on academy conversions Development of traded services with schools Policy development School liaison and engagement e.g. Parents & wider community Project support Staff & Teacher Training programmes including Specialist fields School Business Development activities

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<p>Lot 11</p>	<p>Public Health & Wellbeing</p> <ul style="list-style-type: none"> • Provide technical expertise on public health issues & preventative services, including but not limited to Smoking , Substance Misuse, Sexual health etc • Health Protection & Improvement related project support & advice • Healthcare & medical related project support & advice • Strategic commissioning expertise provided across Public health fields, including market development, market management, community & stakeholder engagement • Access to service improvement strategies • Ethical advice, standards & practice related expertise provided • Support & expertise provided with regards Service review & re-design projects • Options development, appraisal of delivery models and multiple solution reviews • Development of Joint Strategic Needs Assessments • Project support & technical advice provided in relation to the integration of Social Services & Public Health services, budgets, contracts • Planning, development, review & delivery of Policy • Health Partner liaison and engagement • Project & programme support / development & expertise across all fields of Public Health
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ENVIRONMENTAL & INFRASTRUCTURE RELATED CONSULTANCY

Environmental & Infrastructure Related Consultancy will deliver Specialist Professional Services, focussing on the delivery of time-limited projects, across a range of frontline community based services.

These are;

1. Environmental & Waste
2. Sustainability & Regeneration
3. Leisure, Culture & Heritage
4. Highways, Transport & Infrastructure

<p>Lot 12</p>	<p>Environmental & Waste</p> <ul style="list-style-type: none"> • Technical advice, Options Appraisals & recommendations made across a variety of environmental related fields including, but not limited to Pollution & Air quality, Carbon emission reduction, energy efficiency reviews • Technical expertise & project support regarding Commercial waste & Domestic waste • Reporting, reviews & presentation of recommendations • Stakeholder engagement • Impact assessments • Strategy & policy reviews & development • Legislative implementation • Auditing services • Leading & Supporting on specific campaigns • Review & undertaking of permits & accreditations
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<p>Lot 13</p>	<p>Sustainability & Regeneration</p> <ul style="list-style-type: none"> • Technical advice, Options Appraisals & recommendations across a variety of sustainability & regeneration subject areas • Business case development, including stakeholder engagement, options appraisals, financial analysis • Employment land reviews • Expert advice & project support related to Income generation schemes • Local business development activities • Support & delivery of Local economic assessments • Regeneration and economic development activities • Development of Sustainable community strategies • Delivery of Sustainable economic growth plans
<p>Lot 14</p>	<p>Leisure, Culture & Heritage</p> <ul style="list-style-type: none"> • Technical expertise & advice provided across a range of Leisure, culture & heritage related subject areas • Identification of Site development opportunities • Asset portfolio review & surveys • Strategy development • Production of Feasibility & Sustainability studies, including financial assessments, Options appraisal, evaluation & recommendation • Development & delivery of Project concepts • Report writing & presentation of findings to senior management teams • Expert advice provided on Procurement related projects • Asset Management & facility development plans • Investment & Financial analysis activities • Risk identification & risk management • Support & advice on planning applications, appeals & enquiries • Partnership development e.g. Public Health • Supply Chain development & management activities • Sponsorship & Funding application support • Market & Community liaison & engagement activities
<p>Lot 15</p>	<p>Highways, Transport & Infrastructure</p> <ul style="list-style-type: none"> • Advice on the planning, design and maintenance of highways • Review, Development & Improvement projects • Options Appraisal & recommendation presentation • Collation of data, market & solution research • Stakeholder management and community engagement activities • Communication plans & implementation • Strategy development

PROMOTION & ENGAGEMENT CONSULTANCY

Promotion & Engagement Consultancy will deliver Specialist Professional Services, focussing on the delivery of time-limited projects, across a range of PR and communication services.

These are;

1. Community & Engagement
2. Marketing, Media, Advertising & Research

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<p>Lot 16</p>	<p>Community & Engagement</p> <ul style="list-style-type: none"> • Research, development of surveys • Collation of survey findings • Reports and recommendations for service design & re-design • Communication / engagement plan development • Hosting & leading community workshops and engagement events • Public Relations • Public Affairs management • Stakeholder engagement • Event Management activities, including venue booking, security, performer and artist booking
<p>Lot 17</p>	<p>Marketing, Media, Advertising & Research</p> <ul style="list-style-type: none"> • Market research, reports and recommendations • Leading advertising campaigns, including exploring options around design, content, communication channels, target markets • Design & Brand marketing • Market segmentation activities • Stakeholder engagement • Drafting of media communications for approval • Social Media • Videography and Photography requirements • Gaining and managing Sponsorship • Media spokesperson training • Website development & content design • Advertising and print related activities

CONSTRUCTION, PROPERTY & HOUSING RELATED CONSULTANCY

Construction, Property & Housing Related Consultancy will deliver Specialist Professional Services, focussing on the delivery of time-limited projects, across a range of property and construction services.

These are;

1. Property, Asset & Facilities Management
2. Housing
3. Construction & Capital Projects
4. Assessors

<p>Lot 18</p>	<p>Property, Asset & Facilities Management</p> <p>Property Services:</p> <ul style="list-style-type: none"> • Technical expertise and advice across a variety of property related subjects, including but not limited to; Acquisition, Disposal, Rent reviews, Lease breaks, expiries and renewals, Dilapidations, Landlord and tenant issues including landlord consents, service charges and claims, Rating support services & appeals, Compulsory purchases, Daylighting/ sun lighting/ overshadowing and rights of light, Party wall awards • Strategic advice, including the preparation and development of an estate strategy • Development of Procurement strategies for property related issues, including
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	<p>Options Appraisal, report writing, recommendations</p> <ul style="list-style-type: none"> • Development consultancy and advice • Valuations, Planning & Building surveying services • General advice on estate and property management • General estate and property management duties • Wayleaves and easements <p>Asset Management and Delivery:</p> <ul style="list-style-type: none"> • Technical expertise and advice provided with regards Acquisitions • Conducting of Evaluations and Asset portfolio reviews • Advice & project support provided on Liability related issues • Management and delivery of asset related projects, including research, data collection, options appraisals, reporting & presenting recommendations • Asset Mapping • Asset Rationalisation, remodelling, sale & disposal related projects <p>Facilities Management:</p> <ul style="list-style-type: none"> • Service design, re-design & delivery options • Market exploration & identification of FM solutions • Procurement strategy development including research, data collection, options appraisals, reporting & presenting recommendations • Delivery of complex procurements • Project management activities, ensuring project delivery on time & on budget • Development of customer business cases, stakeholder management & engagement • Advice & technical expertise provided across all fields of Facilities Management
<p>Lot 19</p>	<p>Housing</p> <ul style="list-style-type: none"> • Portfolio review & development • Project management activities, ensuring project delivery on time & on budget • Housing needs assessment reviews & reporting • Technical advice & support provided in relation to investment programmes • Expertise, management & support across all Housing fields • Regeneration project management • Revenue optimisation recommendations, following options appraisal, market research & data collection • Social & Supported housing project related activities • Advice & guidance on tenant participation schemes • Transfers & decommissioning within housing portfolio.
<p>Lot 20</p>	<p>Construction & Capital Projects</p> <p>Multi-disciplinary services: including, but not limited to;</p> <ul style="list-style-type: none"> • Architects • BIM consultancy • Building services • Civil & Structural engineering • Cost consultancy & Estimation activities • Lead designer & principal designer tasks & activities • Project management

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	<ul style="list-style-type: none">• Technical expertise & client advisor roles• Contract administrator tasks• Design, Planning & Building control related activities <p>Specialist services: including, but not limited to;</p> <ul style="list-style-type: none">• Access surveying• Acoustic engineering• Asbestos surveying• Building surveyor• Clerk of works• Conservation architect• Environmental services advisor (including water, biodiversity, energy)• Health & Safety advisor• Landscape architect• Space planning services• Waste management advisor
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