

## SCTP Procedure for Appointing Project Consultants

### 1. Decision to Appoint


From time to time it may be necessary to appoint project consultants to work on specific activities to be carried out by SCTP Ltd. Consultants will be appointed on the basis of their suitability to carry out the required tasks, their track record with SCTP, their specialist knowledge and experience and their willingness to accept the terms and conditions offered by SCTP.

### 2. Contracting Process

- a) Each consultant must sign a Head Agreement that covers all work carried out for SCTP. This only needs to be signed once and becomes operative when a schedule is attached for specific assignments. The Head Agreement covers all generic terms and conditions of the consultant's work for SCTP that can be applied to all assignments. This must be approved by the Chair of the SCTP Board, signed first by the consultant and then by the Chair or the Executive Director for SCTP, before work commences.
- b) A Project Schedule is required for each piece of work assigned to the consultant to identify the aspects of the contract that are particular to the specific assignment. This must be approved by the Chair of the SCTP Board, signed first by the consultant and then by the Chair for SCTP or the Executive Director for SCTP, before work commences.
- c) The Project Schedule makes reference to the need to attach certain other documents as follows:
  - i. Role Guide – gives details of the duties to be carried out by the consultant on any given assignment.
  - ii. Project Outline – documentation that gives details of the overall aims and processes involved in delivering the project as a whole. Financial or any other confidential information should be deleted from any such documents.
- d) The Project Schedule also requires a decision as to the nature of the insurances required by the consultant for any given assignment. If it is known that a consultant already holds relevant insurances, then these will be stated as required on the Project Schedule. In all other circumstances a risk analysis is to be carried out by SCTP Executive Director, who should refer to the Chair of the SCTP Board for guidance if required.
- e) Whilst working under a head agreement and project schedule, contractors are subject to, and should adhere to, all wider organisational policies of SCTP.

### 3. Keeping of Records

A copy of all the signed Head Agreement and Project Schedule(s) should be kept by the Executive Director who will also implement systems for tracking and recording the signing of contracts by all relevant parties. A copy of the Project Schedule should be passed to the SCTP Treasurer and any other personnel who might be involved in managing any aspect of the consultant's work.

Signed on behalf of the Board:	
Name:	Joanne Bridger
Designation:	Chair
Date:	15/05/2019