



Department of

# Health, Social Services and Public Safety

[www.dhsspsni.gov.uk](http://www.dhsspsni.gov.uk)

<p><b>Subject:</b></p> <p><b>EXTERNAL CONSULTANCY POST PROJECT EVALUATIONS: DISSEMINATION OF LESSONS LEARNED – 2015/16 QUARTER 2</b></p>	<p><b>Circular Reference: HSC(F) 51-2015</b></p> <p><b>Date of Issue: 21 October 2015</b></p>
<p><b>For Information to:</b></p> <p>Accountable Officer and Director of Finance of each HSC Body and NIFRS</p> <p><b>Summary of Contents:</b></p> <p>Arrangements for sharing the lessons learned emerging from Post Project Evaluations where external consultants are used</p> <p><b>Enquiries:</b></p> <p>Any enquiries about the contents of this Circular should be addressed to:</p> <p>Brian Hayward Finance Policy, Accountability and Counter Fraud Unit Room D3 Castle Buildings Stormont Estate BELFAST BT4 3SQ</p> <p>Tel: 028 90765647 <a href="mailto:fpau@dhsspsni.gov.uk">fpau@dhsspsni.gov.uk</a></p>	<p><b>Related Documents:</b></p> <p><b>HSC(F) 25-2012</b></p> <p><b>Expiry Date:</b></p> <p>Not Applicable</p> <p><b>Status of Contents:</b></p> <p>For Information and action if appropriate</p>

## **EXTERNAL CONSULTANCY POST PROJECT EVALUATIONS: DISSEMINATION OF LESSONS LEARNED**

### **Purpose**

1. In line with DFP reporting requirements, this is to inform you of lessons learned from the completion of external consultancy assignments. These have been taken from Post Project Evaluations (PPEs) received by FPAU from July 2015 to September 2015 from the Department and HSC bodies. Details of the assignments and lessons learned are attached at Annex A.
2. This should be read in conjunction with HSC(F) 25/2012 which sets out procedures and guidance on external consultancy.

### **Action**

3. Please ensure that this circular is brought to the attention of the appropriate staff within your area of responsibility and that any relevant action points are noted.

Should you have any queries please contact Brian Hayward on 028 9076 5647.

Paula Shearer

Finance Policy, Accountability and Counter Fraud Unit

PPE Received July – September 2015

ORGANISATION	PROJECT TITLE	CONSULTANTS ENGAGED	CONTRACT VALUE	LESSONS LEARNED	RESPONSIBLE OFFICER
BHSCT	Design Review of the Low temperature Hot Water System at the Critical Care Centre (RVH)	David Rollason Associates	>£10,000 <£75,000	Content that the consultants delivered the objectives as required.	Karen Brookes <a href="mailto:karen.brookes@belfasttrust.hscni.net">karen.brookes@belfasttrust.hscni.net</a>
NHSCT	Evaluation of Positive Choices Services With the YJA	Nick Mack	<£10,000	Be sure to allow sufficient time for the procurement process and completion of the assignment when project planning.	Sharon Bingham <a href="mailto:sharon.binghamy@northyja.northerntrust.hscni.net">sharon.binghamy@northyja.northerntrust.hscni.net</a>
BSO	Architectural Review and Proposal for the FPS Application	Kainos Software Ltd	<£10,000	Content that the consultants delivered the objectives as required.	Tony Sands <a href="mailto:tony.sands@hscni.net">tony.sands@hscni.net</a>
NHSCT	Evaluation of the Health Coordinator Project in NRA's	Nick Mack	<£10,000	The procurement process can take longer than planned	Angela Denvir <a href="mailto:angela.denvir@northerntrust.hscni.net">angela.denvir@northerntrust.hscni.net</a>
BSO	Senior Management Planning Day	Dr Adrian Gundy (Centre for Competitiveness)	<£10,000	Content that the consultants delivered the objectives as required.	Rita Marsden <a href="mailto:rita.marsden@hscni.net">rita.marsden@hscni.net</a>
PHA	Development of a Personal & Public Involvement Training Programme for the HSC	Stellar Leadership, Wilson Consulting, Community Development & Health Network	>£10,000 <£75,000	The need for the tender specification to be as clear as possible from the outset.	Martin Quinn <a href="mailto:Martin.Quinn@hscni.net">Martin.Quinn@hscni.net</a>

ORGANISATION	PROJECT TITLE	CONSULTANTS ENGAGED	CONTRACT VALUE	LESSONS LEARNED	RESPONSIBLE OFFICER
Department	Programme manager for the Connected Health Integration Platform (CHIP)	Sinclair Stockman	<£10,000	Content that the consultants delivered the objectives as required.	Jennifer Mooney <a href="mailto:Jennifer.mooney@dhspsni.gov.uk">Jennifer.mooney@dhspsni.gov.uk</a>
Department	Review of the Regulation & Quality Improvement Authority (RQIA)	RSM McClure Watters	>£10,000 <£75,000	<ul style="list-style-type: none"> <li>• The need to closely monitor progress throughout the project both through written reports and regular face-to-face meetings.</li> <li>• If possible, to have draft chapters submitted as they are written for factual accuracy check. This saves time at the end if checking has occurred through the project rather than just at the end.</li> <li>• The need to write to stakeholders early in the process to get them on board and allow the consultants to meet with them in a timely manner.</li> <li>• The relevant sections of the draft report were not shared with Business Support Organisation Audit which provides the audit function for RQIA even though they were a stakeholder. This would have been helpful to improve comprehensiveness and accuracy.</li> </ul>	Colin Wallace <a href="mailto:Colin.wallace@dhsspsni.gov.uk">Colin.wallace@dhsspsni.gov.uk</a>