

## FREQUENTLY ASKED QUESTIONS

### **What kind of consultancy work do we do?**

We are building on a very special kind of expertise. There is a substantial demand for support around community assets and enterprise as key elements of community regeneration and this is core to the work of Locality and the Pool.

The consultancy aims to make this expertise available in order to achieve better outcomes for community regeneration. Its impact will be measured in those terms: how has our support changed the quality of outcomes on the ground? Sometimes this impact will be directly visible at local level; other impacts may be in the form of better strategic thinking or more effective programme management, but we will always ask what difference it makes to communities and neighbourhoods.

### **If I get into the pool am I guaranteed work?**

The Pool has a firm commissioning policy of always using a Locality Member, where the skills fit the brief. We have a wealth of expertise in our movement and want to make the best use of this practitioner experience. We also prefer to use the local person, again, where appropriate. This minimises the impact of travel as well as making the best use of local knowledge and local networks. We do have independent consultants in the Pool, after all, these people can have more flexibility of capacity than our Members, however all of these have worked within our movement, and we ask that they join Locality as an Associate Member, which aligns them with our values and ideals. Information can be obtained from Rosy Hearn on how to join.

(rosy.hearn@Locality.org.uk)

### **Can I publicise the fact that I'm a Pool Associate?**

Yes. We hope that you will, and that you will find it helps. Just as our members feel like they're part of a family, so consultancy Associates will be networked together and promoted externally. We will be clear about our assessment and rating systems with clients and potential clients so that it becomes a benchmark for quality and grounded in our movement. We have a specific logo that you can use, please ask us to supply it to you if you want to use it on a website or other publicity materials.

### **Can I bid against the Pool and Locality for contracts?**

The Locality Board has explicitly recognised that "there will be occasions where Locality products and consultancy will compete with products offered by Locality Members" but that "we should not be deterred from pursuing this path". Equally, our Associates are, of course, completely free to compete against us for any particular contract. For people who are already undertaking consultancy, or would like to, being in the Pool should be seen as a useful extra avenue, an opportunity to work on contracts for which they might not otherwise tender, and to work with a range of inspirational people. For those who have the skills but not the time to tender for work, or who are developing their consultancy experience, it should be a useful chance to undertake some appropriate work without the time required to look for and project manage contracts.

### **What if I find the work myself but would like the Pool's help in delivering it?**

We welcome our Associates making suggestions for contracts we might be able to help to win, deliver and manage. We may negotiate with you a one-off Finder's Commission of 5% of the contract surplus, in addition to fees for any consultancy days which you provide to the project.

### **How much will I get paid for consultancy work?**

There are likely to be three levels of payment - for 'Associates', 'Specialists', and 'support roles' and these rates are negotiated on a contract by contract basis. Our clients vary enormously, from central government, to small community groups, and

the fees the Pool charges vary as well. Fees will be payable for 'delivery days', including preparation and write-up time agreed within the contract. All Associates will be asked to make available at least one further day of their time per year, without pay, to attend briefing, training or review sessions, or our networking events. We will aim to ensure that most communication is by telephone, email and internet, and will pay all reasonable travel expenses.

#### **How does payment and invoicing work?**

Invoices will be accepted upon satisfactory completion of contracts. We will endeavour to pay invoices by BACS or cheque within 30 days of the invoice date. Please always include the full reference number of the contract and a short description of the work on your invoices, as well as the date the work was carried out, and for which organisation. Invoices can be emailed to [deepa.mistry@Locality.org.uk](mailto:deepa.mistry@Locality.org.uk) or posted to Locality, 33 Corsham Street, London N1 6DR.

#### **Do you monitor and review work done by Pool Associates?**

When you undertake consultancy work with us, your performance on any contracts will be reviewed through feedback from clients and co-associates. This will allow us to provide a rating for each piece of work. Attributes we will require from all associates are punctuality, reliability, the ability to meet deadlines, attention to detail and accurate record-keeping, including time-sheets.

#### **Do you require Pool Associates to have any insurance?**

Work done by the Pool is covered by Locality's Professional Indemnity insurance (£1 million), although we like to know if any of our Associates have their own insurance. If you do have your own insurance, please confirm to the Pool what and how much cover you have.