

NETWORK RAIL

Finance Directorate

BRIEFING NOTE

RT/K/P/013

Issue 1 July 1997

Engagement of Management Consultants

Compliance Date: July 1997

Standard Owner: Contracts & Procurement

Business Unit Owner: Contracts & Procurement

Executive Summary

This document has been superseded by Corporate Policy document – Delegation of Authority & Signing and Sealing and The Recruitment Engagement Form (REF) and is now obsolete.

Detailed description of the changes

This Line Procedure is based upon Railtrack Corporate Manual which was superseded by Corporate Policy document – Delegation of Authority & Signing and Sealing issued June 2004. In addition the process for appointing Consultants is now covered by The Recruitment Engagement Form (REF). The REF process replaces the Authority to Recruit Form (ATR) and the Professional Services Engagement Form (PSE) and must be used to gain authorisation to engage all resource that enters Network Rail. It comprises four sections, namely: -

REF ATR (sections 1, 2 and 3)

- Network Rail permanent and fixed term contracts,
- Temporary agency personnel for templated and non templated positions
- Extensions to temporary agency personnel for templated and non templated positions

REF PSE (section 4)

REF Section 4 – Professional Services Engagement process for all professional services requirements i.e. design consultancy/technical/management/ legal.

This old and out of date Line Procedure should now be deleted to avoid any possible confusion.

Implementation

The deletion of this document shall be applied from 2 April 2005

Applicability

The deletion of this document are of relevance to the following functions:

Function	Applicable (please tick relevant boxes)
Contracts & Procurement	✓
Corporate Change	✓
Corporate Planning & Regulatory Affairs	
Engineering	
Finance	
Government & Corporate Affairs	
Human Resources	✓
Information Management	
Legal Services	
Maintenance	
Network Development	
Major Projects & Investment	
Major Projects & Telecoms	
National Delivery Service	
Operations & Customer Services	
Railway Estates	
Safety & Compliance	
Strategic Analysis	

Technical Workscope Applicability (not applicable)

Technical Workscope Applicability (Please tick relevant boxes)	Design		Equipment			Construction				
	General	System Design	General	Design	MI & T	General	Equipment Site Inst.	Equipment Site Test	System Comm.	Maintenance
Key: M, I & T = Manufacture, Inspection & Test at Works Comm. = Commissioning Inst. = Installation										
A – All										
C&S – Civil & Structural										
E&P – Electrification (AC and/or DC) & Plant										
M – Maintenance										
P – Track										
S – Signalling										
T – Telecoms										
H – Safety & Site Working										
RS&VE – Railway System & Vehicle Engineering/Rail Vehicle Engineering										

Contact Name

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