

Annex 1: Specialist External Expertise

Spend by service 2025/26

Operational support providing specialist advice

| Central Services | | | | | | | |
|-------------------------|----------------------------|--------------------------------|---|---------------------------|--------------------------------------|---|---|
| Timing | Provider | Cost of item in 2024/25 | Reason for use of consultants, include details of in-house expertise | Monitoring process | Procurement process | Outcome what did the consultants provide/achieve | Risk Any risk associated with not appointing consultants for this project? |
| Jan 2025 - Mar 2026 | EW Legal costing Ltd | £350.00 | Specialist legal advice on negotiating costs awarded | Communication -various | Direct Approach | Legal advice provided and matter concluded | No in-house specialist adviser on costs negotiation - risk of paying higher costs |
| Jan 2025 - Mar 2026 | Trowers & Hamblins LLP | £2,757.45 | Standard Nominations Agreement | Communication -various | Three Quotes | Legal advice provided and matter concluded | No in house specialist. Risk of not entering appropriate binding clauses in the agreement |
| Jan 2025 - Mar 2026 | Cornwall Street Barristers | £300.00 | Court Hearing | Communication -various | Direct Approach | Legal advice provided and matter concluded | Risk of costs |
| Jan 2025 - | Thomson Snell & Passmore | £392.00 | S106 Agreement | Communication -various | Yes- our external lawyers for s106's | Legal advice provided and matter concluded | Risk to the council not being able to enforce the |

| | | | | | | | |
|---------------------|--------------------------|-----------|----------------------------------|------------------------|--------------------------------------|--|---|
| Mar 2026 | | | | | | | obligations if appropriate terms are not drafted into the agreement |
| Jan 2025 - Mar 2026 | EW Legal costing Ltd | £450.00 | Advising on costs | Communication -various | Direct Approach | Legal advice provided and matter concluded | Risk of paying out higher costs |
| Jan 2025 - Mar 2026 | Thomson Snell & Passmore | £504.00 | S106 Deed of Variation | Communication -various | Yes- our external lawyers for s106's | Legal advice provided and matter concluded | Risk to the council not being able to enforce the obligations if appropriate terms are not drafted into the agreement |
| Jan 2025 - Mar 2026 | Bevan Brittan LLP | £653.00 | Specialist legal advice | Communication -various | Direct Approach | Legal advice provided and matter concluded | Risk of appeal and costs |
| Jan 2025 - Mar 2026 | Thomson Snell & Passmore | £1,805.00 | Commercial Property legal advice | Communication -various | Direct Approach | Legal advice provided and matter concluded | Risk to council property transaction |
| Jan 2025 - Mar 2026 | Trowers & Hamblins LLP | £5,894.00 | Homelessness Advice | Communication -various | Direct Approach | Legal advice provided and matter concluded | Risk of JR/compensation |
| Jan 2025 - Mar 2026 | EW Legal costing Ltd | £2,250.00 | Costs advice | Communication -various | Direct approach | Legal advice provided and matter concluded | Risk of paying higher costs if not negotiated |

| | | | | | | | |
|---------------------|------------------------|-----------|---|------------------------|-----------------|--|--|
| Jan 2025 - Mar 2026 | Trowers & Hamblins LLP | £6,957.00 | Specialist legal advice | Communication -various | Three Quotes | Legal advice provided and matter concluded | Risk of appeal and costs |
| Jan 2025 - Mar 2026 | Trowers & Hamblins LLP | £837.00 | Housing - JR advice | Communication -various | Direct Approach | Legal advice provided and matter concluded | Risk of appeal and costs |
| Jan 2025 - Mar 2026 | Trowers & Hamblins LLP | £1,950.00 | Planning specialist advice Planning and Licencing | Communication -various | Three Quotes | Legal advice provided and matter concluded | Risk of appeal and costs |
| Jan 2025 - Mar 2026 | Trowers & Hamblins LLP | £3,334.00 | JR specialist advice | Communication -various | Direct Approach | Legal advice provided and matter concluded | Risk of compensation/our decision being challenged |
| Jan 2025 - Mar 2026 | Trowers & Hamblins LLP | £1,763.00 | Specialist advice to property services | Communication -various | Direct Approach | Legal advice provided and matter concluded | Risk to council property transaction |
| Jan 2025 - Mar 2026 | Landmark Chambers | £1,500.00 | Specialist advice - Response to Pre-action protocol JR letter | Communication -various | Direct Approach | Legal advice provided and matter concluded | JR risk |
| Jan 2025 - Mar 2026 | Cornerstone Barristers | £750.00 | Housing and Homelessness Advice | Communication -various | Direct Approach | Legal advice provided and matter concluded | Risk of costs/compensation |
| Jan 2025 - Mar 2026 | 39 Essex Chambers | £1,225.00 | Urgent advice from Counsel in March by Midday- Planning | Communication -various | Direct approach | Legal advice provided and matter concluded | Risk of costs |

| | | | | | | | |
|---------------------|------------------------|-----------|---|------------------------|-----------------|--|--|
| Jan 2025 - Mar 2026 | Weightmans LLP | £5,091.50 | Court matter - specialist advice | Communication -various | Three Quotes | Legal advice provided and matter concluded | Risk of costs |
| Jan 2025 - Mar 2026 | Bevan Brittan LLP | £2,731.50 | Procurement specialist legal advice for Waste contract | Communication -various | Direct | Legal advice provided and matter concluded | Contracts compliance risks |
| Jan 2025 - Mar 2026 | Cornerstone Barristers | £1,625.00 | Planning specialist counsel advice - on planning appeal | Communication -various | Three Quotes | Legal advice provided and matter concluded | Risk of Costs |
| Jan 2025 - Mar 2026 | Cornerstone Barristers | £1,375.00 | Self build planning application specialist advice | Communication -various | Direct approach | Legal advice provided and matter concluded | Risk of applicants not complying with self build and the exemption |
| Jan 2025 - Mar 2026 | Cornerstone Barristers | £1,125.00 | Self-build planning application specialist advice | Communication -various | Direct approach | Legal advice provided and matter concluded | Risk of applicants not complying with self build and the exemption |
| Jan 2025 - Mar 2026 | Cornerstone Barristers | £975.00 | Planning advice | Communication -various | Direct approach | Legal advice provided and matter concluded | Risk of Costs |
| Jan 2025 - Mar 2026 | Cornerstone Barristers | £2,000.00 | Planning Appeal | Communication -various | Three Quotes | Legal advice provided and matter concluded | Risk of Costs |
| Jan 2025 - Mar 2026 | Cornerstone Barristers | £2,300.00 | Planning Appeal | Communication -various | Three Quotes | Legal advice provided and matter concluded | Risk of Costs |

| | | | | | | | |
|---------------------|-------------------------|------------|--|------------------------|-----------------|--|---|
| Jan 2025 - Mar 2026 | Cornerstone Barristers | £6,540.00 | Planning Appeal | Communication -various | Three Quotes | Legal advice provided and matter concluded | Risk of Costs |
| Jan 2025 - Mar 2026 | Francis Taylor Building | £1,250.00 | Planning Appeal | Communication -various | Three Quotes | Legal advice provided and matter concluded | Risk of Costs |
| Jan 2025 - Mar 2026 | Cornerstone Barristers | £12,437.50 | Planning Appeal | Communication -various | Three Quotes | Legal advice provided and matter concluded | Risk of appeal and costs |
| Jan 2025 - Mar 2026 | Cornerstone Barristers | £1,750.00 | Planning specialist advice Planning and Licencing - training | Communication -various | Three Quotes | Legal advice provided and matter concluded | Risk of appeal and costs |
| Jan 2025 - Mar 2026 | Freeths LLP | £1,427.20 | Professional fees- BNG advice | Communication -various | Direct approach | Legal advice provided and matter concluded | Risk of not making a legally complaint decision |
| Jan 2025 - Mar 2026 | Six Pump Court | £2,800.00 | Counsel attendance and cost report - PC | Communication -various | Direct approach | Legal advice provided and matter concluded | Risk of JR if meeting is not legally complaint in decision making |
| Jan 2025 - Mar 2026 | Six Pump Court | £1,900.00 | Counsel attendance - PC | Communication -various | Direct approach | Legal advice provided and matter concluded | Risk of JR if meeting is not legally complaint in decision making |

| | | | | | | | |
|--------------------|----------------------|------------|---|--------------------------|-------------------------------|---|---|
| Jan 2025 - ongoing | Wilkes Head & Eve | £12,800.00 | Annual asset valuations required to comply with financial reporting standards | Communication / meetings | Service led, quotation sought | Production of annual asset valuations and associated report | Failure to comply with financial reporting standards would mean the Council would not get its accounts signed off by external auditors. The Council does not have a RICS Registered Valuer to undertake the valuations. Several attempts have been made to recruit. |
| Oct 2025 | Phoenix Software Ltd | £1,050.00 | Specialist expertise was required to securely migrate and reconfigure email security tooling and to decommission legacy infrastructure. This work required supplier-specific technical knowledge and could not be delivered within existing internal capacity without increased risk. | Reports/meetings | 3 quotes from 3 suppliers | Migration of Email management to a set of tools from 2 servers within Azure achieving simple management and a cost saving for the Azure monthly spend | Failure to appoint specialist support would have retained dependency on legacy infrastructure, increasing operational overhead, Azure running costs and the risk of security weaknesses, while placing additional resource pressure on internal IT staff. |

| | | | | | | | |
|----------|---------------------------------|------------|---|--|------------------------------------|---|--|
| Nov 2025 | Tunbridge Wells Borough Council | £5,000.00 | Independent specialist support was required to undertake detailed process mapping and analysis within agreed timescales, supporting service redesign and renewal activity. Internal resources did not have sufficient capacity to complete this work alongside day-to-day service delivery. | Reports/meetings | Annual contract | Creation of process mapping for re-engineering of business process for digital transformation and streamlining services | Failure to appoint specialist support would have limited capacity to undertake comprehensive process mapping within required timescales, increasing the risk that services are renewed or redesigned based on inefficient or outdated processes, reducing opportunities for digital transformation and service improvement |
| Apr 2025 | Idox Software Ltd | £14,875.00 | The migration required specialist supplier knowledge of the IDOX platform, data structures and configuration. Use of the system supplier ensured the migration was completed safely, efficiently and in | Reports/meetings/engagement completion | Part of the IDOX migration project | Delivery of the IDOX migration project, including data transfer and platform configuration, enabling secure transition to the new system, maintaining business continuity and | Without specialist supplier support, there was a risk of incomplete or failed system migration, data integrity issues and extended service disruption, potentially impacting statutory service delivery and |

| | | | | | | | |
|----------|-------------------|------------|---|--|------------------------------------|--|---|
| | | | line with vendor best practice, reducing delivery and data integrity risks. | | | supporting ongoing service delivery. | increasing remediation costs. |
| May 2025 | Idox Software Ltd | £12,775.00 | The migration required specialist supplier knowledge of the IDOX platform, data structures and configuration. Use of the system supplier ensured the migration was completed safely, efficiently and in line with vendor best practice, reducing delivery and data integrity risks. | Reports/meetings/engagement completion | Part of the IDOX migration project | Delivery of the IDOX migration project, including data transfer and platform configuration, enabling secure transition to the new system, maintaining business continuity and supporting ongoing service delivery. | Without specialist supplier support, there was a risk of incomplete or failed system migration, data integrity issues and extended service disruption, potentially impacting statutory service delivery and increasing remediation costs. |
| May 2025 | Idox Software Ltd | £13,350.00 | The migration required specialist supplier knowledge of the IDOX platform, data structures and configuration. Use of the system supplier ensured the migration was completed safely, | Reports/meetings/engagement completion | Part of the IDOX migration project | Delivery of the IDOX migration project, including data transfer and platform configuration, enabling secure transition to the new system, maintaining business | Without specialist supplier support, there was a risk of incomplete or failed system migration, data integrity issues and extended service disruption, potentially impacting statutory service delivery and |

| | | | | | | | |
|----------|----------------------|-----------|--|-----------------------|---------------------------------------|--|--|
| | | | efficiently and in line with vendor best practice, reducing delivery and data integrity risks. | | | continuity and supporting ongoing service delivery. | increasing remediation costs. |
| Nov 2025 | Civica UK Ltd | £2,761.00 | Specialist supplier involvement was required to complete a secure database migration in line with product requirements and security best practice. This activity could not be undertaken internally due to software-specific knowledge and vendor terms. | Engagement completion | Part of the Mod Gov contract | Successful migration to the new database server with minimal downtime, business interruption and full compliance with the vendors maintenance contracts and SLAs | Not appointing the supplier to complete the database migration would have increased the risk of non-compliance with security and data protection requirements, continued reliance on legacy infrastructure, and potential system instability affecting governance processes. |
| Sep 2025 | Total Mobile Limited | £1,450.00 | Supplier support was required to implement and configure the mobile working solution in line with contractual specifications. This ensured the platform was | Engagement completion | Part of the contract for the solution | Successful upgrade to the mobile solution platform | Increased cost, weakened security and unsupported mobile working solution resulting in compliance failure and security breach risks |

| | | | | | | | |
|----------|------------------------|-----------|---|--|------------------------------------|--|---|
| | | | correctly deployed, supported and optimised for operational use. | | | | |
| Apr 2025 | Agile Applications Ltd | £3,600.00 | The migration required specialist supplier knowledge of the IDOX platform, data structures and configuration. Use of the system supplier ensured the migration was completed safely, efficiently and in line with vendor best practice, reducing delivery and data integrity risks. | Reports/meetings/engagement completion | Part of the IDOX migration project | Delivery of the IDOX migration project, including data transfer and platform configuration, enabling secure transition to the new system, maintaining business continuity and supporting ongoing service delivery. | Not securing specialist data migration support would have increased the risk of data quality issues, data loss or delays during transition, impacting business continuity and confidence in the new system. |
| Apr 2025 | CyberSmart Ltd | £2,050.00 | An independent, accredited assessor was required to conduct the Cyber Essentials Plus audit. Certification cannot be self-assessed and must be completed by a qualified | Reports/meetings | 3 quotes from 3 suppliers | Regulatory audit for the Cyber Essentials Plus security compliance | Failure to appoint an accredited external auditor would have prevented certification, increasing organisational cyber risk, impacting assurance to stakeholders, and limiting eligibility for |

| | | | | | | | |
|----------|----------------|---------|---|------------------|---------------------------|--|---|
| | | | external organisation. | | | | certain contracts or partnerships. |
| Sep 2025 | CyberSmart Ltd | £675.00 | External consultancy was required to carry out the Cyber Essentials assessment, as certification must be validated independently to provide assurance of compliance. | Reports/meetings | 3 quotes from 3 suppliers | Regulatory audit for the Cyber Essentials security compliance | Without an independent certification audit, the organisation would have been unable to demonstrate baseline cyber security compliance, increasing exposure to cyber risk and reducing external assurance |
| Feb 2026 | Kocho Group | £493.12 | Specialist consultancy was required to configure Microsoft Purview, including the creation of a Purview dashboard and implementation of data classification and compliance controls. This work required advanced platform expertise and could not be delivered solely through in-house resources within | Reports/meetings | 3 quotes from 3 suppliers | Creation of Data identification and classification portal to identify PII, sensitive information and regulatory compliance | Failure to implement specialist configuration support would have limited visibility and control over sensitive and personal data, increasing compliance risk under GDPR, the likelihood of data breaches, and reliance on less effective manual controls. |

| | | | | | | | |
|----------|-------------|---------|--|------------------|---------------------------|--|---|
| | | | the required timescales. | | | | |
| Feb 2026 | Kocho Group | £432.50 | Specialist consultancy was required to configure Microsoft Purview, including the creation of a Purview dashboard and implementation of data classification and compliance controls. This work required advanced platform expertise and could not be delivered solely through in-house resources within the required timescales. | Reports/meetings | 3 quotes from 3 suppliers | Creation of Data identification and classification portal to identify PII, sensitive information and regulatory compliance | Failure to implement specialist configuration support would have limited visibility and control over sensitive and personal data, increasing compliance risk under GDPR, the likelihood of data breaches, and reliance on less effective manual controls. |

| | | | | | | | |
|----------|-------------|-----------|--|------------------|---------------------------|--|---|
| Mar 2026 | Kocho Group | £2,319.12 | Specialist consultancy was required to configure Microsoft Purview, including the creation of a Purview dashboard and implementation of data classification and compliance controls. This work required advanced platform expertise and could not be delivered solely through in-house resources within the required timescales. | Reports/meetings | 3 quotes from 3 suppliers | Creation of Data identification and classification portal to identify PII, sensitive information and regulatory compliance | Failure to implement specialist configuration support would have limited visibility and control over sensitive and personal data, increasing compliance risk under GDPR, the likelihood of data breaches, and reliance on less effective manual controls. |
| Mar 2026 | Kocho Group | £432.50 | Specialist consultancy was required to configure Microsoft Purview, including the creation of a Purview dashboard and implementation of data classification and compliance | Reports/meetings | 3 quotes from 3 suppliers | Creation of Data identification and classification portal to identify PII, sensitive information and regulatory compliance | Failure to implement specialist configuration support would have limited visibility and control over sensitive and personal data, increasing compliance risk under GDPR, the |

| | | | | | | | |
|--|--|--|---|--|--|--|--|
| | | | controls. This work required advanced platform expertise and could not be delivered solely through in-house resources within the required timescales. | | | | likelihood of data breaches, and reliance on less effective manual controls. |
|--|--|--|---|--|--|--|--|

Executive Services

| Timing | Provider | Cost of item in 2024/25 | Reason for use of consultants, include details of in-house expertise | Monitoring process | Procurement process | Outcome what did the consultants provide/achieve | Risk Any risk associated with not appointing consultants for this project? |
|---------------|---|--------------------------------|--|--|----------------------------|---|---|
| Jan 2025 | Focus On Banking | £4,400.00 | Review of Banking & Merchant Acquiring Arrangements | Review reports | Service led | Expert Advice | Risk of inaccurate assessment of value for money |
| Jan 2025 | Airey Consultancy Services Ltd | £1,390.00 | Provision of Consultancy Support and creation of Full Council Tax S13A 1A Council Tax Reduction Scheme for 2025 & 2026 | Communications / Meetings / Review draft reports | Service led | Expert Advice | Potential for delay in implementation of policy |
| Jan 2025 | MUFG Corporate Markets Treasury Limited | £12,120.00 | Advice on accounting for corporate leases. Consultancy payment covers 2025/26 to 2027/28 financial years. | Review reports | Service led | Expert Advice | Risk of inaccurate tax reporting |

PHEH

| Timing | Provider | Cost of item in 2024/25 | Reason for use of consultants, include details of in-house expertise | Monitoring process | Procurement process | Outcome what did the consultants provide/achieve | Risk Any risk associated with not appointing consultants for this project? |
|---------------------|---------------------------------------|--------------------------------|--|---|--|---|---|
| Ongoing | TSC Structural Engineering Consultant | £17,000.00 | To assess and check structural designs submitted as part of Building Control process. | Communications / assess responses. | No procurement process - historic and ongoing service provider | Satisfactory checking of structural designs submitted as part of Building control process | Significant risk of structural failure on projects under Councils Building Control process. |
| Jan 2025 | Veritas Pest Consultancy | £4,408.00 | Expert advice re fly control and species identification (no expertise internally) | Reports/meetings | No Member involvement. Quotations obtained. | Provision of expert support in complaint investigation which is ongoing | Our lack of expertise in this area would lead to less well informed judgements in the complaint investigation. |
| Sep 2025 – Mar 2026 | Consultant Building Safety Officer | £18,172.93 | To investigate and inspect relevant mid or high rise buildings to support building safety enforcement. To carry out any appropriate enforcement. | Meetings/MHCLG monitoring/statutory returns | Partnership approach with Tunbridge Wells BC | Report due to be prepared for MT/Members on project | Failure to adequately resource could have resulted in Government intervention as specific funding was provided. |

| SSLTS | | | | | | | |
|---------------------|--|--------------------------------|---|---------------------------|----------------------------|---|---|
| Timing | Provider | Cost of item in 2024/25 | Reason for use of consultants, include details of in-house expertise | Monitoring process | Procurement process | Outcome what did the consultants provide/achieve | Risk Any risk associated with not appointing consultants for this project? |
| Sep 2025 - Feb 2026 | Roads and Sewers for Planning and Design | £585 | Aylesford Car Park Design and Planning Support | Commissioning Officer | Services Led | Successful submission of a validated planning application | Unable to progress planning application within established timeframe |
| Feb 2026 - Jul 2026 | DHA Planning Ltd | £7,250 | Appointment of Planning Consultant to progress planning application | Commissioning Officer | Services Led | Successful submission of a validated planning application | Unable to progress planning application within established timeframe |
| Annual | Roads and Sewers for Planning and Design | £4,285 | Quarterly and Annual inspection of bridges | Commissioning Officer | Services Led | Structural report with recommendations produced | Risk to the public - TMBC asset becoming hazardous to users |
| Mar 2026 | Roads and Sewers for Planning and Design | £2,000 | Structural inspection of bridge locations 1 and 8 to be completed in January and March 2026 | Commissioning Officer | Services Led | Structural report with recommendations produced | Risk to the public - TMBC asset becoming hazardous to users |
| Mar 2026 | Roads and Sewers for Planning and Design | £1,000 | Structural inspection of bridge locations 10 and 11 to be completed in January and March 2026 | Commissioning Officer | Services Led | Structural report with recommendations produced | Risk to the public - TMBC asset becoming hazardous to users |

| | | | | | | | |
|---------------------|--|--------|--|-----------------------|--------------|---|---|
| Feb 2026 | Roads and Sewers for Planning and Design | £1,550 | Independent assessment of removal method statement and risk assessment for Shallows Bridge Haysden | Commissioning Officer | Services Led | Written report with recommendations produced | Ensuring a safe system of work was adopted for the removal of the bridge. |
| Jul 2025 | Aegaea Limited | £970 | Flood risk assessment | Commissioning Officer | Services Led | Provision of reports for inclusion in planning application | Unable to progress planning application |
| Mar 2026 | PJC Consultancy | £1,895 | Arboricultural and Ecological Survey | Commissioning Officer | Services Led | Provision of reports for inclusion in planning application | Unable to progress planning application |
| Jul 2025 - Mar 2026 | Adonis Blue Environmental Consultants | £4,452 | Baseline BNG Assessments and Habitat Management and Monitoring Plan | Commissioning Officer | Services Led | Provision on BNG calculation to include with planning application | Unable to progress planning application |