

APPENDIX II

SERVICES PROVIDED BY CONSULTANT PROFESSIONS

The following descriptions of the services which are obtainable by the public from practitioners have been kindly supplied by the professional bodies concerned.

Actuaries

Actuaries advise mainly in the field of monetary problems involving future payments, the assessment (using suitable mathematical techniques) of the probabilities of those payments having to be made, and their equivalent value at other points of time having regard to the operation of compound interest. That is, in essence, the solution of problems which a businessman might recognise as discounted cash flow but with an appropriate allowance for any uncertainty attaching to the payment of the sums discounted. Whilst any problem of this fundamental nature is one on which the advice of an actuary may be sought, such problems have hitherto most usually been seen to arise in connection with the operation of life assurance companies, industrial and commercial pension funds and friendly societies, the valuation of reversions and life interests under trusts and the apportionment of trust funds between the interested parties. Advice may also be sought on statistical and operational research problems, on investment matters and on all problems arising in connection with pension funds in addition to the assessment of their financial position. Actuaries are called upon in the course of their career to advise on administrative problems as well as problems of finance. Institute of Actuaries, Staple Inn Hall, High Holborn, London, W.C.1. Tel; 01-242 9175

Architects

The architect's job is to advise a client on his building needs and to design buildings to meet them, in time and for the right price.

Some firms specialise: in hospital design, housing, factories, shop-fitting, or the care and restoration of historic buildings, for example. Others offer special knowledge of landscaping, town-planning, engineering in all its branches, contract management, acoustics, or the design of components for building, though the great majority of private firms can take on most commissions. The scope of the collective service offered by the profession is constantly changing in response to the public's demand, which may range from a domestic alteration job to a major feasibility study for a development with wide social and economic implications worth millions of pounds.

The architect's normal design service includes analysing his client's requirements, preparing the contract documents, obtaining tenders, letting and administering the building contract, supervising the work on site and settling the final account. He will apply for planning and building regulations consents and will guide his client through the mass of legislation that now governs building. Throughout, he will exercise control over the project's cost and timing, and when employed privately will thus act as an independent agent safeguarding the client's interests. Architects also advise on how best to exploit a site or an existing building; will carry out level, measured and structural surveys; and act as expert witnesses, technical assessors, and arbitrators in cases of dispute.

If a project requires the services of other specialists, say a structural, heating or electrical engineer; a valuation, land or quantity surveyor; or any other consultant, the architect is responsible for co-ordinating the

work of the full design team. He thus stands as designer, in a special and central position synthesising the client's and user's needs and the complex variety of skills needed to produce a finished building.
Royal Institute of British Architects, 66 Portland Place, London, W.1. Tel; 01-580 5533 256

Barristers

The professional services supplied by members of the Bar of England and Wales consist of services in relation to litigation, civil and criminal, in courts, tribunals, and inquiries of all kinds, and of the giving of advice (including the drafting of documents) on legal matters.

The barrister acts, with minor exceptions, on the instructions of a solicitor and renders his services on his own account as an individual.

The services in relation to litigation include the drafting of written pleadings and advising on evidence, but the service is that of advocacy, the actual conduct of the case in Court. Barristers have a right of audience in the superior courts which include the House of Lords, the Supreme Court, the Assize Courts, the Crown Courts and the Courts of Quarter Sessions.

Members of the Bar are available, as consultants, to solicitors who seek their opinion on the more difficult cases which may require much legal research. There are, within the Bar, sections of specialists, some of whom may do little court work but spend their time giving advice on their special branch of the law and drafting the often very difficult documents which may be required. General Council of the Bar of England and Wales, Carpmael Building, Temple, London, E.C.4: Tel; 01-353 4649

Chartered Accountants

Chartered accountants engaged in the practice of public accountancy provide independent auditing; the preparation of financial accounts; tax advice; planning and negotiations; financial advice, management consultancy; investigations; reports for inclusion in prospectuses; the financial aspects of company reconstructions and amalgamations; share and business valuations; evidence before tribunals as expert witnesses; members of Government Committees; liquidations, receiverships and insolvencies; executorships and trusteeships; company secretarial activities and commercial arbitrations.

This variety of work is performed for an equally variegated clientele: practitioners' clients include businesses ranging from the multi-million-pound international group to the corner tobacco shop; they include individuals whose annual earnings run into six figures, and those who are looking for an executor to an estate which will barely reach four figures. The practitioners' firms themselves reflect, in their size, the variety of their functions.

Institute of Chartered Accountants in England and Wales, 56 Goswell Road, London, E.C.1. Tel; 01-253 1090

Chartered Surveyors

The chartered surveyor is qualified by examinations and experience in one of the five main branches of the profession, i.e. General Practice, Quantity Surveying, Agricultural Surveying, Mining Surveying and Land Surveying.

The surveyor in GENERAL PRACTICE is concerned in the management, development and valuation of land and buildings and is expert in one or more of the following:

- (i) Valuation and Estate Management, which includes the valuation of all types of property for purchase, sale or letting, for national or local taxation and for compulsory purchase, and the management of all forms of urban property on behalf of public and private owners.
- (ii) Town and Country Planning, where he advises private owners on aspects of planning which affect their property, including procedures for obtaining planning permission for development,

- or on the owner's position where permission is refused. He also advises on all forms of land use and on the economic problems of planning and development.
- (iii) Building Surveying. This includes expert advice on the maintenance, repairs, improvement and extension of buildings and on problems involving building law, including public health and building regulations.
 - (iv) Estate Agency. The chartered surveyor may act as an estate agent and, on behalf of clients, sells and purchases and lets houses, shops, offices, factories and almost any type of land or building; he can also arrange mortgages and advises on the market value of properties.
 - (v) Finance. Advice on the best method of financing developments or acquisition of property, both for developers and owner occupiers.

The QUANTITY SURVEYOR acts as a building economist and advises building owners and architects on the probable costs of building schemes and on the Cost of alternative designs. He advises on procedures for arranging building contracts and he is an essential member of the design team with the architect and other consultants. He prepares bills of quantities and, where appropriate, negotiates contracts with builders; forecasts costs and prepares valuations for payment to the builder as the work proceeds. He is responsible for the measurement and valuation of variations in the work during the contract, and for the preparation and agreement of the builder's final account.

The AGRICULTURAL SURVEYOR renders professional service and advice to all interests in rural property. He advises on the purchase, sale, development and management of land used for agriculture and forestry. These functions include advice on the letting of land to tenants, the equipment of farms and transactions arising out of compulsory acquisition of land.

The LAND SURVEYOR carries out geodetic, topographical large-scale engineering and development surveys. He compiles and produces maps and plans resulting from these surveys. The Hydrographic Surveyor carries out all aspects of the survey of oceans, seas, inland waterways and harbours and compiles and produces nautical charts.

The MINERAL SURVEYOR carries out surveys of mines and mineral workings and prepares all necessary plans and sections which, in some cases, are required by law. He advises on problems resulting from the movement of ground due to mining operations and his specialist knowledge enables him to value minerals and manage mineral estates.

Royal Institution of Chartered Surveyors, 12 Great George Street, London, S.W.1. Tel; 01-930 5322

Consulting Engineers

The Consulting Engineer's more useful service is to design and supervise the construction of engineering works.

The Consulting Engineer will first discover by such discussion as is necessary his client's general requirements. He will then examine those requirements and determine their technical practicability and economy and work out in broad terms means or alternative means by which, and at what cost, the client's wishes could be satisfied.

When the client has approved an outline project the Consulting Engineer will develop a design in detail and document his work so that contractors can prepare and submit competitive tenders for carrying out the work. The Consulting Engineer then examines the tenders and advises the client on the selection of that to be accepted.

Once the contract is let the Consulting Engineer undertakes responsibility for the supervision of the construction, for making sure that the specified materials are used, that the design is followed and that the workmanship is of the necessary standard. During the progress of the work and on completion the Consulting Engineer issues certificates authorising payments to the contractor and (within the terms of the contract)

settles any differences which may arise between his client and the contractor. He finally certifies that the project is complete.

The above describes the Consulting Engineer's part in the concept, design and supervision of construction of a capital project. In addition he is qualified to investigate and report on any engineering problem within his field of work and to inspect materials and plant during manufacture and on site. He is also able to advise on causes of mishaps and to recommend remedial measures or to act as an arbitrator in disputes, or to assist the Courts as an expert witness on matters within his experience.

Association of Consulting Engineers, Abbey House, 2 Victoria Street, London, S.W.1. Tel; 01-222 6557

Consulting Marine Engineers and Ship Surveyors

The increasingly heavy demands made upon the Shipping Industry in terms of specialised tonnage, and the increasing costs of ship construction and maintenance, have made the employment of Consulting Marine Engineers and Ship Surveyors of paramount importance.

The services offered by the Consulting Marine Engineer and Ship Surveyor can be described broadly under three main headings:

- (i) Ship and Engine Construction. The Consultant will advise on and draw up plans, specifications and technical data to produce a ship of specialised design, size, category, or power, giving the greatest efficiency compatible with the needs of the Shipowner. He will act in liaison with the ship and engine builders during all stages of construction and during the guarantee period, to ensure that the terms of the contract are carried out.
- (ii) Maintenance. Routine maintenance is supervised by ship's personnel, but certain items (mainly those required to meet Board of Trade or Classification Society's periodical survey requirements) are frequently carried out under the additional supervision or advice of a Consultant to avoid delay and minimise cost.
- (iii) Contingency work. The Consultant will advise Shipowners, Authorities, etc. in cases of damage (fire, collision, stranding, etc.) or abnormal stresses, malfunctioning of engines, equipment, etc. according to the limitations of the situation.

The Consulting Marine Engineer and Ship Surveyor will also advise on new techniques and developments, on the complex requirements of Classification Societies and local safety requirements Classification Societies on international and local safety requirements on changes in conditions necessitated by Government and Union agreements, on changes in type, nature and stowage of cargo, and on shore installation developments. He will also advise on the sale and purchase of ships, lighters, yachts, etc.

Society of Consulting Marine Engineers and Ship Surveyors, 5 Fenchurch Street, London, E.C.3. Tel;

Dentists

Dental disease, in one or other of its several forms, is the only disease which everyone must expect to suffer some time during his life. The treatment of this — the most common of illnesses — is the responsibility of the dental profession, but modern dental surgery covers a much wider field than the relief of suffering and the replacement of hopelessly diseased teeth, important though both these functions are.

Society is increasingly coming to recognise and demand the benefits to health and the sense of wellbeing to be gained from a well-cared for, functionally efficient and aesthetically pleasing dentition. So the dentist today has utilised his greater knowledge and extended his skills to give this service in a number of special directions.

Orthodontics, which literally translated means 'the straightening of teeth', involves a study of the causes of deformities of the teeth and jaws in children and young people, and their corrections. Advanced restorative techniques employ engineering principles on a minute scale and have been developed to a high degree of precision so that the cosmetic standards demanded, for example, by the television screen can be achieved.

All this work can now be accomplished with the complete absence of pain and the minimum of discomfort, thanks to advances in the realm of anaesthesia and sedation, where dental surgeons have been prominent as pioneers for a hundred years.

Prevention must, however, be the ultimate objective of the healing professions and dentistry is no exception. By way of advice and prophylactic treatment, dentists have much to offer in this connection although the true origins of dental disease are not yet fully understood.

British Dental Association, 63 Wimpole Street, London, W.A. Tel; 01-935 0875

Medical Practitioners

Medicine as a whole is directed to the overall care of the individual patient whether at home, at work or in hospital. But to achieve this the practice of medicine has evolved into a number of specialised branches. These divisions hold good both within the National Health Service and outside it.

Preventive Medicine is mainly the task of the Public Health Medical Officer who with his staff on the local health authority is responsible for a great variety of services such as immunization programmes, campaigns for accident prevention, running clinics for mothers and children, maintaining proper standards of public hygiene. Under his general direction work health visitors, home helps, public health inspectors, district nurses, midwives, special visitors for old people and mental welfare officers.

General Practice is always the first point of contact — save in some emergencies — between patient and doctor. The main tasks in general practice are diagnosis and treatment and it is the family doctor who is responsible for the continuing care of the patient in the community. He also plays a part in preventive medicine. When necessary the general practitioner is able to call upon other branches of medicine, as for instance when the patient needs specialised medical attention. It is he who arranges for a consultant opinion and/or admission to hospital.

The Hospital Services' role is again that of diagnosis and treatment under the care of a consultant — either as an inpatient for whom the consultant assumes responsibility or as an outpatient when responsibility remains with the family doctor. Hospital doctors specialise in specific sections of medicine, such as surgery, general medicine, anaesthetics, pathology, neurology and ophthalmology to name but a few.

The degree of specialisation is increasing as a result of the rapid progress in medical science. It is open to doctors in every branch of medicine to undertake research but a great deal must be carried out necessarily in a hospital environment. Those hospitals with medical schools attached play a particularly important role in medical research. British Medical Association, Tavistock Square, London, W.C.1. Tel; 01-387 4499

Patent Agents

Patent Agents act for clients — individual inventors, companies and similar corporate bodies and associations — and for professional associates overseas, primarily in obtaining patents for inventions both in the United Kingdom and in foreign countries.

This involves the drafting of specifications, correspondence with the Patent Offices concerned to overcome any statutory or technical objections raised by the examiners, and attendances at the Patent Offices for formal interviews and hearings.

In addition to these basic duties, Patent Agents make novelty investigations, file oppositions to competitors' patent applications and defend their own clients' patent applications against competitors' oppositions. They also advise clients on the validity and infringement of patents which are potential sources of litigation. When involved in litigation, they co-operate with barristers and solicitors; and some act as expert witnesses. This type of work is also often carried out in connection with foreign patents.

Some Patent Agents specialise in technical subjects, and many are employed on the staffs of industrial companies and Government Departments. Others are in private practice, acting on instructions from their clients.

In addition to handling patents, Patent Agents act similarly for clients in connection with registered designs and with trade marks, all connected with their clients' developments and activities. As with patents, there is a considerable proportion of the work involving overseas countries. Advice on the legal and commercial aspects of these matters is often requested by clients.

Chartered Institute of Patent Agents, Staple Inn Buildings, London, W.C.1 . Tel; 01-405 9450.

Pharmacists

A pharmacist, that is, a Fellow or Member of the Pharmaceutical Society of Great Britain, will be found in charge of every chemist's shop and will give advice as mentioned below (usually without payment).

Medical and Dental Prescriptions. As the dispenser of prescriptions given by doctors and dentists, the pharmacist will ensure that the patient understands the instructions for dosage and use of the prescribed medicine. If a patient who is taking prescribed medicine needs advice on whether he may safely take some other preparation as well, the pharmacist will inform him whether the two are consistent or whether the second will duplicate or conflict with the first.

Other Drugs. Where there is no prescription the pharmacist will advise whether a preparation named by the customer is suitable for a given ailment or will recommend a suitable treatment. He may volunteer advice where a customer asks for a quantity of medicine which seems to be excessive, or asks for a particular preparation too frequently or over too long a period. He frequently has to correct misunderstandings about the uses or effects of a particular preparation, sometimes caused by exaggerated advertising.

Treatment. The pharmacist will give first aid in emergency until a doctor can be seen, and will also advise on the treatment of minor ailments. He will advise that a doctor (or dentist) be consulted whenever this is necessary.

General Advice. The pharmacist will give general advice to customers whenever this is sought. He is often asked for this kind of help by the elderly and mothers of young children.

Pharmaceutical Society of Great Britain, 17 Bloomsbury Square, London, W.C.1. Tel; 01405 8967

Shipbrokers

The function of the shipbroker, reduced to its simplest terms, is to bring together the two parties concerned, namely the owner of the ship and the owner of the cargo; and the broker's income is derived from commission payable by the shipowner on completion and fulfilment of the contract.

In addition to fixing vessels, a most important part of a shipbroker's duty lies in acting as agent for the shipowner. As such, he is responsible for everything which may concern the vessel whilst she is in his port. His duties range from customs formalities and requirements to dealing with the crew; from arranging the loading and discharge of the vessel to dealing with collisions and the hundred and one other matters far too numerous to mention. His work as an agent will, at times, require him to be available at all hours of the day and night in order to render any service or assistance which may be necessary to the ship, her master and her owners.

Apart from agency work, which requires a high degree of skill and experience, shipbroking may be subdivided as follows:

- (i) Owner's Broker. He acts for the shipowner in finding a cargo for the vessel.
- (ii) Chartering Agent. He acts for the merchant seeking tonnage to carry his goods.

- (iii) Sale and Purchase Broker. His concern is acting on behalf of the buyer or seller of ships and in bringing the two parties together.
- (iv) Coasting Broker. He deals with vessels, usually small, trading round the British coast and to and from ports on the Continent. Whereas the Deep Sea Broker will normally only act for the shipowner or the merchant, negotiating with a fellow broker for the other side, it often happens that the Coasting Broker will act for both parties.
- (v) Tanker Broker. Some shipbrokers make a speciality of dealing with tankers, which is a market of great importance.
- (vi) Cabling Agents. This again is a specialised business, where the broker keeps in touch with other markets of the world, as for instance New York, and where business is arranged (as the term implies) on the cables. Institute of Chartered Shipbrokers, 25 Bury Street, London, E.C.3. Tel: 01-283 1361

Solicitors

The main function of a solicitor in modern society is to give practical guidance to the public in the various transactions with which they are concerned during the course of their lives upon which the law, with its ever increasing complexity, impinges. The service afforded by solicitors thus extends far beyond the field of strict law and includes the giving of practical business advice based, not only on the legal position but also on the solicitor's knowledge and experience as a man of affairs.

The majority of solicitors in private practice in the smaller provincial towns are primarily engaged in conveyancing (the buying, selling, letting and mortgaging of houses, flats, farms or business premises). in acting for small family businesses, in making Wills, in obtaining probate of such Wills, in the winding up of estates of deceased persons, in the formation and administration of trusts and in conducting cases (both civil and criminal) for their clients before the County Courts and the Magistrates Courts. They also conduct cases before a wide range of Administrative Tribunals.

In the larger towns a number of solicitors in private practice tend to specialise in certain branches of the law such as company formation, reconstruction and amalgamation. There are also specialists in tax matters, in town and country planning, in trade marks, patents and designs, in insurance law, etc.

The overwhelming volume of a solicitor's work is preventive in its nature and directed towards keeping his client out of trouble rather than getting him out of it. Nevertheless by far the greatest part numerically of all Court advocacy throughout England and Wales is undertaken by solicitors because in the County Courts and in the Magistrates' Courts (in which over 90% of all the criminal cases brought before the Courts in England and Wales are heard and which also have civil jurisdiction to deal with certain matters such as the making of Separation Orders, between husband and wife and Orders for Maintenance of the wife and children) solicitors and barristers have an equal right of audience and in the bulk of these cases the solicitors act as the advocates. In cases which come before the Supreme Court, barristers have a sole right of audience; but even in these cases it is the solicitor who is responsible for all the preliminary work. Where, for example there has been a road accident and there is a claim for damages for personal injury or for damage done to a vehicle, it is the solicitor who sees the client, takes a statement from him, interviews the witnesses and inspects the scene of the accident and if litigation becomes necessary, issues the Writ to start proceedings.

Law Society, 113 Chancery Lane, London, W.C.2. Tel: 01-242 1222.

Veterinary Surgeons

About two-thirds of the veterinary profession are in General Practice and provide a direct service to the public seeking treatment for sick animals or seeking protection for their animals against possible diseases. Veterinary practices in towns deal mostly with domestic animals kept as pets, while those in rural areas deal also with cattle, pigs, horses, sheep, goats, poultry, etc. The veterinary surgeon in general practice is as much concerned with the prevention of disease, particularly in flocks and herds, as with the treatment of individual animals. A veterinary practice may be run by a single veterinary surgeon, or may be a larger organisation managed by a principal with several qualified assistants, or a partnership. All practices have facilities for the

diagnosis of disease and for medical and surgical treatment, and arrange for any necessary post-operative care and supervision.

Royal College of Veterinary Surgeons, 32 Belgrave Square, London, S.W.1. Tel; 01-235 4971