

ORDER FORM**FROM**

	SECRETARY OF STATE FOR EDUCATION
Service address:	Head Office - Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Invoice address:	Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Authorised Representative:	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED]
	To be quoted on all correspondence relating to this Order: Order no: con_11027 Ref no: RFX 263/August 2021/ Dudley Council/Alastair Gibbons
Order date:	5 August 2021

TO

Supplier:	Alastair Gibbons
For the attention of:	Alastair Gibbons
E-mail:	[REDACTED]
Telephone number:	
Address:	[REDACTED] [REDACTED]

1. SERVICE REQUIREMENTS

The Advisor will:

- provide effective oversight to ensure improvements to children's social care, and that these improvements are sustainable;
- provide support and advice as necessary when assessing and driving progress, taking account of the weaknesses identified by

Ofsted and of other diagnostic work that has taken place since;

- building on the improvement work already underway and the relationships established, apply his expertise and experience to support the DCS and service management team in addressing areas of weakness; this may also include working with practitioners of different levels to:
 - Improve the timeliness and quality of decision making in the Multi-Agency Safeguarding Hub (MASH) and encourage partner engagement.
 - Improve the Quality of Assessments and Child Focused Plans.
 - Improve the focus and effectiveness of social work interventions with families.
 - Advise and improve on timely application of the Pre-Proceedings stage of the Public Law Outline (PLO).
 - Prioritise the progression of Permanency plans for children where long-term fostering, adoption, special guardianship or reunification will secure the best permanent homes for them.
 - Improve the pace of progression in the development of Non-familial Abuse and Exploitation.
 - Improve the effectiveness of Supervision, Quality Assurance and Senior Management Oversight.
- make use of wider contacts to support and advise the council on potential solutions to issues and signpost examples of good practice where possible;
- work closely with any other local authority improvement partners to maximise impact of work and avoid unnecessary duplication;
- chair the 6 weekly Children's Services Improvement Board meetings for Dudley LA including:
 - ensuring all members of the Board are clear about the outcomes of any key decisions.
 - promoting a genuine partnership within the Board
 - bringing objectivity and experience to its deliberations ensuring that any blockages to progress are brought to the attention of the LA and are addressed.
- provide a balance of challenge and support to the service that helps drive forward improvement and effective oversight to ensure the pace of improvement is appropriate and that improvements to children's social care are sustainable;
- monitor progress against the requirements of the Improvement Plan. Provide challenge to the Dudley's leaders if progress is insufficient and ensure that outcomes are achieved, and outputs are delivered to

<p>time/quality/budget;</p> <ul style="list-style-type: none"> provide quarterly written reports on the authority's progress against the improvement plan and targets. From this, the advisor will also participate in DfE's formal reviews of the authority's progress and make a recommendation to the DfE on whether progress has been sufficient.
<p>(1.2) Service Commencement Date:</p> <p>9 August 2021</p>
<p>(1.3) Price payable by Authority and payment profile:</p> <p>The daily rate is £600 including expenses and excluding VAT.</p> <p>VAT is applicable.</p>
<p>(1.4) Completion date:</p> <p>4 March 2022</p> <p>Throughout the life of the contract term from 9 August 2021 to 4 March 2022 it is expected that the adviser will deliver up to 8 days per month of support at the Council. The contract duration is 6 months. Please note the contract can be ended early at the absolute discretion of the Department.</p> <p>The Department reserves the right to extend the end date of this contract by up to 6 months, and will give one month's prior notice of our intention to do so. The 6 month extension may be in full, or in multiples of one month up to the full 6 month potential.</p> <p>This may include a negotiated reduction or increase in the number of call off days per month. Any negotiated extension offered by the Department would be without prejudice.</p>
<p>2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS</p>
<p>(2.1) Supplemental requirements in addition to Call-off Terms:</p>
<p>(2.2) Variations to Call-off Terms:</p>
<p>3. PERFORMANCE OF THE SERVICES AND DELIVERABLES</p>
<p>(3.1) Name of the Professional who will deliver the Services:</p> <p>Alastair Gibbons</p>
<p>(3.2) Performance standards:</p>

There will be suitable representation at all reviews and meetings with the Department.

Management information relating to key performance indicators will be made available when requested to the Department's contract manager.

Risks to delivery will be actively reviewed, managed and reported.

Advisers are expected to react quickly to issues as and when they arise.

Advisers are expected to maintain effective working relationships, which ensure the best outcomes for the Department.

(3.3) Location(s) at which the Services are to be provided:

Although there will be a degree of flexibility, the successful bidder will be expected to travel to Dudley Council, subject to any restrictions that might be in place due to COVID-19, on a regular basis. This will be discussed and agreed throughout the life of the contract.

(3.4) Quality standards:

In all cases we will require regular honest and open reporting against recommendations (from the Ofsted inspection report) and targets (from the Improvement Plan), including information about progress and trajectories. This should be supported by an accurate, timely and appropriate narrative.

Your approach to quality management and the quality assurance arrangements during the development and delivery phases of the contract will be discussed with DfE during the first 2 weeks of appointment. You should demonstrate how you will ensure that the service is delivered on time, on budget and delivers the Department's expected outcomes. Key deliverables will be agreed with DfE within 6 weeks of appointment and you will need to produce and agree with DfE a plan, detailing outputs and appropriate KPIs which you will meet over the duration of the project.

(3.5) Contract monitoring arrangements:

The contract will be managed by the Children's Services Improvement and Interventions Unit. Impact of the adviser role and performance will be monitored on an ongoing basis and will take into account progress against the key deliverable activity and milestones in the LA's Improvement Plan.

Over the life of the contract the Department expects:

- a partnership approach to contract management, where the parties have a joint stake in a successful service;
- services delivered by the adviser team continue to meet the needs of the Department; and
- adviser to meet their contractual commitments.

(3.6) Management information and meetings

Regular meetings by phone and in person between the adviser and the DfE Case Lead will be required.

The adviser will be required to complete the LA case reporting template at least six-weekly intervals, and more frequently if the Minister requires.

4. CONFIDENTIAL INFORMATION

(4.1) The following information shall be deemed Confidential Information:

(4.2) Duration that the information shall be deemed Confidential Information:

BY ACCEPTING THIS ORDER IN REDIMO THE SUPPLIER AGREES to enter a legally binding contract with the Authority to provide to the Authority the Services specified in this Order Form (together with the mini-competition order (additional requirements) set out in section 2 of this Order Form) incorporating the rights and obligations in the Call-off Terms set entered into by the Supplier and the Authority.