



Change Control Notice

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| Contract Number | RD931 | Contract / Programme Manager | Laurie Bailey / Claire Wilkinson |
| Contractor | Ambition School Leadership (formally Teaching Leaders) | Original Contract Value (£) | £7,433,283 |
| Contract Start Date | 23 May 2014 | Contract Expiry Date | 22 September 2018 |

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| Variation and Extension Requested | <p>To cover the recruitment and delivery of the programme to one additional cohort (Cohort 4) of participants, at a total cost to DfE of £2,848,000 inclusive of all taxes and expenses. This will have two component parts:</p> <ol style="list-style-type: none"> A variation to the current deliverables of the Contract – To cover the recruitment phase for the additional cohort (Cohort 4) which will commence in January 2017, and the first year of delivery of the programme to this cohort which will begin in September 2017. An extension to the Contract – To cover the additional cohort's (Cohort 4) completion of the two year programme and an exit period of approximately six weeks. The original contract term will be extended by 12 months up to 22 September 2019. |
| Originator of Variation and Extension (tick as appropriate) | NCTL <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> |
| Date | 23 January 2017 |
| Reason for Variation and Extension | <p>To vary and extend the contract with Ambition School Leadership (ASL) (formerly Teaching Leaders) until 22 September 2019 to cover the investment for the recruitment and delivery of the High Potential Middle Leaders (Primary) programme to one additional cohort of participants (Cohort 4).</p> <p>The current contract, delivered by Ambition School Leadership, covers recruitment and delivery to three cohorts of participants, entering the two year programme in 2014, 2015 and 2016. The final cohort of participants under this contract started the programme in September 2016 and are due to complete by July 2018. The current contract is due to expire on 22 September 2018 following a short exit/close down period. There is provision in the contract to extend this initial term for up to a further 24 months or any part thereof.</p> |

Summary of Variation and Extension
(e.g. specification, finances, contract period)

This contract variation and extension is to cover the recruitment and delivery of the two year HPML Primary programme as set out within the original contract (save as herein amended within this Change Control Note (CCN) to one additional cohort of participants (Cohort 4). This additional cohort will start the programme in September 2017 and second year participants will complete by the beginning of August 2019. Delivery of the programme will be followed by a 6-8 week short exit/close down period until 22nd September 2019.

This Contract CCN follows a period of negotiation and is a true reflection of the final agreed variation and extension parameters within Ambition School Leadership's proposal dated 25th November 2016, and clarification dated 7 December 2016 (as per **Appendices 10, 11 and 12**).

Unless specified in this CCN (Point 3), all Services and associated Key Performance Indicators (KPIs) which the Contractor will be responsible for the delivery of, will remain in accordance with the original contact RD931.

The following new activities (associated with the additional cohort only) will be delivered within the initial term of the contract (up to September 2018) alongside existing provision: recruitment, assessment and selection of Year One and Year Two participants; delivery of the programme to Year One participants (as set out in the implementation plan at **Appendix 3**) and the Year Two one week residential.

The extension period will then cover: delivery of the programme to Year Two participants (as set out in the implementation plan at **Appendix 3**) followed by the contract exit period.

Appendix 3 sets out the implementation plan for the delivery of the variation and extension activity and breaks down the detail of the activities over the two year programme and close down of the contract.

1. Costings

The cost to NCTL of recruiting and delivering the programme to this additional cohort will be a maximum of £2,848,000 including all taxes and expenses. This total cost includes a maximum of £12k for school visits (consisting of £25 per school visit) which will be delivered by Ambition School Leadership. It has been confirmed and agreed by Ambition School Leadership that any increase in the cost for this element will be at their own risk and will be fully borne by them. There will be no additional cost to NCTL.

2. Participant profile

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| | <p>Ambition School Leadership will recruit and deliver the HPML primary programme to 600 participants in Year One and 300 participants in Year Two (180 Associates will progress from Year One on to Year Two and 40% (120) of Year Two participants will be direct entrants). Recruitment will be monitored according to the monthly trajectory set out in Appendix 4.</p> <p>3. Geographical targeting</p> <p>Ambition School Leadership will recruit a minimum of 60% of the additional cohort of participants from Category 5 and 6 areas, including Opportunity Areas.</p> <p>In Opportunity Areas <u>only</u>, school eligibility criteria for the additional cohort will be adjusted from the criteria in the original Contract to include:</p> <ul style="list-style-type: none"> • Schools with more than 20% of pupils registered for free school meals at some point in the last six years (Ever 6 FSM); and • Any primary schools in West Somerset. <p>A new KPI has been introduced to reflect this geographical target (as set out in schedule 4 of Appendix 1).</p> <p>4. Delivery hubs</p> <p>The proposed delivery hubs for the additional cohort will be:</p> <p>Greater Manchester 1 (Oldham, Blackpool), Greater Manchester 2, Liverpool 1, Liverpool 2, Bradford, South Yorkshire, Humber, Scarborough, Northumberland (subject to NCTL proposal approval), Birmingham, Stoke, Northampton, Nottingham, Bristol, Somerset, Exeter, Greater London 1 (NW), Greater London 2 (NE), Greater London 3 (SW), Greater London 4 (SE), Kent, Essex, South Coast, East Sussex, Norwich.</p> <p>5. Payment profile</p> <p>As part of this Change Control Note, payment milestones will be aligned to delivery and outcomes, particularly in respect of performance against Key Performance Indicators as set out in Appendix 2.</p> |
| Date of Variation commencement | 23 January 2017. |
| Date of extension commencement | 23 September 2018. |
| Date of Variation and Extension expiry (if applicable) | 22 September 2019. |

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| Total Value of Variation and Extension £ (if applicable) | <p>The total cost of recruitment and delivery of the programme to the additional cohort is a maximum of £2,848,000 inclusive of all taxes and expenses (in accordance with the agreed and accepted proposal dated 25 November 2016, together with clarifications dated 7 December 2016 – cost matrix attached at Appendix 8).</p> <p>Note: ASL have confirmed that VAT is not applicable to the delivery of the services set out within the contract, the variation and extension.</p> |
| Payment Profile (if applicable) e.g. milestone payments | A structured milestone payment schedule is as Appendix 2 . |
| Revised daily rate (if applicable) | Not applicable. |
| Impact on original contract (if applicable) | Save as herein amended all other terms and conditions of the Original Contract RD931 shall remain in full force and effect. |
| Supporting Information (please attach all supporting documentation) | <p>Variation and extension supporting documents</p> <ul style="list-style-type: none"> • Appendix 1 - Summary of amendments to Contract RD931 Document partially redacted • Appendix 2 – Cohort 4 – Payment Arrangements Document redacted in full • Appendix 3 – Implementation plan for recruitment and full delivery of the programme to the additional cohort Document redacted in full • Appendix 4 – Monthly recruitment trajectory for Year One participation Document redacted in full • Appendix 5 – Updated Risk register/Issue Log for recruitment and delivery of the programme to the additional cohort Document redacted in full <p>NCTL confirmation to ASL to proceed with variation and extension</p> <ul style="list-style-type: none"> • Appendix 6 - 2016-12-21 Confirmation to proceed letter to ASL final Document partially redacted <p>Accepted clarification and proposal documents – 25 November 2016 and 07 December 2016</p> <ul style="list-style-type: none"> • Appendix 7 – 161125_HPML Primary_Clarification Letter_AMBITION SCHOOL LEADERSHIP Responses vf Document redacted in full • Appendix 8 – 161125_HPML Primary Extension_Cost Matrix Document redacted in full • Appendix 9 – 161207_HPML Primary Contract Extension_Final Responses Document redacted in full |

Supporting documents (for audit reference only)

Proposal documents – 26 September 2016

- **Appendix 10** – 160926_HPML Primary Contract Extension_Draft Proposal_draft final **Document partially redacted**
- **Appendix 11** – 160926_Cost matrix assumptions text_draft final **Document redacted in full**
- **Appendix 12** – 160926_HPML primary contract extension cost matrix_draft final **Document redacted in full**
- **Appendix 13** – 160928_TL Primary Extension_Programme Plan **Document redacted in full**
- **Appendix 14** – 160929_HPML Primary Extension_Annexe 2 **Document partially redacted**
- **Appendix 15** – 160929_HPML Primary Extension_risk log **Document redacted in full**

Clarification and proposal documents – 31 October 2016

- **Appendix 16** – 161031_HPML Primary_Clarification Letter_TL Responses vf **Document redacted in full**
- **Appendix 17** – 161031 Revised HPML primary contract extension cost matrix vf **Document redacted in full**
- **Appendix 18** – 160929_HPML Primary Extension_risk log **Document redacted in full**

Variation and Extension Agreed

For the Contractor:

For NCTL:

Signature.....

Signature.....

Full Name.....

Full Name.....

Title.....

Title.....

Date.....

Date.....

Please note that no works/services described in this form should be undertaken, and no invoices will be paid until both copies of the Contract Variation and Extension are signed, returned & counter-signed.

To be entered by the Commercial department:

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| Commercial Contact | Sally Duffy | Reference Number | RD931/c |
| Date received | | Single Source Reference No | Not applicable |
| EC approvals | (2006) | EC approval date: | 09 December 2016 |