

**ORDER FORM****FROM**

	<b>SECRETARY OF STATE FOR EDUCATION</b>
<b>Service address:</b>	Head Office - Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
<b>Invoice address:</b>	Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
<b>Authorised Representative:</b>	Name: Jo Page E-mail: jo.page@education.gov.uk
	To be quoted on all correspondence relating to this Order:  Order no: CON_7929
<b>Order date:</b>	23/03/2021

**TO**

<b>Supplier:</b>	Clive Jones
<b>For the attention of:</b>	Clive Jones
<b>E-mail:</b>	████████████████████
<b>Telephone number:</b>	██████████
<b>Address:</b>	██ ██████████ ████████████████████ ██████████
<b>1. SERVICE REQUIREMENTS</b>	
Service Requirements:  Covid-19: The description below sets out the usual expectations for this role. Given present circumstances DfE will want to discuss with successful candidates practicalities around immediate availability, appropriateness of travel, distance working arrangements etc.	

The adviser will support the authority in continuing to develop and implement robust, realistic and achievable plans to improve its children's social care services, in particular those areas which have been judged by Ofsted to be inadequate or where serious concerns have been identified. The adviser will provide independent scrutiny of the authority's performance and progress and will oversee implementation of the actions needed to improve the service. In particular s/he will:

- provide effective oversight to ensure the pace of improvement is appropriate and that improvements to children's social care 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;
- apply his/her 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:
  - develop competence and improve performance; and
  - help foster a culture of reflection, challenge and support;
- 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;
- engage with the wider partnership – including with the chair of the Improvement Board;
- identify key deliverables and produce a plan detailing the outputs and KPIs which the adviser will meet over the duration of the project, and agree this with DfE within 6 weeks of appointment;
- participate in DfE's formal six monthly reviews of the authority's progress and make a recommendation to the DfE on whether progress has been sufficient; and
- provide six-weekly written reports on the council's progress to the Parliamentary Under Secretary of State for Children and Families, and more frequently if the pace of progress is not sufficient or if the Minister requires it.

Note: KPI's will be agreed between the department and the successful bidder during the first four weeks of the contract.

**(1.2) Service Commencement Date:**

1 April 2021
<p><b>(1.3) Price payable by Authority and payment profile:</b></p> <p>The daily rate is £600 excluding VAT.</p> <p>VAT is applicable.</p> <p>Expenses are included within the agreed daily rate.</p>
<p><b>(1.4) Completion date:</b> 31 March 2022</p> <p>We expect the role of the Adviser to take up to 4 days per month for 12 months from 1 April 2021, 48 days in total for the duration of the contract.</p> <p>If additional days are required they will be negotiated and agreed with the Department prior to the work taking place.</p> <p>The Department reserves the right to extend the end date of this contract by up to 12 months, and will give one month's prior notice of our intention to do so. The 12 month extension may be in full, or in multiples of one month up to the full 12 month potential. 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><b>2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS</b></p>
<p><b>(2.1) Supplemental requirements in addition to Call-off Terms:</b> N/A</p>
<p><b>(2.2) Variations to Call-off Terms:</b> N/A</p>
<p><b>3. PERFORMANCE OF THE SERVICES AND DELIVERABLES</b></p>
<p><b>(3.1) Name of the Professional who will deliver the Services:</b> Clive Jones</p>
<p><b>(3.2) Performance standards:</b></p> <p>There will be suitable representation at all reviews and meetings with the Department.</p> <p>Management information relating to Key Performance Indicators will be made available when requested to the Department's contract manager.</p> <p>Risks to delivery will be actively reviewed, managed and reported.</p>

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:**

Luton Council

**(3.4) Quality standards:**

In all cases we will require regular honest and open reporting against the service requirements listed in section 1, including information about progress and trajectories. This should be supported by an accurate, timely and appropriate narrative at least quarterly as specified above.

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 three 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 six 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 continue to meet the needs of the Department; and
- the 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 a quarterly progress report for DfE.

**4. CONFIDENTIAL INFORMATION**

**(4.1) The following information shall be deemed Confidential Information: N/A**

**(4.2) Duration that the information shall be deemed Confidential Information: N/A**

**BY ACCEPTING THIS ORDER IN JAGGAER 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.