

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: Jason Henderson Phone: E-mail: Jason.henderson@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: con_10198 Ref no: ITT661/July 2021/ Stoke Council /PM Strategic Support Ltd
Order date:	28 June 2021

TO

Supplier:	PM Strategic Support Ltd
For the attention of:	Paul Moffat
E-mail:	████████████████████
Telephone number:	
Address:	██
1. SERVICE REQUIREMENTS	
The Commissioner will play a crucial role in supporting and challenging the authority, and in particular the political and managerial leadership team, on the next stages of its improvement journey. He or she will bring their extensive and proven skills in children's social care leadership and improvement to support the delivery of a programme of change to services	

for the most vulnerable children in these authorities. They will demonstrate an understanding of the improvement that has already taken place in the authority and what needs to happen next.

Service Requirements:

The Commissioner will challenge and 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. In particular s/he will:

- provide robust challenge to leaders and elected members to ensure the pace of improvement is appropriate and that improvements to children's social care are sustainable;
- provide independent strategic oversight of Stoke-on-Trent Council's progress to improve Children's Services, carrying out the activity detailed in the updated Direction issued to Stoke-on-Trent Council by the Secretary of State under section 497A of the Education Act six direction to Stoke-on-Trent City Council (publishing.service.gov.uk);
- 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;
- 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 Leeds City Council (the authority's improvement partner) and other partners to maximise the impact of work and avoid unnecessary duplication;
- engage with the wider partnership – including the chairing of the Improvement Board and provide strong challenge to partners to ensure their continued engagement with the improvement programme;
- 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 quarterly 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.

The following activity may also be undertaken subject to the skill set of the successful applicant:

- provide advice and support which contributes to successful SEND improvement;
- engage elected members and partners to drive improvement to SEND outcomes. For example, by attending/chairing Stoke-on-Trent's inclusion board;
- liaising closely with the DfE adviser who works with Stoke to

coordinate support for SEND.

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 July 2021

(1.3) Price payable by Authority and payment profile:

The daily rate is £800 including expenses and excluding VAT.

VAT is applicable.

(1.4) Completion date:

30 June 2022

Throughout the life of the contract term from 1 July 2021 to 30 June 2022 it is expected that the adviser will deliver up to 6 days per month of support at the Council. The contract duration is 12 months. Please note the contract can be ended early at the absolute discretion of the Department.

The Department reserves the right to terminate this contract on the 31st March 2022 as continued funding in FY2021-22 will be subject to business need and the spending review.

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.

If additional days are required they must be negotiated and agreed with the Department prior to the work taking place.

2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS

(2.1) Supplemental requirements in addition to Call-off Terms:

(2.2) Variations to Call-off Terms:

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES

(3.1) Name of the Professional who will deliver the Services:

Paul Mofatt

(3.2) Performance standards:

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.

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

Commissioners 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 Stoke 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 commissioner 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 commissioner continues to meet the needs of the Department; and
- commissioner to meet their contractual commitments.

(3.6) Management information and meetings

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

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 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.