

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: Lauren Dobson Phone: 07392 136201 E-mail: lauren.dobson@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: RDx233 Ref no: RFX/February 2020/Medway Council/Bracknell Forest Borough Council
Order date:	03/02/2020

TO

Supplier:	Bracknell Forest Borough Council
For the attention of:	Joanna Hollis
E-mail:	Joanna.hollis@bracknell-forest.gov.uk
Telephone number:	
Address:	PO Box 3559, Bracknell, Berkshire, RG12 1WY

1. SERVICE REQUIREMENTS

The Leadership Improvement Partner is expected to support the Council to prioritise children's social care services, to co-ordinate action and to implement change in a strategic way. This will include managing the resources and expertise required to improve those areas of practice that Ofsted has judged to be inadequate. The Leadership Improvement Partner shall in particular:

- a. Provide leadership, support and practice advice in line with priorities agreed with the Council and set out in the Commissioner's report and

addressing areas of weakness identified by the Ofsted report;

b. Provide training and coaching to key members – Leader, Lead member, scrutiny and corporate parenting panels, including opposition members;

c. Provide direction, monitoring, coaching and supervision to the Chief Executive and children’s services senior team to secure the necessary improvements and to build their capabilities;

d. Issue any necessary instructions to the Council for the purpose of securing immediate improvement in the authority’s children’s social care service; and,

e. Provide regular reports to the Department for Education to assess service improvements in the LA by reference to the Commissioner’s report and Ofsted report. These reports may cover but are not exclusive to practice; performance; culture; leadership; management, scrutiny and governance; management oversight and early help.

f. Develop a strong working relationship with the children’s services Commissioner for the LA, independent improvement board chair and any practice adviser’s to ensure a joined up approach to the support provided.

(1.2) Service Commencement Date:

4 February 2020

(1.3) Price payable by Authority and payment profile:

The daily rate is £600 including expenses and excluding VAT. Travel time is chargeable.

VAT is applicable.

(1.4) Completion date:

31 July 2021

Throughout the life of the contract term from 1 Feb 2020 to 31 July 2021, it is expected that the Leadership Improvement Partner will deliver a total of up to 150 days support to the Council. The number of days per month will be for the successful bidder to agree with the contract manager and Council, based upon a clear work plan for the contract period. The Department would expect support to be tapered, with more intensive involvement at the outset, most likely split to 12 days per month in FY 19/20, 8 days per month in FY 20/21 and a total of 30 days in FY 21/22. The contract duration is 18 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 2020 if ongoing funding is unavailable as continued funding in FY2020-21 will be subject to business need and the spending review. If additional days are required they will be negotiated and agreed with the Department prior to the work taking place.

The Department reserves the right to terminate this contract on 31st May 2020 if it is evident from the Commissioner's interim review that progress within the LA has been insufficient and an alternative approach to the intervention is needed. The Department will give one month's prior notice of our intention to do so.

The Department reserves the right to extend the 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.

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:

Nikki Edwards

(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.

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:

(3.4) Quality standards:

In all cases we will require regular honest and open reporting against the service requirements listed in section1, including information about progress and trajectories. This should be supported by an accurate, timely and appropriate narrative every 6 weeks.

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 leadership improvement partner 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
- the improvement partner to meet their contractual commitments.

(3.6) Management information and meetings

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

The leadership improvement partner will be required to complete the LA case reporting template at 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.