



appointed until July 2019. Further senior leadership appointments were not completed until December 2019 followed by Heads of Service in early 2020.

The corporate council has been slow to support children's services, especially in areas of recruitment and retention and IT improvements. The Lead Member was new to role and has required mentoring support to increase his confidence in challenging the corporate council.

The current adviser has been responsible for chairing the Improvement Board meetings, and has facilitated support to the safeguarding partnership and helped improve relationships between the partner agencies and the LA. Additionally, he has assisted with the development of the audit framework and corrective actions, and the formation of data reporting which is being utilised with the improvement board.

The Council remain committed to improving services and continue to work hard to progress their improvement plan. However, pace of improvement has been slow due to the impact of Covid and the additional challenge this has created across the service. Added to this, Bradford is 11 of the 137 neighbourhoods ranked as highly deprived in the latest English Indices of Deprivation (2019) and has complex partnership arrangements to navigate.

We believe Bradford still requires the support of a DfE adviser, up to the point of re-inspection, to ensure improvement activity is prioritised alongside other challenges.

The successful candidate will build on work already undertaken to strengthen and develop partnership working and will continue to coach, support and challenge the leadership team. They will also be expected to provide us with progress reports every six weeks.

**(1.2) Service Commencement Date:**

25 January 2021

**(1.3) Price payable by Authority and payment profile:**

The daily rate is £600 excluding VAT.

VAT is applicable.

The Department shall reimburse the contractor (only) such travel expenses wholly and reasonably incurred in connection with the provision on the contractor services. Payment of expenses shall be made on the provision of suitable VAT invoices relating to the provision of such expenses which will not exceed £800 for the duration of this contract.

**(1.4) Completion date:** 24 January 2022

We expect the role of the Adviser to take up to 4 days per month for 12 months, 48 days in total for the duration of the contract.

The Department reserves the right to terminate this contract on the 31st March 2021 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 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

**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:** Support Too

**(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:**

Bradford 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 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 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 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.