

ORDER FORM

FROM

	SECRETARY OF STATE FOR EDUCATION
Service address:	██████████
Invoice address:	██████████
Authorised Representative:	██████████
	To be quoted on all correspondence relating to this Order: Order no: con_13180 Ref no: PROJ 6630/February 2022/ South Gloucestershire Council ██████████
Order date:	24/2/2022

TO

Supplier:	██████████
For the attention of:	██████████
E-mail:	██████████
Telephone number:	
Address:	██████████

1. SERVICE REQUIREMENTS

The Adviser will:

- provide effective oversight to ensure the pace of improvement is appropriate and that improvements to children's services are sustainable. This may also include chairing the authority's Improvement Board subject to the authority's choice of an "independent chair";
- apply their expertise and experience to support the DCS and service management team in addressing areas of weakness as well as identifying new areas of improvement; this may include working with practitioners of different levels to:
 - develop and improve the quality of social work practice;

<ul style="list-style-type: none"> ○ improve management oversight and supervision ○ ensure effective multi-agency response where appropriate ● engage with the wider partnership to ensure improvements are embedded across the partnership; ● ensure that the right package of support is in place through Sector Led Improvement Partners (PiP/SLiP) arrangements, regional opportunities etc. <p>support the Department to undertake regular reviews (approximately every six months) of the authority's progress against the improvement plan</p>
<p>(1.2) Service Commencement Date:</p> <p>28 February 2022</p>
<p>(1.3) Price payable by Authority and payment profile:</p> <p>The daily rate is £595 including expenses and excluding VAT.</p> <p>VAT is applicable.</p>
<p>(1.4) Completion date:</p> <p>31 January 2023</p> <p>Throughout the life of the contract term from 28 February 2022 to 31 January 2023, it is expected that the Adviser will deliver up to 6 days of support to the Council per month.</p> <p>Please note the contract can be ended early at the absolute discretion of the Department.</p> <p>The department reserves the right to terminate the contract on 31st March 2022 pending confirmation of available funding from the 2022-23 budget (1st April 2022 onwards).</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>2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS</p>
<p>(2.1) Supplemental requirements in addition to Call-off Terms:</p>
<p>(2.2) Variations to Call-off Terms:</p>

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES

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

Andy Gill

(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:

Although there will be a degree of flexibility, the successful bidder will be expected to travel to South Gloucestershire 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 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 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.