

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: [REDACTED] E-mail: [REDACTED]
	To be quoted on all correspondence relating to this Order: Order no: con_25552 Ref no: Project_ 8404 ITT_2442 SEND and AP Advisory Services
Order date:	15 June 2024

TO

Supplier:	Pat Tate Limited
For the attention of:	
E-mail:	[REDACTED]
Telephone number:	
Address:	[REDACTED]
1. SERVICE REQUIREMENTS	

The specific outcomes to be achieved via this contract are outlined at Annex A.

- As a general requirement we would expect the supplier to:
- provide valuable expertise to advise, challenge and support at risk or poor performing local areas/local area partnerships in continuing to develop and implement robust and achievable plans to improve its SEND and AP services.
- provide advice and support to ensure the pace of improvement is appropriate and that improvements to the SEND and AP system are

sustainable;

- ensure plans remain focused on outcomes for children and young people with SEND and inform the quality of the service in readiness for the next Ofsted inspection.
- provide support and advice as necessary when assessing and driving progress, taking account of the weaknesses identified by Ofsted and of other diagnostic work (including DfE Vulnerable Children's Unit (VCU) assessments);
- apply expertise and experience to support the local area/local area partnership's senior leadership and SEND management team in addressing areas of weakness; this will 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 partners to support and advise the local area/local area partnership on potential solutions to issues and signpost examples of good practice where possible;
- engage at both strategic and operational level
- contribute to the department's formal reviews of the local area/local area partnership's progress and make a recommendation to VCU on whether progress has been sufficient;
- provide regular written reports to the department on the local area/local area partnership's progress to VCU, and more frequently if the pace of progress is not sufficient.
- have an awareness of the proposed SEND/AP system and Children's Social Care reforms including the Change Programme and work closely with relevant colleagues in supporting and challenging local areas/local area partnerships.
- develop working relationships with Health partners where this helps achieve the objectives set out in the contract.

If the local authorities named in this agreement are part of the Delivering Better Value or Safety Valve programmes, the supplier must liaise with any Advisors working with the local authority on those programmes to ensure coherence and consistency of approach. These meetings / contacts should be undertaken as part of the days allocated in this contract.

(1.2) Service Commencement Date:

15 June 2024

(1.3) Price payable by Authority and payment profile:

██████████

VAT is applicable.

The maximum number of days for this contract is ██████████ and therefore the maximum contract value is **£12,000 excluding VAT**

(1.4) Completion date:

31 March 2025

Throughout the life of the contract term from 15 June 2024 to 31 March 2025 it is expected that the supplier will deliver an indicative number of days per month as listed below;

Worcestershire County Council – ██████████

The maximum contract value for 2024-25 is **£12,000 excluding VAT**

Please note the contract can be ended early at the absolute discretion of the Department.

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: N/A

(2.2) Variations to Call-off Terms: N/A

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES

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

██████████

(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.

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

Suppliers 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 the local authority areas named in this contract, within reason, 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 the outcomes in Annex A and any improvement plans the local authority/area has, including information about progress and trajectories. This should be supported by an accurate, timely and appropriate narrative submitted each month to accompany the invoice.

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 in Annex A.

(3.5) Contract monitoring arrangements:

The contract will be managed by [REDACTED] SEND Regional Lead (West Midlands), Regions Group, Department for Education. The impact of the supplier's role will be monitored on an ongoing basis and will take into account progress against the key outcomes set out at Annex A.

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 supplier continue to meet the needs of the Department; and
- the supplier to meet their contractual commitments.

(3.6) Management information and meetings

Regular meetings by phone and in person between the supplier and the DfE Case Lead may be required where it enables the supplier to meet the outcomes outlined at Annex A.

The supplier will be required to complete a written reporting template on a monthly basis, and more frequently if the Minister requires.

4. CONFIDENTIAL INFORMATION

(4.1) The following information shall be deemed Confidential Information:

- Any management information related to the local authority or local areas partners mentioned in this contract.
- name and contact details of department personnel;
- names and email addresses of LA personnel;
- employment status and job roles of above;
- name and contact details of high needs advisors;
- name and contact details of other SEND advisors;
- unpublished data on LA DSG deficits;
- any other information clearly designated as being confidential (whether it is marked "confidential" or not) or which ought reasonably to be considered confidential.

(4.2) Duration that the information shall be deemed Confidential Information:

The duration of the contract.

BY ACCEPTING THIS ORDER 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.

Signed by person authorised to sign on behalf of the Secretary of State for Education:	
Signature:	<div></div>
Name:	<div></div>
Role:	<div></div>
Date:	<div></div>

Signed by a person authorised to sign on behalf of Pat Tate Limited:	
Signature:	<div></div>
Name:	<div></div>
Role:	<div></div>
Date:	<div></div>

Context	
<ul style="list-style-type: none"> Worcestershire's Ofsted/CQC inspection took place in April 2024 and CONFIDENTIALLY (AS OF 16.5.24) concluded that there are widespread and/or systemic failings leading to significant concerns about the experiences and outcomes of children and young people with SEND, which the local area partnership must address urgently. Two areas for priority action (APA) were identified (PLEASE NOTE, THESE WERE NOTED AT THE FEEDBACK MEETING, NOT FORMAL FEEDBACK FROM OFSTED/CQC) <ul style="list-style-type: none"> The LA partnership should urgently improve access to specialist health service, community paediatrics, neuro pathways, physio, and OT along with providing support whilst waiting. Co-production should be developed with children and young people (CYP) with SEND at a strategic level. CYP should feel they have fully participated in producing strategies. Three areas for improvement were identified (AFI) (PLEASE NOTE, THESE WERE NOTED AT THE FEEDBACK MEETING, NOT FORMAL FEEDBACK FROM OFSTED/CQC) <ul style="list-style-type: none"> Continue with CAMHS recovery. Continue to develop work around statutory processes to improve the timing and quality of EHCPs. To work at pace to implement the strategy to meet the strategic aims. This comes at a time of substantial governance change as responsibility for service delivery transfers from Worcestershire Children's First to Worcestershire County Council. 	
Outcome	Success Measures
Leaders within Worcestershire's local area partnership have effective and clear plans to deliver their updated improvement plans, including the Strategic Plan, which include achievable and measurable targets which are focussed on the impact of actions on the lives of CYP, understanding each area for improvement and the impact of successful delivery.	Improvement plans are in place and used by the local area consistently to evidence progress against the APA and AFI's outlined by Ofsted/CQC. Where progress is lagging, the plans enable increased support and/or escalation to take place. Risk management takes account of governance

<p>Leaders within Worcestershire's local area partnership have clear plans to deliver their Priority Action Plan, understanding each area for improvement and the impact of successful delivery.</p> <p>Leaders within Worcestershire County Council take specific account of the potential impact of governance changes to service delivery and improvement and act to mitigate any disruption in the run-up to/following the transfer of services back to the County Council.</p> <p>DfE VCU can monitor and assess progress against the improvement plans and measure escalating risks should progress stall.</p>	<p>changes, including appropriate review/scrutiny and mitigation.</p> <p>SEND Advisor feeds back, on a regular basis, support given to the successful delivery and implementation of Worcestershire's Improvement Plan, Strategic Plan and Priority Action Plan.</p> <p>Actions in the Improvement Plan, Strategic Plan and Priority Action Plan are delivered, and impact is evidenced by the agreed milestones.</p>
<p>(Leadership and Governance Partnership):</p> <p>PA2: Strategic leaders across education, health and care should ensure that they develop SEND co-production should be developed with children and young people (CYP) at a strategic level. CYP should feel they have fully participated in producing strategies and review the process.</p> <p>AFI2: Strategic leaders across education, health and care should continue to develop work around statutory processes to improve the timing and quality of EHCPs.</p>	<p>APA, six-monthly deep dives and stocktakes are well informed by clear advice on progress and next steps against this identified area for improvement.</p> <p>Outputs/evidence provided in APA and six-monthly deep dives by local area partners clearly highlight improvements made (impact) and agreed next steps for further development are in place.</p> <p>Where there are escalating risks, the need for rapid intervention is highlighted, whether that be departmental or additional support from the SEND Advisor put in place.</p>

<p>AFI3: Strategic leaders across education, health and care work at pace to implement the strategy to meet the strategic aims.</p> <p>Leaders in Worcestershire have clear plans to address the PA and two AFI.</p> <p>Leaders in the Local Area understand the progress required in relation to this PA and two AFI. They make accurate assessments of the impact of the actions they are taking and can identify where further improvement is required. They put in place mitigations to overcome barriers where needed.</p> <p>DfE VCU understand the progress that the Local Area is making against this area for improvement and where there are any escalating risks.</p>	
<p>(Leadership and Governance Health):</p> <p>Priority action (PA) 1: Leaders in health should ensure that plans to improve access to health services are improved urgently and that they target the reduction in waiting times for services clearly identify the support that children and young people and their families will receive while waiting.</p> <p>Area for improvement (AFI) 1: Leaders in health should ensure that there are clear plans in place to continue with CAMHS recovery.</p> <p>Leaders in the Local Area understand the progress that is required in relation to PA1 and AFI 1. Local Authority work closely with leaders in</p>	<p>APA, six-monthly deep dives and stocktakes are well informed by clear advice on progress, including input from NHSE Advisor and next steps against this identified area for improvement by all partners. Where actions are for leaders in health, the SEND advisor will support the LA to identify mitigating actions to support early identification and subsequent improvements.</p> <p>Outputs/evidence provided in formal and monitoring reviews by local area partners clearly highlight improvements made and agreed next steps for further development are in place.</p>

<p>health to understand the impact of the actions being taken and where further improvement is required. They put in place mitigations to overcome barriers where needed.</p> <p>DfE VCU understand the progress that the Local Area is making against these areas for improvement and where there are any escalating risks.</p>	<p>Where there are escalating risks, the need for rapid intervention is highlighted.</p>
<p>(Engaging Partners): Across the Local Area, there is evidence leaders and practitioners have shared oversight of CYP with SEND, particularly those with increased vulnerabilities.</p> <p>Leaders in the Local Area understand the progress that is required in relation to the APP. They make accurate assessments of the impact of the actions they are taking and can identify where further improvement is required. They put in place mitigations to overcome barriers where needed.</p> <p>DfE VCU understand the progress that the Local Area is making against this APP, the areas for further improvement and where there are any escalating risks.</p> <p>There is evidence of a Joint Working Protocol (JWP) with Standard Operating Procedures (SOPs) across the partnership, to ensure that clarity of roles and procedures is embedded.</p>	<p>APA and six-monthly deep dives and stocktakes are well informed by clear advice on progress and next steps against this identified area for improvement.</p> <p>Outputs/evidence provided in monitoring reviews by local area partners clearly highlight improvements made and agreed next steps for further development are in place.</p> <p>Where there are escalating risks, the need for rapid intervention is highlighted, whether that be departmental or additional support from the SEND Advisor put in place.</p>

<p>AI3: Strategic leaders should work at pace to implement the strategy to meet the strategic aims.</p> <p>Leaders in the Local Area understand the progress that is required in relation to this area for improvement. They make accurate assessments of the impact of the actions they are taking and can identify where further improvement is required. They put in place mitigations to overcome barriers where needed.</p> <p>DfE VCU understand the progress that the Local Area is making against this area for improvement and where there are any escalating risks.</p>	
<p>Provision of timely, accurate and informative reports and information to the DfE</p>	<p>Receipt of quarterly reports/feedback by DfE within the required deadlines.</p> <p>Reports will contain relevant recommendations or advice as necessary.</p> <p>The DfE lead assesses the reports as meeting the required standards.</p>

