

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: Victoria Chapman E-mail: Victoria.chapman@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: con_7938 Ref no: ITT_506/Slough Childrens Services Commissioner/March2021
Order date:	19/03/2021

TO

Supplier:	TCD & Associates
For the attention of:	[REDACTED]
E-mail:	[REDACTED]
Telephone number:	[REDACTED]
Address:	[REDACTED]

1. SERVICE REQUIREMENTS

The Children's Service Commissioner for Slough is expected to undertake the following role:

- Provide scrutiny and challenge on plans for the new organisation (Slough Children First), and facilitate contract negotiations between all parties;
- Chair a monthly improvement board and ongoing transition activity;

- Continue to work with the Council and Company on scope of services and vision for the future of children's services in Slough;
- Be actively involved in the recruitment and induction of the new DCS/CEX;
- Be actively involved in the recruitment and induction of the new Chair and non-executive directors
- Provide advice on back office support arrangements and service level agreements;
- Work with senior staff across the Council and new company to governance, financial reporting, budgets and relationships work effectively;
- Identify and recommend any additional support required to support improvements and ensure practice is sustainable;
- Provide assurance to DfE that the arrangements are working effectively and report regularly to the Minister.

In your role as interim Chair of Slough Children First you will provide strategic leadership to the organisation, establish effective governance, oversee performance and risk management.

(1.2) Service Commencement Date:

1 April 2021

(1.3) Price payable by Authority and payment profile:

The daily rate is £800 excluding VAT.

VAT is applicable.

(1.4) Completion date:

We expect the role of the Commissioner to take up to 8 days per month for 12 months, a maximum of 96 days in total for the duration of the contract.

We expect the role of interim Chair to be for a period of up to 3 months taking up to 6 days per month, a maximum total of 18 days.

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: Trevor Doughty
(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: Slough Council
(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 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.