

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: Jason Henderson E-mail: [REDACTED]
	To be quoted on all correspondence relating to this Order: Order no: con_12021 Ref no: / Sandwell Council/[REDACTED] [REDACTED] / Children's Social Care Adviser/Independent Chair of Sandwell Children's Trust Improvement Board.
Order date:	21/9/2021

TO

Supplier:	Mark Gurrey Consulting
For the attention of:	[REDACTED] [REDACTED]
E-mail:	[REDACTED]
Telephone number:	
Address:	[REDACTED] [REDACTED], [REDACTED]

1. SERVICE REQUIREMENTS

Service Requirements:

The Advisor/Independent Chair will support the trust in continuing to develop and implement robust, realistic and achievable plans to improve its children's social care services, in particular those areas which have been judged by Ofsted to be inadequate or where serious concerns have been identified.

In particular he will:

- provide a balance of challenge and support to the service that helps drive forward improvement and effective oversight to ensure the pace of improvement is appropriate and that improvements to children's social care are sustainable;
- apply his/her expertise and experience to support the Trust's Chief Executive and service management team in addressing areas of weakness;
- monitor progress against the requirements of the Improvement Plan. Provide challenge to the Trust if progress is insufficient and ensure that outcomes are achieved, and outputs are delivered to time/quality/budget;
- identify and recommend any additional support required to support improvements and ensure practice is sustainable;
- chair the Children's Services Improvement Board meetings for Sandwell Children's Trust promoting a genuine partnership within the Board and creating a broad based culture of change and collaboration for achieving and sustaining continuous improvement within children's services;
- work closely with the Chief Executive of the Trust and the Director of Children's Services to ensure that the Improvement Board is fit for purpose and is supporting the necessary changes to improve performance;
- participate in DfE's formal six-monthly reviews of the authority's progress and make a recommendation to the DfE on whether progress has been sufficient;
- provide quarterly written reports on the trust's progress against the Improvement Plan to the Contract Manager, and more frequently if the pace of progress is not sufficient or if the Minister requires it. Reports should present a realistic appraisal of progress, outlining strengths and weaknesses, slippage, any blockages to progress, and highlighting upcoming risks and issues.

(1.2) Service Commencement Date:

1 October 2021

(1.3) Price payable by Authority and payment profile:

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

VAT is applicable.

(1.4) Completion date:

31 March 2022

Throughout the contract term from 1 October 2021 to 31 March 2022, it is expected that the Adviser will deliver up to 5 days per month of support.

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

The Department reserves the right to extend the contract by up to 6 months and will give one month's prior notice of our intention to do so. The 6 month extension may be in full or in multiples of one month up to the full 6-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.

The maximum daily rate is £600, including expenses and excluding VAT

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:

████████████████████

(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.

The contractor is expected to react quickly to issues as and when they arise.

The contractor is 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:

Sandwell Children's Trust

(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 contractor's 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
- contractor to meet their contractual commitments.

(3.6) Management information and meetings

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

The contractor 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.