

## DPS ORDER FORM

### FROM

	<b>SECRETARY OF STATE FOR EDUCATION</b>
<b>Service address:</b>	Head Office - Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
<b>Invoice address:</b>	Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
<b>Authorised Representative:</b>	<b>Name:</b> [REDACTED] <b>Phone:</b> [REDACTED] <b>E-mail:</b> [REDACTED]
	To be quoted on all correspondence relating to this Order:  Order no: CON_23103  Ref no: Project_ 8404 ITT_2442 SEND and AP Advisory Services
<b>Order date:</b>	6 October 2023

### TO

<b>Supplier:</b>	Cath Hitchen Consultancy Ltd
<b>For the attention of:</b>	[REDACTED]
<b>E-mail:</b>	[REDACTED]
<b>Telephone number:</b>	
<b>Address:</b>	[REDACTED]
<b>1. SERVICE REQUIREMENTS</b>	
<p>The specific outcomes to be achieved via this contract are outlined at Annex A.</p> <p>As a general requirement we would expect the supplier to:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• provide advice and support to ensure the pace of improvement is</li></ul>	

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 within the local areas to bring about change.
- 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:**

9 October 2023

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

██████████

VAT is applicable.

██████████ the maximum contract value is **£14,400**

**(1.4) Completion date:**

30 September 2024

Throughout the life of the contract term from 9 October 2023 to 30 September 2024 it is expected that the supplier will deliver ██████████ as listed below;

Darlington Borough Council

Gateshead Council

██████████ The Department reserves the right to terminate this contract on 31 March 2024 as continued funding in FY2024-25 will be subject to business planning and the spending review.

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] 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.

**For and on behalf of: The Secretary of State for Education**

**Signature**

.....  
**Authorised Signatory**

**Name**

.....

**Title**

.....

**Date**

.....

**For and on behalf of: Supplier**

Signature

.....  
Authorised Signatory

Name

.....

Title

.....

Date

.....

Telephone

**Annex A - Darlington - Context:**

- *SV – different commissioning*
- A joint local area SEND inspection by Ofsted and CQC took place in 24 January 2022. Inspectors identified 2 significant areas of weakness. The area was required to produce and submit a Written Statement of Action explaining how Darlington would address these areas of significant weakness.
  1. The effectiveness of meeting the needs of children and young people with SEND and the impact of this on their outcomes *including information to plan, provide and review what services are available to CYP with SEND and parents/carers, absences and suspensions plus travelling independently.*
  2. Poor preparation for adulthood and post 19 opportunities for children & Young people with SEND.

Outcome	Success Measures
Leaders within Darlington's local area partnership have clear plans to deliver their areas of weakness, understanding each area for improvement and the impact of successful delivery.	<p>Advisor supports Darlington to demonstrate the impact of their plans to address their areas of weakness as detailed within their WSoA.</p> <p>Actions in the WSoA are delivered and impact is evidenced by the agreed milestones. Where actions are not met, there are clear plans in place to bring progress back on track.</p>
<p><b>REF: WSoA AoW1</b></p> <p>Leaders in Darlington have a clear plan to understand the effectiveness of meeting the needs of CYP with SEND and the impact of this on their outcomes.</p> <p>Leaders in the Local Area understand the progress that is required in relation this significant area of weakness. They make accurate assessments of the impact of the actions they are</p>	<p>WSoA reviews are well informed by clear advice on progress and next steps against this identified area of significant weakness.</p> <p>Outputs/evidence provided in WSoA reviews by local area partners clearly highlight improvements made and agreed next steps for further development are in place.</p>

<p>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 of weakness, the areas for further improvement and where there are any escalating risks.</p> <p>Where there are escalating risks or Leaders in Darlington identify specific areas in which they require support, intervention and support is implemented from SEND Advisor or department as appropriate.</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><b>REF: WSoA AoW2</b></p> <p>Leaders and Practitioners in Darlington have a clear plan to address preparation for adulthood framework and post 19 opportunities for CYP with SEND. YP want more information, opportunities and support to move into employment, education, or training.</p> <p>Leaders in the Local Area understand the progress that is required in relation this significant area of weakness. 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>WSoA reviews are well informed by clear advice on progress and next steps against this identified area of significant weakness.</p> <p>Outputs/evidence provided in WSoA 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>DfE VCU understand the progress that the Local Area is making against this area of weakness, the areas for further improvement and where there are any escalating risks.</p> <p>Where there are escalating risks or Leaders in Darlington identify specific areas in which they require support, intervention and support is implemented from SEND Advisor or department as appropriate.</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 Reports will contain relevant recommendations or advice as necessary.</p> <p>The DfE lead assesses the reports as meeting the required standards.</p>

Gateshead Context	
<ul style="list-style-type: none"> <li>Gateshead's Area SEND inspection took place in May 2023 and concluded that the local area partnership's SEND arrangements typically lead to inconsistent experiences and outcomes for children and young people with special educational needs and/or disabilities (SEND).</li> <li>The local area partnership received 5 areas for improvement, which centred around; reducing waiting times for services and support whilst waiting, ensuring a clear and consistent pathway for emotional wellbeing and mental health support systems; clarity and consistency of expectations to continue improvement the quality of the EHC assessment across all agencies; transitions from child to adult services and an improvement in communication between health, education, care and parents and carers to improve the experiences for children and young people with SEND and their families.</li> <li>A meeting took place with Gateshead to review Strategic plan in advance of publication (5 September). Following this they shared an updated strategic plan and delivery plan which have been reviewed.</li> </ul>	
Outcome	Success Measures
Leaders within Gateshead's local area partnership have clear plans to deliver their Strategic Plan, understanding each area for improvement and the impact of successful delivery.	<p>SEND Advisor feeds back, on a regular basis, support given to the successful delivery and implementation of Gateshead's Strategic Plan.</p> <p>Actions in the strategic plan are delivered and impact is evidenced by the agreed milestones.</p> <p>Where actions are not met, there are clear plans in place to bring progress back on track.</p>
<b>REF: AFI1 &amp; AFI2</b> <b>AFI1: Leaders in health should ensure that plans to target the reduction in waiting times for services clearly identify the support</b>	Monitoring reviews 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.

<p><b>that children and young people and their families will receive while waiting.</b></p> <p><b>AFI2: Leaders in health should ensure there is clear oversight of children and young people as they move through the emotional well-being and mental health support systems in the area. Leaders should provide clear and consistent information to children and young people, families and professionals on the pathway.</b></p> <p>Leaders in the Local Area understand the progress that is required in relation this AFI. Local Authority work closely with leaders in 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 this area for improvement and where there are any escalating risks.</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><b>REF: AFI3</b></p> <p><b>AFI3: Strategic leaders across education, health and care should ensure that they provide clarity and consistency of expectations on the level of contribution from all agencies to continue to improve the quality of the EHC assessment and review process.</b></p> <p>Leaders in Gateshead have a clear plan to address this AFI.</p> <p>Leaders in the Local Area understand the progress that is required in relation this significant area of weakness. They make accurate</p>	<p>Monitoring reviews 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 (impact) and agreed next steps for further development are in place.</p>

<p>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>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><b>REF: AFI4</b>  <b>AFI4: Strategic leaders should continue to improve the transitions from child to adult services in health, education and care.</b>  Leaders in the Local Area understand the progress that is required in relation this significant area of weakness. 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>Monitoring reviews 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><b>REF: AFI5</b>  <b>AFI5: Leaders within the SEND service should improve communication between health, education, care and parents and carers to improve the experiences for children and young people with SEND and their families.</b>  Leaders in the Local Area understand the progress that is required in relation this significant area of weakness. They make accurate assessments of the impact of the actions they are taking and can identify</p>	<p>Monitoring reviews 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 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 areas for improvement and where there are any escalating risks.</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>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>