

**London Borough of Lambeth**

**Select List**

**Lambeth Third Sector Partners**

**For Community Safety Services**

**(Pilot)**

1. **Creation of the London Borough of Lambeth Third Sector Select List Partnership**

The London Borough of Lambeth (LBL) is creating a Pilot Select List for 12 months where to establish a full list of specialist providers that are suitably experienced, qualified, and resourced to provide the services required by the council which are delivering services in line within the Lambeth Made Safer, Violence Against Women and Girls, and Contextual Safeguarding agendas.

There are a number of pre-requisites below set by LBL for providers to self-declare they meet in order to join the ‘Select List’.

Providers must confirm by self-declaring that they meet each and every pre-requisite by selecting ‘**Yes**’ or ‘**No**’. By selecting ‘**Yes**’ the provider is truthfully confirming they meet the each re-requisites.

Please note that providers will be asked to submit evidence to support their response prior any contract commencing via the Select List. Failure to submit the evidence required may result in the provider’s being deselected from the Select List, until such time when the evidence has been submitted and verified.

Please note that there will be a number of ‘lots’ within the ‘list’, where providers may have to abide to additional criteria where specialist provision is required.

Where providers are unable to state ‘**Yes**’ to any of the pre-requisites, LBL is willing to support providers to work towards achieving these requirements.

The List will remain open throughout the 12 month pilot, and providers will be encouraged to reapply on the basis they have answered a ‘**Yes**’ to all pre-requisites.

1. **The Council’s Offer to Providers**

An offer by LBL to a provider to joining the Select List does not guarantee any work. The Select List has no legal entity.

Contractual relationships are entered into when a call-off is made either through seeking quotations, mini-competition or by a Direct Award of a specialist provider. Performance will be monitored of providers and any poor performance or complaints against the provider which are deemed to hold merit, may result in that provider being deselected for a period of time or removed from the Select List.

1. **The process to join the Select List**

Providers are requested to respond to the pre-requisites below answering, ‘**Yes**’ or ‘**No**’. This is a process for providers to self-declare they meet the re-requisites and no re-requisites must be left without a response.

Where a provider has answered ‘**Yes**’ to each and every one of the pre-requisites then they are to submit this document to LBL using the email contacts below ensuring the subject of the email reads: **Select List application**.

PLEASE NOTE: Where a response is ‘**No**’ then the offer by LBL to join the Select List would not be made, therefore a provider answering ‘**No**’ to any of the pre-requisites, should not submit this document for consideration to LBL.

LBL will review the submissions of providers using this document and where a suitable offer to join the Select List can be made, a letter or email will be sent confirming the providers place on the Select List and where appropriate the Lot(s) they have been placed in.

1. **Select List terms**

There are no terms and conditions applied to the Select List. Providers do not need to submit method Statements or pricing in order to join the Select List.

LBL will operate the Select List in a transparent manner. The decision as to whether to seek quotations, undertaken a mini-competition or make a Direct Award is the sole discretion of the commissioners.

Specific terms and conditions may form part of the call-off process as decided by the commissioners.

1. **The process for providers to submit their document**

If providers have any clarification questions within the timetable stated period, please email:

Mark Warren

Senior Procurement Officer

[mwarren1@lambeth.gov.uk](mailto:mwarren1@lambeth.gov.uk)

Where a provider answers ‘Yes’ to each and every pre-requisite, they must return their document by email stating in the subject of the email ‘**Select List application**’ by the timetable deadline to:

Yvette Orriggio

Senior Procurement Officer

[yorriggio@lambeth.gov.uk](mailto:yorriggio@lambeth.gov.uk)

1. **Timeline**

This indicative timeline shows the simple process LBL wishes to follow.

## This timetable may be changed by LBL at any time. Providers will be informed by email where changes have been made.

|  |  |
| --- | --- |
| Task | Dates |
| Issue Select List document | 22nd September 2022 |
| Period for clarification questions /queries to be raised | From: 22/09/2022 To: 10/10/2022 |
| Clarification question / queries deadline | Noon 10/10/2022 |
| Providers to submit their Select List document | Noon on 24th October 2022 |
| Assessment of submitted documents | By 25th October 2022 |
| Approval of Select List Provider | 26th October 2022 |
| Letter / email issued to invite Providers to join the Select List | 28th October 2022 |
| Select List established | **31st October 2022** |

**7. Select List (Pilot)**

LBL will review the success of the Pilot with the intention to operate a Select List for a much longer period of time. Providers who have joined the Select List already will be informed of the protocol of establishing a fixed term Select List arrangement and whether they need to repeat the process of self-declaring against pre-requisites.

NOTE: LBL retain the right to close the Select List at any time within the 12-month Pilot by giving 1 weeks’ notice to providers.

**Declaration**

I/We on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm the responses to the pre-perquisites are correct and trueful.

Name:

Designation:

Date:

|  |  |
| --- | --- |
| **Provider’s name** |  |
| **Address of provider** |  |
| **Contact details** |  |

|  |  |  |
| --- | --- | --- |
| **Self-Declaration by Providers**  **Pre-requisites to join the Select List** | **Yes** | **No**  **Where a ‘No’ is selected the application to join the Select List will not be possible.** |
| You will be eligible to apply if your (and partners) organisation is a:   * Voluntary or community organisation * Registered charity * Constituted community group or club * Community interest company (CIC) * Company Limited by Guarantee (non-profit) * Limited Company with demonstrable community / social impact |  |  |
|  |  | |
| Your organisation has at least two unrelated people on the board or committee |  |  |
| You have a UK bank account in your organisation’s name |  |  |
| You produce and can provide annual accounts or are less than 18 months old and can provide draft accounts and a financial forecast. |  |  |
| Do you hold employer’s liability insurance policy with a minimum level of insurance (this is known as a ‘limit of indemnity’) of at least £5 million? |  |  |
| Do you hold a public liability insurance policy with a minimum limit of indemnity of £5 million? |  |  |
|  |  |  |
| Experience | **Yes** | **No**  **Where a ‘No’ is selected the application to join the Select List will not be possible.** |
| Are you able to demonstrate your experience in delivering the following: |  |  |
| 2+ years previous experience of working with children and young people who live or attend school/college in Lambeth |  |  |
| Do you have 2+ years previous experience of working with vulnerable/at risk children and young people aged 0-14? |  |  |
| Do you have 2+ years previous experience of working with vulnerable/at risk children and young people aged 14-25? |  |  |
|  | | |
| **Provider Qualities** | **Yes** | **No**  **Where a ‘No’ is selected the application to join the Select List will not be possible.** |
| You have engrained promoting a culture of safeguarding into your daily delivery.  **Note:** Services must have a positive culture of safeguarding and develop resilience amongst children and young people so that they are better equipped to keep themselves safe. For the intended cohort, it is critical that the organisation can demonstrate their capability to identify (and escalate if required) and manage risk, vulnerabilities and challenging behaviours. This can include, but not limited to:   * SEND * Contextual/familial harm * Gang involvement * NEET |  |  |
| You can demonstrate that you are able to include and challenge.  **Note:** Organisations, and the services they deliver, should be proactive in challenging oppressive and extreme attitudes and develop inclusive, positive environments |  |  |
| You can demonstrate that you are working towards excellence  **Note:** we believe Lambeth’s children and young people deserve the best and so expect organisations to be striving for ways to improve their services by involving children and young people in design, delivery and evaluation. |  |  |
| You can demonstrate that you are conscious of working together, avoiding duplication  **Note:** Organisations will need to work in partnership to ensure they offer a broad range of provision and reach as many Lambeth young people as possible.  Young people tell us that it is important that we engage them through various routes, including voluntary organisations that represent them, schools and community groups. We expect organisations to have very clear and proven routes through which they engage with Lambeth children and young people. |  |  |
|  | | |
| **Measurables/Outcomes** | **Yes** | **No**  **Where a ‘No’ is selected the application to join the Select List will not be possible.** |
| Organisations must also demonstrate their capability to measure and evaluate the following key outcomes from the planned activities: |  |  |
| Support young offenders to reduce violent recidivism and engage in activities |  |  |
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| Support children and young people with NEET status to engage in activities |  |  |
| Support children and young people identified as at risk/vulnerable to engage in activities |  |  |
| Improve self-esteem, self-awareness, and confidence |  |  |
| Improve social, mental and emotional wellbeing |  |  |
| Improve conflict resolution skills |  |  |
| Decrease prevalence of risk-taking behaviours and incidents of violence |  |  |
| Minimise risk of school/college exclusion |  |  |
| Support young people back into education, employment, and training |  |  |
|  | | |
| **Policies** | **Yes** | **No**  **Where a ‘No’ is selected the application to join the Select List will not be possible.** |
| Please confirm that the following policies are engrained in your principles of delivery: |  |  |
| Safeguarding |  |  |
| Children Act Section 11 Checklist |  |  |
| Equality Opportunities & Diversity |  |  |
| Accidents & Serious Incidents |  |  |
| Data Protection |  |  |
| Information Sharing |  |  |
| Staff Code of Conduct |  |  |
| Service User Code of Conduct |  |  |
| Complaints |  |  |
| Grievances |  |  |
| Health & Safety |  |  |