

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: Ivan West Phone: E-mail: Ivan.west@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: Con_10575 Ref no: ITT_686/July 2021/ Sefton Council/Clive Jones
Order date:	29 June 2021

TO

Supplier:	Clive Jones
For the attention of:	Clive Jones
E-mail:	
Telephone number:	
Address:	

1. SERVICE REQUIREMENTS

The improvement adviser will provide a clear and sustained focus on the areas for improvement and ensure independent oversight of the authority's progress in line with improvement plans. In doing so, the adviser is expected to supervise the programme of change that the authority has embarked on, to drive forward the improvements and implement close monitoring arrangements and build on the work that has already taken place. The successful bidder will bring their extensive and proven skills in children's social care improvement to support the delivery of a programme

of change to services for the most vulnerable children. They will demonstrate an understanding of the improvement that has already taken place in the authority and what needs to happen next.

Service Requirements:

The Adviser will support Sefton Council to improve, in particular, those areas which have been judged by Ofsted to be priority actions areas, namely:

- Timely application of the pre-proceedings stage of the Public Law Outline where risks for children are not reducing through child protection planning.
- The effectiveness of case supervision and the monitoring of children who are subject to child protection planning, including those children in the pre-proceedings process, to prevent drift and delay.

As part of the focus on these two areas, the Adviser will support Sefton to improve in the following areas:

- The quality assurance arrangements and senior management oversight of social work practice.
- The strategic and operational focus on achieving change and reducing risk for vulnerable children, including disabled children and care leavers.
- The capacity in social work teams and the number of children on social workers' caseloads.

The Adviser's role will be to:

- Act as a critical friend and provide support and challenge to the authority.
- Provide mentoring and coaching support to the interim DCS and new Lead Executive Members.
- Support the council to produce and effectively implement a robust improvement plan that is aligned to Ofsted's findings.
- Provide high-level continuity on decision-making in relation to the improvement plan.
- Ensure that the right package of support is in place through Sector Led Improvement Partners (PiP/SLiP) arrangements.
- Introduce and chair a refreshed improvement board, driving forward improvement activity.
- Support the Department for Education to undertake regular reviews

(at least every six months) of the council's progress against the improvement plan.
(1.2) Service Commencement Date: 30 June 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: 29 June 2022 Throughout the life of the contract term from 30 June 2021 to 29 June 2022 it is expected that the adviser will deliver up to 4 days per month of support at the Council. The contract duration is 12 months. Please note the contract can be ended early at the absolute discretion of the Department. The Department reserves the right to terminate this contract on the 31st March 2022 as continued funding in FY2021-22 will be subject to business need and the spending review. 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: Clive Jones
(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:

Although there will be a degree of flexibility, the successful bidder will be expected to travel to Sefton Council, subject to any restrictions that might be in place due to COVID-19, 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 recommendations (from the Ofsted inspection report) and targets (from the Improvement Plan), including information about progress and trajectories. This should be supported by an accurate, timely and appropriate narrative.

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 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.