

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: Sam Morrison Phone: 07392 109660 E-mail: Samantha.morrison@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: CON_10099 Ref no: RFX263/June 2021/ Trafford Metropolitan Borough Council /Burgess Consultancy Ltd
Order date:	3 June 2021

TO

Supplier:	Burgess Consultancy Ltd
For the attention of:	Claire Burgess
E-mail:	[REDACTED]
Telephone number:	[REDACTED]
Address:	[REDACTED]
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.

Their objectives would be to:

- provide effective oversight to ensure the pace of improvement is appropriate and that improvements to children's social care are sustainable. This will include chairing the Improvement Board;
- apply his/her expertise and experience to support the DCS and service management team in addressing areas of weakness; this may also include working with practitioners of different levels to:
 - develop competence and improve performance; and
 - help foster a culture of reflection, challenge and support;
- support in developing systems to embed learning from quality assurance activities, internal management investigations, and serious case reviews,
- engage with the wider partnership to ensure improvements are embedded across the partnership.

(1.2) Service Commencement Date:

10 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:

9 June 2022

Throughout the life of the contract term from 10 June 2021 to 9 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:

Claire Burgess

(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 Trafford 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.