

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: Bev Wilson/Helene Stewart Phone: E-mail: Jobshare.WILSON-STEWART@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: RDx315 Ref no: RFX260/April 2020/East Riding of Yorkshire Authority /Leeds City Council
Order date:	20/4/2020

TO

Supplier:	Leeds City Council
For the attention of:	John Maynard
E-mail:	John.maynard@leeds.gov.uk
Telephone number:	
Address:	Children and Families, Merrion House, 110 Merrion Centre, Leeds, West Yorkshire, LS2 8BB, UNITED KINGDOM
1. SERVICE REQUIREMENTS	
(1.1) Commencement date: 27 April 2020	
(1.2) Service Requirements: The adviser will support the authority 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/she will:

- provide effective oversight to ensure the pace of improvement is appropriate and that improvements to children's social care are sustainable;
- provide support and advice as necessary when assessing and driving progress, taking account of the weaknesses identified by Ofsted and of other diagnostic work;
- 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;
- make use of wider contacts to support and advise the council on potential solutions to issues and signpost examples of good practice where possible;
- work closely with any other local authority improvement partners to maximise impact of work and avoid unnecessary duplication;
- engage with the wider partnership – including the chairing of the Improvement Board;
- identify key deliverables and produce a plan detailing the outputs and KPIs which the adviser will meet over the duration of the project, and agree this with DfE within 6 weeks of appointment;
- 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 six-weekly written reports on the council's progress to the Parliamentary Under Secretary of State for Children and Families, and more frequently if the pace of progress is not sufficient or if the Minister requires it; and
- chair the LAs improvement board, subject to agreement from East Riding

(1.3) Price payable by Authority and payment profile:

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

Invoices should be sent to the department (via the contract manager and PMO.LAIntervention@education.gov.uk mailbox) by the 10th day of the month for the preceding months work.

VAT is applicable.

(1.4) Completion date:

26 April 2021

Throughout the life of the contract term from 27 April 2020 to 26 April 2021, 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 extend the 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 and would be put in place with mutual agreement. 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:

Leeds City Council (name of individual)

(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:

East Riding of Yorkshire Authority

(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 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 advisor 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.