

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 E-mail: Jobshare.WILSON-STEWART@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: Con_6690 Ref no: RFX276/October 2020/ Blackpool Council/Alastair Gibbons
Order date:	19/10/2020

TO

Supplier:	Alastair Gibbons
For the attention of:	Alastair Gibbons
E-mail:	██████████
Telephone number:	██████████
Address:	██████████ ██████████ ██████████ ██████████ Birmingham, ██████████

1. 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.

This needs to take account of and build on the year and a half of improvement work that Blackpool has already undertaken. In particular he 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 that has taken place since;
- building on the improvement work already underway and the relationships established, 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 through the embedding of the Blackpool Families Rock¹ practice model and improving quality of case recording;
 - supporting managers in their use of data and intelligence to drive activity and improve management oversight;
 - supporting the development of the managerial group;
 - provide input into the Assessed and Supported Year in Employment (ASYE) programme, looking at the quality of teaching;
 - supporting improvement in practice during pre-proceedings activity to reduce drift and delay; 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;
 - provide support and challenge to Children's Partnership Board and Pan-Lancashire Safeguarding arrangements; assisting in the determination of their effectiveness;
- work closely with any other local authority improvement partners to maximise impact of work and avoid unnecessary duplication;
- engage with the wider partnership including working with the chair of

the Improvement Board;

- work with the DCS in developing the strategy to reduce numbers of looked after children and working with the fostering service to improve carer sufficiency;
- 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;
- attending the Improvement Board meeting and providing challenge to agencies in their roles as improvement partners;
- 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

support the LA in any further response to COVID pressures.

(1.2) Service Commencement Date:

26 October 2020

(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: 25 June 2022

Throughout the life of the contract term from 26 October 2020 to 25 June 2022, it is expected that the adviser will deliver up to 3 days per month of support at the Council. The contract duration is 20 months. Please note the contract can be ended early, with the provision of one month's notice, at the absolute discretion of the Department. This might be necessary for example, if Ofsted inspect at the earliest point.

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. 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: Alastair Gibbons
<p>(3.2) Performance standards:</p> <p>There will be suitable representation at all reviews and meetings with the Department.</p> <p>Management information relating to key performance indicators will be made available when requested to the Department's contract manager.</p> <p>Risks to delivery will be actively reviewed, managed and reported.</p> <p>Advisors are expected to react quickly to issues as and when they arise.</p> <p>Advisors are expected to maintain effective working relationships, which ensure the best outcomes for the Department.</p>
(3.3) Location(s) at which the Services are to be provided:
Blackpool Council
<p>(3.4) Quality standards:</p> <p>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.</p> <p>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.</p>
(3.5) Contract monitoring arrangements:

The contract will be managed by the Children's Services Improvement and Interventions Unit. Impact of the advisor 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
- advisor 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.