

## ORDER FORM

### FROM

	<b>SECRETARY OF STATE FOR EDUCATION</b>
<b>Service address:</b>	Head Office - Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
<b>Invoice address:</b>	Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
<b>Authorised Representative:</b>	<div></div> E-mail: <div></div>
	To be quoted on all correspondence relating to this Order:  Order no: CON_22685  Ref no: Project_ 8404 ITT_2442 SEND and AP Advisory Services
<b>Order date:</b>	25 October 2023

### TO

<b>Supplier:</b>	NMK Consultancy Services Ltd
<b>For the attention of:</b> <b>E-mail:</b> <b>Telephone number:</b>	<div></div>
<b>Address:</b>	<div></div>

#### 1. SERVICE REQUIREMENTS

The specific outcomes to be achieved via this contract are outlined at Annex A.

As a general requirement we would expect the supplier to:

- provide valuable expertise to advise, challenge and support at risk or poor performing local areas/local area partnerships in continuing to develop and implement robust and achievable plans to improve its SEND and AP services.
- provide advice and support to ensure the pace of improvement is appropriate and that improvements to the SEND and AP system are sustainable;

- ensure plans remain focused on outcomes for children and young people with SEND and inform the quality of the service in readiness for the next Ofsted inspection.
- provide support and advice as necessary when assessing and driving progress, taking account of the weaknesses identified by Ofsted and of other diagnostic work (including DfE Vulnerable Children's Unit (VCU) assessments);
- apply expertise and experience to support the local area/local area partnership's senior leadership and SEND management team in addressing areas of weakness; this will 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 partners to support and advise the local area/local area partnership on potential solutions to issues and signpost examples of good practice where possible;
- engage at both strategic and operational level within the local areas to bring about change.
- contribute to the department's formal reviews of the local area/local area partnership's progress and make a recommendation to VCU on whether progress has been sufficient;
- provide regular written reports to the department on the local area/local area partnership's progress to VCU, and more frequently if the pace of progress is not sufficient.
- have an awareness of the proposed SEND/AP system and Children's Social Care reforms including the Change Programme and work closely with relevant colleagues in supporting and challenging local areas/local area partnerships.
- develop working relationships with Health partners where this helps achieve the objectives set out in the contract.

If the local authorities named in this agreement are part of the Delivering Better Value or Safety Valve programmes, the supplier must liaise with any Advisors working with the local authority on those programmes to ensure coherence and consistency of approach. These meetings / contacts should be undertaken as part of the days allocated in this contract.

**(1.2) Service Commencement Date:**

1 November 2023

**(1.3) Price payable by Authority and payment profile:**

██████████  
VAT is applicable.

██████████ the maximum contract value is **£14,400 excluding VAT**

**(1.4) Completion date:**

31 October 2024

Throughout the life of the contract term from 1 November 2023 to 31 October 2024 it is expected that the supplier will deliver ██████████ as listed below;

██████████ Buckinghamshire County Council and Wokingham Borough Council

██████████ ██████████ The Department reserves the right to terminate this contract on 31 March 2024 as continued funding in FY2024-25 will be subject to business planning and the spending review.

Please note the contract can be ended early at the absolute discretion of the Department.

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:** N/A

**(2.2) Variations to Call-off Terms:** N/A

**3. PERFORMANCE OF THE SERVICES AND DELIVERABLES**

**(3.1) Name of the Professional who will deliver the Services:**

██████████

**(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.

Suppliers are expected to react quickly to issues as and when they arise.

Suppliers 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 the local authority areas named in this contract, within reason, 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 the outcomes in Annex A and any improvement plans the local authority/area has, including information about progress and trajectories. This should be supported by an accurate, timely and appropriate narrative submitted each month to accompany the invoice.

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 in Annex A.

**(3.5) Contract monitoring arrangements:**

The contract will be managed by [REDACTED] The impact of the supplier's role will be monitored on an ongoing basis and will take into account progress against the key outcomes set out at Annex A.

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 supplier continue to meet the needs of the Department; and
- the supplier to meet their contractual commitments.

**(3.6) Management information and meetings**

Regular meetings by phone and in person between the supplier and the DfE Case Lead may be required where it enables the supplier to meet the outcomes outlined at Annex A.

The supplier will be required to complete a written reporting template on a monthly basis, and more frequently if the Minister requires.

**4. CONFIDENTIAL INFORMATION**

**(4.1) The following information shall be deemed Confidential Information:**

- Any management information related to the local authority or local areas partners mentioned in this contract.
- name and contact details of department personnel;
- names and email addresses of LA personnel;
- employment status and job roles of above;
- name and contact details of high needs advisors;
- name and contact details of other SEND advisors;
- unpublished data on LA DSG deficits;
- any other information clearly designated as being confidential (whether it is marked "confidential" or not) or which ought reasonably to be considered confidential.

**(4.2) Duration that the information shall be deemed Confidential Information:**

The duration of the contract.

**BY ACCEPTING THIS ORDER 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.

**For and on behalf of: The Secretary of State for Education**

**Signature**

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**Authorised Signatory**

**Name**

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**Title**

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**Date**

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**For and on behalf of: Supplier**

**Signature**

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**Authorised Signatory**

Name

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Title

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Date

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Annex A - Wokingham	
Outcome	Success Measures
Leaders in Wokingham show evidence that they are improving and addressing the one area of weakness in their APP.	Six monthly (or more frequent) APP reviews are well informed by clear advice on progress. Outputs from APP reviews show clear improvement and enhanced joint working across the partnership.
The Local Area's strategic plan effectively addresses the area for improvement.	Improvement activities are targeted, prioritised and sequenced and implementation is monitored to assess impact.
There is robust governance in place across the partnership to effectively monitor, support and challenge service improvements and long term sustainability.	Clear ownership and accountability across the partnership of both the area's strategy and the specific areas for improvement in the APP.
Leaders in Wokingham have clear plans to <u>improve the underdeveloped pathway to enable young people with SEND to make a successful transition to adulthood</u> ; understand their progress against this identified area of significant weakness as identified in the Ofsted/CQC report and can articulate their improvement journey.	APP reviews are well informed by clear advice on progress and next steps against this identified area of significant weakness.
Leaders in the Local Area understand the progress that is required in relation this significant area of weakness. They make accurate assessments of the impact of the	<p>Outputs from APP reviews show clear direction of travel and enables effective decision making by VCU.</p> <p>Where there are escalating risks, the need for rapid intervention is highlighted, whether that be departmental or additional support from the SEND Advisor put in place.</p> <p>There is an effective working relationship between the SEND Advisor and the NHSE SEND Advisor.</p>

<p>actions they are taking and can identify where further improvement is required. They put in place mitigations to overcome barriers where needed.</p> <p>DfE VCU understand the progress that the Local Area is making against this significant area of weakness, the areas for further improvement and where there are any escalating risks.</p>	
<p>There is robust governance in place across the partnership to effectively monitor, support and challenge all service improvements and long term sustainability. Leaders across the local area partnership understand their own strategic role and there is shared ownership and accountability, with co-production prioritised.</p> <p>Leaders in the Local Area understand the progress that is required in relation to their strategic working. They make accurate assessments of the impact of the actions they are taking and can identify where further improvement is required. They put in place</p>	<p>Improvement activities are targeted, prioritised and sequenced and implementation is monitored to assess impact, with co-production prioritised.</p> <p>Clear ownership and accountability across the partnership of both the area's strategy.</p> <p>Outputs from any reviews that are commissioned show clear improvement and enhanced joint working across the partnership.</p> <p>Where there are escalating risks, the need for rapid intervention is highlighted, whether that be departmental or additional support from the SEND Advisor put in place.</p>



<p>mitigations to overcome barriers where needed.</p> <p>DfE VCU understand the progress that the Local Area is making, the areas for further improvement and where there are any escalating risks.</p>	
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Annex A - Buckinghamshire	
Outcome	Success Measures
<p>Leaders in Buckinghamshire show evidence that they are improving and addressing all 3 of the areas of weakness identified by Ofsted/CQC inspectors adhering to the timeliness indicated in their WSOA.</p> <p>The Local Area's strategic plan effectively addresses the areas for improvement with robust governance in place across the partnership to effectively monitor, support and challenge service improvements and long term sustainability</p>	<p>Six monthly (or more frequent) WSOA reviews are well informed by clear advice on progress. Outputs from WSOA reviews show clear improvement and enhanced joint working across the partnership.</p> <p>Improvement activities are targeted, prioritised and sequenced and implementation is monitored to assess impact.</p> <p>Clear ownership and accountability across the partnership of improvements.</p>
<p>Leaders in Buckinghamshire have clear plans to improve the <u>lack of a cohesive area strategy to identify and meet the needs of those children and young people requiring speech and language, communication and occupational therapy</u>, and understand their progress against this identified area of significant weakness as identified in the Ofsted/CQC report and can articulate their improvement journey.</p> <p>Leaders in the Local Area understand the progress that is required in relation this significant area of weakness. They make accurate assessments of the impact of the actions they are taking and can identify where further improvement is required. They put in place mitigations to overcome barriers where needed.</p>	<p>Working with NHSE to support the local authority in ensuring WSOA reviews are well informed by clear advice on progress and next steps against this identified area of significant weakness.</p> <p>Outputs from WSOA reviews show clear direction of travel and enables effective decision making by VCU.</p> <p>Where there are escalating risks, the need for rapid intervention is highlighted, whether that be departmental or additional support from the SEND Advisor put in place.</p> <p>There is an effective working relationship between the SEND Advisor and the NHSE SEND Advisor.</p>

<p>DfE VCU understand the progress that the Local Area is making against this significant area of weakness, the areas for further improvement and where there are any escalating risks.</p>	
<p>Leaders in Buckinghamshire have clear plans to <u>improve waiting times for assessments on the autism and attention deficit and hyperactivity disorder diagnosis pathways and the system-owned plans</u> in place to address this; understand their progress against this identified area of significant weakness; as identified in the Ofsted/CQC report and can articulate their improvement journey.</p> <p>Leaders in the Local Area understand the progress that is required in relation this significant area of weakness. They make accurate assessments of the impact of the actions they are taking and can identify where further improvement is required. They put in place mitigations to overcome barriers where needed.</p> <p>DfE VCU understand the progress that the Local Area is making against this significant area of weakness, the areas for further improvement and where there are any escalating risks.</p>	<p>Working with NHSE to support the local authority in ensuring WSOA reviews are well informed by clear advice on progress and next steps against this identified area of significant weakness.</p> <p>Outputs from WSOA reviews show clear direction of travel and enables effective decision making by VCU.</p> <p>Where there are escalating risks, the need for rapid intervention is highlighted, whether that be departmental or additional support from the SEND Advisor put in place.</p> <p>There is an effective working relationship between the SEND Advisor and the NHSE SEND Advisor.</p>
<p>Leaders in Buckinghamshire have <u>clear plans to improve waiting times to see a community paediatrician</u>; understand their progress against this identified area of significant weakness as identified in the Ofsted/CQC report and can articulate their improvement journey.</p>	<p>Working with NHSE to support the local authority in ensuring WSOA reviews are well informed by clear advice on progress and next steps against this identified area of significant weakness.</p> <p>Outputs from WSOA reviews show clear direction of travel and enables effective decision making by VCU.</p>

<p>Leaders in the Local Area understand the progress that is required in relation this significant area of weakness. They make accurate assessments of the impact of the actions they are taking and can identify where further improvement is required. They put in place mitigations to overcome barriers where needed.</p> <p>DfE VCU understand the progress that the Local Area is making against this significant area of weakness, the areas for further improvement and where there are any escalating risks.</p>	<p>Where there are escalating risks, the need for rapid intervention is highlighted, whether that be departmental or additional support from the SEND Advisor put in place.</p> <p>There is an effective working relationship between the SEND Advisor and the NHSE SEND Advisor.</p>
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