

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: David Myers E-mail: David.myers@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: CON_8284
Order date:	30/04/2021

TO

Supplier:	Nigel Richardson (North Devon) Ltd
For the attention of:	Nigel Richardson
E-mail:	██████████
Telephone number:	██████████
Address:	████████████████████ ██████████ ██████████ ██████████
1. SERVICE REQUIREMENTS	
Children's services in Newham have been rated 'inadequate' in 2019 after being rated as 'requires improvement' in 2014. Newham were found non-systemically inadequate by Ofsted in April 2019. There have been two Ofsted monitoring visits and a COVID assurance visit since the full inspection. Both have highlighted the improvements that have been made and the fact there is a good improvement plan in place.	

Following the COVID assurance visit in October 2020, Ofsted highlighted the following positive initiatives that are starting to show signs of positive impact. These include the development of the quality assurance framework, developing the model of practice and the strengthening of the senior management team. However they were critical of the pace of improvements and the consistency of practice. This has not been helped by COVID-19 and the new challenges to protect vulnerable children that lockdown has created.

In June 2019, following the Ofsted inspection, an Improvement Advisor was appointed by the Department to support the LAs improvement and provide scrutiny to the Department. In 2020, their contract was extended of for another year; this will end at the end of this financial year

(1.2) Service Commencement Date:

30 April 2021

(1.3) Price payable by Authority and payment profile:

The daily rate is £600 excluding VAT.

VAT is applicable.

Expenses are included within the agreed daily rate.

(1.4) Completion date: 29 April 2022

We expect the role of the Adviser to take up to 4 days per month for 12 months from 30 April 2021, 48 days in total for the duration of the contract.

If additional days are required they will be negotiated and agreed with the Department prior to the work taking place.

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

<p>3. PERFORMANCE OF THE SERVICES AND DELIVERABLES</p>
<p>(3.1) Name of the Professional who will deliver the Services: Nigel Richardson</p>
<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>Advisers are expected to react quickly to issues as and when they arise.</p> <p>Advisers are expected to maintain effective working relationships, which ensure the best outcomes for the Department.</p>
<p>(3.3) Location(s) at which the Services are to be provided:</p> <p>London Borough of Newham</p>
<p>(3.4) Quality standards:</p> <p>In all cases we will require regular honest and open reporting against the service requirements listed in section 1, including information about progress and trajectories. This should be supported by an accurate, timely and appropriate narrative at least quarterly as specified above.</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 three 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 six 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>
<p>(3.5) Contract monitoring arrangements:</p> <p>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.</p> <p>Over the life of the contract the Department expects:</p> <ul style="list-style-type: none"> • a partnership approach to contract management, where the parties have a joint stake in a successful service;

- services delivered by the Adviser continue to meet the needs of the Department; and
- the 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 a quarterly progress report for DfE.

4. CONFIDENTIAL INFORMATION

(4.1) The following information shall be deemed Confidential Information: N/A

(4.2) Duration that the information shall be deemed Confidential Information: N/A

BY ACCEPTING THIS ORDER IN JAGGAER 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.