

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: Genevieve Cox E-mail: Genevieve.cox@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: CON_8318
Order date:	30/04/2021

TO

Supplier:	Alastair Gibbons
For the attention of:	Alastair Gibbons
E-mail:	██████████ ██████████
Telephone number:	
Address:	██████████ ██████████ ██████████
1. SERVICE REQUIREMENTS	
In March 2020, Ofsted found Devon to be persistently 'inadequate' overall with 'requires improvement to be good' for children in need. DfE appointed a Commissioner, Eleanor Brazil, to work with Devon alongside a newly formed Improvement Board and peer support from Cornwall County Council. Ofsted undertook their first monitoring visit in September 2020 focusing on services for care leavers. Ofsted found that there is clearer line of sight for management and no young people are at risk without support. Devon now needs to ensure actions are sustainable and broader. In February 2021, a new Chief Officer for Children's Services	

started.

Devon no longer needs the support of a Commissioner to continue its improvement work. However, it would benefit from an Improvement Adviser to support the next phase of its improvement journey, with a relentless focus on impact and outcomes. 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 in these authorities. They will demonstrate an understanding of the improvement that has already taken place in the authority and what needs to happen next.

The Adviser will report to Ministers on progress and their views will inform decisions about the nature of the Department's intervention in this area.

(1.2) Service Commencement Date:

4 May 2021

(1.3) Price payable by Authority and payment profile:

The daily rate is £580 excluding VAT.

VAT is applicable.

Expenses are included within the agreed daily rate.

(1.4) Completion date: 3 May 2022

We expect the role of the Adviser to take up to 4 days per month for 12 months from 4 May 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
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>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>Devon County Council</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</p>

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 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.