

DfE DPS ORDER FORM

FROM

	SECRETARY OF STATE FOR EDUCATION
Service address: The Authority The Department	Head Office – Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Invoice address:	Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Authorised Representative:	Name: <redacted> Phone: <redacted> E-mail: <redacted>
	To be quoted on all correspondence relating to this Order: Order no: CON_24018 Ref no: Project_ 8404 ITT_2442 SEND and AP Advisory Services
Order date:	15 th January 2024

TO

Supplier:	Jess Haslam
For the attention of: E-mail: Telephone number:	<redacted> <redacted> <redacted>
Address:	<redacted>
1. SERVICE REQUIREMENTS	
The specific outcomes to be achieved via this contract are outlined at Annex A. <ul style="list-style-type: none">• 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
- 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: 16 th January 2024
(1.3) Price payable by Authority and payment profile: <redacted>VAT is applicable. <redacted> maximum contract value is £36,000 excluding VAT
(1.4) Completion date: 31 March 2025 Throughout the life of the contract term from 16/01/2024 to 31/3/2025 it is expected that the supplier will deliver an indicative number of days per month as listed below; Halton Borough Council <redacted> The maximum contract value for 2023-24 is £7,200 excluding VAT The maximum contract value for 2024-25 is £28,800 excluding VAT 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:

<redacted>

(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>, NW Regional SEND Lead, VCU. 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;

<ul style="list-style-type: none"> • services delivered by the supplier continue to meet the needs of the Department; and • the supplier to meet their contractual commitments.
<p>(3.6) Management information and meetings</p> <p>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.</p> <p>The supplier will be required to complete a written reporting template on a monthly basis, and more frequently if the Minister requires.</p>
<p>4. CONFIDENTIAL INFORMATION</p>
<p>(4.1) The following information shall be deemed Confidential Information:</p> <ul style="list-style-type: none"> • 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. <p>(4.2) Duration that the information shall be deemed Confidential Information:</p> <p>The duration of the contract.</p>

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

..<redacted>.....
 Authorised Signatory

Name

..<redacted>.....

Title DfE Regional Director, North East, Regions Group
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Date Jan 16, 2024
.....

For and on behalf of: Supplier

Signature <redacted>
.....
Authorised Signatory
<redacted>
.....

Name

Title SEND Adviser
.....

Date Jan 16, 2024
.....

Annex A- HALTON Adviser Outcomes – see pages below

Outcome	Success Measures
<p>Priority action and strategic plans effectively address the areas for improvement with robust governance is in place across the partnership to effectively monitor, support and challenge service improvements and long-term sustainability.</p>	<p>Improvement activities are targeted, prioritised and sequenced and implementation is monitored to assess impact.</p> <p>Clear ownership and accountability exists across the partnership of improvements Improved 'grip' on the service is in evidence with partners able to articulate outcomes and evidence impact.</p> <p>Support and advice provided demonstrates an understanding of the specific context, demographics and challenges of the local area.</p>
<p>APA Area 1.</p> <p>Leaders in Halton understand what needs to be done to improve the shared strategic governance, oversight, support, challenge and planning to deliver effective strategies to meet the needs of children and young people with SEND in Halton and have clear plans to address it.</p>	<p>APA deep dives, stocktake meetings and local SEND improvement boards are well informed by clear advice on progress and next steps.</p> <p>Local SEND improvement boards demonstrate effective governance which drives improvement and holds service leaders to account.</p> <p>Leaders have a clear line of sight to practice to effectively monitor impact and outcomes and, where there are escalating risks, the need for rapid intervention is highlighted and effective ownership agreed.</p> <p>Outputs/evidence provided in reviews by local area partners clearly highlight improvements made and agreed next steps for further development are in place.</p>
<p>APA Area 2</p> <p>Leaders in Halton understand what needs to be done to improve information sharing across the Halton Local Area Partnership and have clear plans to address it.</p>	<p>APA deep dives, stocktake meetings and local SEND improvement boards are well informed by clear advice on progress and next steps.</p> <p>Outputs/evidence provided in reviews by local area partners clearly highlight improvements made and agreed next steps for further development are in place.</p>

<p>APA Area 3</p> <p>Leaders in Halton understand what needs to be done to improve joint commissioning across the Halton Local Area Partnership and have clear plans to address it.</p>	<p>Improvement activities are targeted, prioritised and sequenced and implementation is monitored to assess impact.</p> <p>There is evidence that co-commissioning (working with other LAs) has been considered.</p> <p>APA deep dives, stocktake meetings and local SEND improvement boards are well informed by clear advice on progress and next steps.</p> <p>Outputs/evidence provided in reviews by local area partners clearly highlight improvements made and agreed next steps for further development are in place.</p>
<p>APA Area 4</p> <p>Leaders in Halton understand what needs to be done to improve upon the timeliness of therapies and the identification of need in Halton and have clear plans to address it.</p>	<p>Working alongside the NHS E adviser, improvement activities are targeted, prioritised and sequenced and implementation is monitored to assess impact.</p> <p>APA deep dives, stocktake meetings and local SEND improvement boards are well informed by clear advice on progress and next steps</p> <p>Outputs/evidence provided in reviews by local area partners clearly highlight improvements made and agreed next steps for further development are in place.</p>
<p>Area for improvement 1 and 2.</p> <p>Leaders in Halton understand what needs to be done to improve the quality of Education, Health and Care assessments and plans and have clear plans to address it.</p>	<p>Improvement activities are targeted, prioritised and sequenced and implementation is monitored to assess impact.</p> <p>Stocktake meetings and local SEND improvement boards are well informed by clear advice on progress and next steps.</p> <p>Independent QA reviews show an improvement in quality.</p>

	Halton demonstrate how the advice of the adviser has been considered to influence an improvement in quality of EHC assessments/advices and plans.
Area for Improvement 3 and 4 Leaders in Halton understand what needs to be done to improve communication with parents, children and young people, and communication across teams in the Local Area Partnership.	Halton demonstrate how the advice of the adviser has been considered to improve communications with parents, children and young people e.g. through family surveys.
Area for Improvement 5 Leaders in Halton understand what needs to be done develop an effective Alternative Provision strategy and have clear plans to develop one.	Halton demonstrate how the advice of the adviser has been considered to develop their AP strategy.

