

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: Jason Henderson E-mail: Jason.henderson@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: con_7316 Ref no: RFX263/February 2021/ Dudley Metropolitan Borough Council/Red Quadrant
Order date:	10/02/2021

TO

Supplier:	Red Quadrant
For the attention of:	Benjamin Taylor
E-mail:	██
Telephone number:	
Address:	██
1. SERVICE REQUIREMENTS	
The Advisor will: • provide leadership support and advice to the leaders and heads of service within CSC using a coaching/mentoring model including advising on how change to the service can be communicated and managed effectively; • apply 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:

- a. develop competence and improve their quality of practice; and
 - b. 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 including investigating PiP support, where required;
 - chair the Children's Services Improvement Board meetings for Dudley LA including ensuring that all members of the Board are clear about the outcomes of any key decisions; and ensuring that any blockages to progress are brought to the attention of the LA and are addressed;
 - promote a genuine partnership within the Board and create a broad-based culture of change and collaboration for achieving and sustaining continuous improvement within children's services;
 - bring objectivity and experience to the Board's deliberations in order to achieve consensus and unity regarding the overall strategy for children's services;
 - provide a balance of challenge and support to the service that helps drive forward improvement and effective oversight to ensure the pace of improvement is appropriate and that improvements to children's social care are sustainable;
 - monitor progress against the requirements of the Improvement Plan. Provide challenge to the Dudley's leaders if progress is insufficient and ensure that outcomes are achieved, and outputs are delivered to time/quality/budget;
 - participate in DfE's formal reviews of the authority's progress and make a recommendation to the DfE on whether progress has been sufficient; and
 - provide quarterly written reports on the authority's progress against the Improvement Plan to the Contract Manager, and more frequently if the pace of progress is not sufficient or if the Minister requires it.

(1.2) Service Commencement Date:

22 February 2021

(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: 21 August 2021

We expect the role of the Advisor to take up to 48 days in total for the duration of the contract from 22 February to 21 August 2021

The Department reserves the right to extend the end date of this contract by up to 6 months, and will give one month's prior notice of our intention to do so. The 6 month extension may be in full, or in multiples of one month up to the full 6 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: Sarah Johnson

(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.

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

Advisors 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:

Dudley Metropolitan Borough Council

(3.4) Quality standards:

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.

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.

(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.