

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: Victoria Chapman/Faye Skelton Phone: 07833 245 589/02073 408279 E-mail: Victoria.chapman@education.gov.uk Faye.skelton@education.gov.uk
Order number:	To be quoted on all correspondence relating to this Order: Order no: RD1001204 Ref no: RFX206/February 2018/Doncaster Children's Service Trust/ Sandwell Metropolitan Borough Council
Order date:	16 February 2018

TO

Supplier:	Doncaster Children's Service Trust
For the attention of:	Steven Davis
E-mail:	Steven.davis@dcstrust.co.uk
Telephone number:	(01302) 734516
Address:	38-40 High Street, Blue Building, Doncaster, DN1 1DE
1. SERVICE REQUIREMENTS	
The successful bidder/s 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 Sandwell. They will	

demonstrate an understanding of the activity on improvement that has already taken place in the authority and what needs to happen next.

During the Commissioner's term, adviser/s will agree priorities with the Commissioner for Children's Services in Sandwell, around the following activities:

- Development of a robust, realistic and achievable improvement plan for the Trust to improve its children's social care services, in particular those areas which have been judged by Ofsted to be inadequate, working closely with the Commissioner and the Trust Chief Executive.
- Develop and implement new Improvement Board arrangements - provide independent challenge to the Council and the Trust on performance and progress so that focus is maintained as services transfer to the new children's services Trust
- Provide support to the leadership of Sandwell's Children's Social Care Trust so that appropriate action is taken to improve services, including supporting delivery of improvement in performance management systems and data, and the effectiveness of quality assurance systems that drive improvement; and sharing expertise and experience in achieving good management grip at all levels.
- Support social care practitioners with practice improvement, creating the conditions in which an effective culture of social work practice can flourish, contributing to improved outcomes and workforce engagement and stability.
- 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.
- Produce a project plan, within 6 weeks, detailing KPIs and deadlines for improvement work;
- Provide six-weekly written evidence-based reports on the authority's improvement progress to the Commissioner for Children's Services in Sandwell, the Chair of the Children's Trust and the DfE Contract Manager and more frequently if the pace of progress is not sufficient or if the Minister requires it. Make recommendations whether progress has been sufficient.

(1.2) Service Commencement Date:

1 March 2018

(1.3) Price payable by Authority and payment profile:

[REDACTED]

VAT is applicable.

(1.4) Completion date:

Throughout the life of the contract term from, 1 March 2018 to 28 February 2019, it is expected that the adviser team will deliver up to 9 days per month. Up to an additional 3 days per year is permitted for meetings and workshops with DfE and others involved in intervention work. The contract duration is 12 months. 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 these contracts 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:

(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:

Paul Moffat, Mark Douglas, Jackie Wilson, Lee Yale-Helms, Pauline Turner, Andy Hood, James Thomas

(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.

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

Advisers 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:

Sandwell Metropolitan Borough Council

(3.4) Quality standards:

In all cases we will require regular honest and open reporting against recommendations (from the Ofsted inspection report) and targets (from the Improvement Plan), including information about progress and trajectories. This should be supported by an accurate, timely and appropriate narrative.

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 Local Authority Performance & Intervention (Children's Services) Unit. Impact of the adviser team 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
- adviser team 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 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.