

Contract is made on _____ day of April 2018

THE SECRETARY OF STATE FOR EDUCATION of Sanctuary Buildings, 20 Great Smith Street, London, SW1P 3BT ("DFE"); and

Dartington Hall Trust, trading as Research in Practice of The Elmhirst Centre, Dartington Hall, Totnes, Devon, TQ9 6EL. Registered company number: 1485560. Registered Charity Number: 279756 (the "Contractor")

each a "Party" and together the "Parties".

It is agreed that:

1. this contract, together with the attached schedules and annexes, collectively form the "Contract"; and
2. if there is a conflict between the provisions of the clauses of the Contract and the provisions of the schedules, the following order of precedence shall apply:
 - (a) schedule 2 (Terms and Conditions);
 - (b) schedule 1 (Specification);
 - (c) schedules 3 to 9; and
 - (d) schedule 10 (Contractor's Solution).

The Contract has been executed on the date stated at the beginning of this page.

SIGNED by the CONTRACTOR acting by

Authorised Signatory

In the presence of

Witness signature

Occupation

Address

Date

SIGNED by DFE acting by

Position

in the presence of

Witness signature

Occupation

Address

Date

[Redacted]
[Redacted]
[Redacted]
Director, Research in Practice

Research in Practice, The Granary, Dartington Hall, Totnes
TQ9 6EE

14 May 2018

[Redacted]
Deputy Director, Social Work Reform, DFE

17th May 2018

CIVIL SERVANT

SANCTUARY BUILDINGS GREAT SMITH ST, SW1P 3BT

17/5/18

Table of Contents

Contract Schedules

Schedule 1	Specification
Schedule 2	Terms and Conditions
Schedule 3	Financials
Schedule 4	KPIs, Service Levels, Service Credits and Performance Measures.
Schedule 5	Implementation Plan
Schedule 6	Change Control Procedure
Schedule 7	Key Personnel and Key Sub-Contractors
Schedule 8	Data, Systems Handling and Security
Schedule 9	Commercially Sensitive Information
Schedule 10	Contractor's Solution

Schedule 1 The Specification

1. Introduction

Practice supervisors are qualified social workers whose primary responsibility is to supervise the practice and decision-making of Child and Family Practitioners, and to develop the skills of individuals and teams within child and family social work services. We know that the quality of practice supervision is critical to the quality of frontline practice and the service vulnerable children and families receive.

2. Award

The Department has procured a programme to:

- Equip newly promoted practice supervisors with good leadership and management skills;
- Instil practice supervisors with confidence to lead teams and manage frontline practitioners' workloads and wellbeing;
- Equip practice supervisors with the skills to facilitate reflective supervision;
- Empower practice supervisors to embed their learning and development in the workplace and model high quality practice underpinned by theory and best evidence;
- Inspire practice supervisors to champion the KSS for practice supervisors and for frontline practitioners, and support the development of knowledge and skills in the frontline practitioners that they supervise.

The contract will run from spring 2018 and will end at the end of March 2020, with the potential for extension on a one-year plus one-year basis.

The Contractor has responded to the DfE's invitation to tender for the delivery of this programme of work and has been awarded the contract on the basis of their bid submitted on 12 March 2018 which meets the following specifications. Where there is a conflict between the bid submission and this contract, this contract will take precedence.

Requirement 1: Assess existing CPD materials to design and develop suitable content for the PSDP

The contractor is required to assess and understand the existing professional development opportunities available for practice supervisors. There is an expectation the contractor will engage with the sector to benefit from professional expertise to test content and design. This scoping exercise will enable the supplier to develop a menu of evidence-based, quality assured CPD material that is attractive to local authorities and practice supervisors across the country.

The contractor is expected to:

- a) Build relationships to establish a sufficient scale to deliver high quality training to a potential low number of participants.
- b) Undertake a market assessment of the range of regional CPD options.
- c) Engage with the sector to test the content and design of the programme to ensure suitability for the PSDP.
- d) Develop a CPD programme for practice supervisors around the KSS for practice supervisors that meets the needs of local authorities and the practice supervisors they employ.

- e) Provide the DfE with a report at the end of the scoping exercise that sets out how the findings will be used to develop a high quality evidence-based CPD package for practice supervisors including methods for delivery.

Requirement 2: Develop a structured approach to delivery for the PSDP that meets local needs

The contractor will be expected to:

- a) Deliver a coherent national programme.
- b) Work with and oversee third party CPD delivery organisations as appropriate or necessary as part of delivering a coherent national programme that will meet the needs of local authorities and programme participants.
- c) Use a proven delivery approach to achieve positive long-term practice and behavioural change by embedding learning and development in local authorities.

Requirement 3: Project Management and Reporting arrangements

Robust project management and regular accurate reporting is essential throughout the entire contract agreement to monitor programme development and delivery, manage risks and issues, and to fulfil governance-reporting requirements to build and give confidence that the programme delivery will be completed to the required level of quality.

The contractor will be expected to:

- a) Ensure that day-to-day operational management of the programme, both at design and delivery stages, are of an excellent quality and are conducted professionally against agreed ways of working and standards of behaviour by building a collaborative working relationship between the Supplier and DfE.
- b) Have robust management controls and management information to provide a comprehensive view of actual progress of delivery against an agreed plan with supporting evidence as necessary.
- c) Ensure potential problems are identified as early as possible so that corrective actions can be taken to keep delivery on track.
- d) Obtain DfE approval for a plan of comprehensive corrective actions, mitigations and specific timescales in the event of any slippage in order to restore progress back to plan.
- e) Put in place clear internal governance arrangements that allow for rapid and effective decision making and the escalation of issues requiring resolution, and provide DfE with a copy of the same (and any revisions).
- f) Work with the Department to agree key delivery KPIs once the programme has been designed, including reaching agreement on design questions such as participant numbers.

Requirement 4: Contractor management and governance

The contractor will be expected to:

- a) Have a clear leadership and governance structure in place that combines efficient decision making with accountability and transparency.
- b) Ensure there are sufficient staff with the right skills and expertise to manage the efficient and effective delivery of the programme.
- c) Manage subcontracts with third party suppliers.

- d) Quality assure CPD material and delivery by partners and/or subcontractors.

Requirement 5: Costs and value for money

The contractor is expected to:

- a) Deliver a high quality PSDP that offers the best value for money.
- b) Monitor and evaluate the PSDP delivery costs.
- c) Manage payment arrangements with third party suppliers.

Requirement 6: End of contract

The contractor will be required to show:

- I. A clear plan for formal project closure including any TUPE arrangement where required.
- II. A clear exit strategy for handover, if required, of all aspects of the service from January 2020 to March 2020 to a new provider or organisation and DfE
- III. A clear exit plan for engagement with local authorities and participants on the programme including outstanding training, results and/or feedback as appropriate
- IV. The methodology for presenting all evaluation material from the contract into a final report for the DfE.
- V. A clear summary of outputs (including participation), lessons learned and outstanding issues arising during the contract.