

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: Bev Wilson/Helene Stewart Phone: E-mail: [REDACTED]
	To be quoted on all correspondence relating to this Order: Order no: CON_11613 Ref no: [REDACTED]
Order date:	7/9/2021

TO

Supplier:	Leeds Council [REDACTED]
For the attention of:	[REDACTED]
E-mail:	[REDACTED]
Telephone number:	[REDACTED], [REDACTED], [REDACTED]
Address:	[REDACTED]

1. SERVICE REQUIREMENTS
Service Requirements: The Children's Services Commissioner will: <ul style="list-style-type: none">• issue any necessary instructions to the Council for the purpose of securing immediate improvement in the Council's delivery of children's social care functions; to identify ongoing improvement requirements; and to recommend any additional support required

<p>to deliver those improvements.</p> <ul style="list-style-type: none"> gather evidence to assess the Council's capacity and capability to improve itself within a reasonable time frame and recommend whether or not this evidence is sufficiently strong to suggest that long term sustainable improvement to children's social care functions can be achieved, should operational service control remain within the Council. advise on relevant alternative delivery and governance arrangements for children's social care functions, outside of the operational control of the Council, taking into account local circumstances and the views of the Council and key partners. report to the Parliamentary Under Secretary of State by 14 January 2022 with findings about whether sufficient progress has been made in the timeframe to secure improved services for vulnerable children and give confidence of the Council's capacity and capability to continue to lead its own improvement; and include recommendations about next steps to secure improvement, including whether services should remain in control of the Council, if the assessment is that services have not sufficiently improved.
<p>(1.2) Service Commencement Date:</p> <p>15 September 2021</p>
<p>(1.3) Price payable by Authority and payment profile:</p> <p>The daily rate is £800 including expenses and excluding VAT.</p> <p>VAT is applicable.</p>
<p>(1.4) Completion date: 14 January 2022</p> <p>We expect the role of the Commissioner, in this review phase, to take up to 43 days in total for the duration of the contract. The contract duration is 4 months. Please note the contract can be ended early at the absolute discretion of the Department.</p>
<p>2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS</p>
<p>(2.1) Supplemental requirements in addition to Call-off Terms:</p>
<p>(2.2) Variations to Call-off Terms:</p>

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES
<p>(3.1) Name of the Professional who will deliver the Services:</p> <p>████████████████████</p>
<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>Commissioners are expected to react quickly to issues as and when they arise.</p> <p>Commissioners 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>Bradford Council</p>
<p>(3.4) Quality standards:</p> <p>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.</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 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.</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 Commissioner 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.</p> <p>Over the life of the contract the Department expects:</p> <ul style="list-style-type: none"> • a partnership approach to contract management, where the parties have a joint stake in a successful service; • services delivered by the Commissioner continue to meet the needs of the Department; and

- commissioner to meet their contractual commitments including ensuring invoices for payment are sent to the department by the 10th day of the month for work undertaken the previous month.

(3.6) Management information and meetings

Regular meetings by phone and in person between the commissioner and the DfE Case Lead will be required.

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 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.