

**ORDER FORM****FROM**

	<b>SECRETARY OF STATE FOR EDUCATION</b>
<b>Service address:</b>	Head Office - Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
<b>Invoice address:</b>	Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
<b>Authorised Representative:</b>	Name: Stewart Bembridge E-mail: Stewart.bembridge@education.gov.uk
	To be quoted on all correspondence relating to this Order:  Order no:  Ref no: ITT_467/Croydon Financial Transformation Adviser/February 2021
<b>Order date:</b>	16/02/2021

**TO**

<b>Supplier:</b>	Sandra Smith
<b>For the attention of:</b>	Sandra Smith
<b>E-mail:</b>	<redacted>
<b>Telephone number:</b>	<redacted>
<b>Address:</b>	<redacted><redacted><redacted> <redacted><redacted><redacted>
<b>1. SERVICE REQUIREMENTS</b>	
<ul style="list-style-type: none"><li>• To work closely with the Executive Director for Children Families and Education, the Children's Improvement Director, the Director for Children's Social Care, the Head of Finance CFE and others to review the council's savings plan and its underlying assumptions</li><li>• To lead work to ensure that the basis for correcting children's social care budgets is robust, evidenced and takes into account population</li></ul>	

<p>and financial pressures and the MTFS savings</p> <ul style="list-style-type: none"> <li>• Review and assess the impact of planned savings on Children's Social Care improvement, including on workforce, performance and service delivery to ensure savings are achievable whilst continuing to deliver a quality service</li> <li>• Provide support and challenge to the Chief Executive, DCS, Lead Member, Improvement Board, the wider council and others to ensure financial planning for Children's Services is evidenced and robust and that children remain at the heart of Croydon's improvement journey.</li> <li>• Review the plans to deliver the council's Medium Term Financial Strategy (MTFS) and support the development of future financial planning in Children's Services, • based on a model which mitigates the risks to Children's Services and supports the development of service improvement.</li> <li>• Provide a continued focus on the financial plans for Children's Services during leadership and staffing changes over the first 6 months of 2021 to ensure that preventing decline in Children's Services remains a corporate priority</li> <li>• Support the implement of recommendations from the Improvement Board, Partner in Practice, and others.</li> <li>• Reporting to DfE as required</li> </ul>
<p><b>(1.2) Service Commencement Date:</b></p> <p>22 February 2021</p>
<p><b>(1.3) Price payable by Authority and payment profile:</b></p> <p>The daily rate is £500 excluding VAT.</p> <p>VAT is applicable.</p> <p>The Department shall reimburse the contractor (only) such travel expenses wholly and reasonably incurred in connection with the provision on the contractor services. Payment of expenses shall be made on the provision of suitable VAT invoices relating to the provision of such expenses which will not exceed £800 for the duration of this contract.</p>
<p><b>(1.4) Completion date:</b> 22 November 2021</p> <p>We expect the role of the Adviser to take up to 12 days per month for 9</p>

months, a maximum of 108 days in total for the duration of the contract.

The Department reserves the right to terminate this contract on the 31st March 2021 as continued funding in FY2020-21 will be subject to business need and the spending review. If additional days are required they will be negotiated and agreed with the Department prior to the work taking place.

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:**

### **(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:** Sandra Smith

### **(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:**

Croydon 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 Adviser 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 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 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.