

**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: Sophie Hume - Wright Phone: 02073407331 E-mail: Sophie.hume-wright@education.gov.uk
<b>Order number:</b>	To be quoted on all correspondence relating to this Order:  Order no: RD1000825  Ref no: RFX190/August 2017/Frankie Sulke Executive Consulting / London Borough of Barnet
<b>Order date:</b>	18 August 2017

**TO**

<b>Supplier:</b>	Frankie Sulke Executive Consulting
<b>For the attention of:</b>	Frankie Sulke
<b>E-mail:</b>	██████████
<b>Telephone number:</b>	██████████
<b>Address:</b>	██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████

**1. SERVICE REQUIREMENTS**

The Commissioner will carry out an initial 3-month in-depth review of services in Barnet. Following the conclusion of the report there is the option to provide up to a further 9 months support to the Council to implement recommendations if required.

Barnet Council have been working with an improvement partner for the last 12 months which has conducted a diagnostic of its services and an improvement board is in place. In addition it has undertaken work to consider an alternative delivery model (ADM) for children's social care that

includes a comprehensive business case. The Commissioner for Barnet will consider both the Council's current improvement activities and the plans for an ADM as well as any other alternatives to assess how to most quickly secure sustainable improvement for children's services.

The Commissioner will:

- direct any immediate improvement of children's social care to ensure that children are safe, to identify ongoing improvement requirements, and to recommend any additional support required to support those improvements;
- gather evidence to assess and make a recommendation for alternative delivery and governance arrangements for children's social care, outside of the operational control of the local authority, in order to achieve long term, sustainable improvement or take forward next steps where decisions have been taken;
- hold discussions with the council and any relevant partners on alternative delivery and governance arrangements, taking the council's views into account;
- oversee the work of the Councils on the development of options for any future operational delivery model;
- support and challenge senior members, corporate senior management and senior partners to work together to create the culture and leadership necessary to bring about and sustain improvements in children's services;
- bring together evidence to assess the progress of the local authority in achieving long term, sustainable improvement;
- produce a project plan, within an agreed timescale, detailing how they will provide challenge and support and progress the implementation of delivery arrangements;
- produce a project plan, within an agreed timescale, detailing KPIs and deadlines for improvement work;
- lead on behalf of the DfE a formal review of the authority's progress towards improvement within six months of appointment and thereafter on a six monthly basis; and make a recommendation to the DfE on whether progress has been sufficient;
- deliver six-weekly written evidence based reports on the authority's improvement progress to the DfE Contract Manager and more frequently if the pace of progress is not sufficient or if the Minister requires it; and

- deliver quarterly written updates on the Council's progress to the Minister of State for Children and Families, and more frequently if the pace of progress is not sufficient or if the Minister requires it.

**(1.2) Service Commencement Date:**

21 August 17

**(1.3) Price payable by Authority and payment profile:**

The daily rate is £800 including expenses\* and excluding VAT.


**(1.4) Completion date:**

30 November 2017

We expect the role of the Commissioner will take up to 40 days in the first three months in order to complete the in-depth review. Following this there is an option to extend this for a further 9 months at 8 days per month. Up to an additional 3 days is permitted for meetings and workshops. Please note that the contract can be ended early at the absolute discretion of the Department.

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:**

Frankie Sulke

**(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.

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

Commissioners 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:**

London Borough of Barnet

**(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 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.

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 commissioner continue to meet the needs of the Department; and
- commissioners to meet their contractual commitments.

**(3.6) Management information and meetings**

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

The Commissioner will be required to complete the LA case reporting template at 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.