

**Report of Commissioning Programme Manager**

**Report to Chief Officer, Children’s Social Work Service**

**Date: 7<sup>th</sup> March 2014**

**Subject: Waiver of Contracts’ Procedure Rules 8.1 and 8.2 to enable Children’s Services to enter into contracts with the Institute of Education and the University of York from 27<sup>th</sup> March 2014 to 31<sup>st</sup> March 2015, with an option to extend for a further 12 months.**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. Children’s Social Work Services have identified a need for improved processes around Pathway Planning and support to care leavers. A review undertaken last year identified areas for improvement in the support to care leavers and requirements for putting in place good pathway planning arrangements to support care leavers to transition in to adulthood.
2. A proposal has been developed with Emily Munro and Mike Stein, who have previously provided high quality service development to Children’s Social Work Service, as a result of previous review of support to care leavers.
3. The project will undertake review of the content of pathway plans and make recommendations for actions to improve quality. It will deliver training to social workers to improve the delivery of support to care leavers and it will develop the content of pathway

plans through production of a 'pathway planning app' to improve the engagement of young people with their plan.

4. A contract with an external consultant is required as Children's Services require an external perspective to bring in new ideas from someone with operational knowledge of national best practice in this area. The work is required to commence immediately. The time required to undertake a competitive process for contract award is not available.
5. A waiver of Contracts' Procedure Rule 8 in order to enter into contracts with the Institute of Education and the University of York for the delivery of consultant support for the pathway plan development work will allow for effective service improvement for care leavers to be put in place.

#### **Recommendations**

6. The Chief Officer of Children's Social Work Service is recommended to approve the waiver of the following Contracts Procedure Rule(s):

Contracts Procedure Rules No 8.1 and 8.2 – Intermediate value procurements\*

and award contracts to Institute of Education and the University of York in the sum of £25,000. The contract shall commence on the 27<sup>th</sup> March 2014 and expire on the 31<sup>st</sup> March 2015 (with the option to extend for a period of 12 months, for a further £25,000, such option not to be taken up more than twice).

## **1 Purpose of this report**

- 1.1. The purpose of this report is to seek approval to waive Contracts' Procedure Rules 8.1 and 8.2 to enable Children's Services to enter into contracts with the Institute of Education and the University of York from 27<sup>th</sup> March 2014 to 31<sup>st</sup> March 2015 for £25,000, with an option to extend for a further 12 months for an additional £25,000.

## **2 Background information**

- 2.1 Review of service against Ofsted requirements previously identified a need to improve service provision to care leavers.
- 2.2 Children's Social Work Services have identified a need for improved processes around Pathway Planning and support to care leavers. A review undertaken last year identified areas for improvement in the support to care leavers and requirements for putting in place good pathway planning arrangements to support care leavers to transition in to adulthood.
- 2.3 A proposal has been developed with Emily Munro and Mike Stein, who have previously provide high quality service development to Children's Social Work Service, as a result of previous review of support to care leavers.
- 2.4 The project will undertake review of the content of pathway plans and make recommendations for actions to improve quality. It will deliver training to social workers to improve the delivery of support to care leavers and it will develop the content of pathway plans through production of a 'pathway planning app' to improve the engagement of young people with their plan.
- 2.5 The contracts will be for the provision of service development expertise. The project will also involve the input of technical expertise on the development of an app from ICT Services, so technical expertise will not be part of this contract.

## **3 Main issues**

### **Reason for Contracts Procedure Rules Waiver**

- 3.1. It has been identified that the Directorate needs to engage the services of an external expert to undertake the work as there is a requirement for an external perspective and expertise in order to undertake development of support to care leavers and improve pathway planning processes. The capacity and skills required is not available within Children's Services to deliver this work immediately.
- 3.2. A contract with an external consultant is required as Children's Services require an external perspective to bring in new ideas from someone with operational knowledge of national best practice in this area.
- 3.3. The work is required to commence immediately. The time required to undertake a competitive process for contract award is not available.
- 3.4. A contract will be awarded for 13 months, with an option to extend for up to 12 months. The initial contract value will be £25,000, with an option to extend for a further £25,000.

### **Consequences if the proposed action is not approved**

- 3.5. The project has been positioned to improve service delivery to care leavers. Without the work of the consultant there is a risk that appropriate arrangements will not be in place to develop and improve support to care leavers to successfully transition in to adulthood. The consequence of this is a risk that Leeds City Council does not deliver this service in line with national best practice and young people do not receive the quality of support they require.

### **Advertising**

- 3.6. This contract opportunity has not been advertised. The contract value is below the current EU threshold, so there is no requirement for the contract to be tendered in accordance with the Public Contracts Regulations but there is a requirement to comply with the Council's Contract Procedure Rules.
- 3.7. The specialist nature of the service development required means there is a very limited number of organisations who would have the necessary knowledge and skills to undertake the work required. The need to undertake the work quickly would further limit the number of organisations able to undertake the work.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The consultant will be required to work with a range of staff and teams across Children's Social Work Services and with partner services to ensure the viability of recommendations for future delivery arrangements and that recommendations fits with other systems and processes within Children's Services.
- 4.1.2 The contract is for delivery of work with the service, not directly with service users, so no consultation has taken place with service users specifically for this contract.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 An Equality Screening exercise (Appendix A) has been carried out which indicated no adverse equality impact to the service users, staff and the wider community.

### **4.3 Council Policies and City Priorities**

- 4.3.1. The project will contribute to the Children and Young People's Plan priority to
- Ensure that the most vulnerable are protected
  - Increase numbers in employment, education or training
  - Encourage activity and healthy eating
  - Promote sexual health
  - Minimise the misuse of drugs, alcohol & tobacco
  - Reduce crime and anti-social behaviour
  - Increase participation, voice and influence

#### **4.4 Resources and Value for Money**

- 4.4.1. The contract is recommended as best value for money given the reasons cited in 3.1 – 3.8 above.
- 4.4.2. The contract represents good value when considered in terms of the risks to the city and its children and young people from not identifying appropriate future delivery arrangements in this area.
- 4.4.3. During the scoping of this project it was identified that no sufficient internal resource is available within the Council to carry out this work.
- 4.4.4. The budgetary provision in respect of the programme of work will come from the Social Work Improvement Fund Budget.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1. This decision is not subject to call-in. The decision is Significant Operational as the contract will be for a consultant. Contract Procedure Rule 3.1.12 states that any decision for procurement of Consultants will, as a minimum, be treated as a Significant Operational Decision.
- 4.5.2. In making their final decision, the Deputy Director of Children's Services should be satisfied that the course of action chosen represents Best Value for the Council given that this contract opportunity has not been exposed to competition.
- 4.5.3. In giving the work to this provider without competition there is a potential risk of challenge from other providers who have not been given the chance to tender for this opportunity.
- 4.5.4. There is no legal obstacle preventing the waiver of CPR 8.1 and 8.2, the above comments should be noted.

#### **4.6 Risk Management**

- 4.6.1 There is a minimal risk of challenge from other providers if this service is not exposed to competition. The specialist nature of the service required means there is a very limited number of organisations who would have the necessary knowledge and skills to undertake the work required and so a limited number of organisations who would be in a position to challenge the decision.

### **5 Conclusions**

- 5.1 A waiver of Contracts' Procedure Rule 8 in order to enter into contracts with the Institute of Education and the University of York for the delivery of consultant support for the pathway plan development work will allow for effective service improvement for care leavers to be put in place.

### **6 Recommendations**

- 6.1 The Chief Officer of Children's Social Work Service is recommended to approve the waiver of the following Contracts Procedure Rule(s):

*Contracts Procedure Rules No 8.1 and 8.2 – Intermediate value procurements\**

and award contracts to the Institute of Education and the University of York in the sum of £25,000. The contract shall commence on the 27<sup>th</sup> March 2014 and expire on the 31<sup>st</sup> March 2015 (with the option to extend for a period of 12 months, for a further £25,000, such option not to be taken up more than twice).

## **7 Background documents**

### **7.1**