

Report of Commissioning Team

Report to Deputy Director – Safeguarding, Specialist & Targeted

Date: 12th July 2017

Subject: Waiver of Contract Procedure Rules to award a contract for Therapeutic Storywriting Groups Train-the-Trainer Course to Centre for Therapeutic Storywriting Ltd.



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. This report seeks to waive contract procedure rule 8 to award a contract without competition to Centre for Therapeutic Storywriting Ltd for the provision of Therapeutic Storywriting Groups Train-the-Trainer Course.
2. Therapeutic Storywriting is a model for educational professionals supporting pupils with emotional and behavioural difficulties using story metaphor within the literacy curriculum to support emotional wellbeing. The Centre for Therapeutic Storywriting promotes the use of therapeutic storywriting by educational professionals supporting pupils with emotional and behavioural difficulties.
3. The offer from the centre includes delivering training to educational professionals, providing online support and delivering a Train the Trainer programme.
4. Children’s Services will be signing up to the terms and conditions offered by Centre for Therapeutic Storywriting Limited, these will be reviewed before a contract is signed.

5. Centre for Therapeutic Storywriting has the relevant experience to deliver this course. The Centre for Therapeutic Storywriting holds the copyright for the following:
- Therapeutic Storywriting Groups © Centre for Therapeutic Storywriting 2003
 - Story Links: working with parents of vulnerable pupils © Centre for Therapeutic Storywriting 2009
6. The maximum contract value for the initial 12 months is £12,000. There are options to extend the licence for the training for 12 months at a time, at an annual value of £4,000. This equates to a maximum contract value of £28,000 over 5 years.

Recommendations

7. The Deputy Director – Safeguarding, Specialist & Targeted Services is recommended to approve the waiver of the following Contracts Procedure Rule(s):

Contracts Procedure Rule No 3.1.15 – Requirement to use the Council's standard tender documents

Contracts Procedure Rules No 8.1 and 8.2 – Intermediate value procurements

and award a contract to **Centre for Therapeutic Storywriting Ltd** to a contract value of **£12,000 (up to £28,000 with extensions)**. The contract shall commence July 2016 and expire July 2017 with the option to extend for a period of **twelve months** such option not to be taken up more than **four times**.

1 Purpose of this report

- 1.1 To seek approval for the award of a contract to Centre for Therapeutic Storywriting Ltd for the provision of Therapeutic Storywriting Groups Train-the-Trainer Course. The contract shall commence July 2016 and expire after 12 months, with options to extend for 12 months.

2 Background information

- 2.1 Therapeutic Storywriting is a model for educational professionals supporting pupils with emotional and behavioural difficulties using story metaphor within the literacy curriculum to support emotional wellbeing. The model is designed to deepen education professionals understanding of the link between emotional and cognitive development.
- 2.2 The Centre for Therapeutic Storywriting promotes the use of therapeutic storywriting by educational professionals supporting pupils with emotional and behavioural difficulties.
- 2.3 The offer from the centre includes delivering training to educational professionals, providing online support and delivering a Train the Trainer programme. Schools in more than 40 Local Authorities in England have introduced the Therapeutic Storywriting programme.
- 2.4 There is a need for two staff to undertake the training offered by the Centre for Therapeutic Storywriting. This will enable the Educational Psychology Team to be able to offer 3-day 'Setting up Therapeutic Story Writing Groups' training course for SENCOs, teachers, support staff and learning mentors supporting pupils with social and emotional needs. This will result in generating income as part of the Educational Psychology Team's traded offer.
- 2.5 Children's Services will be signing up to the terms and conditions offered by Centre for Therapeutic Storywriting Limited, these will be reviewed before a contract is signed.
- 2.6 Research has shown that TSWG can both increase motivation to write and the development of emotional literacy skills. Therapeutic Storywriting is an innovative and creative way to support children whose emotional difficulties are getting in the way of their academic learning. The Educational Psychology Team strongly believe that by introducing TSWG across Leeds, an intervention with a strong evidence base, the service will be skilling up staff in supporting and meeting the needs of children with social, emotional and mental health needs, we would be continuing to keep abreast with evidence based practice by developing our knowledge and skills as Educational Psychologists and continuing professional development. In addition to being able to train school staff across Leeds and neighbouring authorities the staff receiving training wiyd also be able to train colleagues within the Educational Psychology Team to deliver the TSWG intervention themselves, thus promoting ongoing psychological development within the team.

3 Main issues

3.1 Reason for Contracts Procedure Rules Waiver

- 3.1.1 There is no internal facility to provide this service and Centre for Therapeutic Storywriting is the only organisation that could be identified that offers the appropriate Train the Trainer course.
- 3.1.2 Centre for Therapeutic Storywriting has the relevant experience to deliver this course. The Centre for Therapeutic Storywriting holds the copyright for the following:
- Therapeutic Storywriting Groups © Centre for Therapeutic Storywriting 2003

- Story Links: working with parents of vulnerable pupils © Centre for Therapeutic Storywriting 2009

The right of the Centre for Therapeutic Storywriting to be identified as the author of this work has been asserted in accordance with the Copyright, Designs and Patents Act 1988.

3.2 Consequences if the proposed action is not approved

- 3.2.1 The programme will not be available, therefore, the development identified by the Education Psychology Team will not be available.

3.3 Advertising

- 3.3.1 This contract opportunity has not been advertised. The contract value is below 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.

- 3.3.2 Centre for Therapeutic Storywriting Ltd is the only provider that could be identified delivering this training programme.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Initial consultation has taken place with Centre for Therapeutic Storywriting Ltd to identify that they are able to deliver the service required.

- 4.1.2 No wider consultation has taken place with other potential service providers. Given the limited number of providers of this type of programme, there would be limited interest in delivery.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1. The equality, diversity, cohesion and integration screening form is attached as Appendix 1. This form identifies that an impact assessment is not required in this case.

4.3 Council Policies and Best Council Plan

- 4.3.1 Through supporting schools, the programme impacts on the following Children & Young People's Plan priorities:

- Improve achievement and close achievement gaps
- Increase numbers participating and engaging
- Improve outcomes for CYP with special educational needs and/or disability
- Support children to have the best start in life and be ready for learning
- Support schools and settings to improve attendance and develop positive behaviour
- Improve social, emotional and mental health and well being

4.4 Resources and Value for Money

- 4.4.1 The maximum contract value for the initial 12 months is £12,000. There are options to extend the licence for the training for 12 months at a time, at an annual value of £4,000. This equates to a maximum contract value of £28,000 over 5 years.
- 4.4.2 This report seeks to have the option to extend the contract for up to 4 additional years. The decision to take up the extension of the licence will be taken on an annual basis.
- 4.4.3 Undertaking the training and paying for the on-going licence will enable the Educational Psychology Team to trade with schools and generate income.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 The decision is not subject to call in.
- 4.5.2 The decision to waive contract procedure rule 8 is a significant operational decision in line with contract procedure rule 27.
- 4.5.3 The decision to waive contract procedure rule 3.1.15 to sign-up to the terms and conditions offered by Centre for Therapeutic Storywriting Ltd is also a significant operational decision in line with contract procedure rule 27.
- 4.5.3 In making their final decision, the Deputy Director, 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.

4.6 Risk Management

- 4.6.1 There is a low risk of challenge from other providers as the Centre for Therapeutic Storywriting Ltd holds the copyright for this programme.

5 Conclusions

- 5.1 It is appropriate in the circumstances to waiver of Contract Procedure Rules 3.1.5 & 8 in order to enter into a contract with Centre for Therapeutic Storywriting Ltd for the delivery of Therapeutic Storywriting Groups Train-the-Trainer Course

6 Recommendations

- 6.1 The Deputy Director – Safeguarding, Specialist & Targeted Services is recommended to approve the waiver of the following Contracts Procedure Rule(s):

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Contracts Procedure Rules No 8.1 and 8.2 – Intermediate value procurements

and award a contract to **Centre for Therapeutic Storywriting Ltd** to a contract value of **£12,000 (up to £28,000 with extensions)**. The contract shall commence July 2016 and expire July 2017 with the option to extend for a period of **twelve months** such option not to be taken up more than **four times**.

7 Background documents¹

¹ The background documents listed in this section are available to download from the Council’s website, unless they contain confidential or exempt information. The list of background documents does not include published Waiver Report PUBLISH V1.0

7.1 None