

Cabinet Member Delegated Decision 29 July 2019

Report title: Award of School Improvement Advisors List

Wards: All

Portfolio: Cabinet Member: Councillor Jennifer Braithwaite, Deputy Leader (Children & Young People)

Report Authorised by: Annie Hudson: Strategic Director for Children's Services

Contact for enquiries: Babatunde Omotosho, School Traded Services Support Manager, Education and Learning, 0207 926 9947 BOmotosho@lambeth.gov.uk

Report summary

This report seeks approval to set up an approved list of School Improvement Advisors to work in Lambeth Schools. The approved list is for 4 years, from 1st September 2019 – 31st August 2023. School Improvement Advisors have extensive Head Teacher experience of working in an urban setting. All have previous Ofsted experience

The Council issued an OJEU notice on the 20th November 2018 inviting School Improvement Advisors to tender to be appointed onto a School Improvement Advisors Approved List through an Open tender process.

Nine tenderers submitted tenders. Seven tenders were evaluated and scored by an Evaluating Panel. Tenderers were required to achieve an overall score to be appointed onto the framework. Seven providers achieved a score of 60 and greater. It is therefore proposed that they are appointed onto the School Improvement Advisor list.

Finance summary

The seven providers appointed onto the Approved List will provide a minimum of 4 days per year support to Lambeth schools. The rest will be spot purchase when required. This report is for a four year approved list up to a maximum sum £700,000.00. The proposed project will be partly funded from existing revenue grant allocation from DfE within the Schools & Educational Improvement Division and the contract cost will be delivered within this budget. In addition to this there is also income from the Lambeth schools Partnership available to fund this work (which about eighty schools have signed up to) as well as funding that is de-delegated from the Lambeth maintained schools on annual basis in consultation with the Schools Forum.

Recommendations

1. To appoint the following providers onto an Approved List to provide School Improvement Services, from 1st September 2019 – 31st August 2023 for the for the sum of £700,000.00
 - i. B. Breed Consulting
 - ii. Diana Choulerton
 - iii. Mathieson Maher
 - iv. Olivia Page

- v. Ros Scherler Ltd
- vi. St Mark's Academy (Lisa Peterkin)
- vii. Sudbourne Primary School (Richard Blackmore)

Reasons for Exemption from disclosure

The accompanying part II report is exempt from disclosure by virtue of the following Paragraphs of schedule 12A to the Local Government Act 1972:

- 3. Information relating to the financial or business affairs of a particular person (including the authority holding that information).

1. Context

- 1.1 The Lambeth Schools Improvement Service provides comprehensive advice, support and challenge to all Lambeth schools and other education provisions in early years, primary, secondary, special and post 16 settings. The advisory service is available to maintained schools and academies via subscription to the Lambeth Schools Partnership. Schools Improvement exercise a 'critical friend' function in working with head teachers, school leadership teams and governors in all aspects of school self-evaluation and improvement. 79 of the 90 Lambeth schools are signed up to the Lambeth School Partnership. As part of their subscription Schools are entitled to 4 visits per year from a School Improvement Advisor. The number of schools participating in the Lambeth School Partnerships has remained constant over the past 2 years, and is not expected to change going forward.
- 1.2 'Future Lambeth: Our borough plan' is the council and our partners' vision and priorities up to 2021, building on the enormous improvements that have been made across Lambeth in recent years.
- 1.3 It sets out three strategic priorities that all partners will work towards in order to make Lambeth a stronger, fairer and more prosperous borough. Lambeth council staff will play a key role in delivering these objectives: Namely Creating inclusive growth: Ensuring more young people have the skills they need to succeed in London's growing economic sectors Reducing inequality: Ensuring that children living in the most deprived wards have the same level of access to good or outstanding primary schools as the general population Building strong and sustainable neighbourhoods: Make it easier and safer to walk or cycle around the borough. This framework is also in line with the council's cooperative commissioning policy as the appointable SIAs are used to generate income.
- 1.4 This is a Gateway 3 Procurement Report recommending the award of a contract.

2. Proposal and Reasons

- 2.1 The proposal is to appoint 7 tenderers onto an Approved List of School Improvement Advisors to provide School Improvement Advisory services to Lambeth Schools.
- 2.2 This option demonstrated the most value for money as providers will be paid a fixed daily rate for their services.
- 2.3 It is proposed to set up an approved list of School Improvement Advisors to work in Lambeth Schools as and when required. School Improvement Advisors will be assigned to a School based on their

experience and specialist areas and the needs of each individual school. This will be done in a fair way so no one advisor is assigned to the majority of schools.

- 2.4 The list be reviewed periodically and will be re-opened only where the current School Improvement Advisors appointed onto the Approved List do not have capacity or are unable to meet the specific requirements of Schools.

3. Finance

- 3.1 The proposed project will be funded from a variety of sources. Firstly existing revenue grant allocation from DfE within the Schools & Educational Improvement Division and the contract cost will be delivered within this budget. Secondly there is income from the Lambeth schools Partnership available to fund this work (which about eighty schools have signed up to). Lastly there is funding that is de-delegated from the Lambeth maintained schools on annual basis in consultation with the Schools Forum.
- 3.2 The maximum total value of the framework will be £175,000 per annum. As the contract will be for a pool of approved consultants, they will be aware that they will only be called upon when their services are required and thus the costs can be managed if the demand in any given year reduces or if the funding changes during the contract period. The funding remains within the Council and the lead officer will be expected to monitor and manage the framework bearing in mind risk management at all stages. It is important to have these resources available in order to maintain high standards in Lambeth schools. Also it should be noted that already more is being achieved with less funding coming directly from the council due to the traded nature of the service and the partnership that exists with the schools via the Lambeth Schools Partnership
- 3.3 There are potential savings in that it is a framework contract with no associated cost except where services are required and provided. There will furthermore be sufficient rigour within the procurement process to ensure that value for money is achieved for the Council for the duration of the contract. The advisors will also provide services that will be provided to schools by the Council at a mark-up that allows recovery of central costs (in essence a profit element).
- 3.4 The value of the School Improvement Monitoring and Brokering Grant that was received in the 2018/19 academic year was £295,000 and we have been informed that the grant will continue in 2019/20. The Framework arrangement allows the flexibility to reduce the take up of services in future years if the amount of funding available reduces.

4. Legal and Democracy

- 4.1 The authority to enact this report's recommendation is delegated to the Deputy Leader (Children and Young People). Before exercising that authority, this paper should be reviewed by the Procurement Board.
- 4.2 Under the Contract Standing Orders, all contracts with an estimated value of £100,000 or more should be competitively tendered and this report demonstrates how officers have complied with this requirement.
- 4.3 The Public Contracts Regulations 2015 apply to the proposed contract award and as the services which form the subject of this report are listed at Schedule 3 the "Light Touch Regime" applies and the Council was obliged to publish a contract notice in the official journal as the value of the

framework exceeds the threshold of £615,278. The authors have set out how officers complied with this requirement.

- 4.4 As soon as possible after making the decision to appoint the successful bidders to the panel, the Council must provide a written notice to the unsuccessful bidders, naming the winning bidders and describing the characteristics and relative advantages of the successful tenders. The notice also has to state when the 'standstill period' is expected to expire and the date before which the contracting authority will not enter into the contract or conclude the framework agreement.
- 4.5 This proposed key decision was entered in the Forward Plan on 13 May 2019 and the necessary 28 clear days' notice has been given. In addition, the Council's Constitution requires the report to be published on the website for five clear days before the proposed decision is approved by the Cabinet Member. Any representations received during this period must be considered by the decision-maker before the decision is taken. A further period of five clear days - the call-in period – must then elapse before the decision is enacted. If the decision is called-in during this period, it cannot be enacted until the call-in has been considered and resolved.

5. Consultation and co-production

- 5.1 Schools were consulted via the Schools Forum.
- 5.2 Forms were sent to invite all schools to be part of LSP, part of the offer is SIA time. By buying into the package, they were indicating their consent to provide SIA. And as a result of that we procured more School Improvement Advisory Service.

6. Risk management

- 6.1 The awarded contracts will enable Education and Learning continue to offer a School Improvement Advisory service to Lambeth Schools.
The School Improvement Advisors will be paid on a daily rate. If no work has been carried out no payment will be made. They are required to submit work logs detailing the dates and type of work carried out. These are signed off by the substantive advisor before their invoices can be paid.
- 6.2 Due diligence checks have been carried out on all tenders. DBS checks, insurance and references have been taken up. Risk assessments will be carried out where necessary to mitigate any risk that is identified.
- 6.3 Where School Improvement Advisors currently work in Lambeth School conflict of interest checks will be undertaken before assigning them to a school, if any school is unhappy they will not buy into the service.

7. Equalities impact assessment

- 7.1 There are no anticipated equalities issues expected in this procurement.
School Improvements will be encouraged to use public transport to travel to schools, and write their reports from their own residences minimising use of transport.

8. Community safety

- 8.1 This service does not have any community safety implications

9. Organisational implications

9.1 Environmental

School improvement advisors are encouraged to use public transport where possible.

9.2 Staffing and accommodation

There are no staff or provider tupe implications. School Improvement Advisors will be based at the School they are advising and write their reports from their own residence so there are no organisational implications.

9.3 Procurement

This service was procured in compliance with the Contract Public Regulations (2015) under the Light Touch Regime using the OJEU Open Procedure. An OJEU Contract notice was published on the 20th November 2018 (TED reference 2018/S 246-564440

Tenderers were evaluated for quality (100%). This was made up of submitted method statement responses (55% and a presentation and interview (45%). The price for tenderers was set so there was no evaluation of price.

The evaluation panel was made up of the Director of Education, Learning and Skills and two senior officers from the Schools and Educational Improvement Team.

All members of the evaluating panel signed Declaration of Interests forms. No declarations of interest were declared.

Method statements (55%)

The method statement questions accounted for 55% of the overall score, and were based on the areas below:

No.	Method Statement Question Evaluation Area	Weighting (%)
MS1	Service Quality	10%
	How do you ensure the services you provide are of a consistently high quality?	
MS2	Skills	10%
	Identify how the skills and attributes you offer will help to raise standards in your preferred key stages?	
MS3	Safeguarding	10%
	How will you ensure young people are safeguarded whilst using your services	
MS4	Ofsted Framework	10%
	Demonstrate, with examples, how you have up to date knowledge of the Ofsted framework	
MS5	Attainment	15%
	Explain how you have improved attainment and progress in your own setting and how you will apply this to Lambeth?	
	Total:	55%

Presentation & Interview (45%)

The presentation and interview accounted for 45% of the overall score.

For the presentation tenderers were given 20 minutes to prepare and then had to give a 5 – 10 minute presentation on the topic.

No.	Presentation Evaluation Area	Weighting (%)
1	Stakeholders	15

No.	Interview Evaluation Area	Weighting (%)
1a	Local & national priorities	4
1b	Change	4
2	Opportunities & Challenges	3
3	Leadership	5
4	Safeguarding	5
5	Attainment	3
6	Priorities	3
7	SEND	3
	Total (presentation & interview)	45%

Tenderers had to achieve an overall score of 60% or greater to be appointable onto the framework. It is recommended that the tenderers that achieved a score of 60 or greater are appointed onto the framework.

All staff will be paid the London Living Wage.

School Improvement Advisors will be allocated to Schools based on previous experience and area of specialism.

9.4 Health

Not applicable

10. Timetable for implementation

10.1 The timetable below shows the milestones for implementing the new contract

No.	Description	Date
1	Decision Due / Letters Issued	29 July 2019
2	Standstill/Alcatel Period ends	5 August 2019
3	Issue Framework contracts	6 August 2019
4	Contract Award Notice Published	7 August 2019
5	Framework Contract Commences	1 st September 2019

10.2 Providers are expected to do a minimum of 4 days per year and produce a termly report.

The contract will be monitored by the Director of Educational Learning and Skills. Each provider meets termly with the Director and work done is evaluated and signed off before any new work is commissioned.

Audit Trail				
Consultation				
Name/Position	Lambeth directorate / department or partner	Date Sent	Date Received	Comments in paragraph:
Councillor Jennifer Braithwaite	Deputy Leader (Children & Young People)	03.06.2019	14.06.19	None
Annie Hudson, Strategic Director for Children's Services	Children's Service	13.06.19	14.06.19	None
Cathy Twist, Director for Education, Learning & Skills	Children's Service	13.16.19	14.06.19	None
Tim Gibson, Assistant Director, Corporate Resources	Finance & Investment	03.06.2019	12.06.19	3.1
Michael O'Hora, Senior Contracts Lawyer	Finance & Investment	03.06.2019	04.06.19	4.1 – 4.4
Sam Bailey, Deputy Democratic Services Manager, Democratic Services	Finance & Investment	03.06.2019	04.06.19	Para 4 & throughout

Report History	
Original discussion with Cabinet Member	01.09.2018
Report deadline	N/A
Date final report sent	N/A
Part II Exempt from Disclosure/confidential accompanying report?	Yes
Key decision report	Yes
Date first appeared on forward plan	13.05.2019
Key decision reasons	2. Expenditure, income or savings in excess of £500,000
Background information	Invitation to Tender Document, Specification
Appendices	None

APPROVAL BY CABINET MEMBER OR OFFICER IN ACCORDANCE WITH SCHEME OF DELEGATION

I confirm I have consulted the relevant Cabinet Members, including the Leader of the Council (if required), and approve the above recommendations:

Signature: _____ **Date:** _____

Post: Babatunde Omotosho, Schools Traded Services Support Team Manager

I approve the above recommendations:

Signature: _____ **Date:** _____

Post: Councillor Jennifer Brathwaite, Deputy Leader (Children & Young People)

Any declarations of interest (or exemptions granted): None

Issue: Interest declared

None None

Any dispensations: N/A