



3 Specification

Contract Reference

T00217ChS

Contract Title

Lot 1: Support for Torbay Governing Body Support Services.

Lot 2: Support for Ethnic Minority and Traveller Services.

Lot 3: Provision of an Adviser to Torbay Standing Advisory Council for Religious Education (SACRE).

Contents

1	Specification	3
1.1	Overall Scope and Nature of the Requirement	3
1.2	Mandatory Requirements.....	4
1.3	Specific Requirements	4
1.4	Contractor Requirements	5
1.5	Contract and Performance Review Requirements.....	5
1.6	Further Services Offered	5
1.7	Safer Recruitment	5
1.8	Awarding the Contract on Behalf of Other Contracting Authorities.....	5

1 Specification

1.1 Overall Scope and Nature of the Requirement

This Contract is for support to the Torbay Ethnic Minority and Traveller Service and Governing Body Support Services for up to 42 schools within Torbay.

1.1.1 Division of Contract into lots

This contract is being awarded in two lots:

- Lot 1 - Support for Torbay school's Governing Body Support services - This body provides courses, offers advice and information to subscribing schools within Torbay;
- Lot 2 - Support for Torbay Ethnic Minority and Traveller Support;
- Lot 3 – Provision of an Adviser to Torbay Standing Advisory Council for Religious Education (SACRE).

Applicants may submit Tenders, for Lot 1 and/or Lot 2 and /or Lot 3. Applicants are not limited to the number of Lots they apply for or the number of Lots they may be awarded. Each Lot will be evaluated separately. A separate Contract will be awarded for each Lot. Should Lots One (1) and Two (2) be awarded to a single Applicant, the Authority reserves the right to issue a single Contract.

The Contract requirements are as follows:

Lot 1- Support for Torbay Governing Body Support Services:

- To provide a comprehensive training package accessible to all Governors, Head Teachers/Principals, Clerks and Associate Members of maintained schools and academies;
- Ensure a named Torbay school's Governing Body Support Officer is able to book and cancel places on courses provided by the successful contractor;
- The successful contractor must be able to provide advice on an ad hoc basis, to a named Torbay school's Governing Body Support Officer.

Lot 2 - Support for Torbay Ethnic Minority and Traveller Support:

- To provide 10 individual days support, as and when required within school term time, for Gypsy Romany Traveller families arriving in Torbay.

Lot 3 - Provision of an Adviser to attend 3 Torbay Standing Advisory Council for Religious Education (SACRE) meetings:

- This person must be able to action any requests from the meeting and provide the annual report;
- Attendance at 3 meetings per annum.

The Contract will provide support services as requested (and detailed above), to schools (in the Torbay area), for a period of 2 years, from 1 September 2017 to 31 August 2019, with the option to extend up to a period of 2 years if required.

1.2 Mandatory Requirements – applicable to both Lots 1, 2 and 3 (as above)

(Please also refer to section 1.8 Safer Recruitment, below)

- All services and support shall be met by appropriately experienced, qualified and trained staff, with qualified teacher status.
- Any changes to this Agreement will not be effective unless they are agreed in writing by both Parties.
- A request from Torbay school's Governing Body Support must be responded to, within 24 hours, during the working week, in term time. (Monday to Friday).
- In the event that the consultant(s) contracted to provide either Service (Lots 1 and 2) is unavailable for any reason, the successful contractor will endeavour to offer an alternative consultant, within the time scales (as stated above).
- If this is not possible, or if the proposed consultant is unacceptable to the Client, the Service shall be reviewed in line with Contract Monitoring requirements, with an expectation that the successful contractor will performance manage their own consultant(s).
- Both the Authority and the successful contractor shall treat all information, deemed confidential (regarding either Party, or individual Clients) as confidential and safeguard it accordingly, not disclosing to third Parties.

1.3 Specific Requirements

Lot 1- Support for Torbay Governing Body Support

- To provide a minimum of 10 courses per year, to Torbay school's Governing Body delegates;
- These course must include; Clerk training, New Induction training and Performance Data Analysis;
- Venues for courses must be offered within a 20 mile radius of Torbay, to ensure easy accessibility by Torbay (based) delegates;
- Provide Torbay school's Governing Body Support with a termly Management Information update on uptake of courses and cancellations received;
- Provide Torbay school's Governing Body Support with evaluations from participants of courses held;
- Offer confidential advice and support on legal and other governance matters, by telephone and e mail (or face to face) as appropriate to Torbay Officers.

Lot 2 - Support for Torbay Ethnic Minority and Traveller Support

- Supporting pupils face to face on traveller sites within Torbay or in school, if appropriate, during the school week, during term time (Monday to Friday);
- Provide Torbay Council with a list of the dates visits took place, the names and ages of children seen and any support given. This must be provided in December, April and July of each year;
- Work with schools to help them make places available for Gypsy Romany Traveller pupils, as and when required by the families.

Lot 3 - Provide an Adviser to attend 3 Torbay Standing Advisory Council for Religious Education (SACRE) meetings

- Attend all 3 meetings (per annum) in an advisory capacity or send a representative;

- Be able to action any requests from the meeting;
- Contribute to the agenda setting.

1.4 Contractor Requirements

The successful contractor must attend 6 monthly Contract Management meetings. They must publish all courses 3 months in advance of delivery and provide evidence of qualifications of all employees involved in the delivery of services to Torbay Council.

1.5 Contract and Performance Review Requirements

Torbay Council will request the schools to evaluate the service and produce an impact report for the Authority. This will be used to collate a report for discussion at the Contract Management meetings, between the Authority and the successful contractor(s).

Torbay Council and the successful contractor (The Parties) shall negotiate a settlement to any dispute between them (in relation to either Lot 1 or Lot 2 of the Contract) within 30 days of either Party notifying the other of the dispute.

1.6 Further Services Offered

The Applicant will be expected to suggest as part of its response to the Evaluation Questions any additional products or services that they may be able to offer as part of this Contract or any other added value that their offer might be able to bring to the Authority. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

1.7 Safer Recruitment – applicable to both Lots 1, 2 and 3 (as above)

To ensure the Service creates a safer recruitment culture for clients and staff, the following are all Mandatory Requirements:

- At least one member of each interview panel must have undertaken Safer Recruitment training;
- The successful contractor must have effective procedures in place, that are regularly updated and communicated to staff;
- The successful contractor must set a code for acceptable standards of behaviour for all staff and ensure this is effectively communicated to staff;
- The successful contractor must take seriously all concerns that are raised;
- The successful contractor must, on an ongoing basis, increase awareness and commitment to safeguarding across its organisation.

1.8 Awarding the Contract on Behalf of Other Contracting Authorities

The Authority is purchasing on behalf of other contracting authorities: No