

REPORT TO THE CHILDREN AND YOUNG PEOPLE'S POLICY AND SCRUTINY PANEL

DATE OF MEETING: 21 JUNE /2018

**SUBJECT OF REPORT: 16+ LEAVING CARE DYNAMIC PURCHASING
SYSTEM (DPS)**

TOWN OR PARISH: ALL

OFFICER PRESENTING: GERALD HUNT, HEAD OF COMMISSIONING

KEY DECISION: N/A

RECOMMENDATIONS

The Council has been working in partnership with South Gloucestershire Council, Gloucestershire Council, Wiltshire Council and Bath and North East Somerset Council since 2015/16 around delivering a South West sub-regional DPS for the provision of leaving care/independent living settings. A decision was made for South Gloucestershire to lead on the tendering process. The tender process has been completed, evaluations were carried out between 22nd November and 12th December 2017 by representatives from each authority. South Gloucestershire have written a participation agreement which needs to be signed as part of this decision

The Executive was recommended to:

- i. Enter into the DPS
- ii. Authorise the participation agreement

It is recommended that the Panel receive and comment on the new collaborative arrangements as detailed in the report.

1. SUMMARY OF REPORT

The report went to the executive on 17th April 2018 to seek a decision to award the Contract to the organisations listed under Section 3. South Gloucestershire issued contracts for the DPS week commencing 9th April, contracts will run for a period of four years. It was proposed that North Somerset's DPS commenced on 1st May 2018. After the initial term the Authority has the option to extend the Contract for up to 4 years.

2. POLICY

The People and Communities Directorate Statement for 2015-17 lists the following as three of its aims:

- Promoting independence and enabling individuals and families and communities to improve their own lives.
- Ensuring that people receive the care and support they need with maximum personal choice and control.
- Enable young people to fulfil their potential

The Joint Strategic Needs Assessment sets out the following:

We will support our young people and ensure that they are living in suitable accommodation with the help and support they need to find work with training, work experience or apprenticeships or to go into further and higher education.

3. DETAILS

The Council has a duty to provide sufficient, appropriate accommodation for Young People who leave care (Section 23B, Children Act 1989). This report seeks to outline how the Council can discharge this duty through participating in a collaborative sub regional DPS arrangement.

There is an ongoing need for this service provision. In 2017/18 a total of 11 young people were placed in these types of services at a full year spend of £506,000, the Council met its obligations through spot purchasing arrangements. There are currently seven young people placed in these services. Of the seven placed, three are placed in North Somerset whilst the others are placed in Bristol, Taunton and South Wales. Previously very few of these placements were required due to the success of North Somerset's Staying Put scheme, however due to a drop in new Foster Carers entering the market, there is now increased demand for leaving care / independent living placements.

The sub-regional DPS will allow the Council to buy independent supported living placements for young people from a range of pre-approved providers. The benefit of this collaborative agreement will be that the local authorities using the DPS will work together to improve services through quality monitoring that leads to improved provision, managing the market and pooled information. New submissions to the DPS will be evaluated in order to allow new providers to join the DPS, South Gloucestershire will lead on the procurement and North Somerset will then add successful providers to the DPS and issue contracts.

For the purposes of clarity, the service covers four broad categories;

- Group Living / Semi Independence Unit
- Supported Lodgings
- Floating Support
- Floating Support and Accommodation

The providers will deliver Leaving Care/Independent Living Service for looked after Young People and Unaccompanied Asylum Seeking Children, where they can be helped to acquire necessary skills in preparation for living independently, experiment safely with their increasing freedom and develop responsibilities associated with adulthood, whilst still having the appropriate level of support from an appropriately experienced and qualified staff

team. The Service will enable Young People, via the support delivered, to move on from a permanent, full time care setting and increase the likelihood of them maintaining future accommodation resources

Through the regional DPS the council will continue to provide accommodation through a process that minimises bureaucracy and duplication and secures quality and timely placements for vulnerable young people. This will also allow the Council to have increased influence over the market and shape services to meet the Council's requirements. The collective influence of a sub-regional DPS on price and uplift negotiations would help to ensure value for money.

Each placement will need to meet the individual requirements of the service users, of which location and family connection may be an issue. The providers will have provided schedules of costs for which brokerage will self-select the providers that can meet the needs of the young person. Of the providers that meet the needs, whether that is specialism or location, the lowest cost provider is recommended. However, ultimately, it's the social worker or other professionals that will assess the appropriateness of the individual child's need and take account of other stakeholders.

The process started prior to the current CSOs with South Gloucestershire acting as the procurement lead. Collaborating with other local authorities enables the Council to achieve better value for money in this sector, through economies of scale, and being more efficient in streamlining procurement processes and sharing of contract monitoring and quality assurance.

DPS Creation

Creation of a four year South West sub-regional DPS for the provision of leaving care/independent living settings with the following organisations admitted as the initial approved suppliers:

16 Plus Care Solutions (10733671); Ability Supported Living Ltd (8427177); Alabare Christian Care and Support (Charity number: 100654); AMJ Support Services Ltd (08587306); Carbrey Housing Ltd (07727385); Caring for Communities and People (Charity number 1043143); HSB Living Ltd (10963077); Key2Futures Ltd (4878290); Moving Up Care Ltd (07052529); OmegaX Systems Ltd (3832872); Premier Care Management Ltd (7035703); Safe Haven Accommodation Ltd (08376861); Shire Training Workshops Ltd T/A OPENhouse (01429772); Sisters Care Services Ltd (08628548); Step by Step Partnership Limited (2431825); Step by Step Partnership Ltd (2431825); Streetz Ahead Creative Housing Ltd (10377428).

Disappointingly none of the approved service providers are currently located in North Somerset, albeit service locations include Gloucester and South Gloucestershire. Successful providers have been invited in to discuss expanding service provision into North Somerset; three of the Gloucestershire based providers have expressed interest in this. Further work with local providers is now being undertaken to stimulate additional provision and support them to meet the DPS requirements for the next round of tender evaluations which will be undertaken week commencing 18th June 2018.

A competitive tender process, compliant with the Public Contracts Regulations 2015 (SI 2015/102), was undertaken, led by South Gloucestershire Council, using a 'light touch' approach. A contract notice was placed in the Official Journal European Union (OJEU) and

bids were evaluated based on quality by members of the participating authorities. The price element will be considered in the call off stage.

4. CONSULTATION

As part of the contract procurement process South Gloucestershire undertook some soft market testing.

5. FINANCIAL IMPLICATIONS

The DPS itself does not have a value attached to it; rather it will identify unit prices for services which can be called-off under it, to meet the individual needs of the Young People nominated to receive the service.

In 2017/18, a total of 11 young people have been placed in these types of Independent Living / Leaving Care services, four of whom were placed in North Somerset. These placements have been for part of the year and equate to 4.2 full year equivalent placements. The full year spend of £506,000 represents an average weekly unit cost of c. £2,300. As of 1st March 2018, seven young people were in these services on spot purchase arrangements; weekly fees under the current arrangements range from £1,300 up to £4,300.

Whilst the volume of activity is dependent on individuals' support needs as this is a spot-based contract, there are hopefully opportunities for savings. Many of the DPS prices are lower than current spot purchasing arrangements, offering more competitive rates of accommodation and support costs (see table below). Under the contract prices will also be fixed for the life of the contract until 31 March 2022, ensuring oversight of costs for the duration of the contract.

As part of the Cost and Volume monitoring of children's services, finance colleagues will benchmark the impact on placement costs to determine the future potential for savings from commissioning.

Weekly price range per type of provision					
Semi Independence / Group Supported Living Unit	Supported Lodgings	Floating Support with Accommodation	Floating Support only	24/7 rate - 1:1 Regulated Care and Accommodation	24/7 rate - 2:1 Regulated Care and Accommodation
£410*-£2775	£245*-£1900	£300*-£2200	£15.5/hr - £40/hr	£3200-£5234	£6400 - £10364

*low level, based on 4 hours support per week

6. LEGAL POWERS AND IMPLICATIONS

Under Section 23 of the Children Act 1989 the Council has a duty to provide sufficient, appropriate accommodation for Young People who leave care. Central government has also placed additional duties on local authorities with regard to looked after children; Section 3 of The Children and Social Work Act 2017 has extended support for care leavers until they are 25 years if they have an Education, Health and Care Plan (EHCP).

7. RISK MANAGEMENT

There are currently spot contracts in place with providers, linked through to the National Residential Contract. Spot contracts, such as those currently in place, do not benefit from the economies of scale that joining the regional DPS will bring, as referenced earlier.

The sub-regional DPS is anticipated to be more effective in that it will allow the Council more control over providers, cost and outcomes due to the collective influence of the participating authorities. The DPS will help to set minimum quality standards across the sub-region as providers will need to meet minimum thresholds to access the system. Under spot arrangements quality concerns will need to be addressed on an individual basis.

8. EQUALITY IMPLICATIONS

See appendix 1 (pages 7-9) for Equality Impact Assessment. The impact on all equality groups is low and there are no staffing implications.

9. CORPORATE IMPLICATIONS

The commissioning of this dynamic purchasing system will positively support the Council in improving outcomes for care leavers. Young people in care have often had difficult lives and have to start living independently much earlier than their peers. From DfE interviews with care leavers some felt they had not been prepared emotionally to live alone and struggled to cope with loneliness and not being with family and friends. There is also a significant gap between the educational and employment achievements of care leavers and other young people. This service will support young people to live independently and ensure a positive proactive approach is taken to the Young Person's educational placement, training or employment.

10. OPTIONS CONSIDERED

Option 1: For the Council to continue to spot purchase future placements. Whilst this option gives access to the entire market, there would be a requirement for additional resources to support the procurement and contracting processes and quality monitoring responsibilities, making the process resource intensive. The Aggregation Rules under PCR 2015 would require that EU compliant tender processes are run for each individual award once the relevant threshold figure has been reached. In addition, it is likely that placement costs would be at enhanced rates, with the Council likely to experience a reduction in the level of influence it has within the marketplace.

Option 2: For the Council to tender a North Somerset DPS or framework agreement. In doing this the Council would not be able to achieve the benefits of the economies of scale that a sub-regional approach brings including maximisation of sub-regional cost and volume arrangements, sharing of contract monitoring and quality assurance, sharing of good practice. The ability to influence service provision would also not be realised.

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APPENDICES

Equality Impact Assessment (Appendix 1 7-9)

Invitation to Tender (Appendix 2 10–66)

BACKGROUND PAPERS

Report to the Executive on 17th April 2018 –

<http://apps.n-somerset.gov.uk/cairo/docs/doc28773.pdf>

North Somerset Council - Initial Equality Impact Assessment

Overview

Service or project area:

Commissioning of a 16+ Leaving Care DPS Framework Contract

Description of the proposal:

To establish a South West sub-regional Dynamic Purchasing System framework for the provision of leaving care/independent living settings, in partnership with the following local authorities: Bath and North East Somerset, Gloucestershire, South Gloucestershire and Wiltshire.

Summary of changes:

North Somerset Council currently meets its obligations to provide sufficient, appropriate accommodation for Young People who leave care through spot purchasing arrangements.

Entering into a sub-regional DPS will allow the Council to buy independent supported living placements for young people from a range of pre-approved providers. The benefit of this collaborative agreement will be that the local authorities using the Framework will work together to improve services through improved quality monitoring that leads to improved provision, manage the market and pool information.

The service will cover four broad categories;

- Group Living / Semi Independence Unit
- Supported Lodgings
- Floating Support
- Floating Support and Accommodation

Customer equality impact summary

Will the proposal have an impact on any of these groups?					Impact (positive/ negative/ both)
Insert X into one box per row.					
	High	Medium	Low	None	
Disabled people			x		Positive
People from different ethnic groups			x		Positive
Men and women (including pregnant women or those on maternity leave)			x		Positive
Lesbian, gay or bisexual people			x		Positive

People on a low income			x		Positive
People in particular age groups			x		Both
People in particular faith groups			x		Positive
People who are married or in a civil partnership			x		Positive
Transgender people			x		Positive
Other specific impacts, for example: carers, parents, impact on health and wellbeing.			x		Both
Please specify: Care leavers					

Explanation of customer impact

Through the regional framework the council will continue to provide accommodation through a process that secures quality and timely placements for vulnerable young people. This will also allow the Council to have increased influence over the market and better shape services to meet Young People’s needs, positively impacting on care leavers aged 16+.

Disappointingly none of the approved service providers are located in North Somerset, however service locations include Gloucester and South Gloucestershire. Successful providers have been invited in to discuss expanding service provision into North Somerset and further work with local providers will be undertaken to stimulate additional provision and support them to meet the framework requirements when the next round of tender evaluations opens. This could have negative implications as young people may have to live out of area, however the impact is low due to the close proximity of provision in Gloucestershire and the work being undertaken to stimulate the market in North Somerset.

Staff equality impact summary

Are there any staffing implications for this proposal? Yes No

Explanation of staff impact

N/A

Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group?

NA

Is a further detailed equality impact assessment needed?

Yes

No

If 'yes', when will the further assessment be completed? NA

Service Manager: Alison Stone

Date: 9th February 2018

If this assessment identifies a medium or high risk then a Full Equality Impact Assessment needs to be completed

**11. INVITATION TO TENDER IN RESPECT OF
THE CONTRACT FOR THE PLACEMENT OF
YOUNG PEOPLE IN LEAVING CARE /
INDEPENDENT LIVING SETTINGS**

12.

13. 2017

**Bath & North East
Somerset Council**



14. Supplier Selection Questionnaire

15. Supplier Selection Questionnaire – Notes to Bidders

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The Supplier Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

Supplier Selection Questions: Part 3

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

¹ For the list of exclusion please see

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

**PLACEMENT OF YOUNG PEOPLE IN
LEAVING CARE / INDEPENDENT LIVING SETTINGS**

Ref: SJ001

PROCUREMENT PROCEDURE - OPEN

Notes for completion

1. Ensure when submitting prices the cost specification (page 53) is fully referred to ensuring clarity on what the pricing covers.
2. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
3. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
4. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
5. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
6. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
7. All sub-contractors are required to complete Part 1 and Part 2².
8. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.
9. **Already uploaded SQ to ESPD site:** Please provide link or reference number to the SQ if already registered with the ESPD site here;

_____/S ____ - _____

² See PCR 2015 regulations 71 (8)-(9)

Notice number in the OJS:

If link provided please complete section 3 onwards only.

If no reference or link provided this document must be completed in full in all sections.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop	

	c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ³ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ⁴</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ⁵ <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

³ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

⁴ UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

⁵ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Please provide the following information about your approach to this procurement:

Section 1	Bidding model				
Question number	Question	Response			
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.			
1.2(a) - (ii)	Name of group of economic operators (if applicable)				
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.				
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.				
Name					
Registered address					
Trading status					
Company registration number					
Head Office DUNS number (if applicable)					
Registered VAT number					
Type of organisation					
SME (Yes/No)					
The role each sub-contractor will take in					

	providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted	

	If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		Grounds for discretionary exclusion	
	Question	Response	
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this web page, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>		
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	

3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) – (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

Part 3: Selection Questions⁶

⁶ [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

Section 4		Economic and Financial Standing	
		Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years? PLEASE SUBMIT WITH YOUR APPLICATION If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 5		If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation			
Relationship to the Supplier completing these questions			

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 6	Technical and Professional Ability
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>

6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

Section 7 Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015⁷	
7.1	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p> <p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p>
7.2	<p>If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p> <p>Yes <input type="checkbox"/> Please provide relevant the url ... No <input type="checkbox"/> Please provide an explanation</p>

8. Additional Questions

⁷ [Procurement Policy Note 9/16 Modern Slavery Act 2015](#)

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	Insurance
a.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N</p> <p>Employer's (Compulsory) Liability Insurance = £10m Public Liability Insurance = £5m Professional Indemnity Insurance = £2m</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>

8.2	Social Value	
a.	<p>Social Value The Council will procure its services, where appropriate, in line with the Public Services (Social Value) Act 2012. The Act asks commissioners to think about securing extra benefits for their area when they are buying services. Before they start procurement, commissioners should think about how the services they are going to buy, or the procurement process they are going to use to buy them, could secure the most valuable benefits for their area.</p> <p>Please give examples of your involvement in each of the following:</p> <ul style="list-style-type: none"> • Generating employment and training opportunities for long-term unemployed people; • Providing training opportunities for young people; <p>Promoting supply-chain opportunities to new and small enterprises.</p>	
b.	<p>What was your exact involvement in each of the above activities?</p> <ul style="list-style-type: none"> • Employment 	

	<ul style="list-style-type: none"> • Training • Supply-chain 	
c.	Which of the examples have you cited have been more successful, and which have been less successful, and why?	

8.3	Compliance with Equality Legislation	
a.	<p>For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.</p> <p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
b.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
c.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

8.4	Environmental Management	
a.	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	

	<p>If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.5	Health & Safety	
a.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.6	Project Specific Questions	
	<p>NOTES TO ORGANISATION:</p> <p>1. Bidders are required to answer this section (8.6) in no more than 500 words per question (17 questions)⁸</p>	

⁸ Word count limit must be adhered to, allowing bidders to provide relevant detail in a concise manner. Wording over the limit will not be evaluated.

	<p>2. This part of the tendering questionnaire will be evaluated by scoring your answers against the published evaluation criteria as detailed in the evaluation matrix (Appendix A).</p>
<p>a.</p>	<p><u>Approach</u></p>
	<p>Detail the approach taken by your organisation and the values that underpin it, when working with young people transitioning into independence</p>
	<p>Detail your approach to new placements and how you ensure new people settle in</p>
	<p>Evidence how you robustly meet a young person's individual needs when being placed, i.e. matching to support workers, location etc</p>
	<p>Evidence the positive action you take to ensure the safety of Young People being placed</p>
	<p>Detail your approach to avoiding placement disruption and or breakdown and how behaviour management supports that goal</p>
	<p>Detail your approach for preparing young people for moving on to independent living</p>
<p>b.</p>	<p><u>Experience and working knowledge</u></p>

	Evidence how you made a significant difference to the quality of a young person's life and what outcomes did this child achieve
	Detail a time where things didn't go right for a child, explain the lessons learned and how you changed your services to account for this
	Give details of how you support young people into education or training
	Give details of your management structure and the qualifications and experience of managers
	Give details of the staff inductions given and minimum standards/training required of your support staff
	Give the % of staff who have completed your minimum training package
	Give evidence of staff skills and ability to adapt appropriately to the changing needs of young people
c.	<u>Monitoring and evaluations</u>

	<p>Evidence you have robust methods and processes in place to ensure the effective quality assurance and monitoring of placements.</p>
	<p>Evidence you have robust methods and processes in place to identify problem areas and the ability to rectify these</p>
	<p>Detail how Young People help to shape your service</p>
d.	<p><u>Other</u></p>
	<p>List all your policies with details of:</p> <ol style="list-style-type: none"> 1) Date of last review 2) Next review due date <p>Include copies of the following policies with your application:</p> <ul style="list-style-type: none"> • Safeguarding • Missing from care • Safer recruitment • Induction/staff training /inductions policies

Appendix A

Submissions will be evaluated on quality with a required scoring of 60% or more based on the criteria detailed in the Evaluation Matrix.

Scores will be awarded in accordance with the Evaluation Matrix as indicated. The relevant mark shown in the Scoring Matrix will be allocated where the bidders' response complies with one or more of the bulleted descriptions.

Evaluation Matrix		
Assessment	Scores 0-5	Reason to award this score based on evidence provided against the criteria included
Unacceptable	0	<ul style="list-style-type: none"> • Does not meet the requirement. • Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the service, no evidence to support the response.
Serious reservations	1	<ul style="list-style-type: none"> • The criteria are referred to but with no detail. • Considerable reservations of the bidder's relevant ability, understanding, experience, skills, and resource & quality measures required to provide the service, with little evidence to support the response.
Minor reservations	2	<ul style="list-style-type: none"> • The criteria are referred to but the detail provided is inadequate, or many of the most key factors are omitted. • Some minor reservations of the bidder's relevant ability, understanding, experience, skills, and resource & quality measures required to provide the service that partially supports the response.
Satisfactory	3	<ul style="list-style-type: none"> • The criteria are referred to with adequate detail and most of the key factors are included. • Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the service with evidence to support the response
Good	4	<ul style="list-style-type: none"> • The criteria are referred to with adequate detail and all of the key factors are included. • Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the service; • Response identifies factors that will offer potential added value, with evidence to support the response.
Excellent	5	<ul style="list-style-type: none"> • The criteria are covered comprehensively and all of the key factors are included in a detailed manner. • Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the service; • Response identifies factors that will offer potential added value, with evidence to support the response

9. Safeguarding Self-Assessment Audit

This self-assessment audit tool has been developed by Safe Network (managed in partnership by the NSPCC and Child England). The Network has developed the following **Safe Network Standards - Safeguarding children and young people (0–18s) in the voluntary, community and faith sector**. These standards should be reviewed in conjunction with the local regional safeguarding procedures for example the South West Child Protection Procedures. The Safe Network contract came to an end in March 2015 however the NSPCC have continued to develop the standards and have revised them during 2015/16 to take account of *Working Together to Safeguard Children (2015)*. The action plan is for each organisation to complete once the self-assessment audit has been completed.

Standard 1: Safer staff and volunteers – recruitment, induction, supervision and training

Safe practices are used to recruit staff and volunteers (including Trustees), introduce them to their role, and help them carry out their duties safely.

Standard 1: Safer staff and volunteers – recruitment, induction and supervision

	Yes	Working Towards	No	Supporting Evidence
Applications, interviews and references				
1	A written recruitment and induction policy. If you are a registered body with the DBS, this must include a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.			
2	An application form covering essential information, and a separate self-declaration			

	form which must be completed by everyone who applies for a post.				
3	Face-to-face interviews with anyone you may want to appoint, involving more than one person and using a transparent scoring system.				
4	A rule that applicants must provide two references, two pieces of identification and original copies of necessary qualifications before appointment.				
Checking, training and ongoing support					
5	Enhanced DBS checks (with barred list checks for anyone in regulated activity) on each member of staff or volunteer whose work with children and young people renders them eligible for such checks.				
6	Training on and/or raising awareness of safeguarding children for all staff and volunteers during their induction period.				
7	A trial period for all staff and volunteers, with a review before they are confirmed in post.				
8	Regular supervision, support and annual appraisal for all staff and volunteers.				
Additional procedures					
9	Clear person specifications and role descriptions for all posts.				
10	Advertisements for all posts.				
11	An information pack for people interested in each post.				

12	A process for shortlisting candidates for interview, involving more than one person.				
13	An induction process for all new staff and volunteers.				
Local Standards					
14	Recruitment practice complies with LSCB guidance (including interview panels having a member who has completed Safer Recruitment Training).				
15	All staff and volunteers have received appropriate child protection training in the last 3 years. For Named Officer (also known as Designated Officers) this should be every 2 years.				
16	The nominated child protection officer and management team have received training appropriate to their role in the last two years. (insert date)				
17	Portability should only be accepted where an on line check can be made through the DBS Update Service. If the organisation is considering accepting a previous DBS Certificate (Where there is no gap in employment) then the DBS Certificate must be verified with the previous employer. Staff should be asked to sign a declaration form.				
18	All organisations that are inspected by Ofsted are required to have a single central record of recruitment and vetting checks covering all staff and others identified by the organisation as working in regulated activity. This is part of any Ofsted inspection and organisations				

	should be aware that if there are any gaps in the record, the consequences on the final judgment are likely to be severe.				
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Involving children, young people and families in developing and achieving this standard and enhance practice.

- Ask children and their families to help you develop the person specification for a new role.
- Ask them for ideas on what makes a good children’s or youth worker.
- Create a children’s panel to be involved in the interview process.
- Ask young people to be part of a wider group of staff, volunteers and families to whom applicants are invited to give a presentation as part of their selection process.
- Get in touch with an existing advisory group of children and young people (for example, a young person’s reference group for your LSCB) and ask if they can help you with the recruitment process).
- Consider how to involve and hear the voice of children who are not able to communicate verbally and those under the age of five years.

Standard 2: Child protection

Measures are in place to protect children and young people known to the group or organisation who are identified as being at possible risk of abuse and neglect.

Standard 2: Child protection				
	Yes	Working towards	No	Supporting Evidence
Written statements and procedures for dealing with abuse				

1	A written statement of your organisation's commitment to protecting children and young people from harm (often called a child protection policy), signed by the most senior person in your organisation.				
2	Clear written procedures for dealing with situations where a child is in need of early help services, or says that s/he is being abused or neglected, or is showing signs of suffering harm. These procedures should set out clearly the processes for sharing information with other professionals.				
3	Clear written procedures for dealing with situations where allegations of abuse are made against an adult or a child/young person in your organisation. These procedures should set out clearly the processes for sharing information with other professionals.				
4	Written procedures making it clear that your group / organisation will refer to the DBS and, when appropriate, to the local authority designated				

	officer or team responsible for the management and oversight of allegations against those who work with children and young people.				
Named contacts					
5	A designated person in your organisation who has special responsibility for dealing with child protection/safeguarding and who can be easily contacted, plus arrangements for cover if that designated person is not available.				
6	Someone at the highest level in your organisation who can support the designated person and take leadership responsibility for safeguarding and child protection.				
Additional procedures					
7	A written code of behaviour / conduct for everyone involved in your organisation: children, young people and adults, staff and volunteers is known and understood.				
8	A whistleblowing procedure for anyone who feels that this code of behaviour has been broken or who is concerned about				

	anything else that may be dangerous, illegal or untoward in the organisation.				
9	Clear information about child protection and your organisation's policy, procedures (including multi-agency procedures), designated person and code of behaviour, which is available to and accessible by all staff, volunteers, children, young people and families involved with your organisation.				
Ensuring your procedures are being followed					
10	A system for taking children's views into account and for auditing whether the arrangements you have put in place are being used correctly and work effectively.				
11	Ongoing support and training to ensure that your staff and volunteers who work with children and your trustees/management board members are competent to carry out their responsibilities for protecting them and promoting their welfare, and feel comfortable about raising concerns.				

Local Standards

12	Child protection policy and / or procedures have been reviewed in the last 3 years and are aligned with the organisations policies and procedures (including reference to CSE, radicalisation, FGM and e-safety).				
13	Child protection policy and / or procedure is known and understood by all staff and volunteers.				
14	All organisation staff/volunteers and regular visitors know the established procedures and the business plan includes information about the organisations safeguarding responsibilities.				
15	All members of staff are aware of the procedure for managing allegations against staff, and are clear about how to report any concerns they may have and the flowchart is displayed in staff rooms				
16	System for capturing concerns raised which do not lead to a referral.				

Involving children, young people and families in developing and achieving this Standard *and enhance practice*

- Ask children and young people what they think your organisation should be doing to show that it's committed to keeping children and young people safe.
- Ask for input on the development and review of the procedures. For example, if a child knew about a friend being abused, and they told someone about it, what response would they expect?
- Seek their views on what should be in a code of behaviour, and encourage them to use it and to speak out if they feel that it is not being respected by others.
- Ask them to help design leaflets and posters.
- Have child and family friendly leaflets, posters and magazines about child protection around for them to browse.
- Consider having a committee of children and young people in your organisation, or find out if there are existing groups of children and young people whom you could ask.
- Involve parents and carers as much as possible. This helps to create an open and welcoming atmosphere and reassures them that your group/organisation has nothing to hide.
- Recognise that children and young people often prefer to approach a friend or family member rather than an adult leader if they are worried.
- Consider how to involve and hear the voice of children who are not able to communicate verbally and those under the age of five years.

Standard 3: Preventing and responding to bullying

Effective measures are taken to minimise the risk of bullying and to stop it when it occurs.

Standard 3: Preventing and responding to bullying					
		Yes	Working Towards	No	Supporting Evidence
Written statements and procedures for preventing bullying					
1	A clear anti-bullying policy that takes cyberbullying into account.				
2	Statements within your code of behaviour that set out dos and don'ts for how everyone in your group or organisation is expected to behave.				
Open discussion and review sessions					
3	Regular discussions/input about bullying issues with the children and young people who use your group/organisation.				
4	A policy and procedure for complaints.				
5	Clear information about your anti-bullying policy, code of behaviour, anti-bullying procedure (see element 6 below) and complaints procedure, which is available to and accessible by all staff, volunteers, children, young				

	people and families involved with your organisation.				
Responding to bullying					
6	A written anti-bullying procedure for managing and responding to incidents of bullying, including cyberbullying.				
Additional procedures					
7	A welcome policy for new children, young people and their families that aims to attract members from diverse groups.				
8	A welcome letter for each new child or young person.				
9	Support and/or training for all staff and volunteers on dealing with all forms of bullying, including racist, sexist, homophobic and sexual bullying.				
Local Standard					
10	Anti-bullying policy which includes cyber-bullying and sexting which is reviewed annually in line with national and local guidance and trends.'				

Involving children, young people and families in developing and achieving this Standard *and enhance practice*

- The young people with whom we spoke felt strongly that, rather than being imposed upon the group by adults, codes of behaviour and anti-bullying procedures should be written by young people supported by adults.
- Equally, they felt that children and young people should encourage each other to use and uphold the code and its procedures; they believed that adults alone cannot create an anti-bullying culture in a young people's group or organisation, and that it was not realistic to expect this.
- However, neither of these points means that adults can opt out. Adult leaders are ultimately responsible for making sure that appropriate behaviour is maintained, and young people need the reassurance that this is happening
- Young mentor schemes play a vital role and have significant training implications for the children and young people concerned.
- You could ask young people to audit the effectiveness of your code of behaviour, including its anti-bullying aspects.
- You could involve young people in designing posters, leaflets and publicity materials that promote a safe and welcoming group culture.
- Parents and carers appreciate feeling that adult workers and helpers in groups/organisations listen to them, take their concerns seriously and show they care about individual children and young people by attending to their specific needs, especially when concerns have been raised.
- Consider how to involve and hear the voice of children who are not able to communicate verbally and those under the age of five years.

Standard 4: Avoiding unintentional injury and running safe activities and events

Arrangements are in place to ensure that the physical risks associated with the activities undertaken by the children and young people in the group or organisation are identified and managed.

Standard 4: Avoiding accidents and running safe activities and events					
		Yes	Working Towards	No	Supporting Evidence
Risk evaluation and management					
1	An accident prevention policy and plan that allows for a risk–benefit analysis of activity.				
2	Up-to-date risk–benefit assessments of the venue where the group meets, and assessments in advance of specific activities / outings / events involving children and young people, with evidence that actions have been taken where necessary to manage the identified risks.				
Equipment safety checks					
3	Regular checks on any equipment used by children, staff and volunteers in your group or organisation, carried out in accordance with health and safety guidance.				

Information and consent					
4	Clear policies on parental consent to activities and, where appropriate, the consent of children and young people.				
5	Information about each child's medical and dietary needs, including allergies and specific developmental requirements.				
6	Contact details of parents/carers available when your group is meeting or if you have a group trip out.				
7	Access to a phone during group meetings and activities.				
In case of an incident					
8	A designated first aider and first-aid boxes that are regularly checked and maintained.				
9	A simple procedure for reporting accidents and "near misses", including the use of an accident book.				
10	Availability of contact details of local doctors and health facilities when your group is meeting or if you have a group trip out.				
11	Adequate insurance for all circumstances, which is clearly displayed.				

Additional procedures

Although categorised here as “additional”, some regulations under element 14 may be **statutory requirements** for your group, so you must check which apply in your specific situation.

Training

12	Guidance on the safe use of equipment (including, for example, the provision of supervision if necessary).				
13	Appropriate training in or raising awareness of accident prevention and health and safety for all staff and volunteers.				

Legislative requirements

14	Compliance with regulations covering fire precautions, first-aid arrangements, food hygiene, use of hazardous substances, reporting injuries and diseases, adult : child ratios, and transport.				
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Local Standard**Involving children, young people and families in developing and achieving this Standard *and enhance practice***

- You may be able to involve children and young people in discussing the building where the group meets. For example, ask their views on the exterior of the building and its lighting, heating and toilet facilities.
- You can also involve them in discussions about the importance of encouraging each other not to get involved in dares and to support each other in keeping safe.
- It is likely to be much easier to manage risks to children if you involve them in the risk assessment and they understand why specific rules exist about what to do during events, trips or activities. They can attend meetings about trips and outings, and help to think about what they need to do to enjoy themselves safely.

- If you are considering activities with inherent risks, use these as opportunities to encourage and educate children through discussion and training about how they can recognise and minimise risk while still taking part in the activity.
- Think about whether the context of your activity enables you to run events with families on issues such as fire safety or road safety – perhaps in conjunction with the local fire and rescue service or road safety team.
- Consider how to involve and hear the voice of children who are not able to communicate verbally and those under the age of five years.

Standard 5: Recording and storing information

Arrangements are in place to ensure that personal or sensitive information about children and families is recorded appropriately and stored securely.

Standard 5: Recording and storing information

		Yes	Working Towards	No	Supporting Evidence
1	A record is kept of each contact that you have with a child, proportionate to the type of activity run by your group/organisation.				
2	Records clearly distinguish between fact and opinion.				
3	Personal information, other than the individual's name, is kept separate from information about other people.				
4	Records are signed and dated by the person who makes them.				
5	The group/organisation sets and follows time limits, so that records within your group/organisation are				

	completed as soon as possible after the contact.				
6	Children and families are made aware that your group / organisation keeps records and their purpose and use.				
7	Children and families are granted access to these records unless such access would be contrary to the child's best interests, as they have a right to ask to see any records that your organisation makes about them.				
8	Hard copies of records and any portable electronic equipment that hold or provide access to personal information are stored securely in a locked cabinet in your group's/organisation's office base. If your group/organisation does not have an office base, then your group leader keeps such records at home in equally secure conditions.				
9	Unauthorised access to electronically stored personal and sensitive information is				

	prevented by the use of security measures, such as user names, passwords and encryption.				
10	Information that may be needed in an emergency (eg family contact details) is readily available during your group's activities.				
11	Concerns that a child may be in need or at risk of abuse are recorded and placed on the child's file, together with details on how the concerns have been dealt with.				
12	Referrals made to a statutory agency about concerns for a child are confirmed in writing within 48 hours, and a copy is placed on the child's file.				
13	The organisation has a clear policy on time limits for retaining records and arrangements for their destruction in accordance with arrangements for removal and destruction of confidential waste.				

14	Staff and volunteers are made aware of your organisation's expectations regarding the recording and storage of information – and are supported in meeting these expectations.				
Local Standards					
15	Information Governance policy is in line with local policy and procedures.				
16	System in place to report and monitor actions taken in relation to breaching Information Governance arrangements.				
17	Store sensitive information appropriately in accordance with the requirements of the Data Protection Act. i.e. disclosing personal details of a transgender person including their birth sex, without justification and or explicit permission from the individual is a breach of privacy and confidentiality. It can also be seen as a form of harassment				

Involving children, young people and families in developing and achieving this standard and enhance practice.

- You could ask children and young people to help you design a leaflet for other children and families about why your group/organisation needs to keep records, what they are used for and how they can access them.
- In many organisations that need to keep more than a very basic record of a child's or family's attendance, it is possible to write the record jointly with the child or family, or to share with them what you have written as part of recapping at the beginning of the next session. The jointly produced records could form a workbook for the child or family to take with them at the end of their involvement with you. However, if they do this, remember to consider whether there could be any issues around other people gaining access to the material while in their possession.
- In group-work situations, you may find it appropriate to make a short, jointly agreed record of each session as part of the group programme. You could then add in detail afterwards for each person who was present if needed.
- If a record relates to a child who has done some individual work with you, remember that you need to give careful thought to the consent issues involved in sharing this record with a parent or carer.
- If a child or adult is granted access to records that they have not co-produced with the worker, you may need some preparation and support for them before, during and after the time that they are reading the records, especially if they contain potentially upsetting information. Consider the person's age, level of development, their physical, mental and emotional health, their support networks, and their capacity to read and understand the material to which they are being given access. Offer them the chance to have someone with them when they look through the records, and make sure that, even if they want to look at them alone, there is someone available to whom they can talk if they need.
- Records of work with either children or adults should enable the reader to hear the voice of the child or adult clearly – they should not just be about the worker giving information or offering their opinion. If there is a difference of view between the worker and the person who is the subject of the record, this should be reflected. The record should be child centred and focused on the child's needs.

Standard 6: Sharing information and working with other agencies

Policies and practices that support effective information sharing and working with other agencies are embedded in the organisation's safeguarding arrangements.

Standard 6: Sharing information and working with other agencies

		Yes	Working Towards	No	Supporting Evidence
1	Guidelines and procedures on sharing information, which are compatible with LSCB expectations.				
2	A written agreement made with families at the start of their involvement with your organisation that specifies the nature of the work to be carried out, the reasons for it and the basis upon which information will be shared with other agencies.				
3	Clear guidance for all staff and volunteers on how to identify children who may benefit from early help assessments and how to contribute to such assessments if required.				

4	An evaluation process for demonstrating the impact on children of early help services provided by your organisation.				
5	Up-to-date information about local services available to staff, volunteers and families.				
6	Staff trained, supported and competent to identify children who may be in need of help, to work with families in a way that measures impact, and to develop and participate in multi-agency responses to children's and families' needs.				
7	Staff familiar with their LSCB's threshold document, which clarifies the process for early help assessment, the type of services to be provided, and the criteria for referring a case to their local authority children's social care service.				
8	Staff enabled to engage in proactive review of your organisation's practice, via				

	the LSCB's learning and improvement framework, in order to identify and embed learning as a single agency and on a multi-agency basis.				
9	Capacity within your organisation to engage in multi-agency work, which is written into your organisation's business plan and, where relevant, into tender applications.				
Local Standards					
10	Organisation ensures that appropriate staff contribute to the child protection processes as an active participant in the development and implementation of child protection plans to reduce risk to a child or young person in a timely manner for example strategy, core ICPC and RCPC.				
11	Service details to be included and regularly updated on 1 Big Database www.1bigdatabase.org.uk Information is available to the public, professionals working				

	<p>with children, young people and families</p> <p>Additionally, if you provide a service, activity base or organisation that supports families of children and young people with additional needs, special educational needs or disability you will need to register your details to appear in the Rainbow Resource Local Offer – www.rainbowresource.org.uk.</p>				
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Involving children, young people and families in developing and achieving this Standard *and enhance practice*

- The written agreement (see element 2 above) reached with a child and family at the beginning of your work is essential in developing and maintaining an honest relationship with them. It needs to reflect the child's and family's view of the situation, as well as that of the organisation. It needs to spell out the purpose of the work, as well as arrangements for sharing information with third parties, such as the local authority. It should be worded in a way that is understandable and accessible to the child and family. Sometimes a child will need an agreement separate from that of their family, which can be developed with the child using creative processes and can form an integral part of any work with them.
- If your organisation is involved in an early help assessment, you need to make it clear to the child and the family that this can only happen with their consent, which they are free to withdraw at any time.
- You also need to involve children and families in the preparation of any reports or feedback to multi-agency review meetings; they should never be surprised by any information that is shared and should have been made well aware of this, unless doing so would have compromised the child's safety.
- When your organisation is reflecting on its work and considering changes to services, you should always take account of the perspectives of children and families.
- Consider how to involve and hear the voice of children who are not able to communicate verbally and those under the age of five years.



SAFEGUARDING ASSURANCE IN CONSORTIUMS (NB. this section is only applicable if the service is being delivered by a Consortium)		
As the lead Organisation within the Consortium, do you ensure that the other organisations with the consortium are compliant with the Council's minimum Safeguarding Standards and have the relevant policies and procedures in place?	Yes	No
If yes to the above, please can you provide details of the process you take to ensure they are compliant:		

Safeguarding Standards Self-Assessment Audit Improvement Action Plan

Organisation Name:	Date Action Plan Developed:
Safeguarding Lead:	Date for Review:

Add in additional rows as required to ensure each element of each standard is addressed

	Action	Timescale for Completion	RAG update
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Standard 1: Safer staff and volunteers – recruitment, induction and supervision			
Standard 2: Child protection			
Standard 3: Preventing and responding to bullying			
Standard 4: Avoiding accidents and running safe activities and events			

Standard 5: Recording and storing information

Standard 6: Sharing information and working with other agencies

10. Categories Applying For and Costs

Category	Please tick categories applying for
<p>Semi Independence/Group Supported Living Service offering a group living communal environment with staff on site to deliver programmes of support, dependant on individual needs, to enable young people to progress towards living in their own accommodation.</p>	
<p>Supported Lodgings Service offering accommodation with various levels of support from a live in Landlady or Landlord</p>	
<p>Floating Support with Accommodation Community based accommodation services with floating resettlement support, sourced within the private rental market and supported by one to one staffing of varying levels, to achieve the aim of the young person moving to independence</p>	
<p>Floating Support Community based services providing floating/resettlement support to enable young people to live semi independently in their own accommodation</p>	
Please specify below if support provided is regulated	
<p>Regulated Care and Accommodation</p>	

Standard weekly fee and discounts.

Please indicate the standard fee and discount given. Please specify other categories that have not been listed and include any additional information to the table that your organisation deems appropriate.

	Category Area	Category of Service	Standard Fee
1	Semi Independence / Group Supported Living Unit All Placements including Emergency placements	Part A Accommodation and Management Services	Per week
		Part B Individual Support Services	Per week
		Total weekly fee	
2	Supported Lodgings All Placements including Emergency placements	Part A Accommodation and Management Services	Per week
		Part B Individual Support Services	Per week
		Total weekly fee	
3	Floating Support with Accommodation All Placements including Emergency placements	Part A Accommodation and Management Services	Per week
		Part B Individual Support Services	Per hour
		Total weekly fee	
4	Floating Support only All Placements including Emergency placements	Part A Accommodation and Management Services	Not applicable
		Part B Individual Support Services	Per hour
		Total weekly fee	
5	24/7 rate (Regulated Care and Accommodation)	Part A 1:1 ratio	Per week
	All Placements including Emergency placements	Part B 2:1 ratio	Per week

Additional services provided included within Standard Weekly Fee:

If your organisation provides services that are not identified in the Core Cost Specification, but are included in the Standard Weekly Fee, please detail below, and give a full description of these services.

Additional Service and Additional Fee

Please give an itemised breakdown of any additional services and the fee, which your organisation is able to offer that are not included within the Core Cost Specification.

Additional Services	Cost
Sleeping Night	£
Waking Night	£
2 staff: 1 Sleeping / 1 Waking	£
Shared Staff with other LAs (i.e. same accommodation)	£
	£
	£
	£
	£
	£

Validity period of Pricing Schedule

Please note below the stated validity period for which the above Pricing Schedule needs to apply:

Start Date..... **Expiry Date**...

FORM OF TENDER

Tender for Contract:	SJ001 - PLACEMENT OF YOUNG PEOPLE IN LEAVING CARE / INDEPENDENT LIVING SETTINGS
Supplier Name:	

I/We the person named below hereby offer and agree on the acceptance of this Tender or any part thereof by the Council to provide the Services to the Council as described in and in accordance with the Invitation to Tender

I/We hereby offer to provide the said Services for the sums properly due under the Contract as calculated in accordance with the Pricing Schedule attached.

I/We confirm that:

- (a) I/We are fully conversant with all the contract documentation included in the Invitation to Tender; and
- (b) This tender is submitted strictly in accordance with that contract documentation and is without any conditions or qualifications whatsoever; and
- (c) On being called upon to do so by the Council, I/We shall execute the form of Agreement acknowledging our willingness to be bound by the Contract.

Person authorised to submit the Tender:

Name:.....

Signature:.....

Position:.....

Dated:

DECLARATIONS

Tender for Contract:	SJ001 - PLACEMENT OF YOUNG PEOPLE IN LEAVING CARE / INDEPENDENT LIVING SETTINGS
Supplier Name:	

CONFLICT OF INTERESTS, CANVASSING & COLLUSIVE TENDERING & EQUALITIES

- 1 In consideration of the Council accepting our tender we undertake and agree to advise the Council immediately upon becoming aware of any conflict of interest or potential conflict of interest that may arise either during the term of the Contract or for a period of two years after its termination.
- 2 I/We further hereby undertake that I/We will not in the future canvass or solicit any Member Officer or Employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf will do any such act.
- 3 I/We certify that
 - (a) this is a bona fide Tender, intended to be competitive, and that I/We have not fixed or adjusted the amount of the Tender (or the rates and prices quoted) by or under or in accordance with any agreement or arrangement with any other person.
 - (b) I/We have not canvassed or solicited any Member Officer or Employee of the Council in connection with the preparation or award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf has done any such act.
 - (c) that I/We have not done and undertake that I/We will not do at any time before the hour and date specified for the return of this Tender any of the following acts:
 - (i) Offer or give or agree to give any officer or member of the Council any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure.
 - (ii) Communicate to any person other than the Council the amount or approximate amount of the proposed Tender (other than in confidence in the circumstances and to the persons described in the Instructions to Tenderers).
 - (iii) Enter into any agreement or arrangement with any person as to the amount of any proposed tender or that the person shall refrain from tendering.
- 4 I/We hereby confirm that I/We comply with all legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to the Equality Act 2010 and any regulations made thereunder:

Person authorised to submit the Tender:

Name:

Position:

Dated:

11. Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the

selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of [INSERT NAME OF SUPPLIER].

I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false /misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the Council's requirement.

The following appendices form part of the submission;

Section of Selection Questionnaire	Appendix Number
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SELECTION QUESTIONNAIRE COMPLETED BY

NAME

ROLE IN ORGANISATION

DATE

SIGNATURE