

Appendix 2: Contract Reviews by Placement and Commissioning Service - External Services

Scope

- Independent Foster Agency placements
- Residential agency placements
- 16+ provision – including supported lodgings and supported accommodation
- Parent and baby agency placements
- Other external services – e.g. sexual risk assessments/treatment, therapy/counselling, services purchased to support foster carers in other LA areas.

Purpose of Contract Reviews

- To ensure the service procured is outcome-focussed
- To monitor progress/suitability of provision in meeting the contract outcomes/exit plan
- To ensure Value For Money is being achieved (costs charged are still applicable or are re-negotiated)

Frequency of Contract Reviews

- 3 months of start of contract or earlier if shorter period of approval given by relevant manager (outcome to be notified to ACM if further approval needed)
- Then every 6 months (or earlier if there are changes of circumstances e.g. additional support such as 1:1 agreed for a time limited period).
- Other contracts at mid-point of work.

Administration

Contract review activity to be created on child's record by PACT starting from date of commencement of contract – due by date as above.

For existing contracts, priorities to be determined and review dates set in a way that spreads workload over next 6 months for the Contracts Officer.

Format/Nature of Contract Review

- By consultation (in person or phone) review for stable, long-term placements with no additional costs
- More complex cases – by meeting (to be determined by Contracts Manager in consultation with Group Manager)

Contract Review will involve consideration of:

- Original contract/IPA and any changes since commencement
- Agreed exit plan/outcomes in contract – are these still applicable/ progress on track?
- All cost components:
 - Extra charges e.g. 1:1 staffing, solo placement or for supervising contact
 - Education costs – does young person still attend at agency?
 - Therapy costs – still applicable?
 - Consider stability discount (IFAs)
 - Can we negotiate for agency to incorporate contact into the existing charge?
 - Are we recharging for education/ therapeutic costs? If not and need to, refer to Group Manager to consider taking to Joint Commissioning panel or if costs changed since joint funding agreement, notify accordingly.
 - Planning ahead – consider Staying Put post 18, step down plans, cessation of education.

Sources of Information for Contract Review

In all cases:

- Contract/Individual Placement Agreement
- SW or CSW or Care Leaver worker – use Evaluation form as guidance
- ICRO – use Evaluation form as guidance
- Virtual school (if education provided)
- Children & young person/ family's views – as available via SW/ child's record (e.g. LAC Review), or if children's views need to be obtained specifically for this review, approach Advocacy Worker (Targeted Youth Service)
- Provider - views/ any progress reports from them

Consider also:

- Group Manager or Assistant City Manager
- Clinician
- Any complaints/ issues since last contract review (including from other LA's via White Rose Information Sharing Protocol)
- Ofsted reports on the provision
- Health e.g. if they are funding therapeutic work

Outcomes of Contract Review

- Contract review to be checked /signed off as completed by Contracts Manager
- Recorded on child's record – future contract review then created and assigned to Contracts Officer
- Inform Finance Officer of any changes to costs identified/negotiated.
- Inform Group Manager of any changes linked to joint funding (health /education)
- If concerns/ not on track towards exit plan/outcomes – discuss with CSW how to resolve/ need for professionals meeting.
- Update contract with any changes – for signing by agency/ACM and copy to SW/ICRO.