

**TO: SCHOOLS FORUM**

**28 NOVEMBER 2013**

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**PROVISION OF A MULTI PROFESSIONAL CHILD DEVELOPMENT  
AND ASSESSMENT SERVICE**

**(Director of Children, Young People & Learning)**

**1 PURPOSE OF DECISION**

- 1.1 To approve the outline of the tendering process and specification for the provision of a multi professional child development and assessment service.

**2 RECOMMENDATION**

- 2.1 **That the tendering process and specification for the provision of a multi professional child development and assessment service as set out in paragraphs 5.9 and 5.10 are AGREED.**

**3 REASONS FOR RECOMMENDATION**

- 3.1 It is a requirement of the Schools Forum (England) Regulations 2012 that the proposed terms of any contract that is to be funded fully or partially by the Schools Budget should be presented to the Schools Forum for comment at least 1 month prior to issuing the invitation to tender.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 To continue provision as a grant and Service Level Agreement (SLA). This was discounted as the legal basis of such arrangements prevents effective performance or outcome based monitoring to ensure that key outcomes have been delivered and value for money secured.
- 4.2 Bring the service in house. This was not considered an option in order to facilitate opportunities for the third sector to participate in this area of work and utilise their community expertise and to maximise value for money.
- 4.3 Not continue to provide the service in Bracknell Forest. This is considered detrimental to the early intervention and prevention strategy in Bracknell and the vulnerable families who access the services. In addition, the expected outcome of ceasing the service would be increased costs in the medium term.

**5 SUPPORTING INFORMATION**

Background

- 5.1 A borough wide multi-professional Child Development and Assessment Centre with transport where required is currently being provided by Action for Children at the Margaret Wells Furby Children's Centre. It is jointly funded, with Bracknell Forest

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Schools Budget contributing two thirds of the costs and the Ascot Clinical Commissioning Group (CCG) providing the remainder.

5.2 This is an early intervention and prevention service that provides a range of support for children and families with additional needs with the two most popular referrals being for a multi-professional assessment and a paediatric only assessment. Some children who initially have a paediatric assessment are then referred on by the paediatrician for a multi-professional assessment. The professionals currently involved in multi-professional assessments include:

- a paediatrician, (separately funded by health)
- speech and language therapist, (separately funded by health)
- an officer from the Early Years Foundation Stage Inclusion service (separately funded by BFC resources)
- a family worker from the Margaret Wells Furby Children's Centre (funded from the proposed contract)

5.3 The current agreement comes to an end on 31<sup>st</sup> March 2014 and the proposal is to extend this to 31 August 2014 and to tender for continuation of this service provision thereafter.

### Project Scope

5.4 A new contract is proposed that will require a local hub which allows vulnerable families with children and young people in Bracknell to access multiple professional assessments. The contract will be awarded on 15 July 2014 with an expected start date of 1 September 2014. TUPE will apply if a new service provider is awarded the contract. The contract will be awarded in July to allow sufficient time for a new provider to mobilise and deliver the service from September.

5.5 This tender will be advertised on the South East Business Portal (SEBP), and as the market for this type of provision has grown over recent years there is an expectation of sufficient interest from providers. Any agencies interested in tendering for this contract will be signposted to the SEBP. The contract will be initially for 3+1+1 years depending on availability of funding and service performance.

5.6 Innovation and value for money will be built in to the service specification and prospective tenderers will be required to demonstrate how they will achieve this. The specification will include expected outcomes based on data collected during the course of the current agreement. Potential providers will be expected to detail current or past contracts of a similar nature, evidence where key performance indicators have been met and outcomes have been achieved, and describe how they plan on achieving the outcomes set out in the specification.

5.7 Tenders will be evaluated and weighted on the basis of 50% quality and 50% on price. The full evaluation criteria will be published with the Invitations to Tender. Due to the importance of quality, there will be a quality threshold on some/all of the questions asked to the suppliers. The emphasis on quality for this contract directly links back to the service being provided which aims to engage with some of the most vulnerable families in the Borough. This service forms part of the Early Intervention and Prevention strategy, which aims to reduce the number of families and children reliant on support services for an extended period of time. By ensuring an exceptional level of quality within this project a reduction in these costs should be seen at a later date.

Specification

- 5.8 The specification will contain desired outcomes and outputs. It is important that the requirements are clearly defined within the specification to ensure that organisations are aware of what is expected of them if they intend to bid for this tender. The specification will be designed by the project team.
- 5.9 The objectives proposed for the service provider are outlined below;
- A specialist Child Development and Assessment Centre for the multi disciplinary assessment of children aged 0-6 years (within the Early Years Foundation Stage EYFS) who are exhibiting a developmental delay. Ongoing support during and following assessment also needs to be given to their families. The structure should allow needs to be addressed in a timely and cohesive manner.
  - A one stop shop that is in a community based location with the aim of avoiding stigma; holistic key workers supporting and empowering referred families and signposting to other forms of support as appropriate
  - A range of preventative services to minimise the need for higher level intervention
  - Access to support, treatment, training, guidance and information resource for parents, carers and professionals enabling families to understand and identify the difficulties they are facing following diagnosis
  - Support to parents to understand their responsibilities towards their children and develop their parenting abilities where appropriate
  - Monitoring and reviewing of short and long-term progress and development
  - Support, advice and counselling services for parents/carers.
  - Specialised parent training, for example on Autism Spectrum Disorder, Down's Syndrome etc
  - Weekly assessment groups running all year round
  - highly trained, knowledgeable, staff who participate in virtual teams around families
  - Team around the family meetings
  - Multi-professional meetings
  - quality Family Common Assessments (CAFs) effective and seamless transitions
  - a minimum of three children only groups to provide play opportunities, support development for children and respite for parents.
  - a minimum of two Family support groups for families of children with a diagnosed disability
- 5.10 It is the intention with the new contract to change the services available, decrease the number of family support sessions offered within the centre and increase the number of sessions for children with additional needs. There is a need to increase the support children receive prior to or at the beginning of their educational journey. Strategies to enable children to access a mainstream educational establishment can be implemented and the service would play a big part in ensuring effective transition into education, facilitating visits by the receiving setting and visiting the setting with and without the children to ensure that effective targets and strategies are in place to help make the placement successful. Intervening early will support the educational outcomes of the children and providers.

Timescales

5.11 The Key tasks and target dates for the procurement process are as follows:

TASK	DATE
Invitation to Tender on South East Business Portal	03 February 2014
Tender Return Date	24 March 2014
Complete Tender Evaluation	01 May 2014
Contract Award	15 July 2014
Contract Start Date	1 September 2014

Conclusion

5.12 The proposed contract will provide a service that is an important part of the Council's Early Intervention and Prevention Strategy that targets support to vulnerable children and their families to help them achieve their potential.

**6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

6.1 Relevant legal issues are mentioned elsewhere in this report.

Borough Treasurer

6.2 The Borough Treasurer is satisfied that no significant financial implications arise from agreeing the tendering exercise for this service.

Impact Assessment

6.3 An Equalities Impact Assessment has been completed and is attached as Annex A.

Strategic Risk Management Issues

6.4 Failure to secure an effective and efficient contract would have an adverse impact on supporting vulnerable children and families. It would most likely result in increased costs of support over the medium term and make it less likely that the children achieve their potential.

## 7 CONSULTATION

### Principal Groups Consulted

- 7,1 Service Efficiency Review Group and CYPL DMT. The Head of Procurement, Assistant Borough Solicitor and Head of CYPL Finance were consulted in the drafting of the Procurement Plan.

### Background Papers

None

### Contact for further information

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## Initial Equalities Screening Record Form

Date of Screening:	Directorate: Children, Young People and Learning		Section: Prevention and Early Intervention
1. Activity to be assessed	The Child Development Centre based at Margaret Wells Furby Children's Resource Centre. The service is currently joint funded by Health (CCG) and Bracknell Forest Council and operated by Action for Children. The current contract is coming to an end and therefore needs to go out to tender.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Karen Frost		
5. Who are the members of the screening team?	Karen Frost/Cherry Hall		
6. What is the purpose of the activity?	To re-tender the Child development centre		
7. Who is the activity designed to benefit/target?	Service users - families of children aged 0-6 years with identified additional needs. Families of children aged 0-6 years where a developmental delay has been identified and needs formal assessment and possible diagnosis. Approximately 40 children per quarter access services within the centre		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality	N	The service is for children with identified needs and disabilities and their families.	The service is inclusive, no child or family is refused access to the service due to a disability. There is a Minibus to collect families if necessary.

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9. Racial equality		N	The service is available to families where a disability or assessment is required. Families are referred to the service by a professional already involved.	Data is collected to ascertain the ethnic backgrounds referred children/families. This is reported on at each quarters meeting.
10. Gender equality		N	The service users vary in gender. For assessments there tend to be a higher % of boys than girls referred. For family support and training generally more Mums attend however groups are open for anyone to attend	Quarterly reports show a higher % of female attendees (adults) than males. Quarterly reports show a higher % of boys being referred to the service
11. Sexual orientation equality		N	Neutral impact. No differential or adverse impacts identified	This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information.
12. Gender re-assignment		N	Neutral impact.	This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information.
13. Age equality		N	Age of the children able to access the service is 0-6 years, however there is no age range in relation to family members.	
14. Religion and belief equality		N	Neutral impact. The service will continue to be available to all families who live within Bracknell Forest	Information regarding the religion of centre users is not currently collected.
15. Pregnancy and maternity equality		N	Neutral impact. Service users may be pregnant and all will have young children.	
16. Marriage and civil partnership equality		N	Neutral impact No differential or adverse impacts identified	This information is not available unless parents choose to disclose it.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Should the existing provider not be awarded the contract there could be an impact on current employees, however TUPE would apply and be adhered to.			

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18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse impact identified		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None required		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	<p>There will be no reduction to the existing services and the provider of the service will be expected to monitor the clients of its service and provide an equalities breakdown on a quarterly basis.</p> <p>The needs of the local community are reviewed regularly and services developed to meet these if necessary.</p>
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
Ongoing monitoring and review of services to ensure the needs of all service users are being met	ongoing	Service provider Prevention and Early Intervention Management Team	All service users' needs are being met.
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of	Quarterly reports and meetings with provider to ensure equality of access to the service		



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the screening?	
26. Chief Officers signature.	Signature: _____ Date: _____

When complete please send to [abby.thomas@bracknell-forest.gov.uk](mailto:abby.thomas@bracknell-forest.gov.uk) for publication on the Council's website.

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