

# **CONTRACT LEARNING AND DEVELOPMENT SERVICES**

**Joint safeguarding children in 'Achieving Best Evidence' trainer.**

**Commissioned by:**

**Coventry Local Authority**

**Birmingham Local Authority**

**Solihull Local Authority**

**Dudley Local Authority**

**Walsall Local Authority**

**Wolverhampton Local Authority**

**Sandwell Local Authority**

**West Midlands Police**

**Contract Number: ABE/JT/08/10**

**CONTRACT FOR PURCHASE OF LEARNING AND DEVELOPMENT SERVICES  
BY  
COVENTRY SOCIAL CARE – COMMUNITY SERVICES  
EMPLOYEE DEVELOPMENT UNIT\***

<b>1. CONTACT DETAILS</b>	
<b>Contact Person:</b>	Corinne Lovering
<b>Address:</b> (including Post Code)	Employee Development Unit (Social Care) Elm Bank Corporate Training Centre Mile Lane COVENTRY CV1 2LQ
<b>Telephone:</b>	024 76527522
<b>Fax:</b>	024 7652 7524
<b>Email:</b>	corinne.lovering@coventry.gov.uk
<b>2. SUPPLIER</b>	
<b>Name of Supplier:</b>	Successful Tender
<b>Contact Person:</b>	
<b>Address:</b> (including Post Code)	
<b>Telephone:</b>	
<b>Fax:</b>	
<b>Email:</b>	
<b>3. SERVICE TO BE SUPPLIED</b>	
<b>Description of Service</b>	<p>To provide joint training with West Midlands Police to target staff within both agencies who hold the responsibility for leading on Section 47 Enquiries under the Children Act 1989 for Achieving Best Evidence Interviews.</p> <p>There should be a specific focus on partnership working, information sharing and co-ordination of the Criminal Investigation and Welfare Enquiry.</p> <p>.</p> <p><b>* Coventry Social Care - Community Services, Employee Development Unit will hereinafter be referred to as SCCS/EDU</b></p>

<b>4. SERVICE DETAILS</b>	
<b>Title:</b>	Joint safeguarding children in 'Achieving Best Evidence' trainer.
<b>Dates:</b>	October 2008 – June 2010 – Rolling programme – Dates to be negotiated
<b>Consultants/ Facilitators:</b>	Successful Tender
<b>Outcome and Development Need</b>	<ul style="list-style-type: none"> <li>• To improve the joint investigation process of the Section 47 enquiry in relation to information sharing between agencies. Planning and co-ordinating the criminal investigation and welfare enquiries.</li> <li>• To have undertaken the necessary training required to enable the individual to carryout video interviews of children within the ABE Guidance Standards.</li> </ul>
<b>Learning Outcome</b>	<ul style="list-style-type: none"> <li>• A clear understanding of roles and responsibilities of each agency as set out in the Children's Act 1989, Working Together Document 2006 and the Local Safe Guarding Board Procedures.</li> <li>• Ability to plan and co-ordinate a joint Section 47 enquiry.</li> <li>• To undertake video interviews of children to the minimum standard set out in the ABE guidance 2005.</li> </ul> <p>Participants will be able to or have knowledge of:</p> <ul style="list-style-type: none"> <li>• Understand each others roles</li> <li>• Recognise professional status</li> <li>• Recognise organisational limitations</li> <li>• Child Development</li> <li>• Effective child assessment for the purpose of conducting interviews</li> <li>• Communicating effectively with children</li> <li>• Impact of Abuse</li> <li>• Working with disability with an Intermediary (theory)</li> </ul>

<b>Methods to meet agreed outcome:</b>	To deliver 14 x 8 day modules (3 days & 5 days) across 7 Local Authorities to include case studies, role play and Hydra Minerva.
<b>Target Group:</b>	Police and Social Care staff with responsibility for carrying out Section 47 enquiry
<b>Number of Participants:</b>	12 participants per module
<b>Evaluation Methods Agreed:</b>	<ul style="list-style-type: none"> <li>• Course evaluation forms from participants</li> <li>• Course Tutor evaluations against aims and objectives</li> <li>• Course Tutor approval of satisfactory completion</li> <li>• Where unsatisfactory – course Tutor recommendation for further training/input</li> <li>• Individual Local Authority evaluation of performance improvement</li> <li>• Best value review training steering group review</li> </ul>

<b>5. FINANCIAL BREAKDOWN/COSTINGS</b>				
<b>ACTIVITY</b>	<b>TIME/DAYS</b>	<b>NUMBERS</b>	<b>COST EXC VAT</b>	<b>TOTAL</b>
Consultancy				
Design				
Delivery				
Coaching				
Mentoring				
Action Learning Sets				
Psychometric Testing				
Workbook				
Distance Learning				
Blended Learning				

<b>MISCELLANEOUS</b>				
Photocopying/ handouts				
Travel expenses				
<b>TOTAL</b>				<b>£28,000</b>

- **£28,000 (Twenty-Eight Thousand Pounds) is the fee for delivering the eighteen month programme.**
- **This will be invoiced at 18 equal payments during the contract period.**
- **The contract will be evaluated periodically to ensure quality standards and content are reviewed and maintained.**
- **Coventry City Council will be managing the payment of the contract and are therefore using their terms and conditions as follows:**

<b>6. CANCELLATION</b>	
<b>(a) By Supplier:</b>	In the event of unreasonable cancellation, SCCS/EDU reserves the right to charge the Supplier for expenditure incurred by SCCS/EDU.
<b>(b) By SCCS/EDU:</b>	In the event of cancellation, SCCS/EDU will pay the Supplier on the following terms:- More than one calendar month before agreed date - no charge More than 14 days but less than one calendar month - 50% of cost 14 days or less before agreed date - 100% of cost
<b>6. SUPPLIERS' RESPONSIBILITY - All suppliers of services to SCCS/EDU are expected to:</b>	
	<ul style="list-style-type: none"> <li>• Comply with Coventry City Council, Social Care – Community Services and SCCS/EDU Policies, SCCS/EDU Quality Standards and any relevant current legislation.</li> <li>• Ensure that service provided meets aims and objectives agreed by both parties.</li> <li>• Supply sufficient materials to support the commissioned activity (handouts, reports, assessment forms, etc).</li> <li>• Contribute to the evaluation of the service supplied in the manner agreed by both parties.</li> <li>• Agree to have their service monitored by SCCS/EDU.</li> <li>• Complete documentation as required by SCCS/EDU, e.g. registers and room/equipment requirements.</li> <li>• Provide information necessary for inclusion on the SCCS/EDU Register of Approved Suppliers.</li> </ul>
<b>7. SCCS/EDU's RESPONSIBILITY - SCCS/EDU is expected to:</b>	
	<ul style="list-style-type: none"> <li>• Brief the Supplier on what is required, paying attention to Coventry City Council, Social Care – Community Services and SCCS/EDU Policies (Equal Opportunities, Health and Safety, Confidentiality, etc).</li> <li>• Agree the aims and objectives of the service to be supplied.</li> <li>• Provide the Supplier with information requested which will assist in the achievement of the aims and objectives of the service to be supplied.</li> <li>• Provide adequate accommodation for the service to be supplied.</li> <li>• Arrange for any agreed preparation, follow-up and evaluation to take place.</li> </ul>
<b>Signed on behalf of SCCS/EDU:</b>	.....
<b>Name: (please print)</b>	.....
<b>Date:</b>	.....
<b>Signed on behalf of Supplier:</b>	.....
<b>Name: (please print)</b>	.....
<b>Date:</b>	.....