



## Officer Decision Report

### Author/Lead Officer of Report:

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**Report to:** Joe Horobin, Head of Commissioning

**Date of Decision:** 20/6/2022

**Subject:** Procurement and contract award to a provider for the delivery of an engagement and involvement programme for children and young people with SEND

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? People/EB/BK/31/05/22				
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

### Purpose of Report:

This report sets out the proposal to procure and award a contract to a provider who shall deliver an engagement and involvement programme for children and young people with special educational needs and disabilities (SEND).

This programme will provide opportunities for children and young people with SEND of all ages to be part of the co-production of SEND delivery and commissioning developments.

**Recommendations:**

It is recommended that the Head of Commissioning approves the procurement of a service provider and subsequent contract award to deliver the SEND engagement and involvement programme as set out in this report.

**Background Papers:**

CYP Involvement Report to Education & Skills SLT (Jan 2022)

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Anna Beeby (Finance) and Gerard Higgins (Procurement)
		Legal: Richard Marik
		Equalities & Consultation: Bashir Khan
		Climate: Jessica Rick
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	<b>SLB member who approved submission:</b>	Joe Horobin, Head of Commissioning
3	<b>Relevant Policy Committee</b>	Children, Young People and Family Support
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> Emma Bryant	<b>Job Title:</b> Commissioning Officer, Inclusion & Learning
	<b>Date:</b> 20.6.22	

## 1. PROPOSAL

1.1 The Sheffield Inclusion co-production charter was produced in December 2019 and sets out the principles for collaborating with our children and young people in a meaningful way, to co-produce strategy and service delivery:

‘As a city we want to ensure that children and young people with SEND and their families are central to what we do. This means listening and working in partnership with children, young people and their families to co-produce services and support. We recognise that organisations have statutory and budgetary responsibilities so need to make final decisions. The decisions that are made will be co-produced to be in the best interest of the people they serve.’

1.2 At present, although we periodically undertake an informal co-production process which seeks views and feedback from children and young people with SEND, this is done sporadically, with an emphasis on feedback on existing provision, rather than meaningful co-production. We therefore currently lack a formal or organised route for co-production with children and young people with SEND, as required within our Written Statement of Action and by OFSTED. Following the recent Ofsted/CQC local area inspection revisit, the Accelerated Progress Plan for transitions identifies engagement as key to improving this area.

1.3 We would like to be able to draw on the views of children and young people at an earlier stage of commissioning, and to provide opportunities for children and young people to influence what is put in place to meet SEND needs across the city. This will make us better placed to shape services and provisions so that they address the things that matter to children and young people with SEND, whether these are frustrations, interests or ambitions.

1.4 It is therefore proposed that the Council procures for a service provider to deliver an engagement and involvement programme that enables children and young people with SEND to be part of the co-production of SEND delivery and commissioning developments. The provider will be expected to provide experienced staff to engage with children and young people, and enable their involvement in priority areas of work as agreed by Education and Skills and Commissioning. The contract will be managed by the Commissioning Team with half termly reviews and monitoring in place.

1.5 The specification for this contract will include the following:

- Provide experienced and skilled staff to engage with children and young people with SEND in Sheffield, through schools, outreach, social media, youth provision etc.
- Ensure targeted engagement that is representative of the SEND population within Sheffield, including children and young people from minority groups and all areas of SEND needs.

- Facilitate engagement and collaboration with children and young people on the development of specific areas of work set by SLT / Commissioners. This may include development of alternative provision, SEND processes, specific areas of service development, as well as setting the vision for Inclusion and SEND in Sheffield.
- Provide representation / facilitate representation of children and young people on key groups as agreed.
- Connect with Youth Service to facilitate opportunities for engagement and youth voice.

1.6 The planned procurement route is to go out for three quotes via the sourcing desk. The contract will have a contract value of £100,000 over a 2-year term, with a break clause at the end of the first year.

1.7 The contract will be funded from an existing budget (38175 Exclusion Prevention) drawn from the Dedicated Schools Grant (DSG), and is budgeted for within the current resources. This spending has been approved at Education & Skills SLT and the Strategic Education Funding Group.

## **2. HOW DOES THIS DECISION CONTRIBUTE ?**

2.1 By enabling the views and experiences of children and young people with SEND to inform commissioning and delivery of SEND services, this programme of engagement will support the following ambitions of the One Year Plan:

- Deliver effective, person-focused SEND services.
- Support Covid recovery for children and young people. We will be better placed to understand how the pandemic has impacted children and young people, and to target appropriate support and provision to mitigate this.

2.2 This commission also contributes to the intentions in the Accelerated Progress Plan, which shows how we will accelerate our progress in the area of Transitions for children and young people with SEND, following the recent Ofsted/CQC local area inspection revisit.

2.3 The Accelerated Progress Plan states that:  
‘Commissioning of children and young people’s voice, to support commissioning of inclusion and SEND provision, is a key part of our on-going work to improve support for these children.’

2.4 This commission will support the accessible engagement of young people with diverse needs to inform transition improvements, including the availability and accessibility of information about transition processes and post 16 opportunities.

### **3. HAS THERE BEEN ANY CONSULTATION?**

3.1 This is not a major project or policy proposal so a consultation is not needed.

### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

#### **4.1 Equality Implications**

4.1.1 Decisions need to take into account the requirements of the Public Sector Equality Duty contained in Section 149 of the Equality Act 2010. This is the duty to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

4.1.2 The Equality Act 2010 identifies the following groups as a protected characteristic: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

4.1.3 An Equality Impact Assessment has been carried out and highlights that the proposed engagement programme is intended to enable children and young people with special educational needs and disabilities to be part of the co-production of SCC services. The intended outcome is that commissioning and delivery will better reflect the views and experiences of those children and young people. It is anticipated that the programme will help support Covid recovery and improvements in the area of Transition for children and young people with SEND.

#### **4.2 Financial and Commercial Implications**

4.2.1 The contract, at a cost of £50,000 per year, will be funded from an existing budget (38175 Exclusion Prevention) drawn from the Dedicated Schools Grant (DSG), and is budgeted for within the current resources. This spending has been approved at Education & Skills SLT and the Strategic Education Funding Group.

4.2.2 The planned procurement route is to go out for three quotes via the sourcing desk. The contract will have a 2-year term, with a break clause at the end of the first year.

#### **4.3 Legal Implications**

4.3.1 Under s19 Children and Families Act 2014, when exercising its functions in relation to children and young people with SEND, local authorities must take into account: the views, wishes and feelings of the child/parent/young person; participating as fully as possible in decisions relating to the exercise of the function concerned; being provided with the information and support necessary to enable participation in those

decisions; and facilitate the development of the child or young person and to help them achieve the best possible educational and other outcomes.

- 4.3.2 The procurement of services by the Council must be undertaken in accordance with all relevant provisions of the Council's Constitution including its Contracts Standing Orders and all applicable Procurement rules (Public Contracts Regulations 2015).

#### 4.4 Climate Implications

- 4.4.1 This proposal has been reviewed for climate implications and we are advised that there will be no significant impact and therefore a formal Climate Impact Assessment is not required.

#### 4.4 Other Implications

- 4.4.1 None

### **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 Not to commission this provision. This option was rejected as it would not provide the organised route for co-production with children and young people with SEND that is needed.
- 5.2 For SCC to carry out this work. This option was rejected as there is insufficient capacity and expertise in Commissioning and Consultation & Engagement teams to carry out the broad ranging engagement needed.

### **6. REASONS FOR RECOMMENDATIONS**

- 6.1 At present we do not have a good understanding of the views and experiences of children and young people with SEND. This proposal seeks to address this and provide opportunities for these young people to be heard and for their views to inform both commissioning and delivery for SEND.