

Alternative Provision Project Group

TERMS OF REFERENCE

Purpose of the Project Group:

The Project Group has been established to:

- 1) Agree the Project Initiation Document (PID) prior to submission to CEF DLT.
- 2) Ensuring internal and external stakeholders including young people and parents/carers are engaged throughout the project
- 3) Agree the options appraisal and business case for Alternative Provision prior to submission to CEF DLT and the Gateway Review Panel.
- 4) Agree on the approach to engaging the market.
- 5) Agree the procurement route based on the professional and legal advice received
- 6) Agree the service specification/s and key performance indicators
- 7) Discuss and update the risk log, issues log and communication strategy at each meeting.
- 8) Monitor the implementation of the Project Plan and ensure that the project stays on track by responding to all requests for review and/or approval of items emailed round in between Project Group meetings.

Where any decisions made by the Project Group have resource implications they will be taken to CEF DLT.

There are a number of dependencies to the project, in particular ongoing negotiations with the main existing provider of Alternative Provision.

There will need to be close links with other projects within Education, which may have an impact on the Alternative Provision model.

Frequency of meetings:

The Project Group will meet monthly. Where appropriate task and finish groups will be convened to work through issues in more detail e.g. Finance/spend analysis, engagement with stakeholders, service specification, procurement and legal.

Membership: The Project Group comprises representatives from; Education, Commissioning, Quality and Contract Management, Procurement, and Finance:

Name

Role

Deborah Bell, Head of Learner Engagement

Sarah Breton, Head of Children's Commissioning and Markets

Sarah Fogden, Finance Business Partner

Sara Carey, Finance Business Development Team Leader

Jo Hatfield, Education Inclusion Manager

Paul Wilson, Interim SEND Project Manager

Simon Walkden, Principal Procurement Manager

Andrew Colling, Head of Quality and Contracts

Nancy Kurisa, Quality and Contracts Manager

Alistair Jewson, Strategic Procurement Manager (Interim)

Karen Kuehne, Strategic Commissioning Manager