

Lincolnshire County Council

Provider Guide to the Open Select List process for children's independent placement referrals and contract award

ensuring Lincolnshire's children and young people, Children in Care and care leavers are placed in appropriate, high quality independent placements that meet their needs in the best possible location and environment offering the best value for money

updated September 2024

1. Legislative background

- 1.1. Sections 22A to 22D of [The Childrens Act 1989](#) places duties on Local Authorities related to the accommodation of Children in Care (CiC), including 16-17 year olds in semi-independent supported accommodation¹.
- 1.2. **Independent Residential Children's Home** placements are also subject to the [Children's Homes \(England\) Regulations 2015](#) including the [Quality Standards 2015](#), and **Independent Foster Care (IFA)** placements are subject to [Fostering Services Regulations \(England\) 2011](#) and any subsequent changes, and must comply with the [National Minimum Standards for Foster Care](#). Both independent residential children's home and independent foster care placements must be registered with Ofsted.
- 1.3. Various legislation including the [Education Act 1996](#), the [Education \(Independent School Standards\) \(England\) Regulations 2014](#) and, where appropriate, the [Children's Homes \(England\) Regulations 2015](#) including the [Quality Standards 2015](#), detail the rights of children and young people (CYP) with Special Education Needs and Disabilities (SEND) to access education including where specialist or alternative provision, with Education Health and Care Plans (EHCPs) in the [SEND Code of Practice 2015](#) establishing the right for parents/carers to name an education provision for their child². These regulations apply to **Independent Non-Maintained (Special) Schools (INMS)** to register with DfE as a school, and then either with Ofsted or the Independent Schools Inspectorate (ISI) for regulatory oversight. The same legislator compliance and regulatory oversight applies to the delivery of **Independent Alternative Provision**.
- 1.4. The [Supported Accommodation Regulations 2023](#) is a key driver for improvement and quality of care for 16 and 17 year olds which required all Providers of previously unregistered **Independent Supported Accommodation** to register with Ofsted from October 2023.
- 1.5. **Independent Domiciliary Care** provision should be registered with the Care Quality Commission (CQC), whilst **Independent CWD (Children with Disabilities) Short Breaks** provision should be registered with Ofsted if offering overnight short breaks or the CQC if offering personal care as part of the service.
- 1.6. The Government's [Stable Homes, Built on Love](#) strategy for the reform of social care will drive forward change and development through six key pillars:
 - **Pillar 1:** Family Help provides the right support at the right time so that children can thrive with their families
 - **Pillar 2:** a decisive multi-agency child protection system
 - **Pillar 3:** unlocking the potential of family networks

¹ [The Children Act 1989 guidance and regulations](#)

² a maintained school or nursery (mainstream or special), an academy (mainstream or special), an institution in the further education sector, a non-maintained special school, or a Section 41 school (independent special school)

- **Pillar 4:** putting love, relationships, and a stable home at the heart of being a Child in Care (CiC)
- **Pillar 5:** a valued, supported and highly skilled social worker for every child who needs one
- **Pillar 6:** a system that continuously learns and improves, and makes better use of evidence and data.

2. Lincolnshire context

- 2.1. Lincolnshire is the fourth largest county in England with diverse communities dispersed across a large and diverse landscape. The county is predominantly rural and home to approximately 761,224 residents ([Office of National Statistics \(ONS\) mid-2020 population estimates](#)).
- 2.2. Approximately 21.5% of the total population is aged 0-19 years (163,550), of which 76% (124,565) is aged 5 to 19 years.
- 2.3. Based on the [Indices of Multiple Deprivation \(IMD\) 2019](#), 6.7% of Lincolnshire's population (approximately 50,000 people) live within the 10% most deprived areas of England. This is highest within Lincoln (16.9%) and East Lindsey (16.8%). There are 29 Lower Super Output Areas (LSOAs) within the 10% most deprived nationally.
- 2.4. Lincolnshire County Council's Children's Services is rated [Outstanding](#) by Ofsted and provides a range of support services for our most vulnerable CYP. The Council has 6 in-house registered children's homes inc one for children with disabilities (CWD) and 2 CWD respite units, foster care provision, supported accommodation and maintained special schools as well as large commissioned contracts such as the Youth Housing Service.
- 2.5. Lincolnshire's position is covered in detail in the [Children in Care Sufficiency Strategy 2023-27](#), with an annual update on emerging needs and potential impact on use of independent placements via a [Market Position Statement](#).

3. Lincolnshire County Council Open Select List(s)

- 3.1. Whilst the Council has a range of options available when children or young people need accommodation or a school placement, here are times, either due to insufficient in-house capacity *or* because of a specific identified need, that the Council need to search for these in the independent sector.
- 3.2. The Open Select List (OSL) was first set up in 2018 on a 4-year cycle and started again on a 5-year cycle in 2022.
- 3.3. The OSL operates under the [Public Contract Regulations 2015 \(PCR15\)](#), and in line with the Council's [Contract and Procurement Procedure Rules \(PCCRs\)](#). From February 2025, PCR15 will be replaced by the [Procurement Act 2023](#); however, the OSL will continue to operate under PCR15 for the remainder of its current 5-year cycle i.e. all placements made until 31st August 2027, after

which any new arrangements for the procurement of independent placements will operate under the Procurement Act 2023 with updated Terms and Conditions.

3.4. There are 4 separate OSLs, covering 9 different strands:

- **Open Select List for Regulated Placements** – Independent Non-Maintained Special Schools (INMS), Independent Residential Care, Independent Foster Care (IFA)
- **Open Select List for Supported Accommodation Placements**
- **Open Select List for SEND/CWD Services** – Domiciliary Care, CWD Short Breaks
- **Open Select List for Alternative Provision (AP)** – AP Interim Home Tuition, AP Regulated (NEW for 2024), AP Tutor-Led (NEW for 2024)

3.5. Standard templates for each of the above strands³ including the Terms and Conditions, the service specification, blank Individual Placement Agreement (IPA) and contract schedules, are published on the [Professionals Hub for Children's Commissioning](#). This supports transparency and ensure Providers know what the Council expect in terms of quality, delivery, and contractual expectations before they respond to a referral.

3.6. There are exceptional and rare circumstances when an OSL search is not used and the Council reserves the right to make a direct award, following Director of Children's Services agreement in line with [Public Contract Regulations 2015 \(PCR15\)](#) and the Council's [Contract and Procurement Procedure Rules \(PCCRs\)](#), where the needs of the child take priority. Such circumstances may include, but are not limited, to:

- court-mandated placements where the Provider is named in a court order or judgement
- emergency placements where there is no time to procure through the OSL and the CYP needs a placement immediately
- a Provider named on an Education, Health and Care (EHC) Plan and/or agreed parental preference through SEND Tribunal.

4. Joining the OSLs

4.1. The OSLs open annually as a tender opportunity on [ProContract](#) which is an e-procurement portal used by the Council. Providers need to register with ProContract before they can apply to join the OSLs.

4.2. The OSLs are open annually as tender opportunities on ProContract for a minimum of 30 calendar days, followed by an evaluation period, notification of provisional award, 10 calendar day standstill period for any queries or challenges, and then final confirmation of award of a place.

4.3. Further opportunity to join the OSLs will be possible after 12 months, and annually thereafter. Wherever possible, all OSLs (see 3.4.) will be re-opened for new Providers at the same time.

³ The standard template documents for the 2 new strands for 2024 will be published after the 2024 OSL re-opening

- 4.4. The tender documents on ProContract include the individual Terms and Conditions, the service specifications, and blank Individual Placement Agreements (IPA). There is also guidance for application and background information. Clarifications received until the clarification deadline (usually no more than 15 days from the start of the tender) will be summarised in an FAQ document which will be available with the tender documents and will be updated regularly.
- 4.5. Providers can join more than one OSL and are required to complete a general application form for each of the OSLs they are applying to, as well as strand-specific information about the location, cohort type and relevant specialisms for each provision in scope. Existing OSL Providers can update their information annually without reapplying in full.
- 4.6. Providers should note that it is illegal for a supported accommodation Provider to operate if they did not submit a complete application to Ofsted which was accepted, and the registration fee paid, by 28 October 2023. The Council therefore expects all Providers applying to the Open Select List for supported accommodation or responding to supported accommodation referrals to have submitted a complete application by this deadline or have their registration confirmed in full by Ofsted if after the deadline, as we will not be able to place young people with such Providers until this is done and may remove them from the OSL if there is no subsequent intention to register. Ofsted will start their inspection process from September 2024.
- 4.7. The general application form uses the Standard Provider Questionnaire format which was revised in [PPN03/23](#) and includes largely business-level questions and self-reporting/cleansing questions about regulatory compliance. In addition, Providers are asked to submit financial information⁴ with their application. Providers that do not meet the requirements, who do not complete the application form in full or fail to provide sufficient financial information will fail and will not join the OSL in that annual application. Such Providers are welcome to reapply when the OSLs re-open the following year.
- 4.8. Elements of the application process may be reviewed annually taking into account any legislative changes that have occurred, which may also result in updates to the Terms and Conditions. Any such updates will also be published online (*see 3.5.*).
- 4.9. Providers that are successful in their application to join an OSL will automatically have their existing placements/contracts migrated onto the new Terms and Conditions to allow consistency across all Lincolnshire County Council placements unless the Provider expresses to the Council that they do not wish for this to happen. To enable a smooth transition new Providers will need to confirm this with the Council prior that years' OSL final award date.

⁴ Web address/issuing authority/document reference of evidence of economic and financial standing held electronically (e.g. Companies House) **or** (if electronic evidence is not available) detailed accounts for the past 2 years (audited accounts if required by law **or** (if neither of these are available) a statement of annual turnover, profit and loss account/income statement, balance sheet/statement of financial position, statement of cash flow for the most recent year of trading and a bank letter outlining current cash & credit position **or** alternative information to evidence economic and financial standing

- 4.10. Any new placements to Providers on the OSL will be awarded under any updated Terms and Conditions. The same Terms and Conditions are applicable to all placements, whether awarded to all OSL Provider or a Provider on the all-Provider list.
- 4.11. For the avoidance of doubt, placements under any existing contractual arrangements that are in place at the start of that year's OSL final award date will continue with the same Provider.
- 4.12. For the avoidance of doubt, successful application and admittance onto one or more OSLs is no guarantee of business and the Council is not liable for any contract or placement costs at this point. The OSL is a mechanism by which the Council can ask OSL Providers to take part in a Mini-Tender process as detailed below in *section 5*.
- 4.13. Providers who have not been successful in applying to the OSL will be added to the all-Provider list; this also applies to Providers who have recently entered the market or who the Council has been made aware of as being potentially able to offer independent placements or services. The all-Provider list may receive referrals (see 5.7.) and will also be notified of the annual re-opening of the OSLs in the event they wish to apply.

5. The OSL process for referrals

The Mini-Tender process to award an independent placement or service under the OSL will operate as follows:

- 5.1. Only those Providers that have joined the required OSL will be invited to offer at the initial stage subject to the following procedure:
 - 5.1.1. The OSLs will be filtered to ensure the correct Providers are approached for each independent placement or service, according to the specific needs of that placement, by using the basic filtering information provided by Providers as part of the application form(s).
 - 5.1.2. Only those Providers on the list whose specific criteria, listed below, and submitted in their application for admission to the OSL that match the individual requirements of the CYP which are the subject of the Mini-Tender, will be invited to submit an offer, namely:
 - Geographic area - based on the preferences submitted
 - Gender/age - based on the preferences submitted
 - Details of placements offered - based on the preferences submitted
 - Any specialisms or exceptions - based on the preferences submitted
 - Additional information supplied regarding administering of medication and assessment timescales - based on the preferences submitted.
- 5.2. This filtering process will ONLY use information requested at the application stage and any applicable regulatory rating e.g. Ofsted rating for independent fostering and residential care

services may be initially restricted to those where available information indicates an 'Outstanding' or 'Good' rating at the time of the Mini-Tender.

- 5.3. A Children/Young Person Placement Profile, referral form and/or chronology will then be sent to all filtered Providers from the appropriate OSL, with a response template to complete and return within a specified timescale.
- 5.4. The profile will include information around 3 key criteria for each proposed placement and percentage weightings will be applied to each area (totaling 100%) based on the individual placement needs. Key criteria for placements may include (list is not exhaustive):
 - a) **Meeting the needs of the child or young person** (40%)
 - b) Cost of placement/service i.e. **price** (40%)
 - c) **Location** (20%)
- 5.5. Approved Providers will be asked to respond with their offer, within the timescales given for that individual Mini-Tender. In all cases, where the timescale has passed and less than five suitable offers have been received, the Council reserves the right to source a placement from outside the list i.e. the all-Provider list.
- 5.6. When the Council determines there is a need to search for a placement from outside the OSL i.e. using the all-Provider lists, offers received from OSL Providers can form part of the wider competitive process. Providers have the opportunity to be part of that wider sourcing and will be invited to revise and resubmit their offer at the same time the wider market is engaged, as long as they do so within the new timescales. As in 4.9., the same Terms and Conditions are applicable to all placements, whether awarded to an OSL Provider or a Provider on the all-Provider list.
- 5.7. The Council reserves the right to seek offers from both OSL Providers and the wider market (all-Providers) at the same time in the event the placement or service is time critical. In this event, offers received from OSL Providers will be evaluated first.
- 5.8. The Council may also seek block contracting opportunities through the OSL Mini-Tender process, which will be clarified at the point of the specific Mini-Tender.
- 5.9. Offers submitted will be evaluated according to the weightings specified in the Children/Young Person Placement Profile and all Providers who have submitted an offer will then be informed of the outcome.
- 5.10. At the time of the Mini-Tender, each weighted key criteria evaluation will use the methodology detailed in *section 6*, which will be employed to score submitted offers.
- 5.11. The successful Provider will be sent an Individual Placement Agreement (IPA) and a contract (if it is the first placement with the Provider) and will be required to supply relevant policies and qualitative information, according to the nature of the placement, as required by the Council.

- 5.12. The Provider must sign and return all the relevant documentation, including the contract assurance self-declaration.
- 5.13. The Council understands that all placements may be subject to the assessment of the CYP by the Provider to confirm suitability and ability of that Provider to meet the CYP's needs.

6. Award criteria and methodology

- 6.1. Once the deadline for offers has been reached, an initial examination will be made to establish the completeness of submitted responses.
- 6.2. The evaluation of submissions will be based upon the award criteria (6.5 to 6.11).
- 6.3. Providers should note that regardless of an offer's overall merits, in the event that evaluating Officers (acting reasonably) consider there to be a fundamental weakness (i.e. that a score of 0-1 is achieved on any occasion, on any of the weighted key criteria as explained in 5.5.) which is likely to impact adversely upon the high-quality provision of the placement and/or services to the CYP, grounds will exist to exclude the offer from further consideration.
- 6.4. Throughout the evaluation process, the Council reserves the right to seek clarifications from Providers, where this is considered necessary to achieve a complete understanding of the offers received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in any submission then that submission may, regardless of its other merits, be excluded from further consideration.
- 6.5. The following evaluation process applies to offers received from both OSL and all-Providers.

Award criteria

- 6.6. The Council will accept the most 'Suitable Offer', which is the most economically advantageous, i.e. a balance between cost and quality, taking into consideration other factors such as location and the ability to meet the needs of the CYP.
- 6.7. The award criteria will be scored out of 100%, with offers evaluated on the following basis:

a) Meeting the needs of the child or young person (40%)

- 6.7.1. Providers will be scored on their responses to the Children/Young Person Placement Profile, referral form and/or chronology sent to them. The weighting applied to each of the sub criteria is detailed throughout *section 6*.
- 6.7.2. The quality/**Meeting the needs** element of the Mini-Tender evaluation will be scored

using the following scale of awarding marks between 0 and 5:

Score	Classification	Definition
0	No response (complete non-compliance)	No response at all or insufficient information provided in the response such that the submission is totally un-assessable and/or incomprehensible. NB/ A score of 0 (zero) will result in the placement being excluded on quality grounds, regardless of the merits of location or price.
1	Unsatisfactory response (potential for some compliance but very major areas of weakness)	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements. Little or no detail (and, where evidence is required or necessary, no evidence) may have been provided to support and demonstrate that the tenderer will be able to provide the services and/or considerable reservations as to the tenderer's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Would represent a very high risk solution for the contracting authority.
2	Partially acceptable response (one or more areas of major weakness)	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the tenderer will be able to provide the services and/or some reservations as to the tenderer's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. May represent a high risk solution for the contracting authority.
3	Satisfactory and acceptable response (substantial compliance with no major concerns)	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution. Minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills, and/or resources to deliver the requirements. Medium, acceptable risk solution to the contracting authority.
4	Fully satisfactory / very good response (fully compliant with requirements)	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution. Provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Low/no risk solution for the contracting authority.

5	Outstanding response (fully compliant, with some areas exceeding requirements)	<p>Submission sets out a robust solution (as for a 4 score) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the contracting authority.</p> <p>Provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described.</p> <p>Low/no risk solution for the contracting authority.</p>
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6.7.3. This rating is considered by the service area (social care or the SEND team) to determine which offer best meets the needs of the CYP, with a maximum score of 5 (therefore 40%) allocated to the Provider that does this most successfully.

6.7.4. In the example below, Provider C scores the maximum score of 40% due to being the closest match to meeting the needs of the CYP:

Provider	Evaluator score 1-5	MAX 40%
A	4	32%
B	3	24%
C	5	40%
D	1	8%
E	2	16%

b) Price (40%)

6.7.5. **Price** will be evaluated using the following methodology:

6.7.5.1. In the example below, price accounts for 40% and therefore the quality aspect would be marked out of the remaining 60% (20% for geography and 40% for meeting need).

6.7.5.2. The maximum price % is given to the lowest submitted price. Other price scores will be calculated as a percentage of the maximum score based on their price in relation to the lowest price.

6.7.5.3. For example, in the table below Provider A has submitted the lowest price and therefore receives maximum 5 points. Provider D has submitted the highest price and therefore has the lowest proportional percentage for the price element.

Provider	Value (placement price per week)	Evaluator score 1-5	MAX 40%
A	£200.00	5	40%
B	£300.00	3	24%
C	£350.00	4	32%
D	£500.00	1	8%
E	£360.00	2	16%

**Please note the figures used in the above table are purely for example purposes only and are not a reflection of anticipated prices.*

6.7.5.4. For a placement offer to be accepted as a 'Suitable Offer' as defined in 6.6. above, under the Price criteria the Provider must receive at least 50% of the available marks for price within a given tender. For example, in the table in 6.7.1., Providers A, B & C would be deemed to have submitted a 'Suitable Offer' as they scored more than 3 marks out of a possible 5 (i.e. 24% or over).

c) Location (20%)

6.7.6. The offer is also evaluated on **location**; Lincolnshire County Council seeks to place CYP as close to 'home' as possible, with the location of the placement that is being offered scored accordingly:

Score	Classification	Definition
0	Outside of England	All placements offered in Wales, Scotland, Ireland
1	Elsewhere in England	All placements offered in: Bedfordshire, Berkshire, Bristol, Buckinghamshire, Cheshire, Cornwall, Cumbria, Devon, Dorset, Durham, East Sussex, Greater London, Greater Manchester, Hampshire, Herefordshire, Hertfordshire; Kent, Lancashire, Merseyside, North Yorkshire, Northumberland, Oxfordshire, Shropshire, Somerset, Staffordshire, Sussex, Tyne & Wear, Warwickshire, West Midlands, West Sussex, West Yorkshire, Wiltshire, Worcestershire
2	Bordering Neighbouring Local Authority	All placements offered in: Cambridgeshire, Derbyshire, East Riding, Norfolk, Northamptonshire, South Yorkshire, Staffordshire, Warwickshire

3	Neighbouring Local Authority	All placements offered in: Leicestershire, North East Lincolnshire, North Lincolnshire, Nottinghamshire, Peterborough, Rutland
4	Lincolnshire County Council area (Districts)	All placements offered in any area in the county i.e. Boston Borough, East Lindsey, Lincoln City, North Kesteven, South Holland, South Kesteven, West Lindsey
5	District in Lincolnshire where the CYP is from or an area of Lincolnshire where the CYP has family connections	District refers to whichever one of areas the CYP is from or wishes to be resident: Boston Borough, East Lindsey, Lincoln City, North Kesteven, South Holland, South Kesteven, West Lindsey
	Area of the country i.e. outside Lincolnshire where the CYP has family connections or placed outside Lincolnshire due to managing risk	If confirmed on the placement request that the CYP is to be placed in a specific area to retain family connections or because of managing risk, then a 5 can be awarded if the placement matches the criteria. For example, a CYP may have family connections in Wales and a placement is requested in that area, this would score a 5 but should be clarified in the comments.

6.7.7. In the example below, Provider B has scored the maximum 20% due to their location being the closest to the best location identified for the CYP:

Provider	Location	Evaluator score 1-5	MAX 20%
A	North East Lincolnshire	3	12%
B	East Lindsey	5	20%
C	Greater Manchester	1	4%
D	Lincoln	4	16%
E	Norfolk	2	8%

Combined scoring and identifying 'Suitable Offers'

- 6.8. The following table shows how, in the examples above, the resulting scores are combined and the overall most suitable Provider identified based on the triple criteria of **Price : Location : Meeting the Need**

Provider:	A	B	C	D	E
Meeting the needs (40% weighting)	32%	24%	40%	8%	16%
Price (40% weighting)	40%	24%	32%	8%	16%
Location (20% weighting)	12%	20%	4%	16%	8%
Total (max 100%)	84%	68%	76%	32%	40%
Ranking	1	3	2	5	4

- 6.9. When all the weightings are combined, Provider A has achieved the maximum score and may be awarded the placement.
- 6.10. The service area is asked to confirm their selection and if they wish to select an alternative Provider to the first ranked choice, they are asked to detail the reason for this. In the example above, Provider C scored maximum marks for **meeting the needs** and scored the 2nd highest mark for **price**; however their **location** score was the lowest; alternatively the service area may choose to prioritise location and may choose to select Provider B.
- 6.11. The choice is then agreed by both the Team Manager and Head of Service or Assistant Director for the relevant service area, after which the LCCPlacements team confirm the placement with the Provider and put the relevant contract paperwork in place.
- 6.12. Providers should return both copies of the signed contract and IPA as soon as possible; the LCCPlacements team will then arrange for counter-signature and will return one complete copy to the Provider for their records.

7. Contract management

- 7.1. Following confirmation of placement the social worker, SEND caseworker or Leaving Care Worker will be in contract with the Provider to make the arrangements for the CYP to move in or start to access services.
- 7.2. Support to the Provider will be provided by an allocated Commissioning Officer who will liaise with the service area in the event of any concerns about placement stability or level of support package.

- 7.3. Providers will be sent a contract assurance self-declaration for completion and return, and LCCPlacements will also request a copy of the current Business Continuity Plan, insurance certificates and Section 11 safeguarding self-assessment⁵. The contract assurance document must be updated and returned annually, though only the Section 11 must be provided each year (the insurances are subsequently annual self-declaration and the BCP is only re-submitted if has been updated).
- 7.4. Standard templates for each of the OSL strands⁶ including the Terms and Conditions, the service specification, blank Individual Placement Agreement (IPA) and contract schedules are published on the [Professionals Hub for Children's Commissioning](#).
- 7.5. Suppliers must adhere to the requirements of the Service Specification (Schedule 1 of the contract) and the IPA (Schedule 2 of the contract), along with the Key Performance Indicators (KPIs) detailed within Schedule 3.
- 7.5. The Commissioning Officer will maintain oversight of regulatory compliance and any changes to Ofsted or CQC⁷ grade or registration status as well as any safeguarding concerns relating to any CYP in placement whether this is a Lincolnshire CYP or from another Local Authority area.
- 7.6. In the event of a safeguarding concern, the Commissioning Officer will liaise with the Local Authority commissioning team where the Provider is located and will consider whether to undertake a Safe and Well check. In the event a Safe and Well visit is required the Commissioning Officer will make arrangements to visit the provision and will be accompanied by a service area representative (social care or SEND team) to review relevant paperwork and procedures. An action plan will then be required, along with regular updates on progress. Discussions may also take place with the relevant LADO and other involved/appropriate professionals depending on the nature of the concern.
- 7.7. In the event a change needs to be made to the placement, social care and/or SEND will agree the requirements with the Provider, to best meet the needs of the CYP. The allocated Commissioning Officer may also support with this if needed. Such changes must be agreed by the relevant Council budget holder. Once agreed, the LCCPlacements team will prepare a revised IPA which will be sent to the Provider for signature.
- 7.8. In the event either the Council or the Provider wish to serve notice on the placement, following discussions and appropriate actions to highlight and resolve any concerns or issues, the relevant notice periods in the Terms and Conditions must be adhered to.

⁵ Lincolnshire County Council advise using the [NSPC section 11 safeguarding self-assessment](#) or other suitable audit tool, followed by the completion of the Council's summary document which will be sent to Providers to complete alongside the contract assurance self-assessment at the point a placement is agreed.

⁶ The standard template documents for the 2 new strands for 2024 will be published after the 2024 OSL re-opening.

⁷ Care Quality Commission

