

## Procurement Plan for Brent

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### Procurement Summary

#### 1. Family Services

We intend to invite tenders for **790** New Matter Starts (NMS) for the provision of face-to-face Family advice within the procurement area (PA) of Brent.

There is currently access to Family advice across the PA, although demand for public family services is low.

To ensure access to advice across a wide range of family issues and taking into account the low demand for public family services we will advertise the tender as **Service Specification B**.

- Providers will be able to tender to deliver either the full range of private Family work and / or public law children work.
- Providers will need to have a permanent presence in the PA.
- Where providers wish to undertake private family work they must tender for and undertake a minimum of **50** Legal Help cases per year.
- Where providers wish to undertake only public law children cases they must commit to undertake at least **5** certificated cases per year.

#### 2. Family & Housing (Combined Service)

We will set aside a small proportion of the available NMS in Housing for providers wishing to deliver a combined Housing and Family service.

We have seen demand for this service within the procurement area. We will therefore make **200** NMS in Housing available for providers wishing to deliver a combined Housing and Family service.

Providers wishing to bid for this service combination will be required to tender for and undertake a minimum of **50** NMS in Housing per schedule year.

#### 3. Social Welfare Law Services

We intend to invite tenders for **3,820** NMS across the core Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits advice, **150** in Community Care and **130** in Employment.

We currently have high levels of access in SWL across the PA and we expect that there will be competition to deliver services in the area. We will therefore invite tenders under **Service Specification A**.

Housing, Debt and Welfare Benefits and Debt will be tendered together as a bundle of services and providers will be required to bid tender for and provide services in all three categories.

- Providers may bid to deliver Housing, Debt and Welfare Benefits either as a single legal entity or as part of a consortium.
- Providers delivering Housing, Debt and Welfare Benefits will need to have a permanent presence in the PA.
- Providers delivering Housing, Debt and Welfare Benefits will be required to undertake a minimum of **100 NMS** in each category per schedule year.
- Providers delivering Community Care will be required to undertake a minimum of **20 NMS** per schedule year.
- Providers delivering Employment will be required to undertake a minimum of **30 NMS** per schedule year.
- Community Care and Employment providers will be required to have a part-time presence in the PA.
- As tenders are invited under **Service Specification A**, we will require providers to employ an authorised litigator in order to conduct Housing and / or Community Care services.

For Debt, Housing and Welfare Benefits, we will divide the available NMS for the PA between the three categories as follows:

PA	Debt	Housing	Welfare Benefits
Brent	630	1,520	1,670

#### 4. Access

There are no potential access issues within Brent as the area is geographically small and good public transport links are available across the whole of the PA. Therefore no criteria will be used to select providers on the basis of their location within the area and providers will only be required to have a permanent presence within the PA.

#### 5. Budget

Current spend in this area is lower than that which we would expect to spend in Family Legal Help according to the Indicative Spend Budget Model. Therefore, the total number of NMS available in this area will be increased to

enable an increase in access to services which moves closer to that suggested by the Model.

Current spend in this area is higher than that which we would expect to spend in SWL services according to the Indicative Spend Budget Model. It is therefore unlikely that we would wish to actively increase the provision of SWL services and matter starts will be carefully managed with the aim of remaining within the level of current spend.

### 6. Current Supply: September 08 – August 09

Category	No. of Providers	NMS opened	Certificates issued
Family (public)	10	718	126
Family (private)	12		129
Debt	2	446	5
Housing	10	1,912	137
Welfare Benefits	5	2,105	1
Employment	2	146	2
Community Care	2	123	5

	Total providers	Current SWL Services						Current Family Services	
		5 core SWL cats	4 core SWL cats	3 core SWL cats	2 core SWL cats	1 core SWL cat	Housing & Family	5+Public law certs	Family private only
<b>Solicitor</b>	<b>14</b>	1	1	0	1	5	4	7	2
<b>NFP</b>	<b>3</b>	0	0	1	0	2	0	0	0