

Procurement Plan for City of Bristol, South Gloucestershire and North Somerset

1. Family Services

We intend to invite bids for approximately **4,880** new matter starts (NMS) for the provision of face to face Family advice within the procurement area (PA) of the City of Bristol, South Gloucestershire and North Somerset.

We have not historically had difficulty in placing services in this PA and the current level of access is good, particularly in the city of Bristol where a significant proportion of the population is located.

As the market in Bristol, South Gloucestershire and North Somerset is well developed, we will invite tenders at **Service Specification A**. This means that:

- Providers will be required to deliver the full range of private family work **and** public law children work.
- Providers will need to have a permanent presence in the PA.
- Providers will be required to tender for and undertake a minimum of **75** Legal Help cases per year and **5** public law certificated cases per year.

Providers who wish to undertake only work for children will be able to tender for a specialist children contract, with no requirement to undertake the full range of family services.

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.

There has historically been limited client demand for this combination of services in the PA and we will therefore invite tenders for a total of **100** Housing NMS made available across the procurement area for providers wishing to deliver Family and Housing services together.

Providers wishing to undertake Housing as part of 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 will invite tenders for approximately **5,050** NMS across the Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits advice, **160** in Community Care and **140** Employment.

Client access in SWL categories is currently focused in Bristol where access to advice is good although access in some of the more rural areas is less well developed.

However, so as not to jeopardise the good access to advice to the full range of work currently available to clients in Bristol we will advertise these tenders as **Service Specification A**.

Housing, Welfare Benefits and Debt will be tendered together as a bundle of services and providers will be required to both 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 **50** 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.

In the categories of Debt, Housing and Welfare Benefits, the allocation of NMS is divided within the procurement area as follows:

PA	Debt	Housing	Welfare Benefits
City of Bristol, South Gloucestershire and North Somerset	2,060	1,100	1,890

4. Access

There are no potential access issues within the City of Bristol but it is important to retain provision in the rural parts of North Somerset and South Gloucestershire. We have therefore identified access points within the PA where we would want to secure services. Providers (other than those delivering Community Care and Employment – see above) will be required to have a permanent presence in the access point(s) in which they deliver services.

Access Point	NMS allocated for Family	NMS allocated for Debt	NMS allocated for Housing	NMS allocated for Welfare Benefits
Bristol	2,490	1,610	800	1,480
South Gloucestershire and North Somerset	2,390	450	300	410

5. Budget

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

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6. Current Supply (September 08 – August 09)

Category	No. of Providers	NMS opened	Certificates issued
Family (public)	32	5,435	1,431
Family (private)	43		1,511
Debt	9	2,150	5
Housing	7	1,599	73
Welfare Benefits	8	1,947	0
Employment	5	141	0
Community Care	2	156	17

	Total Providers	Current SWL Services						Current Family Services	
		Providers delivering 5 core SWL cats	Providers delivering 4 core SWL cats	Providers delivering 3 core SWL cats	Providers delivering 2 core SWL cats	Providers delivering 1 core SWL cat	Providers delivering Housing & Family	Providers delivering 5+Public law certs	Providers delivering family private only
Solicitor	45	0	0	1	1	5	0	26	11
NfP	10	1	1	1	2	5	0	0	0