

## Procurement Plan for Harrow

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### Procurement Summary

#### 1. Family Services

We intend to invite bids for **1,010** new matter starts (NMS) for the provision of face-to-face Family Advice within the procurement area (PA) of Harrow. There is currently access to family services across the PA. To ensure access to advice across a wide range of family issues and taking into account the relatively low demand for public family services we will advertise the tender as **Service Specification B**.

- Providers will be able to tender for 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 and a presence in the access point(s) tendered for as specified.
- Where providers wish to undertake private family work they must tender for and undertake a minimum of **75** Legal Help cases per year.
- Those wishing to undertake only public law children cases 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 a small amount of demand for this service within the procurement area. We will therefore make **100** 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** legal help Housing matters per schedule year.

#### 3. Social Welfare Law Services

We intend to invite bids for **1,550** NMS across the core Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits advice, **120** in Community Care and **100** in Employment.

There is currently a good level of access in SWL across the PA and we expect that there will be competition to deliver services in the area. To ensure continued access to the full range of services we will invite tenders under **Service Specification A**.

Housing Welfare Benefits and Debt will be advertised together and providers will be required to bid 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 **75** 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 we will invite bids under Service Specification A, providers will be required 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
Harrow	370	540	640

#### 4. Access

There are no potential access issues within Harrow as the area is geographically small and good public transport links are available across the whole of the procurement area. 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 in Harrow (September 08 – August 09)**

Category	No. of Providers	NMS opened	Certificates issues
Family (public)	11	933	179
Family (private)	14		308
Debt	4	314	9
Housing	5	791	75
Welfare Benefits	4	729	4
Employment	0	28	0
Community Care	0	110	0

		Current SWL Services: number of providers delivering combinations of categories						Current Family Services: number of providers delivering public/private	
		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>17</b>	0	0	3	1	2	0	7	3
<b>NFP</b>	<b>0</b>	0	0	0	0	0	0	0	0