

## Procurement Plan for City of Stoke on Trent

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### Procurement Summary

#### 1. Family Services

We intend to invite bids for **2,400** new matter starts (NMS) for the provision of face-to-face Family advice within the procurement area (PA) of City of Stoke on Trent.

Clients currently have a good level of access to the full range of Family services within the area and we anticipate that this will continue to be the case. We wish to maintain client access to the full range of family services and will therefore invite bids under **Service Specification A**.

- Providers will be required to deliver the full breadth of Family cases across both public **and** private family law.
- Providers will be required to undertake a **minimum of 100** Legal Help cases per year **and** at least **5** certificated cases in public law children work.
- Providers will be required to have a permanent presence in the PA.

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 Family & Housing service.

There has previously been little demand for this service combination within the procurement area and we intend to invite bids for **100** NMS in Housing available for providers wishing to deliver a combined Housing and Family service.

Providers wishing to provide 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 intend to invite bids for **1,530** NMS across the Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits and **100** NMS in Community Care and **110** NMS in Employment.

The area currently has a reasonable level of service across the SWL categories and we anticipate that this will continue to be the case. To ensure continued client access to services we will invite bids under **Service Specification A**.

Housing, Debt and Welfare Benefits 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 are 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.
- As SWL 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.

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
Stoke on Trent	730	350	450

#### 4. Access

Stoke on Trent is an urban area with a number of old towns that have grown and developed to form a conurbation. There are good transport links across the area. Because of this, no criteria will be used to select providers on the basis of their location within the area. Providers will only be required to have a permanent presence within the PA.

#### 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.

Current spend in this area is lower than that which we would expect to spend in SWL 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

#### 6. Current Supply (September 2008 to August 2009)

Category	No. of Providers	NMS opened	Certificates issued
Family (public)	15	2670	581
Family (private)	16		808
Debt	1	735	3
Housing	2	436	43
Welfare Benefits	1	301	0
Employment	1	110	0
Community Care	0	3	0

	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
<b>Solicitor</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>12</b>	<b>1</b>
<b>NFP</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>