

Procurement Plan for Waltham Forest

Procurement Summary

1. Family Services

We intend to invite bids for approximately **500** new matter starts (NMS) for the provision of face-to-face Family Advice within the procurement area (PA) of Waltham Forest. Provision is currently low in the PA. To increase access to advice across a wide range of family services we will advertise the tender as **Service Specification B**.

There has historically been little access to combined public and private family law services and in order to allow the market to develop we have set the requirement to undertake a minimum number of Legal Help cases at the lower level of **50** NMS per year.

- 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.
- Where providers wish to undertake private family work they must tender for and undertake a minimum of **50** 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 significant amount of demand for this service within the procurement area. We will therefore make **150** 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 matters in Housing per schedule year.

3. Social Welfare Law Services

We intend to invite tenders for **1,480** new matter starts (NMS) across the core Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits advice, **100** in Community Care and **100** in Employment.

Clients currently have access to the range of SWL services, though spend is below that which we would expect based on the indicative spend budget model. We will therefore invite these bids under **Service Specification A**, but

set the minimum NMS requirement at the lower level of **50** to encourage the development of further services.

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 **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 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
Waltham Forest	500	380	600

4. Access

There are no potential access issues within Waltham Forest 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 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 08 – August 09)

Category	No. of Providers	NMS opened	Certificates issued
Family (public)	4	416	36
Family (private)	5		84
Debt	2	360	1
Housing	5	515	85
Welfare Benefits	4	600	0
Employment	1	72	0
Community Care	1	6	0

	Total providers	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
Solicitor	7	1	0	0	1	3	1	3	1
NFP	2	0	0	0	1	1	0	0	0