

## Procurement Plan for West Essex

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### Procurement Summary

#### 1. Family Services

We intend to invite bids for approximately **4,690** new matter starts (NMS) for the provision of face to face Family advice within the procurement area (PA) of West Essex.

The area currently has a good level of service across the PA. To maintain client access to the full range of family services we will invite providers to bid 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 procurement area and a permanent presence in the access point(s) tendered for.

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.

Access Points	NMS allocated for Family	Presence required
Harlow & Epping Forest	800	Permanent
Thurrock	840	Permanent
Brentwood & Basildon	1100	Permanent
Chelmsford	950	Permanent
Braintree & Uttlesford	1000	Permanent

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

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

There has previously been some demand this service combination within the PA and we therefore intend to invite tenders for **150** NMS in Housing 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 approximately **4,130** NMS across the Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits advice, **100** NMS in Community Care and **330** NMS in Employment.

Clients currently have access to the full range of SWL services across the PA, with the exception of Braintree and Uttlesford. We wish to ensure clients can continue to access this level of service and will therefore invite tender under **Service Specification A**.

In Braintree & Uttlesford, where we have historically had difficulty securing services, we will accept bids from providers with a permanent presence in the PA who can deliver a service in this access point on a part time basis.

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 be required to have a permanent presence in the PA and a presence in the access point(s) tendered for as specified.
- Providers delivering Housing, Debt and Welfare Benefits will be required to undertake a minimum of **100** NMS in each category per schedule year.
- Providers will be required to undertake a minimum of **20** NMS in Community Care per schedule year.
- Providers will be required to undertake a minimum of **30** NMS in Employment per schedule year.
- Community Care and Employment providers will be required to have a part-time presence in the PA.
- As SWL tenders are invited under **Service Specification A**, the requirement to employ an authorised litigator in Housing and/ or Community Care will be an essential criterion.

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
West Essex	1,890	1050	1,190

<b>Access Points</b>	<b>NMS allocated for Debt</b>	<b>NMS allocated for Housing</b>	<b>NMS allocated for Welfare Benefits</b>	<b>Presence required</b>
Harlow & Epping Forest	230	170	220	Permanent
Thurrock	620	470	240	Permanent
Brentwood & Basildon	430	170	450	Permanent
Chelmsford	510	120	180	Permanent
Braintree & Uttlesford	100	120	100	May be delivered by Part Time presence for Providers with Permanent presence in the PA.

#### **4. Access**

West Essex is a predominantly urban area with a large population. Good public transport links are available across the PA. Access to Family and SWL services is widely available across the PA and to ensure continued availability for clients we will make NMS available for particular access points within the PA as specified.

#### **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 from that which is currently being delivered 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 from that which is currently being delivered to enable an increase in access to services which moves closer to that suggested by the Model.

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

<b>Category</b>	<b>No. of Providers</b>	<b>NMS opened</b>	<b>Certificates issued</b>
Family (public)	36	4,264	953
Family (private)	44		1,349
Debt	8	1,889	6
Housing	8	952	72
Welfare Benefits	8	1,006	0
Employment	7	333	1
Community Care	3	9	0

		<b>Current SWL Services</b>						<b>Current Family Services</b>	
	<b>Total Providers</b>	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>46</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>26</b>	<b>9</b>
<b>NFP</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>