

Procurement Plan for Wigan

Procurement Summary

1. Family Services

We intend to invite bids for approximately **1,800** new matter starts (NMS) for the provision of face to face Family Advice within the procurement area (PA) of Wigan. There is currently a good level of access to the full range of Family services within the PA and we anticipate that this will continue to be the case. We will therefore invite providers to tender under **Service Specification A**.

- Providers will be required to tender for and deliver the full range of private **and** public family law.
- Providers will need to have a permanent presence in the PA and in the access point(s) tendered for where specified
- 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 & Family service. There has previously been little demand for this service combination within the PA and we therefore intend to make **100** Housing NMS 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** Legal Help Housing matters per year.

3. Social Welfare Law Services

We intend to invite bids for **2,780** new matter starts (NMS) across the core Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits advice, with an additional **100** in Community Care and **100** in Employment. We will invite tenders under **Service Specification A**.

Housing, Welfare Benefits and Debt will be advertised together and providers will be required to both tender for and provide services in all three categories.

- Providers may bid to deliver Debt, Housing and Welfare Benefits either as a single legal entity or as part of a consortium.

- Providers delivering Debt, Housing and Welfare Benefits will be required to tender for and undertake a **minimum of 100** NMS in each category per schedule year
- Providers delivering Housing, Welfare Benefits and Debt will need to have a permanent presence in the PA and in the access points where specified.
- Providers delivering Community Care will be required to have at least a part time presence in the procurement area and 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 are inviting tenders 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
Wigan	1,220	420	1,140

4. Access

Whilst the PA is not geographically large, the population is equally distributed across the north and south and is seen by residents as two very distinct areas.

We wish to maintain access across both the north and the south of the PA and will therefore make NMS available in two defined Access Points. In order to bid for these matter starts, the provider must have a permanent presence somewhere within the Access Point they are bidding for. Whilst services have been readily available in one access point it has been difficult to maintain a good level of services across the wider PA. We therefore intend to prefer bids from providers who could deliver services from a permanent presence in both access points in the procurement area.

The matter starts will made available as follows:

Access Point	NMS allocated for Family	NMS allocated for Debt	NMS allocated for Housing	NMS allocated for Welfare Benefits
1. Wigan Including: Hindley	900	610	210	570
2. Leigh Including: Ashton-In-Makerfield	900	610	210	570

Atherton Golborne Tyldesley				
-----------------------------------	--	--	--	--

5. Budget

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

Consideration will also be given to the possibility that some SWL services provided by suppliers based within the area are currently being delivered outside of the PA. NMS awarded in this PA must be delivered from offices within the PA.

6. Current Supply: September 08 – August 09

Category	No. of Providers	NMS opened	Certificates issued
Family (public)	11	1,991	427
Family (private)	11		507
Debt	3	1,590	48
Housing	2	332	33
Welfare Benefits	3	1,272	0
Employment	0	64	0
Community Care	1	121	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	11	0	1	1	0	0	0	9	0
NFP	1	0	0	0	1	0	0	0	0