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**Expression of Interest (EOI)**

**North Northamptonshire Council**

**The WAVE PROGRAMME**

**Version Control**V0001

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## Expression of Interest Scope

* 1. North Northamptonshire Council (hereafter known as “the Council”) requires information on your capability and capacity to provide the services detailed below.
  2. Any potential Supplier who fails to respond to this Expression of Interest within the stipulated timescales in Table A will **exclude themselves from the Procurement process for this project**.
  3. To confirm your interest in bidding for this opportunity by completing Table C, below, and returning this completed expression of interest, alongside any other requested information by email to [lee.howe@northnorthants.gov.uk](mailto:procurement@northnorthants.gov.uk) .
  4. We would be grateful if you would provide feedback in Table D below, and kindly return this document to [lee.howe@northnorthants.gov.uk](mailto:procurement@northnorthants.gov.uk) as this will be valuable feedback for the Council.
  5. If you are interested in bidding, please complete Table E and the Pricing Schedule and return to [lee.howe@northnorthants.gov.uk](mailto:lee.howe@northnorthants.gov.uk)

## Procurement Timetable

* 1. The procurement process is intended to follow the timetable set out in Table A, below.

**Table A – Procurement Timetable**

| Activity | | Time and Date  (as applicable) |
| --- | --- | --- |
|  | Publication of this Expression of Interest | Wednesday, 20 August 2025 |
|  | Deadline for Submission of EOI\* | Tuesday, 3 September 2024 |

* 1. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e., \*, are provided for **guidance only** and are **subject to change** at short notice, or without notice, until such time as the opportunity is published.

## Background to the Requirement

* 1. This Expression of Interest is being conducted using the following Framework.

|  |  |
| --- | --- |
| **Framework title** | The Wave Programme |

* 1. The location from where the service will be delivered is

North Northamptonshire Council

The Council’s registered address is:

Sheerness House, 41 Meadow Road

Kettering

Northamptonshire

NN16 8TL

* 1. **Overview of Key Information Relevant to this Expression of Interest**

The WAVE Programme is a locally adapted version of the national [Pause Programme](https://www.pause.org.uk/what-we-do/), designed to offer a more comprehensive and outcome-focused service. Drawing on learning from Pause, WAVE was developed to better meet local needs.

The aim of the WAVE service is to reduce future domestic abuse by supporting young people who are in care, or care experienced young people, to make more informed choices regarding Sexual Health, Sexual Safety and Healthy Relationships. The service will also engage with Northamptonshire Children’s Trust CIC and Leaving Care teams to provide training and support to these frontline teams.

The service and caseloads will predominately be focused on young females (16 -25yrs) but will also seek to develop support to young males leaving Care. The work will be focused on Sexual Health, Sexual Safety, Healthy Relationships and reducing Domestic Violence, with particular focus on supporting young people to access existing services and for the team to work with those services to share a Trauma informed approach. This service will **not** replace the existing Personal Advisors (PA’s) support available to young people but work closely alongside PAs to enhance the offer of support to those identified as at high risk.

**The Wave: Key Principles of Support**

**1. Person-Led**

* Young people are at the heart of their support planning—setting their own goals, choosing session activities, and shaping the broader support model. Ongoing formal and informal feedback is integral to this process.

**2. Relationship-Based**

* Trusting relationships are foundational. Effective communication and emotional safety are critical when working with young people who have experienced trauma, distrust professionals, and may struggle with emotional regulation and interpersonal relationships.

**3. Holistic**

* Support addresses multiple aspects of a young person’s life based on their unique needs and aspirations, ensuring comprehensive and meaningful interventions.

**4. Place-Based**

* Delivered by a skilled team with strong local knowledge and connections to community services, support is embedded within the young person’s environment for maximum relevance and impact.

**5. Flexible**

* Support adapts to the evolving circumstances of each individual. Low caseloads and a small personalisation fund for each young person allow for intensive, tailored support when needed.

**6. Low Caseloads**

* Caseloads are maintained between 8–10 young people per worker to ensure flexibility, responsiveness, and depth of engagement.

**7. Focused on Sustained Achievement**

* Support empowers young people to develop the confidence, skills, and knowledge to access wider services and move toward independence. The ethos is ‘doing with’, not ‘doing for of to’.

**8. Support for the Wider System**

* The Wave collaborates with services such as Child in Care and Leaving Care teams to share learning and provide systemic support, enhancing outcomes at both individual and service levels.

**9. Collaboration with the Wider System**

* Active involvement in multi-agency meetings and professional networks ensures advocacy, promotes safety, and supports positive relational outcomes for young people.
  + 1. **Objectives**

Key principles:

* Place based, Person centred, Relationship based model.
* Up to a 6-month offer, case working with young people who are in care or who have been in care focusing on sexual health, sexual safety, healthy relationships with the aim of reducing future harm/domestic abuse.
* Specialist Case Workers carrying out young person led targeted pieces of work with small caseloads of young people (8-10)
* Due to the intensity of the work, case workers and frontline staff will require access to clinical support and regular clinical supervision to enable them to do their job competently and safely, (psychologically and physically).
* Engagement will be through a combination of 1:1 and group work, according to need.
* Flexible working to be led by the young people including access to Flexible Personalisation Funds.
* The final breakdown and structure of the above will be determined through co-production/co-design with Northamptonshire Public Health/CIC/Leaving Care.
* Reducing unplanned pregnancies and instances of children entering care.
* Reducing exploitation and abuse among care‑experienced young people.
* Improving mental wellbeing and reducing health disparities in this group.

**Outcomes:**

* All young people complete 2 self-assessments (Start/End) to measure their continued progress including engagement with existing services.
* Creation of self-care support tool including key dates/contacts/services for all young people who engage with the service.
* Data (Progress Reports/Evaluation/1 x Case Study per month).

**The Offer to the Young People:**

* Up to 6 months dedicated support from a skilled and known professional.
* The opportunity to inform the support that the young people need.
* Combination of 1:1 and group support – whatever suits the young people best.
* Support to effectively engage independently with external support agencies.

**The Wellbeing of Staff**

* Pairing less experienced staff with senior mentors or preceptors.
* Provision of clinical supervision and support from a professional psychologist as required
* Established internal pathways to escalate concerns and the support of complex and/or emergency cases
* Regular, structured one-on-one and group sessions.
* Provision of emotional support, case reflection, and professional guidance.
* Helps maintain clinical standards and address ethical dilemmas.
  + 1. **Key Timeline, Milestones and Tasks**

North Northamptonshire Council is undertaking this EOI to test the market in

preparation for a potential recommissioning process, should this be required. A final

decision regarding recommissioning is expected by September 2025. At this stage,

no procurement process is confirmed. Any parties expressing an interest through

this EOI will be kept informed and contacted at a later date, once further clarity and

decisions have been reached.

* + 1. **Length and Value of Contract (if known)**

1. The contract will run for a maximum of 12 months, with the option for a further 12-month extension, in essence a maximum 24-month contract. This is subject to change.
2. The annual value of this contract is £150,000 PA, with a possible 1-year extension (in total 2 years).
   * 1. **Confidentiality Requirements**

**1. Legal & Regulatory Frameworks**

Any provider delivering services for vulnerable or care-experienced young people under a council-commissioned contract must comply with:

### **Data Protection Act 2018 & UK GDPR**

* All personal data must be processed lawfully, fairly, and transparently.
* Young people's sensitive data (e.g., health, care status, sexual health) must have enhanced protections.
* Data minimisation: only collect and share what's strictly necessary.
* Data sharing must have clear legal bases and often requires consent, public task, or vital interest justification.

## 2. Confidentiality Clauses in Contract (Likely Provisions)

The contract will include:

### **Non-Disclosure Obligations**

* Providers and staff must not disclose any information about service users or council operations to third parties without written permission from the council.
* This obligation typically survives termination of the contract.

### **Safeguarding Overrides Confidentiality**

* Confidentiality can be breached to protect a child/young person from harm.
* Any disclosure for safeguarding must follow strict protocols and be logged, with relevant authorities (e.g., social care, police) informed appropriately.

## 3. Information Sharing Protocols

Providers must adhere to North Northamptonshire Council’s Information Sharing Agreements (ISA), which typically:

* Define when, how, and with whom information can be shared (e.g., multi-agency panels, safeguarding boards).
* Require secure data storage, access controls, and audit trails.
* Mandate staff training on data protection and confidentiality.

## 4. Consent and Young People

* Gillick competence applies: young people aged 13+ can often consent to services and data sharing themselves if deemed competent.
* Where consent is sought, it must be informed, specific, and recorded.

## 5. Contact Logs & Monitoring

* Confidential case records and contact notes must be accurate, contemporaneous, and stored in council-approved systems.
* The council may audit confidentiality compliance periodically.

## Breach Consequences

* Any breach of confidentiality can lead to contract termination, legal action, or reporting to regulatory bodies (e.g., ICO, Ofsted).
* Breaches involving young people may also result in safeguarding reviews.
  + 1. **Security and Vetting Requirements**

**1. Disclosure & Barring Service (DBS) Checks**

Any staff working with care-experienced or vulnerable young people must undergo enhanced vetting.

Enhanced DBS with Barred List Check (Children)

* Mandatory for all staff with direct contact with young people.
* Includes criminal record, police information, and checks against the Children’s Barred List.
* Must be renewed at least every 3 years (some contracts require annual re-checks).

DBS Portability Policy

* Council may accept recent DBS checks (less than 12 months) if on the DBS Update Service but reserves the right to request a fresh check.

**2. Security Clearance for Data Access**

Access to Sensitive Data

* Staff accessing care plans, health records, or council systems must have role-based access controls.
* Providers must implement cybersecurity controls in line with Cyber Essentials or ISO 27001 (if handling data electronically).

Data Security Training

* All staff must complete mandatory annual training on:
* Data Protection (UK GDPR/DPA 2018)
* Information security and secure handling
* Recognising and reporting data breaches

**3. Premises and IT Security**

Physical security of any service premises must include:

* Secure storage of records (locked cabinets/rooms)
* Visitor controls and sign-ins
* IT systems used to store or process personal data must have:
  + Encrypted devices
  + Secure logins and two-factor authentication
  + Regular patching and antivirus protection

**4. Council Oversight & Audit**

* Council reserves the right to inspect vetting records, audit staff files, and approve key appointments.
* Providers must maintain a Single Central Record of all vetting checks.

**Non-Compliance Consequences**

Failure to meet security or vetting requirements may result in:

* Immediate suspension of staff from the project
* Financial penalties under contract terms
* Contract termination or reporting to Ofsted/ICO/regulatory bodies
  1. If you are interested in this opportunity, in line with the Key Information relevant to this Expression of Interest set out above, please return your responses to [lee.howe@northnorthants.gov.uk](mailto:procurement@northnorthants.gov.uk) by **no later than the Deadline to Return Confirmation Related to this Expression of Interest in Table A**.

## Right to Cancel or Vary this Expression of Interest

* 1. The Council reserves the right to:
     1. Cancel all or part of this Expression of Interest at any stage and at any time without notice
     2. Amend, clarify, add to, or withdraw all or any part of the Expression of Interest at any time; and/or
     3. Re-run the Expression of Interest if the requirements or timescales change at any time.
  2. Participation in this Expression of Interest does not imply or guarantee that the Council will proceed to a future procurement process. The Council does not bind itself to running a procurement or awarding any resultant contract, following the conclusion of this Expression of Interest activity.
  3. In accordance with the requirements of the Council’s Contract Procedure Rules and the Wave framework agreement, the Council is committed to conducting this Expression of Interest in such a way that it does not prejudice any future potential Supplier.

## Contact Details for this Expression of Interest

* 1. The Contact Details for this Expression of Interest are set out in Table B, below.

**Table B – Contact Details for this Expression of Interest**

|  | **Details Required** | **Contact Details** |
| --- | --- | --- |
|  | Contact Name: | Lee Howe |
|  | E-mail Address: | [Lee.howe@northnorthants.gov.uk](mailto:Lee.howe@northnorthants.gov.uk) |

## Potential Supplier confirmation of interest in Expression of Interest

* 1. Potential Suppliers who are interested in this opportunity, in line with the Key Information Relevant to this Expression of Interest set out above, please complete Table C, below, returning this document, in addition to completing any requested documents and send your confirmation to [lee.howe@northnorthants.gov.uk](mailto:lee.howe@northnorthants.gov.uk) in line with the expression of interest deadline stated in Table A, above.

**Table C – Potential Supplier contact details**

|  |  |  |
| --- | --- | --- |
| **Contact Details relating to expression of interest**  *Potential Supplier contact details for enquiries about this expression of interest* | | |
| 1. | Contact name | Click to enter text. |
| 2. | Name of organisation | Click to enter text. |
| 3. | Role in organisation | Click to enter text. |
| 4. | Phone number | Click to enter text. |
| 5. | Email address | Click to enter text. |
| 6. | Postal address (including post code) | Click to enter text. |
| 7 | Signature (print name or electronic is acceptable) | Click to enter text. |
| 8 | Date | Click to enter date. |

## Potential Supplier Confirmation of Non-Participation in this Expression of Interest

* 1. If you are not interested in bidding, please provide reason(s) by completing Table D, below, and kindly return this document to [lee.howe@northnorthants.gov.uk](mailto:procurement@northnorthants.gov.uk) as this is will be valuable feedback for the Council.

**Table D**

|  |  |  |
| --- | --- | --- |
| **Potential Supplier - Reasons for not bidding**  *Potential Supplier reasons for not being interested in bidding* | | |
| 1. | Contact name | Click to enter text. |
| 2. | Name of organisation | Click to enter text. |
| 3. | Role in organisation | Click to enter text. |
| 4. | Phone number | Click to enter text. |
| 5. | Email address | Click to enter text. |
| 6. | Reason(s) you are not interested in bidding | Click to enter text. |

**Table E – additional information to support the Expression of Interest**

|  |
| --- |
| **Potential Supplier (*500-word count max*)**  Please provide a narrative overview of how you anticipate delivering the Wave service, including what methods of engagement and measuring tools you will use to engage, deliver and measure the success of the programme. |
|  |

| **Pricing Schedule** | | | |
| --- | --- | --- | --- |
|  | Please complete the pricing schedule below. | | |
|  | **Items** | **Year 1 (2026/27)** | **Year 2 (2027/28)** |
|  | Staff Costs  E.g. Salaries for Wave workers, clinical psychologists etc | £Click to enter text. | £Click to enter text. |
|  | Administration Costs  E.g. Stationery, Telephone, Printing, Travel, Information Technology etc. | £Click to enter text. | £Click to enter text. |
|  | Management Costs  E.g. Clinical Governance, Quality Assurance, Staff Management | £Click to enter text. | £Click to enter text. |
|  | Additional Costs  Please specify: | £Click to enter text. | £Click to enter text. |
|  | Total Cost (A+B+C+D+E)  This is the figure that will be used for the price evaluation, as detailed in this document. | £Click to enter text. | |