

**Contract of services between West Northamptonshire Council and
Northamptonshire Saints Foundation**

FOR

The prevention of post 16 students becoming NEET

With effect from 1st September 2025

Our vision is for all children and young people with SEND, to thrive and fulfil their potential.

That West Northamptonshire is a place where our children and young people are happy and
live their best life.

That all children and young people are healthy, safe and part of inclusive communities

That all children and young people, including those with SEND or in Alternative Provision,
thrive and are given opportunities to enable them to achieve aspirational outcomes.

That all children and young people have a good start in life, are creative, inspired to succeed
and achieve their dreams and ambitions

That all young people seize opportunities as they grow and journey into adulthood as valued
citizens.

BETWEEN,

West Northamptonshire Council, (WNC) of One Angel Square, Angel Street, Northampton,
NN1 1ED

AND

Northampton Saint Foundation, Cinch Stadium at Franklin's Gardens, Weedon Road
NN5 5BG

DEFINITIONS AND INTERPRETATION IN THIS AGREEMENT

WNC - West Northamptonshire Council

Agreement: This Agreement and its attached Schedules, as executed by the Parties

Code of Practice: The SEN Code of Practice issued by the Secretary of State

Data Protection: the Data Protection Act 1998 (DPA), and all related regulations

DBS: Disclosure and Barring Service

EHC Plans: Education, Health & Care Plans

Key Personnel: provider staff identified to ensure the contract is delivered

KPIs: Key performance indicators set out in this agreement at schedule 2

LA: Local Authority

SEN: Abbreviation of Special Educational Needs, as defined in Education Act 1996

Specialist: where the equipment or support provided is greater than normally found in mainstream schools as part of their additional and different SEN provision.

Interpretation: This contract does not replace existing duties of WNC or providers in respect of all pupils including those with SEN. Words in the singular shall include the plural and vice versa. Reference to one gender shall include all genders.

A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.

Schedule 1 – Services to be delivered,

Schedule 2 – Key performance Indicators,

Schedule 3 – Financial Arrangements

Details	Council	Provider
Name	West Northamptonshire Council	Northampton Saints Foundation
Registration Number	N/A	Charities number 1176345
Address	One Angel Square, Angel Street, Northampton, NN1 1ED	Cinch Stadium at Franklin's Gardens, Weedon Road, NN5 5BG.
Contract Manager	Education Commissioning Manager	Jordan Letts – Chief Executive
Contact Telephone number	07584368998	07713783505
Contact Email	Eloise.heneghan@westnorthants.gov.uk	Jordan.Letts@northamptonsaintsfoundation.org
Escalated Persons	Assistant Director for Education. Ben Pearson	Chair of Trustees Jon Drown.

Each 'a party' and together 'the parties' to this Agreement

PURPOSE OF AGREEMENT

The purpose of this agreement is to set out the arrangement to deliver,

A 12-week programme, for students who are 16+ where the values of rugby will be embedded to develop personal, social, life and employability skills of young people. The programme should specifically target young people who are not in education, employment, and training with the aim of positively changing lives and choices. These areas of development will be required to be placed into a structured timetable offering employability skill development, work experience and enrichment activities.

The three key focuses area should provide bespoke and tailored interventions preparing the young people for employment, education, or training. The programme should help build self-confidence, self-esteem, develop personal and professional relationships as well as guiding and coaching for a positive progression.

COMMENCEMENT AND DURATION

The contract takes effect from 01.09.25 and shall continue for the term of 12 weeks, ending 31.12.25

Either party may seek amendment to this contract, requesting a review and giving notice of at least 2 weeks which can be waived by agreement. The timescale for implementation of any changes thereafter will be at least 2 weeks to reflect the need for arrangements to transfer pupils to other provisions.

WNC may extend this Agreement beyond the Initial Term by a further period or periods of up to a maximum of 3 years giving the Provider written notice then the Term shall be extended by the period set out in the notice.

If WNC does not wish to extend this Agreement beyond the initial duration, this agreement shall expire on the expiry of the Initial Term.

FINANCIAL ARRANGEMENTS

In consideration of the provision of the Services by the Provider in accordance with the terms and conditions of this Agreement, WNC shall transfer the Delegated Budget to the Provider and these payments shall be made by the Council. WNC will provide a Budget statement to the Provider Governing Body.

The Provider agrees that they shall be responsible for all costs associated with the provision of educational services. For the avoidance of doubt WNC shall not be responsible for the costs of including suitable premises, amenities, staffing, resources, equipment and books. Unless otherwise explicitly agreed by the council.

The Provider shall ensure that any interest that accrues on funding delegated for the alternative provision prior to them being fully expended is added to the alternative provision budget and used solely to contribute to the cost of the Alternative Provision.

The Provider shall maintain complete and accurate records of, and supporting documentation for, all amounts which may be chargeable to Council pursuant to this Agreement. Such records shall be retained for inspection by the Council for 3 years from the end of the Contract Year to which the records relate.

NUMBER OF PLACES AND PERIOD

WNC will commission 26 places for a period of 12 weeks as set out in Schedule 1,

KEY PERSONNEL AND STAFFING STRUCTURE

The setting will ensure appropriate staffing is in place to effectively run the programme for the agreed number of placements and time frame.

OTHER PERSONNEL USED TO PROVIDE THE SERVICE

The Alternative Provision will, with appropriate specialist input and advice, strive to achieve positive outcomes for all pupils across all aspects of West Northants 'Local Offer' Framework; by providing a range of support for students.

Where Speech & Language Therapy and Occupational Therapy specified within any individual EHCPs exceeds the level ordinarily available from the local NHS provider, the LA will determine whether commissioning a service or additional delegated funding is needed. This determination will be made having regard to the totality of the resources available to the provider and the costs involved in operating the SRP. In this instance the Head of Provision must confirm costings with WNC before there is agreement or monies spent, if they are additional to the agreed sums in appendix 3. Additional funding will not be unreasonably withheld.

Any health professional, therapist or psychologist commissioned or directly employed by the provider must be Health and Care Professions Council (HCPC) compliant. The alternative provision is responsible for undertaking and updating relevant checks with the HCPC and for ensuring appropriate and relevant clinical supervision in accordance with the professional standards for any external professionals which it has commissioned.

ADMISSIONS AND EXIT ARRANGEMENTS

Entry Requirements: Young people who are NEET and have a Special Educational Need and/or Disability, including some who have an EHCP

TRANSITION

Transition to Education, Employment or Training.

MONITORING AND EVALUATION

NSF monitor young people's progress weekly, and provide additional intervention or support when needed.

Monthly reports about progress against individual targets will be provided to the Council. These outcomes will inform the wider performance reporting for the SEND & AP Programme.

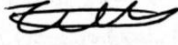
A formal review of the programme will be completed by Warwick University and will be shared with WNC.


CONFIDENTIALITY

Without prior written consent, neither party shall use or disclose and shall procure that their employees or any other persons in receipt of confidential information, shall not use or disclose any information concerning the business or the affairs of the third party, except for:

- Information in the public domain (other than by breach of this clause)
- Information which the recipient is obliged to disclose by law

Authorised signatories.

Executed as a deed of trust for and on behalf of Alternative provision	Date Signed
Head of Provision	03/09/2025
Chief Executive Jordan Letts	

Executed as a deed of trust for and on behalf of West Northamptonshire Council	Date Signed
Authorised WNC Signatory	04/09/2025
Assistant Director of Education Ben Pearson	

Schedule 1 (Specification): Services to be delivered

The following should be delivered within the service to 26 young people for a period of 12 weeks,

Programme Content:

Employability Skills focusing on a readiness for work or education

- Communication
- Teamwork
- Resilience
- CV Writing
- Interview Skills
- Managing Personal finance

Enrichment/Tutorial

- 121 tutor/young person review
- Personal development plans
- SMART goal settings
- Topic led workshops, e.g., knife crime, vaping, British Values, documentaries
- Apprenticeship workshops
- Sport and Physical Activity
- PHSE (Personal, Social, Health and Economic: A calendar of workshop sessions aimed at promoting health and wellbeing, relationships and living in the wider world.

Typically covering a range of topics from:

- Awareness of Mental health
- Importance of physical activity
- Keeping safe in the community and online
- Awareness of drugs and alcohol.

Work Experience

A period of 20 hours of work experience will be required for each student.

The goal of this diverse work experience program is to provide young people with a broad range of opportunities that expose them to various career paths and offer valuable insight into the working environment. This approach ensures that learners gain practical knowledge, helping them build skills that will benefit them in their future careers. The following areas are a range of areas which should be incorporated into the programme,

- Retail
- Charity
- Engineering
- Hospitality

- British Army
- Royal Navy
- Fire and Rescue Service
- Financial sector
- Trade skills

Schedule 2: Key Performance Indicators

Assessment: Portfolio of learner evidence, attendance, resources, monitoring of progress (121's) and accreditation from 'bolt on' qualifications, for example First Aid and CVs.

- The provider shall report once at the end of the project, the following information to the Council in the form reasonably specified by the Council:

Outcomes of the programme

- A minimum of 90% positive progression of young people on the programme to employment, education, and training.
- A minimum of 20 hours work experience
- Development of soft skills
- Improved self-confidence and assurance of young people
- Reduced numbers of NEET
- Readiness for work through our Theory of Change 'Journey to work' Activity

Data

- The number of pupils who have completed the programme
- Number of students enrolled on course throughout project
 - by total and by gender, free schools meals, BME, LAC
 - subject to EHCP or not yet subject to a plan
- Attendance data
- Outreach activity which has taken place
- Evidence of good outcomes Portfolio
- Evidence student satisfaction
- Evidence of student views

Schedule 3 – Funding for provision

£1,816.25 per learner. This includes all learning materials and costs for staff, premises, transport etc

26 learners x £1,816.25 = £47,219.25