



Inclusive Governance

Tender Document

1. Background

Scottish Autism is Scotland's national autism charity. Scottish Autism is governed by a Board of Trustees who have a range of expertise and experience.

We offer a diverse range of direct services for around 400 autistic people including education, day and vocational opportunities, residential, supported living, outreach, respite and specialist transition support. We also provide general and specialist advice to a large number of autistic people, health and social care professionals, carers, employers and others through our advice line, One Stop Shop and other services. We also campaign and advocate on a range of issues that impact autistic people in Scotland.

We are dedicated to enriching the lives of autistic people and enabling their voices to be heard. We are constantly learning and pushing out the boundaries of quality which takes our partnership working beyond the UK and into Europe in particular.

The Board is supported by the Senior Leadership Team (SLT) comprising Chief Executive, Deputy Chief Executive, Director of Autism Services, Director of Finance and Corporate Affairs and Director of People and Culture. We also have a Wider Leadership Team (WLT) comprising a range of third tier managers working across all functional areas.

Our Vision

A world where autistic people are understood and enabled to lead meaningful and fulfilling lives as valued members of the community.

Our Mission

To enable autistic people to lead happy, healthy and fulfilling lives.

Our Values

COLLABORATION

We work with others and value their opinions

COMPASSION

We work with each other and our supported individuals with care and kindness

CHANGE MAKERS

We never stand still, we move positively forward always focused on quality and being the best

CONTRIBUTION

We love what we do, we never lose sight of our purpose and the difference we make in society.

2. Purpose of the Tender Invitation

We are fully committed to enabling the voice and choice of the people we support in decisions that affect their lives.

As an organisation we wish to ensure that the voices of the people we support and those of autistic people in communities across Scotland shape our strategy and service delivery.

To this end, we have recognised that, to ensure that those voices are heard, respected and included, we need to further develop our approach to organisational governance.

Scottish Autism is therefore seeking tenders from individual autistic consultants or an autistic led organisation or consortium to support us to develop and deliver a change programme that will result in inclusive governance at Board and operational level.

We are seeking creative, collaborative approaches. We anticipate that in order to make recommendations and develop a way forward you will require to engage with our Board of Trustees, Senior and Wider Leadership teams as well as our service based staff and supported people.

3. Process

We are seeking a consultancy service to carry out the following three stages of the review leading to Inclusive Governance:

Stage One

To engage with the Board and SLT about their goals and expectations for inclusive governance, how these goals might align with trustee and SLT accountabilities and responsibilities, and what the barriers might be. Should inclusive governance include wider autistic communities as well as the people we support?

To engage with the wider leadership team particularly around how inclusive governance might work at an operational level, the barriers, threats and opportunities, and resources.

To engage with the wider leadership team particularly around how inclusive governance might work at an operational level, the barriers, threats and opportunities, and resources. Also, to consider what experience the WLT members have and bring to bear on the discussion.

Stage Two

To work closely with the SLT presenting options for achieving inclusive governance. Describing how each option would work in practice and methods for implementation. Set out the risks of each option, likely implementation timescales and costs.

Stage Three

We may require support to implement the chosen option. This would be subject to a further tender but you should indicate your willingness to carry out this further piece of work and your experience.

Your tender submission should include the following:

- A. Experience of carrying out similar reviews particularly within the social care sector and charities or a supporting statement outlining why you feel suited to undertaking this work
- B. Approach to the review including how you will engage with the Board, SLT and the Wider Leadership Team
- C. Approach to identifying risks and mitigation strategies
- D. Expectation of timescales for each stage
- E. Price for carrying out each stage of the review and clear costs for any additional or optional elements
- F. Two referees for similar projects or completed consultancy work

4. Tender Evaluation

Experience of carrying out similar reviews or other relevant experience
Understanding of the context of Scottish Autism and the desire for inclusive governance
Approach to supporting good engagement during such reviews
Approach to identifying risks and mitigation strategies for the review
Approach to evaluating success of the review
Ability to bring innovation to the review and its outcomes
Price/ Value of Stages One and Two

5. Tender Process and Timescales

Tender submissions should be sent to Charlene Tait, Deputy Chief Executive Charlene.Tait@scottishautism.org by 12 noon on Monday 5th April 2021.

Tenders will be evaluated week commencing 12th April 2021 by the Senior Leadership Team and a follow up teams call is likely to be scheduled week commencing 19th April 2021

The results of the evaluation of tenders will be conveyed on or before the 16th April 2021

6. Further Information

Please contact Charlene.tait@scottishautism.org for any further information you need.