



Protocol for Managing a Placement Contract

This protocol should be used in every instance whereby Nottingham City Council commissioning a Children in Care placement.

NB: This Protocol is not exhaustive. It outlines the key processes for opening, closing and managing a contract. Issues presented throughout the lifetime of a contract, should be managed through the relevant East Midlands Regional Provider Framework Contract and/or Nottingham City Council Protocols and Procedures.

This process should be completed by Nottingham City Council's Placement Service. The primary responsibility lies with the relevant Placement Service Contract Officer.

