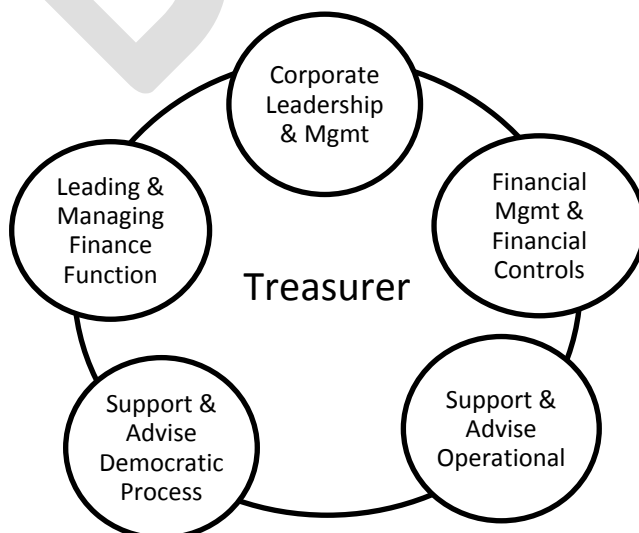


STATUTORY OFFICER FUNCTIONS:

FINANCIAL MANAGEMENT
<p>ROLE OF TREASURER (CFO) – LOCAL GOVERNMENT PENSIONS SCHEME (LGPS)/ SOUTH YORKSHIRE PENSIONS AUTHORITY (SYPA)</p> <p>The SYPA is a local authority body. The CFO of the local authority (Section 151 Officer) is therefore responsible for the financial administration of all aspects of the Authority. The CFO should maintain oversight and control for spend that s/he oversees and ensure that reports are submitted to the Pensions Authority for approval in relation to budgets (including the MTFs), monitoring and accounts.</p> <p><i>Section 73 of the Local Government Act 1985 states ‘Each authority shall make arrangements for the proper administration of its financial affairs and shall secure that one of its officers has responsibility for the administration of those affairs’.</i></p> <p>The Local Authority’s Section 151 Officer acts as the Treasurer on behalf of the SYPA.</p> <p>The Service Director Finance (BMBC), acting in the role of Section 151 Officer is the Treasurer of the SYPA and will ensure that professional advice and support is provided to Elected Members and, where appropriate the Service, to facilitate them in fulfilling their statutory obligations to scrutinise, challenge and have confidence in the finance function of the Pensions Authority.</p> <p>The Treasurer must comply with various regulatory frameworks which includes:</p> <p><i>Section 151 of the Local Government Act 1972</i> requires every Local Authority in England and Wales to "... make arrangements for the proper administration of their Finance affairs and shall secure that one of their Officers has responsibility for the administration of those affairs"</p> <p><i>Section 114 Local Government Finance Act 1988</i> "has a personal duty to report on unlawful expenditure or actions or an unbalanced budget"</p> <p>It is important that Members and Officers work together to promote the financial health of the SYPA. The Treasurer plays a key role in this and it is vital therefore that Members and Officers work with the Treasurer to enable them to discharge their statutory responsibilities and other duties.</p>

CIPFA have defined the core activities and behaviours of the role of the Treasurer (S151) across 5 Key Principles.



The detailed service specification below sets out the how the Treasurer will fulfil the role to the SYPA through this Service Level Agreement.

FINANCIAL MANAGEMENT SERVICE SPECIFICATION	COST
<p>Contributing to Corporate Management and Leadership:</p> <ul style="list-style-type: none"> • Being a key member of the leadership team contributing to the effective leadership of the Authority, maintaining focus on its strategy through rigorous analysis and challenge, ensuring that resourcing issues are taken into account; • Contributing to the effective management of the Authority, including strategy implementation, cross organisational issues, integrated business and resource planning, risk management and performance management arrangements; • Providing input to key policies which contribute to the demonstration of effective corporate governance arrangements (Anti-Fraud and Corruption Strategy, Code of Corporate Governance, Risk Management Policy and Strategy, Whistle-blowing etc.); • Leading development of the Authority’s medium term financial strategy and annual budgeting process. Ensuring that the Authority’s financial resources are well managed giving timely, accurate and impartial finance advice and ensuring that there are rigorous processes for constructing and monitoring budgets; • Maintaining strong working relationships with leading Members, Senior Management Team Officers and partners; 	
<p>Maintaining strong financial management underpinned by effective financial controls:</p> <ul style="list-style-type: none"> • Advising on corporate risk management including safeguarding assets, risk avoidance and insurance - this will encompass having a systematic risk management strategy; • Ensuring effective arrangements for internal audit of the control environment and systems of internal control are in place as required by CIPFA’s Code of Practice; • Ensuring that financial management arrangements are sound and effective; • Providing a formal assurance or commentary as to the effectiveness or otherwise of the internal control environment; • Ensuring that there is an effective Internal Audit function including the right of independent access to Officers and Members; • Ensuring a prudential financial framework is in place so that the Authority keeps its commitments in balance with available resources and monitors these; 	

<ul style="list-style-type: none"> • Securing effective arrangements for treasury management including compliance with relevant professional codes of practice; • Ensuring that budget planning and assumptions are robust and reserves are adequate; • That a sound Medium Term Financial Strategy exists that underpins the financial viability and strategic direction of the Authority; • Securing effective systems of finance administration; • Ensuring that statutory financial statements are prepared on a timely basis and meet the requirements of the law, following financial reporting standards and professional standards as reflected in the Code of Practice for Local Authority Accounting; 	
<p>Supporting and advising Officers in their operational roles:</p> <ul style="list-style-type: none"> • Ensuring that there is an effective approach to financial management including widespread understanding of the role of finance and the importance of a sound financial management and reporting framework; • Advising Officers of the financial consequences of development proposals and partnership opportunities and risks to support strategy development, providing challenge and support to decision makers to ensure value for money; • Ensuring that the Authority's resources are well managed including the provision of financial information to facilitate the efficient and effective use of resources; • Ensuring that budgets are properly managed by making clear Officers' roles and responsibilities and ensuring that budget managers have access to relevant financial skills and information; • Ensuring that financial advice and information is provided in an appropriate, complete and timely fashion; 	
<p>Supporting and advise democratically elected representatives:</p> <ul style="list-style-type: none"> • Providing advice to Members on developing an overall medium term financial strategy that serves policy and objectives; • Advising Members in identifying priorities setting the budget and identifying how resources will be used; • Helping Members to monitor financial performance against budgets including the provision of financial monitoring information and reporting; • Providing training for Members so that they will be able to undertake their duties with regard to finance; • Ensuring that all Members of the Authority receive advice and information. 	
<p>Leading and Managing an effective and responsive Finance Service:</p>	

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<ul style="list-style-type: none">• Demonstrating accountability to members of the public by providing robust financial and performance information;• Leading and directing the Finance function to ensure that the services provided are in line with the expectations and needs of stakeholders and meet the business's needs;• Determining the resources, expertise and systems for the Authority's Finance function are sufficient to meet the needs of the financial framework;• Establishing good professional working relationships with External Auditors, and other statutory agencies;• Ensuring that high standards of performance are in place throughout the function;• Exercising leadership of the function by conducting themselves in accordance with highest standards of personal and professional behaviour;• Acting as Head of Profession for all finance staff in the Authority.	
TOTAL COST	£3,900

The charge is based on the equivalent of 6% of 1 full time equivalent days of advice and support (13 days) at a chargeable rate of £300 per day, the FTE time allocated is however not restricted. Should support exceed this level no further charge will be made under this SLA, however BMBC reserves the right to review the charge on an annual basis. Any ad-hoc work outside of this SLA will also be charged at a rate of £300 per day.

GOVERNANCE

ROLE OF THE MONITORING OFFICER AND CLERK– SOUTH YORKSHIRE PENSIONS AUTHORITY (SYPA):

Monitoring Officer

The SYPA is required by the 1989 Local Government and Housing Act to appoint a person to the role of Monitoring Officer. The Act further states that no one person may fulfil the role of both Treasurer and Monitoring Officer and that it is recognised as best practice that the Monitoring Officer should be a Lawyer.

The current responsibilities of the Monitoring Officer role rest with the Borough Secretary who undertakes to discharge their statutory responsibilities with positive determination and in a manner that enhances the overall reputation of the Authority. In doing so s/he will also safeguard, so far as is possible, Members and Officers whilst acting in their official capacities, from legal difficulties and/or criminal sanctions.

Clerk

The Local Government Act 1985 also requires appointment of a Clerk to the Authority; this role is currently undertaken by BMBC Chief Executive. The Clerk is responsible for ensuring the necessary level of support is provided to the Pensions Authority in order for it to meet its statutory responsibilities, ensuring lawful and fair decision making.

Governance Team

Provide guidance and support to the Statutory Officers and Members of the Pensions Authority in maintaining high quality, transparent governance processes in accordance with best practice.

It is important that Members and Officers work together to promote the corporate health of the SYPA. The Monitoring Officer and Clerk play key roles in this and it is vital therefore, that Members and Officers work with them (and their staff) to enable them to discharge their statutory responsibilities and other duties.

The role of the Monitoring Officer has a number of defined core activities and behaviours which are expected of him / her in order to fulfil the role:

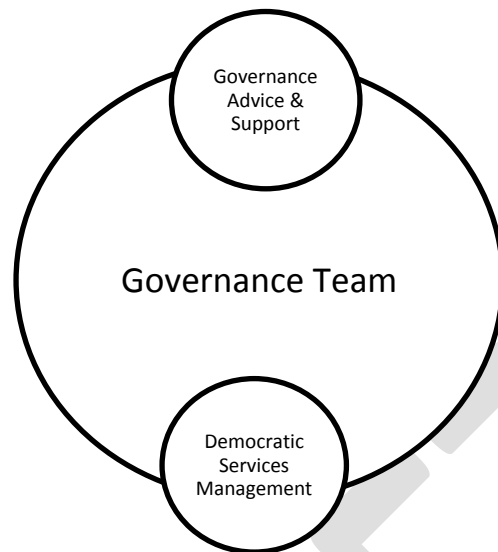


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The detailed service specification below sets out the how the Monitoring Officer and Clerk will fulfil their roles to the SYPA through this Service Level Agreement:

MONITORING OFFICER & CLERK SPECIFICATION	COST
<p><u>Monitoring Officer</u></p> <p>Maintaining the Constitution:</p> <ul style="list-style-type: none"> • Maintaining an up to date Constitution and ensuring that it is available for inspection by Members, staff and the public. <p>Ensuring lawfulness and fairness of decision making:</p> <ul style="list-style-type: none"> • Consulting with the Clerk, the Treasurer and reporting to the Authority in relation to any proposal, decision or omission which, in his/her view would give rise to unlawfulness or if any decision or omission has given rise to maladministration. <p>Supporting the Appeals and Audit Committees:</p> <ul style="list-style-type: none"> • Contribute to the promotion and maintenance of high standards of conduct through provision of support to the Appeals and Audit Committees. <p>Receiving complaints:</p> <ul style="list-style-type: none"> • Receive, acknowledge receipt and review complaints that an elected or co-opted member of the SYPA has failed to comply with relevant Codes of Conduct. <p>Conducting investigations:</p> <ul style="list-style-type: none"> • Consultation with an Independent Person, take decisions as to whether a complaint merits formal investigation. • Refer complaints to the Appeals and Audit Committees for a decision on whether it should be investigated where he/she considers it would be inappropriate for him/her to take the decision. • Arrange for an officer, or some other person if appropriate, to carry out a further investigation and produce a report of their findings for consideration by the Appeals and Audit Committees. <p>Providing advice: Provide advice on the scope of the powers of the Pensions Authority, its committees and sub-committees and officers to take decisions and in connection with matters involving maladministration and probity.</p> <p><u>Clerk</u> The Clerk is authorised to:</p> <ul style="list-style-type: none"> • Negotiate, conclude and execute on behalf of SYPA any document or agreement required to give effect to any decision taken by the SYPA, Committee or officer whether or not that decision specifically records such an authorisation; • Approve expenditure under the Financial Regulations; • Delegate authority in accordance with the SYPA Scheme of Delegation and Contract Standing Orders; • Call all meetings of the SYPA and ensure that proper arrangements for meetings are in place. 	
	£11,400

The role of the Governance Team has a number of defined core activities and behaviours which are expected of in order to fulfil the role:



The detailed service specification below sets out the how the Governance Team will support the SYPA and the Monitoring Officer and Clerk in fulfilling their role to the SYPA through this Service Level Agreement:

GOVERNANCE SERVICE SPECIFICATION	COST
<p>Democratic Services Management:</p> <ul style="list-style-type: none"> • Meetings management and facilitation • Collation of reports, work programmes and agendas • High quality agenda pack production • Room bookings and logistical support • Rapid minute taking and dispersal • Actions and decisions management • Document storage • Maintaining the Authority's Constitution 	
<p>Governance Advice and Support:</p> <ul style="list-style-type: none"> • Advice and support to the Chair/Members/Fund Director and Senior Management Team on governance related matters • Support the production of Annual Governance Statement • Support arrangements for Member learning and development 	
TOTAL COST	£56,600

The support provided by the Governance team to assist Statutory Officers and Members in discharging their roles is equivalent to 1 full time equivalent post. Should the level of support exceed this no further charge will be made under this SLA, however the Governance function reserves the right to review the charge on an annual basis. Any work outside of this scope may be subject to additional charges.

DELIVERY FUNCTIONS

INTERNAL AUDIT AND CORPORATE ANTI-FRAUD

ROLE OF INTERNAL AUDIT (IA) AND THE HEAD OF INTERNAL AUDIT (HoIA):

The Accounts and Audit Regulations 2015 set out certain Authority responsibilities regarding Internal Control and the Internal Audit function. These are captured in **Sections 3, 4 and 5 of the Statutory Instrument**. Section 5, in relation to Internal Audit, makes specific reference to the Authority having the responsibility to *“undertake and effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”*

There is therefore a strong link to the Authority and IA’s role in providing assurances regarding the effectiveness of the control, risk and governance arrangements within the SYPA and supporting the Treasurer, Monitoring Officer and Clerk in the fulfilment of their statutory responsibilities.

The Internal Audit function and the role of the HoIA is defined and described in the **Public Sector Internal Audit Standards (PSIAS)** *“An independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic approach to evaluate and improve the effectiveness of risk management, control and governance processes”*

The specific responsibilities of the HoIA are further described in CIPFA guidance. Of critical importance in the fulfilment of the requirements of the *PSIAS and CIPFA guidance* is the ability to discharge IA responsibilities in an independent and objective manner, having unfettered access to information and people and ensuring the HoIA reports to the Authority in his/her own name.

It is important that Members and Officers work together to promote the corporate health of the Authority. IA plays a key role in this and it is vital therefore that Members and Officers work with IA to enable them to discharge their statutory responsibilities and other duties.

CIPFA have defined the core activities and behaviours of the role of the HoIA across 5 Key Principles:



The detailed service specification below sets out the how IA function will fulfil its role to the SYPA through this Service Level Agreement:

INTERNAL AUDIT AND CORPORATE ANTI-FRAUD SERVICE SPECIFICATION	COST								
<p>Core Internal Audit Services:</p> <p>The scope of Internal Audit work is to determine whether the Authority’s risk management, internal control, and governance processes, as determined and delivered by management, are adequate and functioning in a manner that ensures that:</p> <ul style="list-style-type: none"> • Risks are appropriately identified, evaluated and managed; • Significant financial, managerial, and operating information created and used is accurate, reliable and timely; • Employees’ actions comply with policies, standards, procedures, and applicable laws and regulations; • Resources are acquired economically, managed, used efficiently, and adequately protected from theft or misuse; • Programmes, projects, plans, and objectives are achieved; • Information systems are used efficiently, effectively are secure and enable data usage appropriately; • Contracts, partnerships and significant relationships are managed in a way that secures efficiency, effectiveness and the delivery of objectives through clear accountability and transparency; • Quality and continuous improvement are fostered in the SYPA control processes; • Significant constitutional, legislative or regulatory issues affecting the Authority are recognised and addressed appropriately; • Opportunities for improving management control, financial viability, and the Authority’s image, which are identified during audits, are promptly communicated to the appropriate level of management. <p>Internal Audit work will be undertaken in accordance with the Public Sector Internal Audit Standards.</p> <p>Coverage relates to the entirety of the Authority’s responsibilities and management control arrangements.</p> <p>Internal Audit is able to provide a range of different types of audit. The specific nature, scope and type of audit work required will be determined through the annual audit planning process and specific detailed job planning. By way of example, the general types of audit work are listed below.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 20%;">Advice</td> <td>To meet requests from management for information, guidance and advice on matters of internal control, procedures, compliance with relevant policies, risk management etc.</td> </tr> <tr> <td style="vertical-align: top;">IT/IS Audit</td> <td>Specialist review work designed to assess the technical controls and procedures within the key operating systems and platforms.</td> </tr> <tr> <td></td> <td>Operational IT/IS audit at a less technical level designed to assess and review the operating procedures supporting key IT/IS policies, environmental controls and input into new developments and system acquisitions.</td> </tr> <tr> <td style="vertical-align: top;">Regularity</td> <td>Audit work designed to review and assess compliance with policies and procedures to ensure internal controls exist and are effective and to</td> </tr> </table>	Advice	To meet requests from management for information, guidance and advice on matters of internal control, procedures, compliance with relevant policies, risk management etc.	IT/IS Audit	Specialist review work designed to assess the technical controls and procedures within the key operating systems and platforms.		Operational IT/IS audit at a less technical level designed to assess and review the operating procedures supporting key IT/IS policies, environmental controls and input into new developments and system acquisitions.	Regularity	Audit work designed to review and assess compliance with policies and procedures to ensure internal controls exist and are effective and to	
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	Operational IT/IS audit at a less technical level designed to assess and review the operating procedures supporting key IT/IS policies, environmental controls and input into new developments and system acquisitions.								
Regularity	Audit work designed to review and assess compliance with policies and procedures to ensure internal controls exist and are effective and to								

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INTERNAL AUDIT AND CORPORATE ANTI-FRAUD SERVICE SPECIFICATION		COST
	demonstrate a presence at an operational level. Work is supported by risk based and themed audit work.	
Main Financial Systems	Work designed to assess and review the adequacy of the internal controls within the main financial systems. This work is considered by External Audit and may assist in the statutory audit of the accounts.	
Management Audit	Provision for work on corporate procedures and processes. Also incorporates work specifically for management on an advisory / consultancy basis.	
	These jobs also tend to be of a significant length in terms of Internal Audit days and elapsed time due to their detail, significance and nature.	
Anti-Fraud and Special Investigations	<p>This work focuses on prevention, detection and investigations.</p> <p><u>Prevention</u> work focuses on developing good procedures, polices and guidance for managers and ensuring awareness so that appropriate controls are in place to avoid irregularities.</p> <p><u>Detection</u> work focuses on proactively examining the transactions of the organisation, using specialist analytical software, to identify potential fraudulent activity.</p> <p><u>Investigations</u> work is largely in response to allegations of irregularity being brought to Internal Audit's attention. This work is often extremely sensitive and requires great care, tact, diplomacy and attention to detail. A report to management is most often the output from this work where audit findings are described along with recommendations on improving controls to minimise the risk of such matters arising again.</p>	
Commissioning, Procurement and Contract Audit	<p><u>Commissioning & Procurement</u> - generally focussed on the policies, procedures and systems in place to identify, assess and deliver a requirement; including compliance with procurement regulations (EU requirements and/or Contract Procedure Rules, Commissioning and Procurement Strategies/Policies).</p> <p><u>Contract</u> - this work focuses on the controls within the Authority's contractual policies and procedures to ensure that individual contracts are entered into on a timely basis and that these protect the Authority's interests. In addition, that the contract management arrangements are robust, and payments made are appropriate.</p>	
Project / Programme Management	Work which evaluates the effectiveness of the application of project management principles in order to achieve given outcomes / deliverables.	

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INTERNAL AUDIT AND CORPORATE ANTI-FRAUD SERVICE SPECIFICATION		COST
Value for Money	An evaluation as to whether proper arrangements have been made for securing economy, efficiency, and effectiveness in the use and allocation of resources. This is also a theme under-pinning other audit work.	
Corporate Governance	Support, advice and challenge regarding the Authority's governance framework arrangements, the annual review process and the preparation of the annual governance statements.	
Audit Committee Support	Time is allocated to support the Audit Committee. This work involves the provision of reports, guidance and training to Members of the Audit Committee.	
TOTAL COST		£63,840

The proposed charge for Internal Audit services is an estimate only based on 228 audit dates, and will be finalised upon agreement of the annual audit programme with the Fund Director. A chargeable rate of £280 per day will be applicable. The Internal Audit function reserves the right to review the daily charge on an annual basis.

STRATEGIC PROCUREMENT & COMMISSIONING

ROLE OF STRATEGIC PROCUREMENT & COMMISSIONING – SOUTH YORKSHIRE PENSIONS AUTHORITY (SYPA):

The Fund Director of the Pensions Authority is responsible for ensuring the Authority’s procurement activity is compliant with Contract Standing Orders, Public Contract Regulation, achieves best value for money, delivers SYPA strategic objectives, and is capable of withstanding challenge, scrutiny and audit by being effective, efficient and robust.

The responsibilities for Strategic Procurement & Commissioning rest with the Head of Strategic Procurement (BMBC). The over-riding duty is to provide independent procurement and commissioning advice and support the Fund Director and Members of the South Yorkshire Pensions Authority to enable fulfilment of their roles.

The detailed service specification below sets out the how the Strategic Procurement function will fulfil the role to the SYPA through this Service Level Agreement:

It is important that Members and Officers work together to promote corporate health of the Pensions Authority.

PROCUREMENT & COMMISSIONING SERVICE SPECIFICATION	COST
<p>YoRtender Administration:</p> <ul style="list-style-type: none"> • Supporting users of YORtender system including; start to finish quotations and tenders, contract awards, contracts register, generating management information and reports; • Proactive and reactive updates to YORtender system, templates, workflows and guidance documents; • Management of YORtender user access privileges, usernames, passwords, creation of new users, timely removal of ex-employee user rights; • Management and dissemination of system related communications between Proactis and SYPA YORtender users. 	
COST (Fixed Cost)	£6,000
<p>Professional Support:</p> <ul style="list-style-type: none"> • Ad-hoc advice (to a max of 30 mins per query) • Advice regarding Public Contracts Regulations 2015, use of public sector frameworks, collaboration opportunities via Porge. • Partnering with BMBC to generate economies of scale • Sharing best practice and procurement related news 	
COST (Hourly Rate)	£4,800
TOTAL COST	£10,800

The charge is based on the equivalent of 88.8 hours of advice and support, equating to 6% of 1 FTE, at a chargeable rate of £54.06 per hour, the number of hours allocated is however not restricted. Should support exceed this level no further charge will be made under this SLA, however the Strategic Procurement function reserves the right to review the charge on an annual basis. Any work outside this SLA will also be charged at £54.06 per hour.

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FINANCIAL MANAGEMENT SERVICE SPECIFICATION	RESOURCE (Days)	COST
<u>Insurance</u> <ul style="list-style-type: none">• Arranging insurance cover and providing insurance advice including claims management advice where appropriate.	22	£6,600
Total	22	£6,600

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Other Functions available:

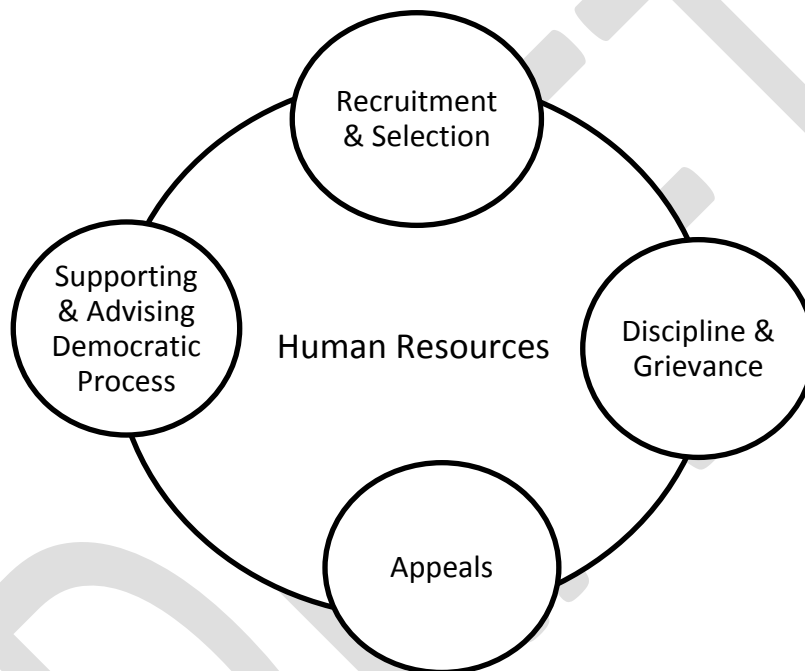
HUMAN RESOURCES

ROLE OF HUMAN RESOURCES:

The responsibilities for Human Resources rest with the Service Director of Human Resources (BMBC). The over-riding duty is to provide independent HR advice and support to Members of the South Yorkshire Pensions Authority (BMBC) to enable fulfilment of its statutory role.

It is important that Members and Officers work together to promote corporate health of the Authority.

The role of Human Resources has a number of defined core activities and behaviours which are expected of in order to fulfil the role:



The detailed service specification below sets out the how the Human Resource function could support the Authority to fulfil the role:

HUMAN RESOURCES SERVICE SPECIFICATION	COST
<p>Recruitment & Selection (Fund Director):</p> <ul style="list-style-type: none"> • Oversee the recruitment process in terms of advising Members of the most appropriate approach with regard to advertising and the selection process itself; • Sourcing of technical support as appropriate; • Advert – agree final specification, place advert, obtain costings; • Utilise BMBC On line recruitment system; • Candidate Management; • Sifting Applicants and recommendations; • Shortlisting including feedback on assessments; • Preliminary interviews & report writing; • Final Panel Interviews – preparation and attendance in advisory capacity; • Pre-employment Clearance; • Liaise with SYPS HR in respect of contracts of employment; 	
<p>Discipline & Grievance – (Fund Director):</p>	

<ul style="list-style-type: none"> • Ensure the Authority has appropriate procedures to deal with disciplinary and grievance matters; • In consultation with the Clerk, deal with any issues of discipline or grievance investigation in the first instance in respect of the Fund Director; • Each case will be dealt with differently (within the context of agreed procedure) and as such an example might involve the appointment of an external investigator; 	
<p>Appeals - against Dismissal (Fund Director):</p> <ul style="list-style-type: none"> • Ensure the Pensions Authority has appropriate procedures to deal with Appeals; • To determine in conjunction with the Monitoring Officer who is best to advise Members of the Appeals Panel; • To ensure a timely appeal hearing is arranged with Members of the Appeal Committee; • Ensure bundles of documents are received on time for both parties and distribute as appropriate, within statutory and procedural time limits for the appeal hearing; • To brief as necessary Members of the Appeal Panel in terms of process, specifics etc; • To advise Members of the panel in terms of achieving a decision as to whether uphold or dismiss the appeal; • To ensure the decision of the panel is communicated in writing to the appellant within the procedural time limits; • Advisor to the panel at Appeal hearings will make themselves available to attend Employment Tribunals as necessary. 	
<p>Supporting and Advising the Democratic Process:</p> <ul style="list-style-type: none"> • Attend and advice at Pension Authority meetings where HR issues are to be discussed or the wider HR/employment agenda 	
TOTAL COST	N/A

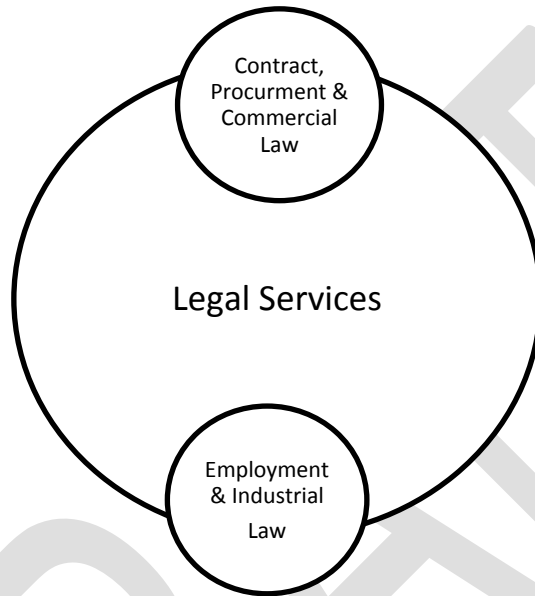
Should Human Resource support be required a chargeable rate of £90 per hour will become applicable.

LEGAL SERVICES

ROLE OF LEGAL SERVICES:

The Service Director of Legal Services will provide convenient access to a team of specialist public sector lawyers who will be available to meet all of the general day to day demands of the SYPA for legal advice and assistance.

It is important that Members and Officers work together to promote the corporate health of the Authority



The detailed service specification below sets out the how the Legal Services function could support the Authority to fulfil the role:

Service Specification	COST
<p>Contract, Procurement and Commercial Law:</p> <ul style="list-style-type: none"> • Playing a full part in the Authority’s policy and strategy development, ensuring that resourcing issues are taken into account; • Drafting straightforward contracts and agreements, for example: <ul style="list-style-type: none"> ○ Service level agreements ○ Collateral warranties ○ Performance bonds ○ Parent company guarantees ○ Maintenance contracts ○ Memoranda of Understanding • Advice on the procedures for the award of public supply, public service or public works contracts under the OJEU procedure or under contract procedure rules or standing orders. • Negotiating terms and conditions with bidders, contractors, suppliers to ensure optimisation of benefits for SYPA 	

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<ul style="list-style-type: none"> • The provision of tactical, strategic and pre-litigation advice in relation to actual or prospective procurement challenges • Reviewing and advising on the legality of contractual arrangements or specific terms and conditions 	
<p>Employment and Industrial Relations Law:</p> <p>Employment Law & industrial relations advice pre commencement of litigation To include:-</p> <ul style="list-style-type: none"> • Advice in relation to Member and Chief Officer appeals including attendance at panel hearings; • Comprehensive pre litigation advice in relation unfair dismissal, wrongful dismissal, constructive dismissal, discrimination, TUPE, pensions, whistleblowing, working time regulations, managing change, reorganisation and redundancies; • Advice in respect of grievance, disciplinary, performance, ill-health and absence issues; • Drafting of Settlement Agreements and consultancy agreements; • Strategic advice on workforce matters; • Dispute resolution including negotiation and mediation; • Advising of risks and liabilities; • Advising on trade disputes and industrial action; • Advising and drafting on the policies and procedures utilised by the Service; • Drafting of precedent documents and agreements; • Drafting of bespoke agreements; • Advice in respect of regional and national projects; • Advising upon the TUPE transfer of any employees into or out of the organisation; • Training; 	
<ul style="list-style-type: none"> • Litigation and advocacy in connection with proceedings in the Employment Tribunal, Employment Appeal Tribunal, Civil Courts, Court of Appeal or Supreme Court subsequent to the issue of a formal claim. • Management of relationship with external framework firm 	
TOTAL COST	N/A

Should Legal Services support be required a chargeable rate of £90 per hour will become applicable.