



## **Mountsett Crematorium Joint Committee**

**27 January 2012**

**Provision of Support Services 2012-2013**



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### **Joint Report of Terry Collins – Corporate Director: Neighbourhood Services; Don McLure – Corporate Director: Resources and Treasurer to the Joint Committee**

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#### **Purpose of the Report**

1. The purpose of this report is to present for approval a proposed Service Level Agreement (SLA) for Support Service provision (excluding Internal Audit Services, which are subject to a separate SLA) by Durham County Council to the Mountsett Crematorium Joint Committee for the period April 2012 to March 2013.

#### **Background**

2. During 2011/12, Members approved the SLA for Support Services provided by Durham County Council to the Mountsett Crematorium Joint Committee for the period 1 April 2011- 31 March 2012. For consideration within the 2012/13 budget, members are now requested to consider the forthcoming year's Support Services requirement
3. This report sets out details of the proposed SLA for the period 1 April 2012 to 31 March 2013 to cover the following functions:
  - Management Services
  - Financial Services
  - Administration Services
  - Payroll Services
  - Creditor Services
  - Human Resources Services

#### **Service Level Agreement (SLA)**

4. The SLA established for the provision of Support Service functions to the Joint Committee to provide a commitment for both parties over the medium term. This includes the provision of Management advice and attendance at Joint Committee Meetings by the Head of Finance, HR and Business Support, in addition to Accountancy, HR, Payroll, Creditor and Administration Services.
5. The proposed SLA, attached at Appendix 2, has been developed in consultation with the Head of Finance, (Financial Services) under the delegated responsibility of the Treasurer to the Joint Committee and reflects the nature of the current partnership, the services to be provided, the period of agreement and total estimated annual budget.

6. As with 2011-12, all work carried out directly on behalf of the Joint Committee will be recharged in future and the resultant budget requirement for Support Services is set out in the SLA. Details of all work to be carried out will be itemised so that costs are more transparent.
7. The proposed SLA considers the proportion of time spent by key staff undertaking the requirements of the Joint Committee. The charge proposed for 2012/13 is £18,500 (a £1,300 increase from 2011/12) to reflect the true cost of the service provision. This cost has been factored into the 12/13 budget.
8. The Support Service SLA (exclusive of Internal Audit Services) is attached at Appendix 2 for consideration and approval by members. Attached at Schedule 1 to the Appendix provides a more detailed breakdown of the following functions and responsibilities:

#### **Management Services**

- Overall support service management and attendance at Joint Committee Meetings

#### **Financial Services**

- Preparation and production of Revenue Budget
- Budget Monitoring and guidance
- Preparation and production of Annual Statement of Accounts and Annual Return
- Liaison with both Internal and External Audit

#### **Administration Services**

- Committee and Secretarial services including the remit of Clerk to the Joint Committee (providing advice and guidance to Members)

#### **Payroll Services**

- Employee crematorium salary processing

#### **Creditor Services**

- Processing and payment of Crematorium invoices

#### **Human Resources Services**

- Provision of Health & Safety advice and guidance in compliance with relevant Health and Safety legislation.
- Management and co-ordination of arrangements regarding employee relations and interaction with trade union officials.
- Delivery and facilitation of staff training, recruitment and selection processes.

#### **Recommendations**

9. It is recommended that:-
  - Members consider and approve the Service Level Agreement attached at Appendix 2 (including relevant schedule) for the year 2012/13.

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## **Appendix 1: Implications**

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### **Finance**

With the approval of a service level agreement costs in respect of the support service will be agreed in advance for the forthcoming (subject to any agreed inflationary increase) and will cover a specified functions. This means that the cost of the service is more transparent and the committee has more control over the work areas covered. Details of how costs will be factored into the Joint Committee budget and how they will be recharged are shown in the Service Level Agreement.

### **Staffing**

There are no staffing implications associated with this report. All staff are provided from within the various functional areas of Durham County Council.

### **Risk**

Many tasks considered within the SLA must be completed within statutory deadlines and in line with changing guidance .By ensuring such tasks are delivered by staff who are appropriately experienced, qualified and competent and who receive adequate training and supervision, any relative risk will be minimised

### **Equality and Diversity/ Public Sector Impact Duty**

There are no Equality and Diversity implications associated with this report.

### **Accommodation**

There are no Accommodation implications associated with this report.

### **Crime and Disorder**

There are no Crime and Disorder implications associated with this report.

### **Human Rights**

There are no Human Rights implications associated with this report.

### **Consultation**

None, However officers of Gateshead Council were provided with a copyof the report and given opportunity to comment/ raise any detailed questions on the contents of this report in advance of circulation to members.

### **Procurement**

None

### **Disability Discrimination Act**

None

### **Legal Implications**

The services outlined within this report will be provided in accordance with the guidelines and legislation relevant to each function.