

<b>Report on</b>	Extension of Service Level Agreement relating to Health and Wellbeing Services
<b>Reporting Officer</b>	Fiona McClements, Head of Environmental Health
<b>Contact Officer</b>	Fiona McClements

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	<p>To seek Council approval to extend the Interim Service level Agreements between Mid Ulster District Council and:</p> <ol style="list-style-type: none"> <li>1. Armagh City, Banbridge and Craigavon Borough Council for the provision of Public Health funded service until 31<sup>st</sup> March 2018</li> <li>2. Mid and East Antrim Borough Council for the provision of Public Health funded Tobacco Control work for 2017/18</li> </ol>
<b>2.0</b>	<b>Background</b>
2.1	Mid Ulster Council has put in place interim Service Level Agreements with Armagh City, Banbridge and Craigavon Borough Council and Mid and East Antrim Borough Council to continue with the provision of the above services.
<b>3.0</b>	<b>Main Report</b>
3.1	<p><b>Armagh City, Banbridge and Craigavon Council SLA</b>  This agreement would be an interim arrangement with scheduled performance reviews and reporting to take place. The services covered by this agreement would be Tobacco control, and Health Inequalities. From 01 April 2017, MUDC assumed responsibility for the delivery of the Home Safety service in the Dungannon area.</p>
3.2	<p><b>Mid and East Antrim Borough Council SLA</b>  This agreement would be an interim arrangement with scheduled performance reviews and reporting to take place. The services covered by this agreement would be Tobacco Control.</p>
<b>4.0</b>	<b>Other Considerations</b>
4.1	<p><b><u>Financial &amp; Human Resources Implications</u></b></p> <p><b>Financial:</b></p> <p><u>Armagh City, Banbridge and Craigavon Borough Council SLA</u>  The two services are fully funded by the PHA.</p> <p><u>Mid and East Antrim SLA</u>  Tobacco control services are fully funded by the PHA.</p>

	<p><b>Human:</b></p> <p>Services would be provided by existing employed staff under the current existing arrangements within the various partner organisations.</p>
<b>4.2</b>	<p><b><u>Equality and Good Relations Implications</u></b></p> <p>N/a</p>
<b>4.3</b>	<p><b><u>Risk Management Implications</u></b></p> <p>N/a</p>
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	<p>It is recommended that Members extend the attached SLA with Armagh City, Banbridge and Craigavon Council service provision to 31<sup>st</sup> March 2018.</p> <p>It is recommended that Members extend the Tobacco SLA with Mid and East Antrim Borough Council extending service provision to 31<sup>st</sup> March 2018.</p>
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	<p>Appendix 1: Service Level Agreement between MUDC and ACBC Borough Council</p> <p>Appendix 2: Service Level Agreement between MUDC and MEA Borough Council</p>

**Service Level Agreement**

**PUBLIC HEALTH AGENCY FUNDED SERVICES**

**2017/18**

**Between**

**ARMAGH CITY BANBRIDGE  
AND CRAIGAVON BOROUGH COUNCIL**

**AND**

**MID ULSTER DISTRICT COUNCIL**

# **Service Level Agreement**

## **Between**

Armagh City Banbridge & Craigavon Borough Council (ACBCBC) and Mid Ulster District Council (MUDC).

(Hereafter referred to as the Agreement and the Stakeholders)

## **1.0 Background**

Prior to Local Government Reform a number of Public Health Agency (PHA) funded contracts were managed and delivered by Southern Group Environmental Health Committee (SGEHC) employed by Armagh City & District Council on behalf of the five constituent Councils including the legacy Dungannon & South Tyrone Borough Council. The contracts held were in relation to Home Safety, Tobacco Control, and Investing for Health and Health Inequalities. In a letter to the eleven new Councils 10<sup>th</sup> February 2015, the PHA asked Councils if they would agree to transfer existing contracts to the direct successor Council in the new structures (MUDC opted not to transfer Investing for Health).

Councils agreed to the interim arrangement for a period of 12 months and formal arrangements between the new Councils to ensure continuation of the above mentioned funded services across the Southern area were put in place. This delivery model remained in place until 31 March 2017.

From 01 April 2017, MUDC assumed responsibility for the delivery of the Home Safety service in the Dungannon area.

Previously agreed arrangements in relation to Health Inequalities and Tobacco Control remain in place for a further period of 12 months, with Armagh City, Banbridge and Craigavon Borough Council (ACBCBC) acting as the lead Council managing the contracts to deliver PHA funded services in the legacy Dungannon and South Tyrone Borough Council area.

## **2.0 Shared Objectives**

### **2.1 The Objectives of the Agreement are:**

- To establish provision under which ACBCBC may provide PHA funded services as defined in 5.2 below.
- To define the role, responsibilities and obligations of the stakeholders.

### **3.0 Review of the Service Level Agreement**

**3.1** The Stakeholders shall jointly review the Agreement after 12 months as required to facilitate the interim position outlined above.

**3.2** The Review Process will be facilitated by PHA, ACBCBC and MUDC, 3 months prior to the end of the financial year.

**3.3** The Stakeholders may propose at any time during the period to revise the Agreement, and agree any reasonable alteration or addition to or omission from the Agreement. In the event of such a revision being proposed, ACBCBC shall assess what resources, if any, will be involved, prior to agreeing to the revision.

### **4.0 Performance Review and Reporting**

**4.1** The Stakeholders shall jointly review performance under the Agreement on a quarterly basis. MUDC will provide quarterly updates in relation to delivery of the Home Safety service in the Dungannon area, to enable inclusion within the Progress Monitoring Return to the PHA.

Progress reports on Home Safety, Tobacco Control and Health Inequalities will be forwarded by ACBCBC to the PHA. A summary report for the 12 month period will be provided as an addendum to the fourth quarter report. Where significant variances are highlighted, a rationale will be provided.

**4.2.** MUDC shall have the facility to make comment on progress report/s for Home Safety, Health Inequalities and Tobacco Control including the services delivered within two weeks of receipt.

**4.3** ACBCBC shall ensure that necessary action agreed is taken to maintain a high level of service delivery.

### **5.0 Level of Service Delivered**

**5.1** ACBCBC is responsible for ensuring services are delivered within the Agreement in relation to Health Inequalities and Tobacco Control. MUDC is responsible for ensuring services are delivered in relation to Home Safety (Dungannon). ACBCBC will ensure projects are reported on as detailed in section 4.

**5.2** The services covered by this Agreement are:

Funded Services and Projects including:

Tobacco Control

Health Inequalities (Closing the Gap)

## Home Safety (Southern Safer Homes)

**5.3** The number of days dedicated to operational activity is included in Table 1.

**Table 1: Total Breakdown of Time spend in Days**

<b>Service Area</b>	<b>Delivered by</b>	<b>Time spend</b>	<b>Work plan</b>
<b>Tobacco Control</b>	Tobacco Control Officer	15 hours per <i>week</i> FTE	As per PHA Contract
<b>Health Inequalities</b>	Health Improvement Worker	18.5 hours per week FTE	As per PHA Contract & Locality Plan

**FTE (Full Time Equivalent)**

**5.3** The time spend for training delivered by ACBCBC is incorporated within the Agreement as detailed in Table 1 above.

**5.4** Line Management for the Health Inequality and Tobacco Control staff will be provided by the Environmental Health Department of ACBCBC.

**5.5** ACBCBC and MUDC (Home Safety) are responsible for ensuring where possible, that the staff resources necessary to deliver the agreed level of services are available.

**5.6** ACBCBC and MUDC (Home Safety) are responsible for monitoring the delivery of services on an ongoing basis.

## **6.0 Health and Safety**

**6.1** Health and Safety of staff employed by ACBCBC is the responsibility of ACBCBC, however adequate provision must be made for ACBCBC staff based at or working within other Council Offices, to ensure that all legal obligations are met, thereby protecting all employees and Stakeholders.

**6.2** ACBCBC employees must adhere to the Health and Safety requirements of the respective Council, when working in that jurisdiction. This includes adherence to health and safety requirements specific to Council offices as well as in the delivery of services external to the Council offices such as lone working and site specific requirements.

**6.3** The Head of Environmental Health, MUDC is responsible for informing ACBCBC employees of Health and Safety requirements relevant to their Department.

## **7.0 Resolution of Disputes**

**7.1** Any day to day matters which give cause for concern or dispute, which have the potential to impact on the fulfilment of requirements within the Agreement, and which cannot be resolved by the Officers directly involved, will be referred to Line Management.

**7.2** If a situation arises which Line Managers are unable to resolve, it will be referred to the relevant Head of Department / Director.

**SIGNED ON BEHALF OF**

**ARMAGH CITY BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL**

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**Chief Executive**

**MID ULSTER DISTRICT COUNCIL**

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**Chief Executive**



**Service Level Agreement**  
**PUBLIC HEALTH AGENCY FUNDED SERVICES**  
**2017/18**

**Between**

**Mid & East Antrim Borough Council**

**AND**

**Mid Ulster District Council**

# **Service Level Agreement**

## **Between**

Mid & East Antrim Borough Council and Mid Ulster District Council

(Hereafter referred to as the Agreement and the Stakeholders)

## **1.0 Background**

Prior to Local Government Reform a number of Public Health Agency (PHA) funded contracts were managed and delivered through the Northern Group Systems for the legacy Cookstown and Magherafelt Councils. The contract held was in relation to Tobacco Control.

Councils previously agreed to an interim arrangement for a period of up to 12 months and therefore it is now necessary to formalise arrangements between the new Councils to ensure continuation of the above mentioned funded service across the Northern PHA area.

Mid & East Antrim Borough Council will act as the lead Council taking on the contracts previously managed by Northern Group Systems to deliver PHA funded Tobacco Control service in the legacy Cookstown and Magherafelt geographies.

## **2.0 Shared Objectives**

**2.1** The Objectives of the Agreement are to establish provision under which Mid & East Antrim Borough Council may provide PHA funded services and to define the role, responsibilities and obligations of the stakeholders.

## **3.0 Review of the Service Level Agreement**

**3.1** The Stakeholders shall jointly review the Agreement after 6 months as required to facilitate the interim position outlined above.

**3.2** The Review Process will be facilitated by Mid & East Antrim Borough Council and Mid Ulster Council 3 months prior to the end of the financial year.

**3.3** The Stakeholders may propose at any time during the Period to revise the Agreement, and agree any reasonable alteration or addition to or omission from the Agreement. In the event of such a revision being proposed, Mid & East Antrim Borough Council shall assess what resources, if any, will be involved, prior to agreeing to the revision.

## **4.0 Performance Review and Reporting**

**4.1** The Stakeholders shall jointly review performance under the Agreement on a quarterly basis. Progress reports will be provided by Mid & East Antrim Borough Council to inform the process. A summary report for the 12 month period will be provided as an addendum to the fourth quarter report. Where significant variances are highlighted, a rationale will be provided.

**4.2** Mid Ulster District Council shall have the facility to make comment on their progress report including the services delivered within two weeks of receipt.

**4.3** Mid & East Antrim Borough Council shall ensure that necessary action agreed is taken to maintain a high level of service delivery.

## **5.0 Level of Service Delivered**

**5.1** Mid & East Antrim Borough Council is responsible for ensuring services are delivered within the Agreement and that they are reported on as detailed in section 4.

**5.2** The services covered by this Agreement are:

### **Tobacco Control**

**5.3** Line Management for the staff involved will be provided by the Environmental Health Department of Mid & East Antrim Borough Council.

**5.4** Mid & East Antrim Borough Council shall ensure where possible, that the staff resources necessary to deliver the agreed level of services are available.

**5.5** Mid & East Antrim Borough Council is responsible for monitoring the delivery of services on an ongoing basis.

**5.6** Mid Ulster District Council will receive a minimum of two weeks cover in each calendar month from Mid & East Antrim Borough Council tobacco control resources as its entitlement under the PHA contract.

## **6.0 Health and Safety**

**6.1** Health and Safety of staff employed by Mid & East Antrim Borough Council is the responsibility of Mid & East Antrim Borough Council, however adequate provision must be made for Mid & East Antrim Borough Council staff based at or working within Council Offices, to ensure that all legal obligations are met, thereby protecting all employees and Stakeholders.

**6.2** Mid & East Antrim Borough Council employees must adhere to the Health and Safety requirements of the respective Council. This includes adherence to health and safety requirements specific to Council offices as well as in the delivery of services external to the Council offices such as lone working and site specific requirements.

## **7.0 Resolution of Disputes**

**7.1** Any day to day matters which give cause for concern or dispute, which have the potential to impact on the fulfilment of requirements within the Agreement, and which cannot be resolved by the Officers directly involved, will be referred to Line Management.

**7.2** If a situation arises which Line Managers are unable to resolve, it will be referred to the relevant Head of Service / Director.

### **SIGNED ON BEHALF OF**

#### **MID & EAST ANTRIM BOROUGH COUNCIL**

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**Chief Executive**

#### **MID ULSTER DISTRICT COUNCIL**

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**Chief Executive**