

Stour Valley and Poole Partnership Collaboration Agreement

SCHEDULE 1 Delegated Function Proforma

Accountable Body: BCP Council

Responsible Council: BCP Council

Participating Councils:

BCP Council (preceding Partner Councils of Christchurch Borough Council and Borough of Poole) and Dorset Councils (preceding Partner Councils of East Dorset District Council and North Dorset District Council).

The Delegated Function ("the Services"): the functions more particularly described in Appendix A

Minimum Accommodation (where Delegated Function is to be performed at Participating Councils' offices): the accommodation more particularly described in Appendix B.

Appendix A: the Delegated Function ("the Services")

	Summary of Service	Participating Council to whom Service is to be provided	Relevant Date
1.	Administration and collection of Council Tax	All Participating Councils	01/04/2014
2.	Administration and collection of Non-Domestic Rates (Business Rates)	All Participating Councils	01/04/2014
3.	Administration of Council Tax Benefit / Localised Scheme for Council Tax Reduction scheme	All Participating Councils	01/04/2014
4.	Administration of Housing Benefit	All Participating Councils	01/04/2014
5.	Administration of Discretionary Housing Payments	All Participating Councils	01/04/2014
6.	Prevention, detection and resolution of fraud / underpayments / overpayments in relation to any of the above (provided that the commencement of any formal court proceedings require the prior approval of the Participating Council or relevant duly authorised Officer of that Participating Council on whose behalf such proceedings are commenced and subject to such terms as the Participating Council or duly authorised officer may from time to time specify)	All Participating Councils	01/04/2014
7.	Provision of all statutory returns relating to 1-6 above	All Participating Councils	01/04/2014 to 31/03/19
		BCP Council	01/04/19
8.	Processing of Postal Payments	All	01/04/2015
9.	Investigation and Compliance for all Delegated Functions	All	01/04/2015

Classification: PROTECT

V7 – 3 MARCH 2015

Stour Valley and Poole Partnership Collaboration Agreement

	Specialised Services		
1.	Social Services Financial Assessments	Poole	01/04/2014
		BCP Council	01/04/2019
2.	Sundry Debtor Systems	Christchurch East Dorset Poole	01/04/2014
		BCP Council Dorset Council	01/04/2019
3.	Sundry Debtor Collection and Enforcement <i>including</i> Corporate Infrastructure Levy (CIL Payments) collection and enforcement	Christchurch East Dorset Poole	01/04/2014
		BCP Council Dorset Council	01/04/2019
6.	Administrative support	Poole	01/04/2014
		BCP Council	01/04/2019
7.	Cash office and Cashiering Services	Poole	01/04/2014
		BCP Council	01/04/2019
8.	Business Improvement District Wimborne BID	East Dorset	01/04/2014
		Dorset Council	01/04/2019
9.	Business Improvement District Ferndown BID	East Dorset	01/04/2015
		Dorset Council	01/04/2019
10.	Business Improvement District Poole Town Centre BID	Poole	01/04/2016
		BCP Council	01/04/2019
11.	New Business Improvement District	All participating Councils	01/04/2019
12.	Processing of Complaints	All participating Councils	01/04/2017
13.	Provision of Face to Face Service at Norden	North Dorset	01/04/2015
		Dorset Council	

Save as otherwise mentioned the SVPPJC's functions shall comprise the statutory functions of the Participating Councils necessary for the undertaking and delivery of the Services as summarised above together with such powers as is necessary to facilitate the provision of the Support Activities as summarised below by the relevant Participating Council(s). Appendix B ("the Support Activities"):

	Activity	Participating Council initially providing activity	Relevant Date
1.	Delegated offices for the delivery of post, receipt of information and making claims / supplying information for all Partner Councils.	SVPP Main Processing Centre Northmead House Northmead Drive Poole. Dorset. BH17 7RP	01/04/2015
		BCP Council Civic Centre Poole. Dorset. BH15 2RU	01/04/2019
	<i>A claim can be made at any site by any SVPP Customer.</i>	BCP Council Civic Offices, Bridge Street Christchurch. Dorset. BH23 1AZ	01/04/2019

Classification: PROTECT

Stour Valley and Poole Partnership Collaboration Agreement

		And Wimborne Hub	
		Dorset Councils Southwalks House Dorchester. Dorset. DT1 1UZ And Norden Hub And Gillingham Hub	01/04/2019
		Any site designated by each Council as a access point	
2.	Democratic Services for Partnership	To remain as it currently is and reviewed.	01/04/2014
		Scrutiny Panel – Dorset Council	01/04/2019
		Joint Committee – BCP Council	01/04/2019
3.	Audit provisions	To be provided in partnership by the participating Councils under agreement of Section 151 Officers	01/04/2015
4.	Customer Access Points	Each Participating Council to provide own as required with provision for SVPP customer access as detailed in Section 1 Delegated Offices	01/04/2014
5.	Customer Access Team	Main Telephony Service from Poole supported by staff at each site as detailed in Section 1 Delegated Offices.	01/04/2015 to 31/03/2019
		SVPP Customer Access Team	01/04/2019
6.	Equipment, IT and other consumables	Poole equipment at all sites where SVPP has agreed a staff presence	01/04/2015
		BCP equipment at all sites where SVPP has agreed staff presence	01/04/2019
7.	External ICT Contracts and related support services	Poole	01/04/2015
		BCP Council	01/04/2019
8.	Facilities Management Services / Accommodation for SVPP	Poole for SVPP Main Staff Site Christchurch 10 Seats East 10 Seats	01/04/2015 <i>Amended seating for 01/04/2017</i>
		Bournemouth Borough Council – as agreed during 2018/19	<i>Added for 2018/19</i>
		All participating Councils with appropriate charges / recharges	01/04/2019
9.	Financial and accountancy Services	Poole with each Council monitoring controls	01/04/2015
		BCP Council with monitoring by Dorset Council	01/04/2019
10.	Health and Safety	Poole	01/04/2015
		BCP Council	01/04/2019
11.	Human Resources	Poole	01/04/2015
		BCP Council	01/04/2019

Classification: PROTECT

V7 – 3 MARCH 2015

Stour Valley and Poole Partnership Collaboration Agreement

12.	Bailiff / Enforcement Services	Internal Enforcement Agency SVPP	01/04/2014
		External Contract for all SVPP partners through BOP Contract	01/04/2015
		BCP (previous Poole contract) for SVPP extension to 31/03/20	01/04/2019
13.	Legal Services provided by Each Council	Continuing as in place to be reviewed in line with planned SFIS implementation	01/04/2015 to 31/03/17
		Poole	01/04/2017
		BCP Council	01/04/2019
14.	Payroll Services	Poole	01/01/2015
		BCP Council	01/04/2019
15.	Postal Services scanning, indexing and printing	Poole	01/04/2016
		Bournemouth Borough Council as agreed during 2018/19	<i>Added for 2018/19</i>
		BCP Council	01/04/2019
16.	Website and on-line account activities	Each participating Council	01/04/2015

Classification: PROTECT

V7 – 3 MARCH 2015

Stour Valley and Poole Partnership Collaboration Agreement

Appendix C: Operational Arrangements

The SVPP JC and Management Board will operate as per Schedules 2, 3, 4 and 5 of the Collaboration Agreement dated 1 April 2014 and as amended by the Deed of Variation between BCP Council and Dorset Council.

The SVPP Management Team Consists of:

Head of Stour Valley and Poole Partnership (Partnership Manager) responsible for:

- Leading and managing all aspects of the Partnership in accordance with the agreed budget, ensuring compliance to the Collaboration Agreement, instruction of Joint Committee, Legal Partnership Framework, legislative and best practice requirements.
- Ensuring all objectives set by the Joint Committee are duly designated and delivered in accordance with the Service Business Plan and risks identified on the Service Risk Register.
- Acting in the capacity of the Head of Revenues and Benefits for BCP Council and Dorset Council (East and North areas).

Operations Manager (Deputy Partnership Manager) responsible for:

- Deputising for the Head of Stour Valley and Poole Partnership (Partnership Manager) in all aspects of Service Delivery.
- Managing the Operational Services of the Partnership ensuring that all systems, performance management, business planning, training and partnership activities are undertaken in accordance with the legislative, audit requirements and operational requirements instructed by the Joint Committee and Scrutiny Panel are undertaken

Collection Services Manager / Benefits Services Manager / BCP Customer Access Manager:

- Managing the Operational Services of the Partnership ensuring that all systems, Day-to-day delivery for their specified responsibilities
- Supporting and advising the Head of Stour Valley and Poole Partnership, Joint Committee Members, Council's s151 Officers, Chief Executives, Directors and wider Elected Members on matters associated with the delivery of the service.

These 5 posts are responsible to the SVPP JC and as such are classified as politically restricted posts.