

Suggested Content of Strategic and Operational Agreement for Joint Working Between Sevenoaks District Council and Dartford Borough Council in Revenues and Benefits

1. Definitions and Interpretation
 - Including definition of transitional period and initial period
2. Legal Capacity
3. Functions to be provided
4. Level of Service to be provided
5. Service Standards
 - Agreement and Amendment
 - Triggers
 - Transition Period
 - Initial Period
 - Longer Term
6. Staff Management
7. Employment Arrangements Initial Period
8. Accommodation and Facilities
9. Governance and Management
10. Assessment and Apportionment of Risk
11. Arrangements relating to the sharing of the expenses of the shared service including allocating any surplus or deficit at the year-end and process for sharing cost pressures/income reductions
12. Financial Control and Audit including accounting arrangements
13. Payments and Costings
14. Indemnity and insurance given by the Council carrying out a function to the Partner Council
15. Legal Advice given by the Council carrying out a function to the Partner Council.
16. Functions to be retained by the Councils

Appendix 2

17. Delegations to be given to the Council carrying out functions for the Partner Council.
18. Contracting for Goods and Services
19. Duration of the Agreement
20. Amendment and Variation
21. Review of Agreement
22. Termination of the Agreement and effects of termination including notice period and allocation of termination costs
23. Joiners to the Shared Service
24. Exclusion of Third Party Rights

25. Legislative Compliance – The Data Protection Act, Access to Information Act, Equalities Legislation, Human Rights Legislation and Freedom of Information Legislation
26. Arbitration – Disputes Resolution
27. Service of Notices under the Agreement
28. Amendment
29. Complaints – how will these be handled
30. Legal/Ombudsman Proceedings. Who will commence legal proceedings
31. Confidentiality
32. Force Majeure
33. Assignability – none