

**Service Level Agreements**

**1. INTRODUCTION**

1.1 This report provides an update on the discussions on the legal/committee services service level agreement(SLA) detailed at the August Board meeting.

**2. Replacement Options**

2.1 Officers have had a meeting with Gavin King of City of Edinburgh Council on 18 August at which it was established that CEC are interested in providing committee services to SEStran under an SLA. Discussions are ongoing regarding formalising this agreement by the end of the month. Gavin King will be shadowing Andrew Ferguson at the September board meeting and was present at the Performance and Audit Committee on 8<sup>th</sup> September.

2.2 SEStran officers have also submitted a collaborative partner participation for legal services under the Scottish Government framework agreement. Both actions will ensure the Partnership continues to have access to committee services and legal services at best value rates. The September Board meeting will be Andrew Ferguson’s last meeting as Secretary having served SEStran for nearly 12 years with excellence of expertise and knowledge.

**3. CONCLUSION / RECOMMENDATIONS**

3.1 The paper asks the Board to note the forthcoming change of SLA provider to CEC for committee services, the ongoing procurement via framework agreement for legal services and formally recognise the long service provided by Fife Council and in particular Andrew Ferguson as Secretary to the Partnership in the minutes of this meeting.

George Eckton  
**Partnership Director**  
15<sup>th</sup> September 2017

Angela Chambers  
**Business Manager**

Policy Implications	None
Financial Implications	It is likely that any Scottish Government legal framework services agreement could be more expensive than the present arrangement with Fife council.
Equalities Implications	We may no longer have the same access to immediate advice on specific legal issues arising from our Public Sector Equality Duties.
Climate Change Implications	Engagement of support services from closer to SEStran’s offices may have a slight positive impact on emissions. However, as existing personnel almost invariably use public transport, the effect may be minimal.