



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

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Cyfarwyddwr Dysgu Gydol Oes/
Director Lifelong Learning

CYNGOR SIR YNYS MÔN
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Ein Cyf - Our Ref. DGJ/dho
Eich Cyf - Your Ref.

24/03/2014

Dear Head Heacher,

SERVICE LEVEL AGREEMENTS 2014 - 2017.

For a number of years the Authority has had a number of service level agreements with you as schools and a number are coming to an end this year, 2014. The ones that need to be renewed are the following :-

1) Human Resources

There are three parts to this agreement -

- i) Personnel Service
- ii) Recruiting and Advertising Service
- iii) Absence Scheme (Primary)

It is imperative that you buy into the Personnel Service and the Recruiting and Advertising Service. It is strongly advised that you buy into the Absence Scheme otherwise there will be significant financial obligations on the school. In the past the scheme included all teachers and the school could choose to include assistants. By now the number of assistants has increased considerably and continues to increase and so the Authority will include all the assistants at the school in the scheme.

A number of head teachers have asked us to consider increasing the re payment in the case of absent teachers. This will not happen for April 2014 but there will be discussions on this suggestion over the coming year. The scheme will pay out from the first day of sickness absence for teachers but for assistants this will be from the third day.

This agreement will run for three years, April 2014 – March 2017, except for the Absence Scheme which is for the 14/15 year and is to be reviewed annually.

2) Financial Advice.

The Authority is of the opinion that agreeing to this service is essential to the effectiveness of the school.

The agreement will run for three years, April 2014 – March 2017.

3) Administrative Support (through the service of the SIMS assistants)

There are four parts to this agreement -

- i) Pupil Information Support Service
- ii) Ordering, Processing Payments and Reporting on Expenditure Service.

Again it is imperative that you agree to the services above. As for the Ordering, Processing Payments and Reporting on Expenditure Service nine primary schools are administering this locally within the school. These nine schools should not agree to this service from April 2014.

If any other school wishes to move to process orders and payments internally then they can put their names forward to the Authority (through Form SLG2) and then training and support will be arranged for them. In the meantime they will continue to buy into the agreement with the Authority.

The other services are :-

- iii) Administrative Support Service – substantial Documents
- iv) Administrative Support Service – minor documents

These agreements will run for three years, April 2014 – March 2017.

- 4) Archives and Museum Service for schools.
- 5) Library Service for schools.

A great number of schools see these service as being very valuable as they offer essential experiences and activities for the pupils.

These agreements will run for three years, April 2014 – March 2017.

You are asked to carefully consider which service level agreements the Governing Body wish to subscribe to and complete Form SLA1 and return by the end of April 2014. These agreements can be seen on the “Addysg Môn” website.

You are also asked to fill Form SLA2, within SLA1, so that the Authority can collect information on the school’s arrangements and intentions in a number of different areas.

Schools have other agreements , ones that are noted within the school’s budget, and the following information is presented for your attention.

- a. Music. This finance is for the school’s use and many of you come to an agreement with the William Mathias company.
- b. Ground Maintenance. The Council has agreed a contract with the Glendale company until 2018.
- c. Fire Fighting Equipment. This budget is for school use and a number of companies provide this service for schools.
- d. Cleaning. This service is an agreement between LifeLong Learning and the Property Department and is in force until 2015. It is aimed to review this service during 14/15.

e. Repair and Maintenance (Local Management) Half of this budget is for school use and the Authority, through the Property Department, uses the remainder towards the school building.

f. Repair and Maintenance (Fair Funding). This budget is under the control of the council. This is the Repair and Maintenance Service Level Agreement and is part of the Partnership Agreement 2013 and in force until 2017. (You are reminded of the need to send in your reply form to the Authority as soon as possible.)

g. School Meals. This budget is under the control of the Council and provides for Caterlink Catering Services.

h. CYNNAL. CYNNAL have contacted you directly and have presented an agreement until 2016.

i. Special Needs. This agreement will be shared with the finance information under the delegation of the integration budget arrangements.

Yours truly,

Gareth Jones
Education Officer

