

**Bolsover District Council**

**Meeting of the Local Growth Scrutiny Committee on 11<sup>th</sup> December 2023**

**Dragonfly Management (Bolsover) Limited-Service Level Agreement**

**Report of the Director of Corporate and Legal Services and Monitoring Officer**

<b>Classification</b>	This report is Public.
<b>Report By</b>	Jim Fieldsend, Director of Corporate and Legal Services and Monitoring Officer

**PURPOSE/SUMMARY OF REPORT**

- To provide details of the service level agreement it is proposed to be entered into with Dragonfly Management (Bolsover) Ltd in connection to the services the company will provide to the Council

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**REPORT DETAILS**

**1. Background**

- 1.1 On the 1<sup>st</sup> of February the Council agreed the recommendations set out in a business case regarding the arrangements for the Dragonfly companies- Dragonfly Development Ltd and Dragonfly Management (Bolsover) Ltd.
- 1.2 Under the agreed arrangements Dragonfly Development Ltd is to act as the Council's commercial company undertaking developments for external clients together with acting as subcontractor in delivering the Council's own build programme.
- 1.3 Dragonfly Management will provide services to the Council such as housing repairs, economic development, facilities management and bringing forward sites for development.
- 1.4 Following this decision a number of services have been undertaken by Dragonfly Management (Bolsover) Ltd, however no formal agreement is in place. It is necessary in the long term to have an arrangement in place and for the last few months the Council and Dragonfly have been working on a draft service level agreement ("SLA") A copy of the proposed SLA is attached at Appendix 1.
- 1.5 The SLA is a detailed document providing for the provision of services back to the Council. Full details of the SLA will be presented to Members at the

committee. In summary the agreement provides for the provisions of the services as set out in Schedule- 1 the Specification. These services are as follows;

- Capital Projects
- New Builds
- Engineering
- Facilities Management
- Business Support for Property Services and Engineering Services
- Repairs and Maintenance Services
- Business Growth Services
- Economic Development Services

1.6 Members should note that this is still a draft document and may change in advance of the meeting. Any changes will be verbally reported at the meeting.

1.7 A separate service level agreement is being produced setting out the support services that the Council will provide to Dragonfly. These include Legal Services, HR and Payroll, ICT, Procurement and Finance. Once this is finalised a report will be brought to Local Growth Scrutiny Committee for information.

## **2. Reasons for Recommendation**

2.1 The report has been requested by the Chair Local Growth Scrutiny so Members can be informed of the proposed agreement prior to a decision of the Executive.

## **3 Alternative Options**

3.1 No alternative options are available.

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## **RECOMMENDATIONS**

1. That Members note the contents of the SLA,
2. That Members make comments on the SLA which will be passed on to the Executive when it considers the SLA

Approved by Councillor John Ritchie Portfolio Holder for Growth

**IMPLICATIONS:**

**Finance and Risk:**            Yes             No

**Details:**

On behalf of the Section 151 Officer

**Legal (including Data Protection):**            Yes             No

**Details:**

On behalf of the Solicitor to the Council

**Environment:**

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

**Details:**

**Staffing:**            Yes             No

**Details:**

On behalf of the Head of Paid Service

**DECISION INFORMATION**

<p><b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>Revenue - £75,000</b>   <input type="checkbox"/>   <b>Capital - £150,000</b>   <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p><b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)</p>	No

<b>District Wards Significantly Affected</b>	
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/> <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	Details:

<b>Links to Council Ambition: Customers, Economy and Environment.</b>
<ul style="list-style-type: none"> <li>• Making the best use of our assets.</li> <li>• Ensuring financial sustainability and increasing revenue streams.</li> </ul>

<b>DOCUMENT INFORMATION</b>	
<b>Appendix No</b>	<b>Title</b>
Appendix 1	Draft Service Level Agreement between Bolsover District Council and Dragonfly Management (Bolsover) Limited

<b>Background Papers</b>
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>