

Bolsover District Council

Meeting of the Executive on 29th January 2024

Dragonfly Management (Bolsover) Limited-Service Level Agreement

Report of the Portfolio Holder for Growth

Classification	This report is Public
Report By	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
- To seek approval for the Council to complete the service level agreement

REPORT DETAILS

1. Background

- 1.1 On the 1st of February 2023, 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.

- 1.6 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
- 1.7 Schedule 3 of the SLA deals with the payment that the Council will make to the company for the services. These payments will be the equivalent to the budgetary allocation the Council will make for the provision of the services which are set each year.
- 1.8 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.
- 1.9 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.

2. Reasons for Recommendation

- 2.1 A formal agreement between the Council and Dragonfly Management (Bolsover) is necessary to clarify the arrangement by which the company will provide services back to the Council.

3 Alternative Options

- 3.1 Not to have an agreement. This is rejected as a formal arrangement is important to provide certainty to both parties and to reduce potential areas of dispute.

RECOMMENDATIONS

That Executive:

1. Note the contents of the SLA,
2. Agree to the Council entering into the service level agreement with Dragonfly Management (Bolsover) Limited
3. Delegate the decision to agree any amendments to the service level agreement to the Council's Chief Executive Officer

Approved by Councillor John Ritchie, Portfolio Holder for Growth

IMPLICATIONS:

Finance and Risk: Yes No

Details:

As contained within the service level agreement.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

As contained within the service level agreement.

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>Is the decision a Key Decision? 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>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	Yes
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	Yes

<p>District Wards Significantly Affected</p>	
<p>Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/></p>	<p>Details: Local Growth Scrutiny Committee, 11th December 2023</p>

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

DOCUMENT INFORMATION

Appendix No	Title
Appendix 1	Draft Service Level Agreement between Bolsover District Council and Dragonfly Management (Bolsover) Limited

Background Papers

(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).

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