

IAA Revisions Summary

OCTOBER 25, 2022



1 Version Control

| <i>Version</i> | <i>Summary</i> | <i>Date</i> | <i>Editor</i> |
|----------------|----------------|-------------|---------------|
| 0.1 | First Outline | 05.08.22 | TDG |
| 1.0 | Final document | 25.10.22 | TDG |

2 Document Approval

| <i>Version</i> | <i>Date</i> | <i>Approver</i> |
|----------------|-------------|-----------------|
| 1.0 | 25/10/22 | Fabio Negro |
| | 04/11/22 | Minesh Patel |
| | 04/11/22 | Michael Scorer |
| | 07/11/22 | Kathy Freeman |

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4 Introduction

This document summarises the changes made to the various schedules that comprise the Inter Authority Agreement.

After the significant changes in 2020/21, this year's amendments are relatively minor in nature, or a reflection on agreed changed since the last update:

- Amendment and definition of Tier 0 and Tier 1 tables to more accurately reflect infrastructure and business critical systems.
- Updated apportionment percentages based in November 2022 active user numbers
- Correction of errors in previous version (mismatched KPIs and SLAs).
- Standardised schedule of purchase orders, monthly recharges, invoicing and payment for Southwark and Lewisham.
- Addition of reference step changes in user numbers and the mechanism to change budget in-year.
- Sharing of audit reports across partner councils.
- Agreement of Architectural principles across partner councils where possible.
- Agreement of Cyber Security policies across partner councils where possible.

Below are the details of the amendments made, listing only those documents that have been amended; all other documents that form part of the IAA have been left the same.

5 Inter-Authority Agreement ([Document Link](#))

| Page | Change |
|----------------|---|
| Page 48 | Updated job titles for Executive partners |
| Page 55 | Added paragraph: 22.5 - Each Council will seek to share audit reports relating to Shared Technology Services with the other Councils in the partnership. |

6 Schedule 1 – Partnership Principles

| Page | Change |
|------------|--|
| ALL | No changes, however note that this will be reviewed during our review of the STS Strategy, due in 2022/23. |

7 Schedule 2 –Employment & Pensions

| Page | Change |
|-------------------------------|--|
| Section 5.4 Page 4 | Additional paragraph: 5.4 Pension Contributions: Pension contributions will be apportioned based on the Joint Management Board agreement made in May 2022 |
| ALL | Replaced “Shared ICT Service” with “Shared Technology Services” (2 instances) |

8 Schedule 3 – Service Description

| Page | Change |
|----------------------------------|--|
| Section 3.1.1, Page 6 | Updated Tier 0 table Addition of a Tier 0 definition: |

| | |
|------------------------------|---|
| | Defined as: Underlying infrastructure services supporting council systems and services |
| Section 3.1.1, Page 6 | Updated Tier 1 table Addition of a Tier 1 definition: Defined as – Business line systems that are critical to life or to benefit payments that require 24x7 support |
| Section 3.2, Page 8 | Amended P1 SLA from <2 per month to <3, in line with agreement of new TOM (this was incorrectly reflecting the ‘Option 1’ TOM proposal, which was rejected). KPIs on following page are correct. |
| Section 3.2, Page 8 | Amended P3 SLA from <25 per month to <30, in line with agreement of new TOM (this was incorrectly reflecting the ‘Option 1’ TOM proposal, which was rejected). KPIs on following page are correct. |
| Section 5.13 Page 24 | Additional line in table: 5. Ensure that all corporate IT equipment held by a leaver is returned to STS for redistribution in a timely manner (Council’s retained function responsibility) |
| Section 6.3 Page 26 | Additional line in table: 7. Where possible, all councils should adopt the same approach around STS Cyber security (Council’s retained function responsibility) |
| Section 10.2 | Additional line in table: 9. Agree a common set of IT Architecture principles for infrastructure (combined Enterprise Architecture principles) to maximise efficiency and benefit for all councils. (Joint responsibility for STS and council retained function) |

9 Schedule 6b – Terms of Reference for Joint Management Board

| Page | Change |
|----------------------------|---|
| Page 5 - Membership | Updated JMB partner membership to include LBB Corporate Director of Finance and Resources |

10 Schedule 6c – Terms of Reference for Operational Management Group

| Page | Change |
|----------------------------|---|
| Page 2 - Membership | Clarified OMG partner membership to Director of the ICT function. |

11 Schedule 8 – Financial Principles ([Document link](#))

| Page | Change |
|--|---|
| Page 3 - Apportionment | New apportionment for 23/24, based on Active directory users as of 18 th October 2022 OMG meeting |
| Page 4 – Pension Contribution Section 5.4 | Additional paragraph: 5.4 Pension Contributions: Pension contributions will be apportioned based on the Joint Management Board agreement made in May 2022. |
| Page 11 - Billing Paragraphs 19-22 | Amended to include Lewisham, and more clearly detail the process of monthly billing cycles: Billing: |



| | |
|---|---|
| | <p>19. At the beginning of each financial year, Southwark and Lewisham will raise a Purchase Order for the full apportioned budget related to STS services</p> <p>20. Shared Technology Services will produce a monthly invoice in arrears for all Shared Technology Services Costs and additional agreed staff, infrastructure, 3rd party, project and other costs incurred on behalf of Southwark & Lewisham.</p> <p>21. Separate Invoices will be raised for budgeted STS costs & Project costs or other recharges relating to bulk stock and other consumables.</p> <p>22. Payment of monthly invoices should be made no later than 30 days after receipt.</p> |
| <p>Page 12 – Step changes Paragraph 24</p> | <p>Added reference to the agreed cost per user step change mechanism: “If there is a significant step change in user numbers the agreed mechanism of cost-per-user to calculate the increase / decrease in overall budget will be used to agree budget changes”</p> |