



## APPENDIX 1

### FREE SCHOOL MEAL AWARDS - SERVICE PARTNERSHIP AGREEMENT 2018/19 to 2019/20

#### MONMOUTHSHIRE COUNTY COUNCIL (MCC) EDUCATION SERVICE AND TORFAEN COUNTY BOROUGH COUNCIL (TCBC) SHARED BENEFITS SERVICE

- 1.1 The purpose of this agreement is to provide a framework for the negotiation of the service levels and standards which are to be achieved by all parties. It will commence on 1 July 2018 and end on 31 July 2020.
- 1.2 The TCBC Shared Benefits Service will provide Free School Meal assessment and administration services to MCC as set out in appendix A
- 1.3 Both MCC and TCBC will ensure that wherever an activity is carried out on behalf of the other authority that
  - The area of planned activity is agreed by both work parties
  - Targets and standards (e.g. amount of work to be processed / quality of work are decided in advance
  - Responsibility for monitoring the activity lies with the authority receiving the service
  - The authority providing the service will report on the activity carried out as required by the authority receiving the service (e.g. level of work transacted, evaluation of training feedback).
- 1.4 The authority receiving the service will ensure all necessary IT access, operational procedures, and relevant Council policies are made available to the other authority.
- 1.5 The authority providing the service will ensure compliance with all appropriate procedural requirements.
- 1.6 A schedule of costs will be agreed between the two authorities. The current schedule is set out in Appendix A.
- 1.7 MCC and TCBC will meet to review this agreement and to determine ongoing administrative arrangements including revision of assessment procedures due to regulatory changes initiated by Welsh Government
- 1.8 Any dispute arising from these arrangements will be determined by the relevant Heads of Service of both organisations.

**APPENDIX A**

**SCHEDULE OF SERVICES**

**ADMINISTRATION COST £15,500 in each of the academic years 2018/19 and 2019/20**

**TO BE PROVIDED BY THE SHARED BENEFITS SERVICE (TCBC)**

- Administration of the assessment of Free School Meal awards for all entitled children in Monmouthshire
- To purchase the software required in order to administer Free School Meals in alignment with other benefits including Housing Benefit and Council Tax Reduction
- To carry out an initial review of award entitlements in order to capture the required data and comply with GDPR requirements
- To provide an accessible claims process for Monmouthshire households including Freephone service, online forms and e-mail contact
- To maximise take up of Free School meals by identifying potential entitlement as part of a holistic approach to benefits take up also including Housing Benefit, Universal Credit and Council Tax Reduction
- To achieve an increase of take up between handover from MCC and end of contract period of 9 per cent
- To update schools and school clerks with changes to / from entitlement to Free School meals as and when they occur
- To provide monthly reports for each school showing Free School Meal entitlements
- To provide regular reports to MCC Education detailing Free School Meal entitlements and take up
- To liaise with MCC Education administration and support services with respect to Free School Meal entitlement and school placements and moves
- To provide reports as and when required by committees and representatives of Monmouthshire Council and to present the reports if required

Signed

---

Dated \_\_\_\_\_

Head of Legal Services, Torfaen County Borough Council

Signed

---

Dated \_\_\_\_\_

Monmouthshire County Council

Date \_\_\_\_\_