

## Georgina Morgan-Denn

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**From:** Laura Cutter  
**Sent:** 23 August 2024 12:23  
**To:** 'clerk@bishopstoneandhintonparva.org'; 'traceyblunsdon@gmail.com'; 'teresawhyborn@btinternet.com'; 'clerk@chiseldon-pc.gov.uk'; 'clerk@covingham-pc.gov.uk'; 'clerk@hanningtonparishcouncil.gov.uk'; 'clerk@highworthtowncouncil.gov.uk'; 'parishclerk@liddington.org'; 'clerk@nytheeldeneliden-pc.gov.uk'; 'clerk@southmarston.org.uk'; 'clerk@southswindon-pc.gov.uk'; 'clerk@stantonfitzwarren-pc.gov.uk'; 'Amy.Loxton@strattonstmargaret.gov.uk'; 'clerk@wanborough.info'; 'assistant@wanborough.info'; 'clerk@westswindon-pc.gov.uk'; 'clerk@wroughton.gov.uk'; 'clerk@centralswindonnorth-pc.gov.uk'; 'Jake Mee'; Georgina Morgan-Denn  
**Cc:** Richard Hailstone; Colin McEwen; 'ianjankinson@blunsdonparishcouncil.co.uk'; Dave Griffiths  
**Subject:** SLCF: Transfer of Services WP Updates  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon,

Just to provide a general update ahead of the next Swindon Local Councils Forum meeting scheduled for 19<sup>th</sup> September 2024. Please circulate this to your Members of the Forum.

### Transfer of Services Update

There have been a series of Transfer of Services Working Party meetings with Steve Iles. Steve is obtaining details for:

- TUPE Regulations and Legal Advice Summary (the full legal advice will not be shared)
- TUPE Resourcing, the amount of hours each FTE has spent within each parish
- A definitive list of statutory and non-statutory responsibilities, inclusive of any indemnity required
- A cost for each area to be transferred inclusive of equipment, maintenance
- Service standards / specifications of the current delivery

Steve had suggested that the information will be with us later today (23<sup>rd</sup> August 2024). There will be another Transfer of Services Working Party ahead of the SLCF meeting to discuss collectively and give an update on each parishes 'in principle' discussions/decisions update. After that point parishes will need to make their own individual decisions in line with budget setting requirements etc. Steve Iles suggests that the current Transfer of Services Deeds are also reviewed/updated with any new services devolved.

As we have noted in previous Transfer of Services, the approach is strengthened within the Forum and means everyone is receiving the same information and the same package.

Members of the Transfer of Services Working Party are as follows:

|                                   |
|-----------------------------------|
| <b>Transfer of Services</b>       |
| Emma Freemantle (Wroughton)       |
| Councillor John Hewer (Wroughton) |
| Clair Wilkinson (Chiseldon)       |

|                                               |
|-----------------------------------------------|
| Councillor Dave Griffiths (South Swindon)     |
| Councillor Keith Smith (Highworth)            |
| Councillor Gareth Hawkes (Covingham)          |
| Councillor S Heyes (St Andrews)               |
| Councillor T Charnock (Stanton Fitzwarren)    |
| G Morgan-Denn (Haydon Wick)                   |
| Councillor C McEwen (South Marston)           |
| Jake Mee (South Swindon)                      |
| Councillor Gordon Wilson (Liddington)         |
| Councillor Rose Llewellyn (West Swindon PC)   |
| Councillor Mick Lucas (Central Swindon North) |

### **Protocol**

Protocol discussions are still ongoing, the document has been signed at cabinet and the Protocol Working Party is trying to arrange a meeting with Sam Mowbray, Jim Robbins, Jim Grant and Steve Iles to break down the appendices ready for implementation. The first appendices reviewed was the Planning Protocol – this was submitted to SBC but there has been a change in personnel and I am awaiting new contact details.

### **Items for the next Agenda**

Please send these through to me by Wednesday 4<sup>th</sup> September.

Kind regards,

Laura Cutter  
Secretary of Swindon Local Councils Forum