



Ministry of Housing,
Communities &
Local Government

**Ministry of Housing, Communities & Local
Government**

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Thomas Reynolds

Date: **29 August 2018**

Dear Sir

Freedom of Information Act 2000 - 3858768

Thank you for your request for information, which we received on 31 July 2018 and processed under the Freedom of Information Act 2000.

Your request was

"Please provide me with all recorded information and policy etc that local authority councils must have a service level agreement in place with outside agents before doing business and if this must be a written recorded agreement or otherwise.

Who is required to authorise these financial agreements within the authorities."

I can confirm that some of the information requested is held by the Ministry of Housing, Communities & Local Government and we are able to provide you with this information. I have detailed below the information that is being released to you.

Question 1: Please provide me with all recorded information and policy etc that local authority councils must have a service level agreement in place with outside agents before doing business and if this must be a written recorded agreement or otherwise.

Answer: We do not hold information relating to local authorities having to have a service level agreement in place with outside agents before doing business. Local government procurement is subject to EU and UK procurement regulations and local government is responsible for ensuring compliance with those regulations. The Crown Commercial Service <https://www.gov.uk/government/organisations/crown-commercial-service> is responsible for the legal framework for public sector procurement and leads on the development and implementation of procurement policies for both central and local government.

Question 2: Who is required to authorise these financial agreements within the authorities?

Answer: Statutory responsibility for proper management of a local authority's financial affairs is vested in the 'Section 151 Officer' who must be a member of a professional accountancy institute. Contracts will be approved by either Council members or appropriate officers based on each local authority's scheme of standing orders delegations, which can be requested directly from each local authority.

Complaints procedure

If you are unhappy with this response, we will review it and report back to you. (This is called an internal review.) If you want us to do this, let us know by return email within two months of receiving this response. You can also ask by letter addressed to:

Ministry of Housing, Communities and Local Government
Knowledge and Information Access Team
1st Floor NW, Fry Building
2 Marsham Street
London, SW1P 4DF

If you are unhappy with the outcome of this internal review, you can ask the independent Information Commissioner to investigate. The Information Commissioner can be contacted at email address ic@ico.org.uk or use their online form at ico.org.uk/concerns or call them on 0303 123 1113.

Yours faithfully

FOI Business Partner