

Appendix 1

Support Services Arrangements – Existing arrangements

1. Work stream Officer Leads – Current lead

Work stream	Lead Officer(s) (Participating Authority)
Legal	Mike Dearing/Trevor Steele (Knowsley)
Finance	Paula Deegan (Knowsley)
Operational Delivery	Jenny Ness (Liverpool)
Human Resources	Michael Wafer (Wirral)
Programme Manager	Sam Worsfold (Knowsley)
Learning and Development	Angela Siteo (Sefton)
Estates	Dave Turner (Liverpool)
Communications	Paul Johnston (Liverpool)
Commissioning and Procurement	Alison Taylor (Sefton)
Information Technology	Kevin Morgan (Knowsley)

2. Support Service Arrangements

Work stream	Participating Authority Lead	Comments
Legal	Knowsley	<p>General - Knowsley to lead on general partnership arrangements issues but any legal challenge on individual adoption cases will be referred to the legal team of the Participating Authority for the child being placed.</p> <p>Adoption Panel Support – Legal officer attendance is not generally required for the Panel but if legal advice is required this will be directed to the Participating Authority legal team most involved with the case or where the issue is of general application legal advice will be given by Participating Authority legal teams on a rota basis.</p>
Finance	Knowsley	<p>General - Participating Authority finance teams will continue to pay for their own staff and existing expenditure incurred from running of the AIM adoption team. A recharge mechanism will be put in place for any AIM shared costs in the proportions set out in the Funding Arrangements (Schedule 4).</p> <p>Specific -</p>

		<ul style="list-style-type: none"> • Liverpool to recharge the other Participating Authorities for premises costs and Head of Service for AIM; • Knowsley to recharge the other Participating Authorities for IT costs and additional HUB costs (<i>Note: it is expected that there should not be any significant excess cost and that there is a potential opportunity for efficiencies in this area</i>); • Sefton is the Participating Authority with responsibility for Commissioning and Performance so will need to pay for any AIM related commissions and recharge <p>Any costs shall be recharged in the proportions set out in the Funding Arrangements (Schedule 4).</p> <p>Reporting - Financial reporting on the AIM budget will take place on quarterly basis. A consolidated position will be presented to the AIM Operations Group for consideration and approval.</p>
Operational Delivery	Knowsley (as Host Authority)	Jenny Ness has been seconded from Liverpool as Head of Service for AIM and will report to both the AIM Operations Group and the AIM Management Board as required on AIM performance.
Human Resources	Wirral	<p>General - All operational HR issues will be referred back to the Participating Authority HR team who is the Seconded's employer for advice, payroll and other HR support.</p> <p>Specific - Wirral to continue to have oversight on any potential cross cutting HR issues arising as AIM develops and any service review.</p>
Learning and Development	Sefton	Sefton to continue to review AIM training needs on a regular basis and report to the AIM Operations Group.
Estates	Liverpool	<p>Liverpool responsible for any lease issues and payments with due to the landlord of the premises. Unless agreed otherwise the Host Authority shall enter into leases and/or licences for AIM.</p> <p><i>Note: while this will be regularly reviewed the expectation is that this should be minimal.</i></p>

Communications	Liverpool	Liverpool will continue to provide support for AIM communication issues.
Commissioning and Performance	Sefton	Sefton to take on performance management and commissioning of any new contracts.
Information Technology	Knowsley	Knowsley to continue to provide ongoing IT support. The Participating Authority who provides the information technology equipment for use by AIM or its staff shall retain ownership of that equipment unless agreed otherwise.