### **Appendix 'A'**

### **BTLS - LCC ICT Services**

### **Performance**

The Service Level Agreement (SLA) comprises of **five** performance indicators covering the **ICT Service**. Of these, all **five** are contractual indicators.

**Contractual Targets:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Detailed Definition of SLA** | **Target**  **(%)** | **Performance**  **Quarter Three**  **2015/2016**  **(%)** | **Performance**  **January**  **2015/2016**  **(%)** | **Performance**  **February**  **2015/2016**  **(%)** | **Performance YTD 2015/2016**  **(%)** |
| 1 | **Priority 1:**  Severe Business Disruption:  Business Unit (sub-unit):   * unable to operate * Service component failed or severely impaired.   % of Priority 1 Incidents resolved within 4 working hours. | **99** | 100 | 100 | 100 | 100 |
| 2 | **Priority 2:**  Major Business Disruption:  Critical user or user group:   * unable to operate * business unit experiencing significant reduction in service performance.   % of Priority 2 Incidents resolved within 1 Business Day | **98** | 99 | 100 | 98 | 98 |
|  | **Priority 3:**  Minor Business Disruption:  Single user or user group unable to work with no available workaround.  % of Priority 3 Incidents resolved within 2 Business Days. | **97** | 97 | 99 | 98 | 98 |
| 4 | **Priority 4:**  Minor Disruption:  Single user or user group experiencing problems but with ICT defined available workaround.  % of Priority 4 Incidents resolved within 1 working week. | **98** | 99 | 99 | 99 | 99 |
| 5 | **Priority 5:**  Advice and Guidance (offered to users via Service Desk).  % of Priority 5 Incidents resolved within 4 working weeks. | **98** | 99 | 99 | 100 | 99 |

**BTLS - LCC Payroll & Recruitment Services**

**Performance**

The Service Level Agreement (SLA) comprises of **three** performance indicators covering payroll and recruitment elements. Of these, **two** are contractual indicators and **one** is a non-contractual indicator.

**Contractual Targets:**

| **No.** | **Definition of SLA** | **Target**  **(%)** | **Performance**  **Quarter Three**  **2015/2016**  **(%)** | **Performance**  **January**  **2015/2016**  **(%)** | **Performance**  **February**  **2015/2016**  **(%)** | **Performance YTD 2015/2016**  **(%)** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | % payroll errors attributable to the Partnership. | **<0.4** | 0.1 | 0.05 | 0.09 | 0.1 |
| 2 | % of changes and associated adjustments including arrears processed that were received by the published payroll deadline. | **99** | 100 | 100 | 100 | 100 |

**Non-Contractual Targets:**

| **No.** | **Definition of SLA** | **Target**  **(%)** | **Performance**  **Quarter Three**  **2015/2016**  **(%)** | **Performance**  **January**  **2015/2016**  **(%)** | **Performance**  **February**  **2015/2016**  **(%)** | **Performance YTD 2015/2016**  **(%)** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | % DBS checks processed within two working days of receipt of all necessary information. | **75** | 100 | 100 | 100 | 100 |

**Payroll & Recruitment Services Dashboard**

| **Activity** | **Target** | **Performance**  **Quarter Three**  **2015/2016** | **Performance**  **January**  **2015/2016** | **Performance**  **February**  **2015/2016** | **Performance YTD 2015/2016** |
| --- | --- | --- | --- | --- | --- |
| Volume of BTLS overpayments | **n/a** | 38 | 5 | 10 | 125 |
| % of DBS forms returned to Recruitment Services from Liverpool DBS with errors | **Not greater than 3%** | 1.3% | 1.1% | 1.8% | 1.7% |
| Employment offer documentation (conditional) issued within 48 hours, following receipt of the necessary approvals to recruit | **100%** | 100% | 100% | 100% | 100% |
| % of DBS forms returned to Managers (Directorates) with errors/missing information within 48 hours | **100%** | 100% | 100% | 100% | 100% |
| Change Letters - issued within 10 working days from system change | **100%** | 100% | 100% | 99.7% | 99.8% |
| % of nationally and locally agreed pay awards implemented no later than the month following the month in which the award was authorised | **100%** | 100% | 100% | 100% | 100% |