

## PARTNERSHIP AGREEMENT BETWEEN

### ASHURST PARISH COUNCIL, BRAMBER PARISH COUNCIL, STEYNING PARISH COUNCIL AND UPPER BEEDING PARISH COUNCIL

#### FOR PROVISION OF COMMUNITY YOUTH WORK

#### 1.0 INTRODUCTION

1.1 This agreement sets out the respective obligations of the following Parish Councils in respect of the delivery of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

- Ashurst Parish Council ('APC') (*insert Address*)
- Bramber Parish Council ('BPC') (*insert Address*)
- Steyning Parish Council ('SPC') (*insert Address*)
- Upper Beeding Parish Council ('UBPC') (*insert Address*)

Collectively the four parishes agree to create a partnership to be known as "Joint Parish Youth Committee (JPYC) to facilitate provision and contract management of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

For the purpose of this Agreement, the Appointed Liaison contacts between the JPYC and Horsham Matters , (HM), the Provider of the service, will be the persons occupying the positions of:

- Clerk to APC
- Clerk to BPC
- Clerk to SPC
- Clerk to UBPC

1.2 This Agreement is valid from 1 April 2017 until 31 March 2018. (See Clause 7)

1.3 This Agreement is for the provision and contract management of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

1.4 In consideration of the funding specified in Clauses 4, APC, BPC, SPC and UBPC hereby agree to undertake to support the Service specified in Clause 3 in accordance with the terms and conditions appearing below.

1.5 The parties to this Agreement will endeavour to work within the shared principles and approach to joint working set out in the West Sussex Compact.

1.6 Formal requests of the Community Youth Worker and associated Provision must be made by the Appointed Liaisons to the Provider (i.e. Community Youth Worker's Line Manager). Agreement should be sought between Parish Councils before approaches are made to the Provider, to avoid 'conflicting' demands.

#### 2.0 Management

2.1 Collectively the four parishes agree to create a partnership to be known as "Joint Parish Youth Committee (JPYC) to facilitate the provision and contract management of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

2.2 JPYC will create a committee consisting of 1-3 councillors from each of the four Parish Councils.

- 2.3 The committee may agree to invite a member/s of the community to join the committee; the purpose of which would be to provide additional experience or expertise where necessary. These members will have full voting rights.

### 3.0 **SERVICE DESCRIPTION – PROVISION OF COMMUNITY YOUTH WORK**

#### 3.1 **Vision**

The four parish councils have agreed a shared vision for the provision of Community Youth Work within the collective area:

*“Together, we want to enable and empower young people of our local community to make informed, positive lifestyle choices, which promote active, healthy, holistic, safe and social lives. We will do this through providing opportunities that encourage young people to enjoy, grow and develop valuable social skills; participate positively in their local community and achieve their highest potential; thus supporting them as they transit into adulthood.”*

#### 3.2 **Values**

This Vision is underpinned by a set of shared Values:

- *Commitment of partnership to vision and towards young people,*
- *Quality relationships that are built on honesty, openness and trust,*
- *Experience, knowledge and training,*
- *Serving, supporting and offering guidance to young people,*
- *Community leadership and ownership, which promotes investment in the community and encourages sustainability,*
- *Longevity,*
- *Conversation and Dialogue,*
- *Accessible, flexible and responsive approach*

#### 3.3 **Services Provision**

The detail of the Community Work Provision in the Parishes in pursuit of the shared Vision, will be determined by the Provider, in agreement with the JPYC.

#### 3.4 **Key Performance Indicators**

Agreed key performance indicators will be detailed in the respective contracts between APC, BPC, SPC and UBPC and the Provider.

### 4.0 **PARISH COUNCIL FUNDING RESPONSIBILITIES**

#### 4.1 **APC Responsibilities:**

- i. Contribute an estimated total of £xxx for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice , pay ‘their share’ of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

#### 4.2 **BPC Responsibilities:**

- i. Contribute an estimated total of £xxx for the term of this Agreement.

- ii. On receipt of Horsham Matters invoice , pay 'their share' of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

#### 4.3 SPC responsibilities:

- i. Contribute an estimated total of £xxx for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice , pay 'their share' of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

#### 4.4 UBPC Responsibilities:

- i. Contribute an estimated total of £xxx for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice , pay 'their share' of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

### 5.0 PARISH COUNCIL OTHER RESPONSIBILITIES

#### All Parish Councils Responsibilities:

- Provide a meeting room for meetings JPYC committee meetings.
- Agree agenda for JPYC committee meetings (role for Appointed Liaisons).
- Invite the Provider to attend (and present at) Annual Parish Meetings.
- Agree if they if they intend to commit to Community Youth Provision for the following year by 1<sup>st</sup> December 2017 and advise the other Parish Councils and the Provider.
- Provider responsibilities are detailed in the contract. Full responsibility & accountability for safeguarding young people, personal data protection and operational risk assessments & their mitigation are delegated to the Provider on behalf of the four Parish Councils and the JPYC.

### 6.0 Joint Parish Youth Committee (JPYC)

#### 6.0 The role of the JYPC is:

- i. Support the Provider, associates and Community Youth Worker/s in the conduct and running of the Community Youth Provision. This includes supporting the Provider to identify needs of the local communities and young people to ensure the provision of appropriate youth work support.
- ii. Monitor the performance of the Provider to ensure Youth Provision delivery is in accordance with contract/Service Level Agreement and to ensure objectives / targets are being meet. Where necessary, take appropriate action through the councils (as outlined in the terms and conditions of the Contracts).
- iii. Monitor the operational costs and quarterly/annual accounts.
- iv. Help raise funds to provide facilities and opportunities for young people in accordance with the Vision and Values. (See Clause 3)
- v. Provide quarterly financial updates to respective Parish Councils.

6.1 JYPC committee will meet quarterly, or more frequently as requested by one of the parties.

## 7.0 TERMS OF AGREEMENT (BREAK POINTS AND RENEWAL)

7.1 In signing this Partnership Agreement, ABC, BPC, SPC and UBPC commit to the full term of this agreement (i.e. from 1 April 2017 until 31 March 2018).

7.2 To ensure viability of the Community Youth Provision for the Parishes of Ashurst, Bramber, Steyning and Upper Beeding, there is no mid- / part- year break point.

7.3 The Four Parishes intend to sustain a three year Community Youth Provision for the area beyond their initial one-year commitment, extending to 31.3.20.

7.4 The four Parishes will determine if they intend to commit to Community Youth Provision for the following year by 1<sup>st</sup> December 2017.

## 8.0 TERMINATION

In the event of termination of contract, notwithstanding clauses 7.2 and 7.3, the Provider will return all assets secured with financial support from, or loaned by, the JPYC to the Parishes. These assets will be apportioned to the parties of this agreement in line with respective partner contributions.

## 9.0 DISPUTES BETWEEN PARTIES

9.1 The parties shall use their best endeavours to resolve by agreement any disputes between them. In the first instance the dispute will be discussed by the Liaison Officers (Clause 1.1) and may then be referred to Parish Council Chairmen so as to seek amicable resolution.

## 10.0 VARIATIONS TO AGREEMENT

10.1 The terms of this Partnership Agreement may only be varied by mutual consent with all parties involved

## 11.0 ACKNOWLEDGEMENTS

11.1 APC, BPC, SPC and UBPC shall be acknowledged in all publicity material (e.g. any leaflets, letters, newsletters or press releases) put out by the Community Youth Provision for the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

<b>Signature:</b>		<b>Signature:</b>	
<b>Print Name:</b>		<b>Print Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Date:</b>		<b>Date:</b>	
<b>For &amp; on behalf of Ashurst Parish Council</b>		<b>For &amp; on behalf of the Bramber Parish Council</b>	

<b>Signature:</b>		<b>Signature:</b>	
<b>Print Name:</b>		<b>Print Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Date:</b>		<b>Date:</b>	
<b>For &amp; on behalf of Steyning Parish Council</b>		<b>For &amp; on behalf of the Upper Beeding Parish Council</b>	

