

SERVICE LEVEL AGREEMENT – BETWEEN WOULDHAM PARISH COUNCIL AND TONBRIDGE AND MALLING BOROUGH COUNCIL FOR THE PROVISION OF A YOUTH AND COMMUNITY WORKER FOR PETERS VILLAGE, WOULDHAM AND SNODLAND.

TITLE:	YOUTH AND COMMUNITY WORKER
DESCRIPTION:	<ul style="list-style-type: none"> To provide a Youth and Community Worker (YCW) for Peters Village, Wouldham and outreach into Snodland. Line management and employer liabilities will be the responsibility of Wouldham Parish Council along with the provision of an office base.
PRIORITIES	<p>The YCW will be employed for a minimum of 20 hours per week. The YCW will provide support from Wouldham Village Hall, Peters Village Community Centre and outreach into Snodland, focusing on the following priorities:</p> <ul style="list-style-type: none"> To provide positive diversionary activities for children and young people that are inclusive and accessible To provide support to residents that empowers local people with the aim of improving physical and mental health and well-being Identify residents who are currently not accessing support services – assist them to access the help they need Source and promote volunteering opportunities for residents, supporting volunteers as necessary Work in partnership with other community stakeholders to assist in the development of new community projects as needs are identified. Fundraising for new and existing projects. Complete all necessary recording and administration as required, producing reports and feedback as and when requested.
Dates:	? Nov 2023 – ? Nov 2025

PAYMENT AND FINANCIAL CONDITIONS

For 1 November 2023 – 1 November 2025, the Council shall pay a grant totaling £58,203.13 allocated to provide youth and community services for the benefit of residents in and around Peters Village. This shall be paid by direct transfer to Wouldham Parish Council’s bank account.

The Youth and Community Worker will work 20 hours per week.

Wouldham Parish Council shall keep appropriate written records (accounting system), to show how the funding from the Borough Council is being used only to fund the Youth and Community Worker post. The Borough Council shall have the

right to examine these records on giving 2 weeks written notice and to request an annual report on performance.

MANAGEMENT RESPONSIBILITIES

Woudlham Parish Council will notify the Borough Council of any material changes to its constitution or objectives if they affect the service being provided under this service agreement.

Woudlham Parish Council shall have in place policies and procedures as set out in this service agreement.

Extracts of minutes of committee meetings relating to matters that may affect services being provided under this service agreement shall be made available to the Borough Council if requested on the understanding that confidentiality will be respected.

CONFIDENTIALITY

Both parties must comply with the requirements of General Data Protection Regulations 2018 and Data Protection Act 2018 in so far as they apply to the provision of the service and/or otherwise to this agreement.

Both parties will keep confidential any information supplied in connection with this agreement or that is obtained in the course of providing the services.

PERSONNEL ISSUES

Woudlham Parish Council must have in place a rigorous recruitment and selection procedure, which meets the requirements of legislation, equal opportunities, and anti-discriminatory practice.

Woudlham Parish Council will ensure that DBS checks are conducted as required by legislation.

SAFEGUARDING

Woudlham Parish Council must have policies in place for the protection of children and adults at risk, to ensure there are adequate safeguarding controls for all activities and services.

DBS checks must be undertaken as required by legislation, the Youth and Community Worker post to be risk assessed according to access and appropriate training given. The Council will ask for confirmation of training completion and details of scheduled refresh training. Contract monitoring will incorporate information exchange about safeguarding concerns or incidents.

INSURANCE

Wouldham Parish Council must ensure that its insurance policies are adequate to cover all eventualities in the provision of this service and maintain the following minimum cover.

Public Liability Insurance: £5 million.

Employers Liability: £10 million

Motor Vehicle: Third party cover with unlimited indemnity for third party injury and £5 million for third party property damage.

Adequate professional indemnity, errors and omissions or malpractice insurance.

The above cover will be maintained with a reputable company or companies and the Borough Council will be provided, on request, such information as may be reasonably required to confirm that the insurance referred to above has been affected and is adequate and in force at all times.

STATUTORY OBLIGATIONS

Both parties will comply with all relevant current and future legislation applicable to the provision of the service.

FREEDOM OF INFORMATION

Both parties must comply with the requirements of the Freedom of Information Act 2000 as they apply to the provision of this service.

SIGNATORIES TO THE AGREEMENT

Tonbridge and Malling Borough Council

We authorise the purchase of the service identified in this Service Agreement and undertake to pay Wouldham Parish Council for the delivery of the service.

Signed on behalf of the Council:

Date:

Signed on behalf of Wouldham Parish Council:

Date:

We agree to provide the service identified in this Service Agreement and to abide by the terms and conditions contained in this agreement.