

DRAFT Service Level Agreement between South Somerset District Council – Area North, Martock Parish Council and Martock Youth Centre

Project: Martock Youth Project 2008-11
(Version 1.0 – Area North Committee November 2008)

General Introduction

- This is an agreement between South Somerset District Council (Area North Committee), Martock Parish Council and Martock Youth Centre to run for a period of three years covering the financial years 2008-2011.
- Any party can make changes, with agreement by all parties and in writing.
- A period of six months' notice shall be required if the SLA is to be terminated by mutual agreement, or by one or other parties if obligations have not been met.
- Funding is awarded for three years only and is subject to budgets being available. The Council will pay a sum of £4,000 to Martock Youth Centre in 2008/09 to support its work. Further sums of £3,500 and £3,000 will be paid during 2009/10 and 2010/11 respectively. Funding will be reviewed annually and future funding will be considered through this review.
- The responsible people are the Chairman, Martock Youth Centre Management Committee, the Head of Area Development North, SSSDC and a representative of Martock Parish Council.
- The aim of having the agreement is to clarify the roles of Martock Parish Council and Martock Youth Centre and the reason for the Council funding the project. It aims to give greater funding stability to the organisation. It also sets out in simple terms the links between the Council, Martock Youth Centre and Martock Parish Council, the services and activities being provided/developed and a framework for monitoring quality and progress.

Objectives of Martock Youth Project:

To deliver an excellent young people's programme in Martock that:

- Meets the needs of the young people of age 8 years and over and the Martock community
- Revitalises and optimises the profile and use of Martock Youth Centre
- Increases the number of young people participating regularly in out-of-school education and leisure opportunities
- Enhances the range and quality of opportunities available for young people

How will the project be delivered?

Through the employment of a full-time Youth Development Officer and operation of the building, Martock Youth Centre and Martock Parish Council agree to provide the following services and activities.

- A comprehensive programme of activities to take place after school, during the evenings and holidays. These should include two training courses a year, in addition to a range of fun activities.
- An annual Play & Youth Day, in conjunction with the SSSDC Community Play Officer.

- Hosting of an annual networking event for those involved in youth work on behalf of SSDC Area North and the Local Area Delivery Team
- Encouragement and support of the young people to be actively involved in their community, e.g. through a Youth Parish Council, helping them to organise activities for their peers, and through fundraising.
- An annual event that will include older members of the community (i.e. those aged over 60).
- The duties of the Youth Development Officer, as specified in the Job Description that forms part of the employment contract with Martock Parish Council.

Monitoring and Evaluation:

There will be an annual monitoring meeting, to report on level of service, activities provided, feedback from users etc. The first will take place in July 2009. Martock Youth Centre will supply the following information:

- Shared set of mid year and annual statistics agreed by all parties
- Annual audited accounts
- Annual report
- Consultation with service users
- Development/training of staff and volunteers
- Development plans/budget
- Details of other funding

Martock Parish Council has put in place monitoring and evaluation systems that are responsive to the views of individuals and organisations accessing services. These include:

- Comprehensive records of activities and opportunities provided for young people being recorded by the Youth Development Officer
- Signing in sheets completed to monitor number of attendees at Youth club sessions
- Regular evaluation of youth club sessions by young people
- Update reports from Avon and Somerset Police on number of reports of anti-social behaviour and other criminal incidences involving young people in the Martock area
- Feedback forms following activities/events.

See the detailed Project Plan (Appendix 1).

Financial Aspects:

- The Council recognises that it is only a contributing partner to the funding needed by Martock Youth Centre and Martock Parish Council. Much of the balance is raised from the Parish Council precept.
- The purpose of SSDC Area North funding is to ensure access to a range of activities and dedicated support services for young people in Martock, supporting the delivery of a key project within the Martock Local Community Plan 2007 and priorities within the Area North Area Development Plan and the Somerset Local Area Agreement.
- The funding agreement assumes no significant changes in the level or scope of core activity over the life of the project. Any significant budget changes should be notified by January 30 of each year.
- SSDC's standard grant conditions will be in place (Appendix A).

Support Arrangements:

- The lead officer and first point of contact regarding this agreement will be the Head of Area Development North.
- All efforts will be made to offer practical advice and support to Martock Parish Council and Martock Youth Centre beyond the core funding detailed above.
- In the case of any dispute/concern relating to the agreement with or the relationship with Area North, this should be raised with the Head of Area Development North. If the problem is not resolved then this should be raised with the Corporate Director or Portfolio Holder.

Signatures

..... for Martock Parish Council

DATED.....

..... for Martock Youth Centre

DATED.....

..... for South Somerset District Council

DATED