

PARTNERSHIP AGREEMENT BETWEEN
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 Bramber, Steyning and Upper Beeding.

- ☐ Bramber Parish Council ('BPC') To be confirmed
- ☐ Steyning Parish Council ('SPC') The Steyning Centre, Fletchers Croft, Steyning West Sussex BN44 3XZ
- ☐ Upper Beeding Parish Council ('UBPC') The Gladys Bevan Hall, Church Lane, Upper Beeding BN33 3HP

For the purpose of this Agreement, the Appointed Liaison contacts between the JPYC and Sussex Clubs for Young people, the Provider of the service, will be the persons occupying the positions of:

- ☐ Clerk to BPC
- ☐ Clerk to SPC
- ☐ Clerk to UBPC

1.2 This Agreement is valid from 1st April 2023 until 31st March 2024. (See Clause 6)

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

1.4 In consideration of the funding specified in Clause 4, 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 endeavor 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 three parishes agree to create a partnership to be known as the "Joint Parish Youth Committee" (JPYC) to facilitate the provision and contract management of Community Youth Work in the Parishes of Bramber, Steyning and Upper Beeding.

2.2 The JPYC is a committee consisting of 2 councillors from each of the three Parish Councils.

- 2.3 The committee may agree to invite members of the community to join the committee; the purpose of which would be to provide additional experience or expertise where necessary. These members will not have full voting rights.

3.0 SERVICE DESCRIPTION – PROVISION OF COMMUNITY YOUTH WORK

3.1 Vision

The three 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:

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|---|--|
| ☐ Commitment of partnership to vision and towards young people, | ☐ Community leadership and ownership, which promotes investment in the community and encourages sustainability, |
| ☐ Quality relationships that are built on honesty, openness and trust, | ☐ Longevity, |
| ☐ Experience, knowledge and training, | ☐ Conversation and Dialogue, |
| ☐ Serving, supporting and offering guidance to young people, | ☐ 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 BPC, SPC and UBPC and the Provider.

4.0 PARISH COUNCIL FUNDING RESPONSIBILITIES

4.1 BPC Responsibilities:

- i. Contribute a total of £4,528.69 for the term of this Agreement.
- ii. On receipt of the Sussex Clubs for Young people invoice, pay ‘their share’ of the employment and operational costs, based originally on the number of Band D properties in their Parish Council.
- iii. Payment terms to be agreed with the Provider.

4.2 SPC responsibilities:

- i. Contribute a total of £29,602.90 for the term of this Agreement.

- ii. On receipt of the Sussex Clubs for Young people invoice, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in this Parish Council.
- iii. Payment terms to be agreed with the Provider.

4.3 UBPC Responsibilities:

- i. Contribute a total of £16,299.25 for the term of this Agreement.
- ii. On receipt of Sussex Clubs for Young people invoice, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in this 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 JPYC committee meetings.
- ☐ Agree an agenda for JPYC committee meetings (role for Appointed Liaisons).
- ☐ Invite the Provider to attend (and present at) Annual Parish Meetings.
- ☐ Agree if they intend to commit to Community Youth Provision for the following year by 21st December 2024 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 three Parish Councils and the JPYC.

6.0 TERMS OF AGREEMENT (BREAK POINTS AND RENEWAL)

- 6.1** In signing this Partnership Agreement, BPC, SPC and UBPC commit to the full term of this agreement (i.e. from 1st April 2023 until 31st March 2024).
- 6.2** To ensure viability of the Community Youth Provision for the Parishes of Bramber, Steyning and Upper Beeding, there is no mid- / part-year break point.
- 6.3** The three Parishes intend to sustain a three-year Community Youth Provision for the area beyond their initial one-year commitment, extending to 31st March 2024.
- 6.4** The three Parishes will determine if they intend to commit to Community Youth Provision for the following year by 21st December 2024.

7.0 TERMINATION

In the event of termination of contract, notwithstanding clauses 6.2 and 6.3, 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.

8.0 DISPUTES BETWEEN PARTIES

- 8.1** The parties shall use their best endeavors 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.

9.0 VARIATIONS TO AGREEMENT

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

10.0 ACKNOWLEDGEMENTS

- 10.1** 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 Bramber, Steyning and Upper Beeding.

	Signature:	
	Print Name:	Paul Richards
	Position:	Parish Clerk
	Date:	
	For & on behalf of the Bramber Parish Council	

Signature:		Signature:	
Print Name:	John Fullbrook	Print Name:	Stephen Keogh
Position:	Parish Clerk	Position:	Parish Clerk
Date:		Date:	
For & on behalf of Steyning Parish Council		For & on behalf of the Upper Beeding Parish Council	