

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 regard to the delivery of Community Youth Work in the Parishes of Bramber, Steyning and Upper Beeding.

- ☐ Bramber Parish Council ('BPC') Contactable via email only
- ☐ Steyning Parish Council ('SPC') The Steyning Centre, Fletchers Croft, Steyning West Sussex BN44 3XZ
- ☐ Upper Beeding Parish Council ('UBPC') The Parish Council Office, The Sports Hall, Upper Beeding Memorial Fields, High Street, Upper Beeding, BN44 3WN

For the purpose of this Agreement, the Appointed Liaison contacts between the JPYC and each Parish Council membership will be the persons occupying the positions of:

Clerk to BPC

Clerk to SPC

Clerk to UBPC

1.2 This Agreement is valid from 1 April 2025 until 31 March 2026. (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 The Youth service provision is to be undertaken via the employment of a Lead Youth Worker, with support from ~~two~~ several part time youth workers and a number of appointed youth worker volunteers.

1.5 These ~~three~~ members of staff (in Clause 1.4) are to be appointed by agreement from the Joint Parishes Youth Committee (JPYC), after recommendation from the three delegated individuals involved in the selection process – These being, One Councillor, One HDC Youth Representative and One Clerk (noted within clause 1.1), and that this selection panel will be agreed upon by the JPYC.

1.6 The day-to-day management of the youth provision is to be the responsibility of the Youth Leader.

1.7 The line management of the Youth Leader is to be undertaken by a parish clerk who will be appointed for a period of two years, and this line manager is to be agreed for a two year term by the JPYC

1.8 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.

1.9 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'.

1.10 Formal requests made to the Youth Leader and associated Provision must be made by the Appointed Liaisons, and via the Line Manager.

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 up to 2 councillors from each of the three Parish Councils. At least one Councillor from each Parish is needed to be in attendance for the meeting to be quorate.
- 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, or to make a presentation in consideration of the Youth Service provision. These members will not have full voting rights.
- 2.4** The JPYC should ensure that all insurance, DBS, Safeguarding and data protection obligations are being undertaken by the Youth Leader via the Line manager

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 Youth service provision in the Parishes in pursuit of the shared Vision will be determined by the Youth Leader in the first instance and then in agreement with the JPYC.

There will be Key performance indicators set out and agreed by the JPYC in advance of the commencement of the service

The locations and duration of each session will be set out by the Youth Leader and agreed by the JPYC in advance of the commencement of the service

3.4 Workplace

The Youth Leader and Youth workers will be based at the Upper Beeding Sports Centre

Youth Club Session equipment and Office equipment and administrative support will be provided at **both** the Upper Beeding Sports Centre **and the Steyning Centre**

4.0 PARISH COUNCIL FUNDING RESPONSIBILITIES

4.1 Steyning Parish Council to set up a Bank account under the heading Joint Parishes Youth Committee, and this bank account should hold all funds associated with the JPYC provision.

4.2 Salary payments should be made out of this account for the Youth Leader and the part time Youth workers by the SPC admin office each month and on the last Monday of that month

4.3.1 BPC Responsibilities:

- i. **Contribute a total of ~~£4,768.00~~ £4,959.00** for the term of this Agreement. **{9%}**
- ii. On commencement of the service on or soon after the 1st April 2024, 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 by the JPYC.

4.3.2 SPC responsibilities:

- i. **Contribute a total of ~~£31,100.00~~ £32,344.00** for the term of this Agreement. **{58.7%}**
- ii. On commencement of the service on or soon after the 1st April 2024, 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 by the JPYC.

4.3.3 UBPC Responsibilities:

- i. **Contribute a total of ~~£17,113.00~~ £17,797.00** for the term of this Agreement. **{32.3%}**
- ii. On commencement of the service on or soon after the 1st April 2024, 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 by the JPYC.

4.4 Each Parish Council agrees that part of this contribution which will total £5,000 for the year will be a grant made payable to the Steyning Downland Scheme to allow for the continuance of that scheme and in return provide additional sessions for local youths which will be publicised as part of the JPYC Youth programme of activities

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 Youth Leader to attend (and present at) JPYC and Annual Parish Meetings.
- ☐ Agree if they intend to commit to Community Youth Provision for the following year by the 31st December of each year and advise the other Parish Councils and the JPYC.
- ☐ Full responsibility & accountability for safeguarding young people, personal data protection and operational risk assessments & their mitigation are delegated to the Youth Leader and in liaison with the HDC Youth Service team 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 1 April 2025 until 31 March 2026).
- 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 will determine if they intend to commit to Community Youth Provision for the following year by the 31st December of each year of the contract's duration.
- 6.4** Subject to the provisions of clause 6.3, in entering into this Agreement the three Parishes declare that is their intention, that the Community Youth provision shall extend to the 31st March 2026.

7.0 TERMINATION

In the event of the service having to be terminated for whatever reason, the assets that are returned to each of the three parishes will be apportioned to the parties of this agreement in line with their 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:	Liz Trundle
Position:	Parish Clerk
Date:	
For & on behalf of the Bramber Parish Council	

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