



## MARR COMMUNITY PLANNING GROUP

### SERVICE LEVEL AGREEMENT BETWEEN MARR COMMUNITY PLANNING GROUP AND MARR AREA PARTNERSHIP 2014/2015

#### 1 Scope

This agreement establishes the scope of work of the Marr Area Partnership (MAP) and the relationship with the Marr Community Planning Group (MCPG).

#### 2 Background

Marr Area Partnership is a participating member of the Marr Community Planning Group. As a rural partnership it plays a key role in developing and engaging communities in Marr. It therefore has specific expertise of value to Marr Community Planning Group. In addition to fulfilling a general role as a community planning partner it has been agreed that Marr Area Partnership will undertake specific functions, outlined below, as agreed with the Marr Community Planning Group. In order to do this MAP has been allocated a specific budget for each of the activities although it is expected that MAP will work to integrate these to ensure that community engagement is effective. Other functions may be agreed between the MCPG and MAP and added to this service level agreement.

#### 3 Definition of Service

Working closely with the Area Manager (Marr) as Chair of Marr Community Planning Group, and the Marr Community Planning Officer, Marr Area Partnership will:

- 3.1 organise and support the operation of 3 Community Ward Forums 4 times in the period between April 2014 and March 2015, agreeing the agenda with the Chair, arranging presentations, organising venues, catering, etc, seeking feedback and subjects for future discussion from participants to ensure relevance, provide for travelling expenses for community representatives, meet organisation costs from the budget set.
- 3.2 provide the equivalent of 1 day per week time in 2014/15 to:
  - (i) To explore the feasibility and possible funding options for a Marr wide school support project
  - (ii) Explore options for making fresh fruit and vegetables more accessible and/or affordable in Marr's rural communities.

- (iii) Provide information and advice and disseminate relevant information to inform community groups and other partners particularly in areas of best practice.
- (iv) Research and write text for Marr pages of quarterly Community Planning Newsletter

3.3 Account for total allocated budget to MCPG.

3.4 Regularly review, maintain, update and disseminate the Village Halls (PEL Manual) and ensure that this is made available to hall management committees in the Marr area, also publicised for wider availability via the MAP website.

#### **4 Finances**

Payments representing:

4.1 the budget for 3.1 above, agreed at £7,900 to cover the inclusive cost of organising and running the forums between March 2014 and March 2015 will be transferred to MAP in 2 equal stage payments the first following the signing of this agreement and the second on 1<sup>st</sup> October 2014.

4.2 the budget for 3.2 above is £5,700, which is the equivalent of 17% of the Community Planning Officer's full time equivalent salary. It will be allocated in 2 equal stage payments the first following the signing of this agreement and the second on 1st October 2014.

4.3 it was agreed that, upon an initial payment for 3.4 in 2009/10 that this work would from 2010 onwards be resourced from the organisations core funding.

4.4 Aberdeenshire Council which manages the MCPG budget reserves the right to deduct any debts which may be due prior to making any further payments.

#### **5 Monitoring and Reporting**

5.1 MAP will seek feedback from ward forum participants on the running of the forums and their content, will produce a short feedback report after each set of forums and will circulate this to MCPG for consideration. A report on the forums from March 2014 – April 2015 will be compiled from this information and submitted to the group in March 2015.

5.2 Aberdeenshire Council's procedures on "Following the public pound" will underpin any reporting arrangements.

5.3 MAP undertakes to allow any Authorised Officer of Aberdeenshire Council, or its designated agents, access to the books of account and other records for the purpose of confirming the accuracy, validity and completeness of information provided in relation to this agreement.

**6 Terms of Agreement**

This agreement will commence on 1st April 2014 and will expire on the 31st March 2015.

Signed on behalf of Marr Community Planning Group

*Janette Clark* ..... Date *26/6/14* .....

Signed on behalf of Marr Area Partnership

*J. Hennessy* ..... Date *26/6/14* .....

