

SERVICE LEVEL AGREEMENT

BETWEEN

Pendle Borough Council (the Commissioner of the Service)

And

Burnley Pendle and Rossendale Council for Voluntary Service (the provider of the service)

AIMS AND OBJECTIVES OF THE AGREEMENT

To deliver the work programme outlined below with the aim of sustaining and improving the capacity and capability of the voluntary and community sector in Pendle to extend its influence on the civic life of the Borough.

PERIOD OF THE AGREEMENT

This Service Level Agreement is for a period of 3 years commencing 1st July 2018 to 30th June 2021.

REVIEW

Reviews of this agreement will be carried out by officers of PBC in conjunction with officers of the service provider.

GOVERNANCE

The provider lead will be responsible for ensuring the service adheres to the work programme as outlined in this document.

PAYMENT

The agreed funding of £10,000 per year for the 3 years, will be released on submission of an invoice for 50% (£5,000) in July and the remaining 50% (£5,000) in January for each year.

Work programme

We require an overall approach which delivers on 3 broad fronts: support for community and voluntary groups; volunteering and funding:

- A collaborative process that targets support for existing and newly established community and voluntary sector groups including town and parish councils, residents' associations and support groups;
- An increase in volunteers in a range of key community roles and specific projects;
- Helping groups to obtain both direct and match funding to perform their role in the community and to deliver projects and programmes of work that support local objectives.

Specifically :

Locality: by working closely with the Localities and Policy Unit:

- Support residents' action groups to sustain funding and consolidate governance and promote successful groups and programmes across Pendle
- Extend the CVS umbrella to benefit a wider cross section of community and voluntary groups in the Borough
- Support Groups to secure and make the best use of community assets
- Support the work of Town and Parish Councils Council through advice on asset management, volunteering, identifying funding opportunities and meeting training needs.

Volunteering

- Promote the existing CVS training and volunteer recruitment programme to sustain and increase the current level of volunteers in Pendle – targeting gaps where volunteers are needed.

Funding

- Funding events as and when needed to reflect new opportunities
- Chase up and develop bids where Pendle is under-represented in receiving grants from identified programmes

Training

- Training events in response to need plus follow up for voluntary and community sector groups to address their key needs around governance, fund raising and volunteering
- Regular funding workshops as new funding becomes available – e.g. Heritage Lottery, Awards for All, CCG Community fund.

Measuring Performance

CVS staff team utilising their individual expertise to deliver the above programme until 2021 (the SLA is subject to change in this period):

- A demonstrable increase in Pendle's third sector capacity to seek Big Lottery; Heritage Lottery and other funding
- Number of successful bids into Pendle's third sector
- Number of volunteers recruited and trained
- Number of voluntary, community sector and other groups contacted and given support
- Number of training events and attendees
- Measure and report progress against outputs and outcomes in a quarterly review

Termination

- This agreement can be terminated in writing by either party.
- This agreement may be terminated by Pendle Council if the provider fails to provide the service outlined in this specification;
- If terminated any under-spend will be returned to the commissioner;
- The provider will receive written confirmation of the natural termination of the agreement at least one month prior to the end date.

Signed



on behalf of Pendle Borough Council

Print name

Sarah Astin

Designation

Localities and Policy Manager

Date

23.07.18

Signed



on behalf of the provider

Print name

J. CHRISTINE BLYTHE

Designation

CHIEF EXECUTIVE OFFICER

Organisation

Burnley Pendle and Rossendale Council for Voluntary Service

Date

31 July 2018

