**DRAFT – Service Level Agreement 2022 Appendix B**

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| **OUTPUTS** | **Evaluation Process** |
| \*Provide 3 detached youth support sessions per week, in Woodley - including a Friday and/or Saturday evening. A typical session will be 3 hours long with a minimum provision of 2 people on foot.*\*the quantity, frequency and scheduling of detached sessions will be flexible – through discussion and agreement on the best way meeting the needs of young people, taking into account other activities/workshops being carried out. Where agreed changes to the activities under the SLA are made, these may be reflected in the value of the funding under the SLA.* | Five reports a year to the Woodley Town Council Leisure Services Committee giving details of the sessions provided, numbers of young people directly engaged with, geographical areas covered and recent trends in behaviour and social issues.Information included in reports to Committee and annual review. |
| Deliver and develop pop up events/workshops\* to supplement the detached youth support sessions.*\*The Town Council can support the Service Provider by providing a venue/location for pop ups/workshops. This may include some outreach work to supplement the detached work.* | Five reports a year to the Woodley Town Council Leisure Services Committee giving details of the sessions provided, numbers of young people directly engaged with, geographical areas covered and recent trends in behaviour and social issues.Information included in reports to Committee and annual review. |
| Respond to requests from Woodley Town Council and the police to work in any particular area of need. | Information included in reports to Committee and annual review. |
| Provide young people in Woodley with an opportunity to bring their needs and concerns before the Council / Community Youth Partnership. | Records of issues taken to WTC and action taken.Information included in reports to Committee and annual review. |
| Liaise with other youth service providers in the area through attendance at meetings, correspondence, updates etc as appropriate. | Record of attendance at meetings, evidence of joined up working strategies and provision of holiday programmes.Information included in reports to Committee and annual review. |
| Liaise with Woodley Town Council on detached sessions, overview of the wider service and development plans of the organisation. | Regular meetings with representative of WTC. Provide contact numbers annually. Provide annual audited accounts to the Council to be provided to relevant committee.Information included in reports to Committee and annual review. |
| Network with / Dissemination of information to other groups and organisations working with young people in the Woodley area, through being an active member of the Community Youth Partnership. | Information included in reports to Committee and annual review.Record of attendance at Community Youth Partnership meetings. |
| Establish and utilise media links and other means to promote youth support services in Woodley.  | Information included in reports to Committee and annual review. |
| Update the Council on other issues facing young people, outside the scope of the Service Level Agreement, that may be appropriate for consideration by the Council. | Information included in reports to Committee and annual review. |
| **OUTCOMES** |  |
| Growth in the number and diversity of organisations/projects supporting young people in Woodley.  | Information included in reports to Committee and annual review. |
| Current youth initiatives and projects will be supported and continue. | Information included in reports to Committee and annual review. |
| Targets for new youth projects will be achieved. | Information included in reports to Committee and annual review. |
| An increased number of young people will be reached/supported/signposted each year. | Information included in reports to Committee and annual review. |
| A greater public and inter-organisational awareness of the services being provided. | Information included in reports to Committee and annual review. |
| Effective communication between other groups and projects supporting young people in Woodley. | Information included in reports to Committee and annual review. |
| Woodley Town Council will have a good understanding of the issues facing young people and the benefit that the service is providing in respect of these issues. | Information included in reports to Committee and annual review. |
| **RESPONSIBILITIES OF SERVICE PROVIDER** |
| To ensure that the services set out in the Service Level Agreement are delivered and monitored and keep records of all activities undertaken. |
| To ensure that the support and services provided are compliant with the requirements of the Public Sector Equality Duty and that equality considerations are included in the delivery and monitoring of activities. |
| To comply at all times with the requirements of the Health & Safety at Work Act 1974. |
| To comply at all times with the requirements of any other relevant legislation. |
| To have appropriate policies in place relating staff/volunteer training, recruitment, equality, and safeguarding. |
| To have an equality policy in place and provided to the Council. |
| To have an environmental policy in place and provided to the Council. |
| To ensure organisational accounts are appropriately audited in accordance with SORP/Charity Commission or other appropriate requirements. |
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| **RESPONSIBILITIES OF WOODLEY TOWN COUNCIL** |
| To nominate an appropriate Officer of the Council to be the first point of contact between the Service Provider and the Council. |
| To make payment to the Service Provider of the agreed annual amount in respect of the services to be provided. |
| To provide periodic feedback to the Service Provider during the term and by way of an annual review.  |
| Support the Service Provider where possible in the delivery of activities under the Service Level Agreement. |
| Support the Service Provider by providing a venue/location for pop ups/workshops. |
| To ensure the outputs and outcomes of the Service Level Agreement support the aims, priorities and objectives set out in the Council’s Strategy for Youth Services. |
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| **JOINT RESPONSIBILITIES** |
| To ensure regular and appropriate open communication between the Service Provider and the Town Council. |
| To agree any changes to this Service Level Agreement by mutual consent. |
| To work in partnership to achieve the outputs and outcomes of the Service Level Agreement and in the interests of young people in Woodley. |
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| **REVIEW PROCEDURE** |
| Full annual review of all aspects of the operation of the Service Level Agreement by the Leisure Services Committee. |
| Reports submitted to each meeting of the Leisure Services Committee. |
| Any extension to the initial period shall be by review and recommendation of the Leisure Services Committee. |