

SERVICE LEVEL AGREEMENT – BETWEEN TONBRIDGE BAPTIST CHURCH AND TONBRIDGE AND MALLING BOROUGH COUNCIL FOR THE PROVISION OF COMMUNITY DEVELOPMENT WORK IN THE TN10 AREA.

TITLE:	COMMUNITY DEVELOPMENT WORK – TN10
DESCRIPTION:	<ul style="list-style-type: none"> To provide a Community Engagement Worker for Trench and the surrounding TN10 area. This will be a joint funded position between Tonbridge and Malling Borough Council, Clarion Futures and Tonbridge Baptist Church (TBC). Line management and employer liabilities will be the responsibility of Tonbridge Baptist Church along with the provision of an office base.
PRIORITIES	<p>The Community Engagement Worker to focus on the following priorities:</p> <ul style="list-style-type: none"> To work alongside TBC’s Community Work Co-ordinator in supporting Trench residents and the wider TN10 community. Primarily moving TN10 residents from a dependency lifestyle to more independent living by improving their confidence, accessing relevant support and promoting improved health & lifestyle choices. To provide one to one support to TN10 residents with a bottom-up approach that empowers local people, with the aim of moving residents from dependency to independent living. Identify residents who are currently not accessing support services – assist them to access the help they need to enable them to live more independently. Work in partnership with other community stakeholders to assist in the development of new community projects as needs are identified. Fundraising for new and existing projects. Assist in the profiling and marketing of community projects both within and outside TBC. To be in support of the partners (TBC, Clarion Futures and TMBC), vision and values. Complete all necessary recording and administration as required, producing reports and feedback as and when requested.
Dates:	1 November 2021 – 31 October 2023

PAYMENT AND FINANCIAL CONDITIONS

This is a 2-year agreement: Year 1 (1 November 2021 – 31 October 2022), the Council shall pay a grant totaling £7,500, payable in November 2021. Year 2 (1 November 2022 – 31 October 2023) the Council shall pay a grant totaling £7,500, payable in November 2022. To be paid by direct transfer to TBC’s bank account. The Community Engagement Worker will work 24 hours per week.

TBC shall keep appropriate written records (accounting system), to show how the funding from the Borough Council is being used only to fund the Community Engagement Worker post. The Borough Council shall have the right to examine these records on giving 2 weeks written notice and to request an annual report on performance.

MANAGEMENT RESPONSIBILITIES

TBC will notify the Borough Council of any material changes to its constitution or charitable objectives if they affect the service being provided under this service agreement.

TBC shall have in place policies and procedures as set out in this service agreement.

TBC must inform the Borough Council in writing if any employees or elected members are involved, in any way, with the charity during the life of this agreement.

Extracts of minutes of committee meetings relating to matters that may affect services being provided under this service agreement shall be made available to the Borough Council if requested on the understanding that confidentiality will be respected.

CONFIDENTIALITY

Both parties must comply with the requirements of General Data Protection Regulations 2018 and Data Protection Act 2018 in so far as they apply to the provision of the service and/or otherwise to this agreement.

Both parties will keep confidential any information supplied in connection with this agreement or that is obtained in the course of providing the services. TMBC may have to release certain information in response to Freedom of Information requests.

PERSONNEL ISSUES

TBC must have in place a rigorous recruitment and selection procedure, which meets the requirements of legislation, equal opportunities, and anti-discriminatory practice.

TBC will ensure that DBS checks are conducted as required by legislation.

SAFEGUARDING

TBC must have policies in place for the protection of children (where applicable) and adults at risk, to ensure there are adequate safeguarding controls for all activities and services.

DBS checks must be undertaken as required by legislation, the Community Engagement Worker post to be risk assessed according to access and appropriate training given. The Council will ask for confirmation of training completion and details of scheduled refresh training. Contract monitoring will incorporate information exchange about safeguarding concerns or incidents.

INSURANCE

TBC must ensure that its insurance policies are adequate to cover all eventualities in the provision of this service and maintain the following minimum cover.

Public Liability Insurance: £5 million.
Employers Liability: £10 million

Motor Vehicle: Third party cover with unlimited indemnity for third party injury and £5 million for third party property damage.
Adequate professional indemnity, errors and omissions or malpractice insurance.

The above cover will be maintained with a reputable company or companies and the Borough Council will be provided, on request, such information as may be reasonably required to confirm that the insurance referred to above has been affected and is adequate and in force at all times.

STATUTORY OBLIGATIONS

Both parties will comply with all relevant current and future legislation applicable to the provision of the service.

FREEDOM OF INFORMATION

TBC to assist TMBC in providing information in connection with the service in response to an FOI request.

SIGNATORIES TO THE AGREEMENT

Tonbridge and Malling Borough Council

We authorise the purchase of the service identified in this Service Agreement and undertake to pay Tonbridge Baptist Church for the delivery of the service.

Signed on behalf of the Council:

Date:

Signed on behalf of Tonbridge Baptist Church:

Date:

We agree to provide the service identified in this Service Agreement and to abide by the terms and conditions contained in this agreement.