

SURREY HEATH BOROUGH COUNCIL

SERVICE LEVEL AGREEMENT 2019/20

1	Parties
	<p>“The Council” means Surrey Heath Borough Council.</p> <p>“The Provider” means Camberley and District Job Club.</p>
2	Appointment and Duration
	<p>The Council agrees to grant the Provider funds to deliver the services set out in Section 3 below.</p> <p>The Service will run for 12 months from 1 April 2019 to 31 March 2020.</p>
3	The Providers Roles and Responsibilities
	<p>The Provider agrees to deliver the following:</p> <ul style="list-style-type: none"> • To review and ensure that the constitution is up to date with the minor name change, by the 30th April 2019. • To provide employment training for those in high need within Surrey Heath, and to work with partners such as JCP to prioritise the support for those who have been unemployed for the longer periods, 6 months and longer. The first report outlining progress to be provided by 31st July 2019. • To provide accurate information on the outcomes of the services provided: numbers of those who have found work, numbers of clients seen, referral information, who, and numbers: The first report to be received by the 31st July 2019. • Over the period of this SLA for 70 to find work through this service with CJC providing evidence of this achievement. • To implement a volunteer and staff code of conduct, and safeguarding policy by the 30th June 2019. • For those who represent the organisation to retain a professional standard at all times when working with partners. • To review and identify any gaps in all legal and good practice governance responsibilities, implement any new policies as necessary, and evidence by the 31st March 2020. • Acknowledge the support of the Council in all its publicity. • Maintain audited accounts to be provided as requested by the Council. • To further develop a community fundraising strategy, that reduces the financial dependence from the council. • To make available a reserve figure based upon the guidance provided by the Charity Commission.

	<ul style="list-style-type: none"> To note that during this financial year the Council will undertake a full review of this grant scheme and no guarantees are available for funding beyond 31st March 2020.
4	The Council's Roles and Responsibilities
	<p>The Council agrees to supply the Provider with the following.</p> <ul style="list-style-type: none"> Attend meetings of the management group and offer support and guidance when possible. Provide the grant on a quarterly basis in advance as set out in Section 5 on the next page. To help promote the services when possible.
5	Cost and Funding Arrangements
	<p>The Council has agreed to grant the Provider the following amount for the provision of the services.</p> <p>For the period 1 April 2019 – 31 March 2020 = £7,000</p> <p>The grant shall be paid quarterly in advance and on submission of quarterly performance reports by the Provider (e.g. the July-September 2019 payment will be made on receipt of the performance report for January - March 2019).</p>
6	Resolution of Issues
	<p>Either party has a right to terminate this agreement, subject to providing at least six month's written notice.</p> <p>The Council has the right to refuse further payment or request an appropriate amount be returned by the Provider should the Provider fail to deliver the service in a satisfactory manner and/or fails to submit a completed quarterly performance report.</p>

Council Sign Off:

Name: Louise Livingston

Position: Executive Head Transformation

Signature: _____

Date: _____

Provider Sign Off:

Name: Murray Rowlands

Position: Chairman, Camberley and District Job Club

Signature: _____

Date: _____