

**SERVICE LEVEL AGREEMENT BETWEEN ABERDEENSHIRE COUNCIL  
AND STONEHAVEN TOWN PARTNERSHIP 2012 – 2013****1 Scope**

This agreement establishes the scope of work of the Stonehaven Town Partnership (STP) and the relationship with the Economic Development Service and the Area Manager (Kincardine & Mearns) of Aberdeenshire Council.

**2 Background**

Rural partnerships have played a key role in developing and engaging communities in their areas. To ensure that economic development opportunities and engagement continues and to facilitate the development of the Aberdeenshire Community Planning Partnership, it has been agreed that £27,000 will be allocated to each of the six Council areas.

**3 Definition of Service**

The main actions that the Council is requesting through the Service Level Agreement are:

- (i) Help groups in their area with information, implementation, and community engagement, to build inclusive and sustainable projects.
- (ii) Provide a local advice service to groups seeking to develop community assets and facilities.
- (iii) Provide business and administrative advice to community and social enterprises seeking to develop economic opportunities.
- (iv) Develop a Planning for Real or other appropriate process for engagement of communities.
- (v) Identify and implement ways to help communities understand issues around community planning and budget allocation.
- (vi) Act as an intermediary between Aberdeenshire Council, Community Planning Partners in the Local Community Planning Group and the wider community, ensuring a two-way flow of information relating to needs and priorities as one of the voluntary sector partners.
- (vii) To work with Kincardine and Mearns Area Partnership and Mearns Area Partnership regarding Stonehaven Town Partnership activities within their respective boundaries and to develop the pilot of a shared development worker approach.



#### **4 Finances**

- (i) At the Kincardine and Mearns Area Committee on 6 June 2012, a £5,000 award was approved subject to the conditions of this Service Level Agreement.
- (ii) At the Kincardine and Mearns Area Committee on 6 June 2012, a £12,000 award was approved to pilot a shared development worker between the three partnerships that currently exist in Kincardine and Mearns.
- (iii) At the Kincardine and Mearns Local community Planning Group on 20 June it was agreed that a further £1500 would be made available to cover advertising and recruitment of the development worker.
- (iv) The full payment of £5000 will be made following the signing of this Service Level Agreement.
- (v) The development worker funding will be paid following the signing of this Service Level Agreement and a joint Service Level Agreement between the Council and three partnerships. It will be paid in two instalments, one of £7500 as soon as practical after the signing of the agreement and one of £6000 by 30 September 2012.
- (vi) The Council reserves the right to deduct any debts which may be due prior to making any further payments.

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

- (i) Economic Development will undertake an annual monitoring visit, which will incorporate a review of activity, evidence of expenditure and future plans.
- (ii) A six monthly update on the shared development worker approach will be submitted to the Kincardine and Mearns Area Committee in December 2012.
- (iii) An annual report will be provided by the Rural Partnership to Economic Development by 28 February each year. This report will be used as an update to the Local Community Planning Group, Infrastructure Services Committee and the Area Committee annually.
- (iii) To attend at least one Area Committee to provide an update of developments in the area.
- (iv) Aberdeenshire Council's procedures on "Following the public pound" will underpin any reporting requirements.



- (v) The Rural Partnership undertakes to allow any Authorised Officer of the 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 1 July 2012 and will expire on the 31 March 2013.

Signed on Behalf of Aberdeenshire Council

.....*Neil Munro*.....

Date 28 June 2012

Signed on Behalf of the Rural Partnership

.....*D. Samways*.....

Date 2/7/12

