



**SERVICE LEVEL AGREEMENT BETWEEN ABERDEENSHIRE COUNCIL,  
KINCARDINE & MEARN'S LOCAL COMMUNITY PLANNING GROUP,  
KINCARDINE & MEARN'S AREA PARTNERSHIP, MEARN'S AREA  
PARTNERSHIP AND STONEHAVEN TOWN PARTNERSHIP 2012 – 2013**

**1 Scope**

This agreement establishes provisions for a development worker to be shared by Kincardine & Mearns Area Partnership (KMAP), Mearns Area Partnership (MAP) and Stonehaven Town Partnership (STP) and the relationship with the Economic Development Service and the Area Manager (Kincardine & Mearns) of Aberdeenshire Council and Kincardine and Mearns Local community Planning Group.

**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. The Kincardine and Mearns Local Community Planning Group has agreed to supplement this my £1500.

**3 Definition of Service**

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

- (i) To employ a development worker to support the work of KMAP, MAP, STP and assist in delivering the outcomes required through each partnership's 2012-13 Service Level Agreement.
- (ii) To agree which partnership (or other organisation) is "the employer" and advise the Area Manager who will arrange transfer of funding to the appropriate body.
- (iii) To agree and implement an arrangement for the deployment and management of the development worker.

**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 the Service Level Agreements with each partnership for 2012-13.
- (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 the individual Service Level Agreement.
- (v) The development worker funding will be paid following the signing of the individual Service Level Agreement and this 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 and Kincardine and Mearns Local  
Community Planning Group

Walter Mearns

Date 29 June 2012

Signed on Behalf of the Kincardine and Mearns Area Partnership

S.M. Williamson

Date 11th July 2012

Signed on Behalf of the Mearns Area Partnership

S. Brown

Date 18. July 2012

Signed on Behalf of the Stonehaven Town Partnership

D. Samways

Date 18/7/12

