



**Report of the Recreation Development Manager**

**Report to the Chief Parks and Countryside Officer**

**Date:**

**Subject: Leeds City Council - Groundwork Leeds – Service Level Agreement 2018**

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues**

A Service Level Agreement (SLA) was first established between Leeds City Council and Groundwork Leeds in 2008 to provide both parties with a clear definition for partnership working in order to achieve the Council's priorities, aims and objectives. The timescale for this SLA has since expired and a new one is now required.

This report outlines the revised SLA and seeks authorisation to proceed.

**Recommendations**

The Chief Parks and Countryside Officer is requested to give authorisation to the Recreation Development Manager to proceed with the agreed 2018 Service Level Agreement between Leeds City Council and Groundwork Leeds.

## **1.0 Purpose of this report**

- 1.1 To provide authority to proceed with the agreed 2018 SLA between Leeds City Council and Groundwork Leeds.

## **2.0 Background information**

- 2.1 An SLA was first established between Leeds City Council and Groundwork Leeds in 2008. Its purpose was to provide both parties with a clear explanation and understanding of how they would support and work together in relation to resources provided to Groundwork Leeds either by or through the Council.
- 2.2 Although the SLA primarily relates to physical improvement schemes undertaken by Groundwork Leeds on Leeds City Council owned land or using funding from or managed by Leeds City Council Communities & Environment, it also establishes a framework for managing funding for non-capital projects.
- 2.3 Under the terms of the SLA, Groundwork Leeds is required to produce an Annual Delivery Plan incorporating all Leeds City Council schemes they wish to undertake in the financial year. These should meet agreed Council priorities as set out in plans such as the Vision for Leeds and Best Council Plan, and address locally identified environmental needs.
- 2.4 A Steering Group, including Leeds City Council officers and representatives from Groundwork Leeds, was set up and meets every six weeks to monitor progress of the schemes.
- 2.5 All projects contained within the Delivery Plan require a Project Evaluation form to be completed and submitted to the Steering Group prior to commencement. These include information regarding design, consultation, funding, timescales and how the scheme will contribute to the Council'

## **3.0 Main issues**

- 3.1 Over the past few years, Groundwork Leeds has undertaken a number of changes to deliver savings and efficiencies to provide a solid framework for the future. The Groundwork Leeds Board has also been in discussion with its counterparts in the Wakefield and North Yorkshire Groundwork Trusts to look into the potential for joint working. As a result of these discussions, it has been established that a merger between all three Trusts to form a single Groundwork North, East and West Yorkshire would be the most sensible and cost effective way forward.
- 3.2 Talks regarding the merger are ongoing and the negotiations required to achieve it may take some time to resolve. To avoid any further delay to the processing of payments and delivery of joint community and environmental projects, it has been agreed that a new SLA between Leeds City Council and Groundwork Leeds should be established as soon as possible.
- 3.3 This SLA follows the same layout as the 2008 version with just a few additional clauses which are now necessary to take account of new Government legislation.

## **4.0 Corporate considerations**

### **4.1 Consultation and engagement**

- 4.1.1 All projects included in the Delivery Plan are developed following consultations between Groundwork and Ward Members, Community Locality Teams, LCC Departments, Housing Leeds, voluntary organisations and members of the local community with regard to design and implementation.
- 4.1.2 Each scheme is subject to governance and consulted on accordingly.

### **4.2 Equality and diversity / cohesion and integration**

- 4.2.1 Groundwork is required within their delivery plan to consider any equality, diversity and cohesion implications for their service delivery and to establish monitoring and analysis arrangements. This includes the submission of equality monitoring information.

### **4.3 Council policies and best council plan**

- 4.3.1 All projects contained in the Delivery Plan must fulfil the priorities outlined in the Vision for Leeds 2011 – 2030, Best Council Plan 2015 – 2020 and internal corporate, departmental (and service plans) as appropriate.
- 4.3.2 Groundwork Leeds must carry out all their projects in accordance with LCC's approved Equality and Diversity, Health and Safety and other policies.
- 4.3.3 They must also ensure that any of its staff or representatives, including volunteers, undergo Disclosure and Barring Service (DBS) checks if their work involves working with children and/or vulnerable adults.

### **4.4 Resources and value for money**

- 4.4.1 There are no additional budgetary requirements with regard to the revised SLA.

### **4.5 Legal implications, access to information, and call-in**

- 4.5.1 The SLA has been discussed and agreed with officers from Procurement and Commercial Services.

### **4.6 Risk management**

- 4.6.1 Groundwork Leeds is responsible for obtaining and dealing with all necessary health and safety, risk assessment documents and approvals including those of any sub-contractors.
- 4.6.2 Funding is only paid out once all the relevant invoices, receipts and certification for the work undertaken have been received, checked and signed off by Leeds City Council.

## **5.0 Recommendations**

- 5.1 The Chief Parks and Countryside Officer is requested to give authorisation to the Recreation Development Manager to proceed with the agreed 2018 Service Level Agreement between Leeds City Council and Groundwork Leeds.

## **6.0 Background documents**

- 6.1 Service Level Agreement between Leeds City Council and Groundwork Leeds 2018.