



PARTNERSHIP AGREEMENT

XXX – XXX (3 years)

BETWEEN

CHELTENHAM BOROUGH COUNCIL

AND

INSERT NAME OF CONSTITUTED GROUP

Signed:

.....

(GREEN SPACE MANAGER on behalf of Cheltenham Borough Council)

..... Position:

(on behalf of XXXXXXXX CONSTITUTED GROUP)

Date

1. Introduction

Cheltenham Borough Council's Green Space Development team (**GSD**) has a long and active history of collaboration with Friends of Parks and Green Spaces Groups (**Friends Groups**). They are an important part of championing, developing, and supporting the maintenance and improvement of our green spaces. Green spaces include parks and gardens, green corridors, amenity green spaces, playing fields, nature reserves and play areas.

We encourage the establishment of Friends Groups for all these types of green spaces, small and large.

Working together, GSD and its Friends Groups maintain and enhance the environment within our parks and green spaces across the town. A strong partnership based on trust and shared values is vital in achieving this. The purpose of this agreement is to lay out the shared values, roles, responsibilities, and ways of working for a collaborative, transparent, open, inclusive, and trusting partnership.

2. Aims and outcomes of this agreement

This agreement provides a framework for relationships between GSD and the Friend Group named at the start of this agreement (**Friend Group**). It is a code of conduct for partnership working which sets out a number of principles and tasks in paragraph 5 of this agreement by which partners should work together effectively to help create the following:

- **Equity** in the ways of working between GSD and Friends Groups. This will enable the council to work with more Friends Groups.
- **Transparency:** to ensure that the commitments made within the Green Spaces Strategy, and those within this agreement, are met.
- **Good governance arrangements:** to ensure that those working with GSD on representing, championing, and working with our Green Spaces are doing so within any laws, rules and regulations required (for example, with good financial arrangements, relevant insurances, the correct permissions, and agreements for undertaking work on Council owned or managed land).
- **Clear expectations:** this agreement sets out the roles and responsibilities of the parties to this agreement and what GSD can offer the Friend Groups in terms of time and resource. This will ensure that the council's resources are planned and managed well, and that the focus of officer time is spent on delivering the commitments within the Green Spaces Strategy.

The outcomes that will be achieved through a shared commitment to this agreement include stronger partnerships, safe working practices, the optimisation of resources, improved communication, and better trust and respect between the parties to this agreement.

3. Shared values

The following shared values underpin this agreement:

- **Respect:** Effective partnerships are built on mutual understanding and an appreciation of the differences and challenges faced by the parties. The parties to this agreement have distinct but complementary responsibilities in meeting the commitments set out in this agreement.
- **Independence:** The independence of the Friends Group is recognised and supported.
- **Honesty:** Strong partnerships can only be built and maintained through open communication. Full and honest discussions should be the basis for resolving issues should they arise.
- **Fairness and equality:** Fairness for everyone, regardless of their background, is a fundamental goal, and GSD and the Friends Group will look to promote equality and human rights, regardless of race, age, disability, gender, sexual orientation, faith, health, socio economic status or other characteristics protected by the Equality Act 2010.
- **Diversity:** GSD and the Friends Group value the diversity and support the involvement of volunteers from all sections of the community.
- **Cooperation and collaboration:** GSD and the Friends Group will work in a spirit of co-operation and collaboration. This will improve the quality of decision making and help deliver better outcomes.
- **Taking action** - effective partnerships rely on the commitment of the parties to this agreement to move towards the shared goals and ambitions.

4. Monitoring and dispute resolution

4.1 The following principles will frame how the partnership agreement operates in practice:

- a. This agreement will be reviewed after 3 years, or when legislation or new best practice mean that there is an amendment needed and submitted to the relevant decision-making bodies for approval.
- b. All parties to the agreement will jointly monitor implementation of the agreement through an annual review meeting to be held at the GSD offices.
- c. The Friends Group signatory will be an overall 'Agreement Guardian'. The Green Space Manager will fulfil the same role on behalf of GSD.
- d. Should any disputes arise regarding operation of the agreement that cannot be settled simply, then they can be referred to the relevant 'Guardian' to resolve.

5. Partnership Commitments

Equity in the ways of working between GSD and Friends Group

Cheltenham Borough Council GSD will:	Friends of XXX will:
Provide an Induction for new Friends Groups	Ensure that all members adhere to the Shared Values at all times.

Transparency in the ways of working between GSD and Friends Group

Cheltenham Borough Council GSD will:	Friends of XXX will:
Hold an annual meeting with the Friends Group to discuss and agree projects for the year ahead.	Hold regular recorded informal discussions to be held with the Friends Group Volunteer Co-ordinator regarding planning for up coming working groups.
Keep the Friends Group informed of any required changes to the workplan or agreed projects in a timely manner.	Provide minutes of their AGM and any other relevant recorded meetings, highlighting those items discussed to the Council annually

Good governance arrangements

Cheltenham Borough Council GSD will:	Friends of XXX will:
Keep Friends Group informed of any changes to Council Volunteer policy or Health & Safety requirements.	Be responsible for storing the personal data of its volunteers, including their health information and emergency contact details in accordance with GDPR legislation.
Provide guidance for Friends Groups on how to ensure good governance (via the CBC website and signposting to support from Gloucestershire Rural Community Council).	Ensure that its organisation has an accurate and up to date safeguarding policy in place and has no reason to believe that any of our volunteers are barred from the volunteering activity in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 or any subsequent amendment to that Act.
	<p>Be responsible for the health, safety and wellbeing of our volunteers and ensuring a risk assessment is undertaken for all activities and that relevant Health & Safety legislation is followed: Volunteering: How to manage the risks - HSE</p> <p>Be responsible for ensuring that its members are aware that:</p> <ul style="list-style-type: none"> • they are personally responsible for their own health, well-being and safety, and that they should only perform tasks that they are fit and able to undertake • that as volunteers engaged in voluntary activities they have a General Duty of

	<p>Care towards members of the public, fellow volunteers and Council staff</p> <ul style="list-style-type: none"> they should act with reasonable care and attention should they be required to use tools and equipment that are supplied by the Council or supplied by its organisation
	Cover its activities in volunteering as an organisation on Cheltenham Borough Council property and / or at Council run events by its own public liability insurance policy and provide a copy annually to the Council
	Ensure that where it works with business groups or educational establishments providing volunteers, that they are covered by their own public liability insurance and have completed risk assessments for the activities they will be undertaking.
	Record any volunteering related accidents and report them to CBC.
	Ensure our volunteers receive the appropriate training needed to carry out the tasks in the agreed work plan.

Clear expectations

Cheltenham Borough Council GSD will:	Friends of XXX will:
Include the expectations in the induction documents referred to above.	Meet the expectations discussed and agreed by both parties at the Induction Meeting
Expectations to be discussed and recorded, signed and dated by both parties at the Induction Meeting.	Work within those expectations when agreeing / carrying out volunteer works for Green Space Development.
Work within the agreed expectations when agreeing / carrying out volunteer works with the Friends Group.	

6 Legal Status

6.1 Whilst the parties to this agreement have every intention of complying with its provisions, it is not intended to be a legally binding contract and it may be cancelled at any time by discretion of either party.

6.2 Neither party intends for any employment relationship to be created as a result of this agreement either now or at any time in the future in respect of the volunteers.