



# **GREEN SPACE VOLUNTEERING: PARTNERSHIP PLEDGE - DRAFT**

**BETWEEN CHELTENHAM BOROUGH COUNCIL AND  
INSERT NAME OF CONSTITUTED GROUP**

## **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**), who 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 pledge 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 pledge**

This pledge provides a framework for relationships between GSD and the Friends Group named at the start of the pledge (**Friends 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 way GSD works with Friends Groups, ensuring all groups are treated fairly.
- Transparency.
- Good governance arrangements, for example, good financial arrangements, relevant insurances, the correct permissions, and agreements for undertaking work on Council owned or managed land.
- Clear expectations between the Friends Group and the Council.

## **3. Shared values**

- Mutual respect
- Independence
- Honesty
- Equality, diversity and inclusion

- Cooperation and collaboration between GSD and the Friends Group.
- Taking action towards the shared goals and ambitions.

#### **4. Monitoring and dispute resolution**

The following principles will frame how the pledge operates in practice:

- I. This pledge will be reviewed after 3 years, or as necessary to reflect best practice and legal and operational requirements.
- II. All parties to the pledge will jointly monitor implementation of it through an annual review meeting. For Green Flag parks, the annual meeting will review the Management Plan, including the work plan and project plan for the park.
- III. The Friends Group signatory should be the chair of the organisation providing insurance and will be an overall 'Agreement Guardian'. The Green Space Manager will fulfil the same role on behalf of GSD.
- IV. 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. Commitments**

**Cheltenham Borough Council will:**

- I. Adhere to the shared values (section 3).
- II. Provide an induction for new Friends Groups, including the option of using the Green Space Handbook for guidance and templates (ADD LINK).
- III. Hold an annual meeting with the Friends Group to agree a workplan and projects for the year (through the Management Plan for the park when there is one) plus XX agreed site visits (based on the needs of the group).
- IV. Keep the Friends Group informed of any required changes to the workplan or agreed projects in a timely manner.
- V. Keep in regular communication with the Friends of Group based on the needs of that group, including ad-hoc visits.
- VI. Consider ideas the Friends of Group has for improvements in the management of the site (including opportunities that arise to apply for funding) and work with the group to develop and progress these where appropriate. When ideas cannot be progressed GSD will explain the reasoning and explore alternative ideas of solutions with the group.
- VII. Keep the Friends Group informed of any changes to the Council's volunteer policy or health and safety requirements.
- VIII. Provide guidance for Friends Groups on how to ensure good governance (signposting to support from [Gloucestershire Rural Community Council](#)).
- IX. Provide the contact details for the primary contacts in GSD:  
[greenspacevolunteers@cheltenham.gov.uk](mailto:greenspacevolunteers@cheltenham.gov.uk)
- X. Keep the Friends Group informed of action planned on the site which may affect the park activities.

**XXX Group will:**

- I. Ensure that all members adhere to the shared values (section 3).
- II. Agree tasks to be carried out or changes to the workplan or agreed projects in advance with GSD.
- III. Consult with GSD before planning projects and applying for the necessary funding.
- IV. Follow the Cheltenham Borough Council events procedure to apply to run events.
- V. Be responsible for storing the personal data of its volunteers, including any health information and emergency contact details in accordance with current data protection legislation.
- VI. 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.
- VII. Be responsible for the health, safety and wellbeing of its volunteers and ensure a risk assessment is undertaken for all activities (templates available if required in the Green Space Handbook).
- VIII. Be responsible for ensuring that its members are aware that:
  - a. 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
  - b. that as volunteers engaged in voluntary activities they have a General Duty of Care towards members of the public, fellow volunteers and Council staff
  - c. 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
- IX. 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.
- X. 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.
- XI. Record any volunteering related accidents and report them to CBC.
- XII. Ensure all volunteers receive the appropriate training needed to carry out the tasks in the agreed work plan, consulting with CBC's health and safety partner via GSD if needed.

**6. Legal Status**

Whilst the parties to this pledge 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.

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.

**We the undersigned, agree to the above:**

**On behalf of .....** **Group**

**Status of group: .....**

**Name: .....**

**Signature:**

**Position in Group: .....**

**Date:.....**

**On behalf of Cheltenham Borough Council (land owner)**

**Green Space Manager: ..... Signature:**

**Date: .....**