



Service Level Agreement between Plymouth Pride Event and Plymouth City Council

January 2007

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Please contact 01752 304321



Service Level Agreement for the planning of an LGB/T Pride style event.

1. INTRODUCTION

1.1 The service is commissioned in order for the council and Plymouth Pride Event (PPE) to work in partnership to organise an event and raise awareness about Lesbian Gay Bi-sexual and Trans community issues (LGB/T)

2. AIMS

2.1 The service will

- Set up, plan and run a Pride style event in June 2007, celebrating LGB/T communities.
- Ensure that the event organised is accessible to the widest possible audience.

3. SERVICE DESCRIPTION

3.1 The service will:

- Help the council to support the LGB/T communities and understand emerging issues for the community
- Positively promote LGB/T equality and build on work that is happening across the region

4. RESPONSIBLE OFFICERS

4.1 The parties' contract officers will be the Equalities and Community Cohesion Officer of the Council and Chair of Plymouth Pride Event Committee

4.2 The role of the council's contract officer is to:-

- Be the initial point of contact within the council for PPE
- Inform PPE of any issues that may have an effect on the implementation of the service provision in this agreement
- Provide advice and support to PPE as reasonably required
- Set up monitoring meetings with PPE contact officer
- Monitor the outcomes of this agreement
- Process the invoice request via the councils line management arrangements
- Inform PPE of any change in the council's contract officer
- Any other substantial factor that may affect this contract.

4.3 The role of PPE contract officer is to provide the information and evidence required in this agreement to demonstrate that the required outcomes have been achieved and to inform the council's contract officer, in writing, if there is a:-

- Proposal by PPE to change the core services set out in this agreement
- Major change to PPE financial budget
- Change to PPE constitution
- Change in PPE contract officer
- Any other substantial factor that may affect this contract.

5. GEOGRAPHICAL AREA

5.1 The service will be delivered within the Plymouth local authority area.

6. OUTPUTS

6.1 All outputs will be based solely on the funding provided by the council and not in conjunction with services provided via any other funding stream.

6.2 PPE will be free to work in partnership with any other organisations or groups in the City in planning the event.

7. OUTCOMES

7.1 A pride style event will take place in June 2007.

8. CONTRACT MONITORING

8.1 Monitoring will take place throughout the planning stage of the event

8.2 Monitoring targets will include

- The profile and number of organisations invited to the event
- Total number of people attending events

8.3 The above and other data relating to this contract will be compiled into a report to the council as part of the monitoring procedure.

9. STAFF

9.1 Volunteer staff are in place and will be tasked to move forward planning and organising of the event. A copy of PPE equality procedure must be made available to the council on request.

9.2 PPE shall have regard to the requirements of the Health and Safety at Work Act, 1974 and any other Acts, Regulations, Directives or Orders etc about health and safety, including specific legislation regarding child protection and vulnerable adults.

10. INSURANCES/COSTS

10.1 PPE will arrange adequate insurances to cover such liabilities as may arise in the course of PPE's work. This will include professional indemnity insurance to a minimum of £5 million and employers liability insurance to a minimum of £10m, as well as all employment costs e.g. maternity/paternity leave and PPE costs. Copies of the insurance documentation will be made available to the council.

11 CONTINGENCY PLANNING

112.1 Insurance or measures will be in place to ensure that if the proposed event was cancelled for any reason an alternative date would be pursued.

11.2 PPE must contact the councils contract officer if they become aware of anything that will interrupt the service as agreed within this contract.

12 FINANCIAL DETAILS

12.1 The contract is for the period 22.01.07 to 31.3.07 inclusive for a total amount of £3,000.

12.2 A payment of £3,000 will be made as soon as an invoice is received by the council from PPE.

12.3 Invoices for payment should be sent to:-

Plymouth City Council
Social Inclusion Unit
Safer Communities
Community Services Directorate
Plymouth City Council

13. CONTRACTUAL RELATIONSHIP

13.1 PPE and the council must respect each others right to manage its' own affairs.

13.2 PPE and the council will work positively together to meet the aims and objectives previously identified as relevant to the work funded under this SLA.

14. DISPUTE RESOLUTION

14.1 Where either party has any concerns or grievances about the other signatory to this contract, they will raise this with the other signatory as soon as possible and without involvement of any third party. Both PPE and the council will then work with each other to resolve the issue as quickly as possible. This is with the aim of finding a mutually agreed resolution as soon as possible.

14.2 If this fails:-

- The party wishing to make the complaint should provide the other with written details including proposals for resolving it
- If the complaint is against the council, the complaint to be made via the councils "have your say" process
- A written response should be sent to the initiating party within 14 days
- If the response is not considered to resolve the issue, the initiating party may request in writing to the contact officer a meeting of the authorised signatories (or their successor)
- Where possible the meeting should be held within 14 days of the contact officer receiving the request
- Where the meeting does not resolve the complaint, the issue should be considered by PPE Committee or the relevant council representative as a confidential item. Any submissions should be sent in advance to the other party and representation permitted
- If either party is dissatisfied with the outcome as notified to it in writing within seven days of the meeting, arbitration can be requested and this will take place with a mutually acceptable external party

15. CONTRACT DEVELOPMENT

15.1 This agreement may require amendments in the light of experience of implementing its terms. Any amendments will need to be negotiated and agreed in writing by the council and PPE.

16. TERMINATION

16.1 The agreement can be terminated by either the council or PPE giving three months notice in writing. Notice can be served if delivered, posted or faxed to the contract officers.

17. DECLARATION

On behalf of Plymouth City Council, I confirm that I have read and understood the agreement as set out above and the council will comply with the terms and conditions contained within
Signed ...
Date:

On behalf of, I confirm that I have read and understood the agreement as set out above and PPE will comply with the terms and conditions contained within.
Signed ...
Date:

Name of authorised signatory for Plymouth City Council

Name of authorised signatory(ies) for PPE

Address to which communications relating to
this agreement should be sent:

Social Inclusion Unit

Safer Communities

Community Services Directorate

Plymouth City Council

Floor 9

Civic Centre

Royal Parade

Plymouth PL1 2EW

Address of PPE

c/o Eddystone

36 Looe Street

Plymouth

PL4 0EB

