Kirklees Council is asking all new and existing volunteer groups to sign up to this partnership agreement. This sets out expectations of how both Council staff and members of the volunteer group will work in together to improve an area of local greenspace. It sets out what is expected from each party to enable improved communication and a more effective working partnership. Work on the ground should be guided by an Action Plan which is agreed by both parties and updated as required however there is no obligation on a volunteer group to fulfil the activities detailed in the Action Plan. More detailed additional advice and information can be found in the supporting document *Kirklees Greenspaces Volunteer Group Handbook.*

**Partnership Agreement between Kirklees Council and Shelley Conservation and Environment Group**

**Objectives**

Kirklees Council and Shelley Conservation and Environment Group agree to work in partnership to:

* improve the local greenspace around Shelley Village
* ensure the greenspace meets the needs of the local community
* secure resources to improve the site
* create a greater sense of greenspace ownership and pride
* promote the greenspace to a wider community to benefit people’s health and well-being
* encourage increased use of the site
* enhance and preserve the greenspace, by increasing and protecting biodiversity, and to encourage an awareness of the historical importance and heritage of green spaces

**Terms & Commitments**

**Kirklees Parks and Greenspace staff will:**

* treat all volunteer group members with respect and courtesy
* communicate with the volunteer group through attending group meetings upon request or when convenient
* ensure that the volunteer group has accurate details of the contacts for relevant Parks and Greenspace staff to ensure clear communication channels and to support feedback
* provide the group with advice and guidance
* where possible keep the group up to date with Council Strategies and plans for parks and greenspace development and management
* listen to group ideas and support initiatives where feasible
* work with the volunteer group to develop a shared action plan of agreed partnership projects
* provide feedback to the volunteer group on successful and unsuccessful initiatives
* respond to verbal or written enquiries within a timeframe of one month
* respond to reports from the group of health and safety hazards or obscene graffiti within forty-eight working hours, detailing the action to be taken
* not discriminate against any person(s) on the grounds of race, gender, disability or sexual orientation
* ensure that required permissions are in place to enable agreed projects to take place

**Kirklees Parks and Greenspace volunteer groups will:**

* seek and obtain permission in writing to do any work or project on Kirklees land at project conception
* ensure that all of their activities on a greenspace do not compromise the safety and wellbeing of fellow group members, general public or staff
* ensure their activities on a greenspace area maintain the physical integrity of the site
* ensure that all of their activities on a greenspace site protect and ideally enhance biodiversity of a site
* maintain an open dialogue with park and greenspace staff so that they can carry out their role and responsibilities
* conduct all communications with fellow group members, general public, contractors or Kirklees Council staff in a fair and open manner
* not promote or engage in any political activity under the banner of the volunteer group or use the group for political reasons
* ensure that all people are treated fairly and equally and not discriminate against any person(s) on the grounds of race, gender, disability or sexual orientation
* not use the group to progress projects that could be seen as a financial benefit to an individual member of the group
* not undertake any actions or activity that may bring the Council into disrepute, or adversely impact on its reputation

**Termination of the agreement**

Groups have the right to terminate this agreement at any time by written confirmation from the chair; we would, however, recommend a prior informal discussion with the appropriate Council Parks and Greenspace officer to try and solve any problems the group is facing and to make sure that there are no other options.

When an individual member of a volunteer group breaches the terms of this Agreement the appropriate Council Parks & Greenspace officer will raise the concerns with the chair or other members of the group and ask them to consider and feedback on the ways that the matter can be dealt with.

When a volunteer group breaches the terms of this Agreement arrangements will be made for an external organisation to mediate and help find a solution to the issues raised.

If no solution can be found, Kirklees Council reserves the right to terminate this Agreement and withdraw permission for a volunteer group to operate on an area of Kirklees greenspace. Termination will only take place after all the options have been explored in order to resolve the issues.

**Appeals process**

A volunteer group may appeal against a termination decision up to two months after the date of notification of the decision. An appeals panel will be convened within one month of the appeal being lodged. The panel will be convened by the Council and consist of a Council Volunteer Co-ordinator from a different part of Kirklees, a senior officer from Kirklees Parks & Greenspaces, and a representative from an external organisation. The appeals panel will review the circumstances which led to the termination and decide whether the termination of the agreement stands. The decision of the appeals panel is final. The appeals panel decision will be communicated to the volunteer group within one month of the appeals panel having been convened.

**This form must be signed by both parties before a group has permission to work on a Kirklees Council park or Greenspace. Both parties need to keep a copy of the signed agreement.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The following have agree to the terms and commitments detailed in this agreement** | | | |
| **Chair** **on behalf of** ………………………………………………… (group name) | | | |
| Chair name: | | | |
| Signed: | | | |
| Date signed: | | | |
| **Officer on behalf of** Kirklees Council | | | |
| Officer name: | | | |
| Officer role: | | | |
| Signed: | | | |
| Date signed: | | | |
| **Review date for this agreement** |  | | |
| Reviewer’s name  (Council) |  | Reviewer’s name  (volunteer group) |  |

**Group Contact Details Registration Form**

To help us communicate with your group effectively, one person needs to be the designated contact.

The contact will receive all communications from Kirklees Council for your group.

The contact may receive additional communications from us when we need to contact local groups.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Phone number: |  |
| Email address: |  |

(These details are for our internal records only and will not be given out to members of the public or other organisations without your prior authorisation).

Also please register with Natural Kirklees to receive the benefits that they offer:

https://www.naturalkirklees.org/

http://communitydirectory.kirklees.gov.uk/communityDirectory/

**GDPR (General Data Protection Regulation) Statement**

By filling in this form you give consent for Kirklees Council to hold your details as a named contact for a volunteer group. It maybe be shared with teams within the Council if necessary in relation to this request. You can withdraw or update your details at any time.  For more information about how we store your data and how you can request your right to withdraw consent to use your personal data later please read ‘How we use your data’ at: <http://www.kirklees.gov.uk/beta/information-and-data/how-we-use-your-data.aspx>