

**Service Level Agreement 2015/16
Between Ilminster Town Council
And
The Ile Youth Club**

Parties to the Agreement

Ile Youth Club and Ilminster Town Council

Purpose

To set out the service levels to be achieved by the Ile Youth Club in return for a¹ revenue subsidy grant from Ilminster Town Council for the financial year 2015/16.

Definition

Young People - in accordance with The Ile Youth Club's Constitution (May 1986) membership of the Club is for persons aged between 9 years and 17 years so that is the age range intended where reference in this document is made to young people.

Ilminster Town Council's Obligations

1. To pay promptly the amount of the revenue subsidy grant agreed by the Town Council when the Service Level Agreement has been signed by both parties.
2. To nominate representative(s) (this will usually be a serving Councillor(s)), the number to be agreed with the Ile Youth Club (in accordance with their Constitution), to sit on the management committee of The Ile Youth Club. This representative will provide regular updates on the activities of the Ile Youth Club to the Town Council
3. Visit the Ile Youth Club by request

Ile Youth Club Obligations

1. To provide a warm welcome and professional service for young people, which embraces equality of access and is cognisant of the needs of young people with protected characteristics.
2. To provide recreational, social and educational activities for the young people of Ilminster and the local area to enhance their lives and personal development
3. Promote greater community cohesion between young people and the wider Ilminster community
4. To keep statistics on the number of young people attending the Youth Club, including demographic information such as age, sex and disability (see 11 below)
5. To keep information on the number of sessions provided for young people and the topics of any specific subject areas covered during sessions e.g. personal safety (see 11 below)
6. To ensure that all persons providing sessions for young people are appropriately trained and Disclosure and Barring Service (DBS) checked

¹ A revenue subsidy grant must be applied for in accordance with the Town Council's current policy

7. To ensure that all people working or volunteering at the Youth Club have the appropriate level of Disclosure and Barring Service (DBS) checks completed
 8. To ensure that all persons providing sessions and activities for young people are aware of their responsibilities under Equalities legislation.
 9. To have policies in place regarding equalities and child protection
 10. To acknowledge Ilminster Town Council's support in any material prepared by the Ile Youth Club
 11. To report to the Annual Town Meeting and provide an annual, written, report to Ilminster Town Council on the activities undertaken during the period of funding. The report to include:
 - a. An income and expenditure summary
 - b. Statistics on the number of Young People attending sessions, including demographic data
 - c. Information on the activities and topics covered in sessions
 - d. Details of training undertaken by people staffing the Youth Centre (paid staff and volunteers)
 - e. The number and nature of any complaints dealt with and how they were resolved
 - f. Copies of the Youth Club's Equalities and Child Protection policies
- The annual report to be available at a date specified by the Town Council who may invite the Ile Youth Club to make a formal presentation to an appropriate meeting.

(1) Signed On Behalf of Ilminster Town Council

Signature

Date

Name and Role

(2) Signed On Behalf of Ilminster Town Council

Signature

Date

Name and Role

(3) Signed On Behalf of Ilminster Town Council

Signature

Date

Name and Role

Signed on Behalf of the Ile Youth Club Management Committee

Date

Name and role