



Guidance Notes
for
Completing the
Halton Strategic Partnership
Service Agreement
2009 - 2011



The Service Agreement must be completed electronically.

Only signatures must be written by hand.

The 2009 – 2011 Service Agreement can be downloaded from the ‘downloads’ section of the Halton Strategic Partnership website, www.haltonpartnership.net or emailed to you upon request, by the Central Partnership Team.

Before completing your project’s Service Agreement you should ensure that you have read the Halton Strategic Partnership Conditions of LAA Grant Funding document. This document is also available for download from the Halton Strategic Partnership website.

The following notes have been produced to help you complete the 2009 – 2011 Service Agreement with Halton Strategic Partnership. Should you have any queries regarding any aspect of the Service Agreement, contact Shèlah Semoff at the Partnership’s Central Support team.

Section 1: Project Details

- ✓ Project Name – This is the name that all documents, invoices, agreements etc will use when referring to the project.
Failure to use this name on invoices can result in late payment.
- ✓ Project Code – LEAVE BLANK
- ✓ Accountable Organisation – This is the name of the organisation that will assume legal & financial responsibility for the project. It will also be liable to repay any money that has not been used in accordance with this agreement or is found to be in breach of Halton Strategic Partnership’s conditions of funding.
- ✓ Project Manager – This is the person who will assume responsibility for ensuring Quarterly Returns are completed correctly and on time; for answering any queries regarding the project; and for dealing with any issues that might arise during the year.
- ✓ Address – This is the address where any correspondence from the Partnership will be sent. This might be different to where the actual project is based.
- ✓ Telephone Number(s) – Of the Project Manager.
- ✓ E-mail – Of the Project Manager.

Section 2: Project Objectives & Targets

- ✓ Specialist Strategic Priority – this is one of the Partnership’s five SSPs e.g. A Healthy Halton, Halton’s Urban Renewal, Children & Young People in Halton, Employment Learning & Skills in Halton or Safer Halton Partnership.
- ✓ Community Strategy Key Objective/ Outcomes - List the key objectives/ outcomes that your project will contribute to. These should relate to ‘**Key Objectives**’ identified in Halton’s Community Strategy and the ‘**Outcomes**’ identified in Halton’s Local Area Agreement.

Both the Local Area Agreement (LAA) and the Sustainable Community Strategy (SCS) are downloadable from the Partnership’s website (www.haltonpartnership.net)

- ✓ National Indicators – List the indicators that your project will aim to deliver. These should relate to the ‘**Indicators**’ identified in Halton’s Local Area Agreement.
- ✓ Other Local Indicators : These should be local indicators as identified in the Sustainable Community Strategy, or any other indicators relevant to your specific area of work.
- ✓ Geographical Area – You should identify the main areas of the Borough that your project’s activities will be aimed at. This can include wards, neighbourhoods or super output areas. Even if your project works across the whole Borough **you must specify the actual area(s) where the focus of the work will take place.**
- ✓ Details of Participants & Beneficiaries – Identify the particular disadvantaged or excluded group(s) that your project will be providing activities or delivering a service for. Disadvantaged & excluded groups encompass people who because of their circumstances are excluded from the normal exchanges, practices and rights that most other people in society enjoy. Examples include: older adults, disadvantaged adults, disabled persons, black & racial minority groups, travellers and vulnerable young people.

Section 3: Project Activities

- ✓ Brief Description of the Project – In no more than 400 words, you should describe the activities that your project will deliver during the 12 month period. Ideally it should refer to what will be done, how this will be done and who will

do it. The Partnership will use this information when promoting or referring to the work of the project and in its 6 & 12 monthly performance reports to Government Office.

- ✓ Continuation – Explain how your project will continue once LAA funding has ended or describe the legacy that your project will leave behind should the project cease when funding ends.

Section 4: Project Plan & Performance

Outcomes

- ✓ These are the benefits that you expect to occur as a result of the project's activities for the participants and the area. **Outcomes are not quantifiable**, but are instead statements explaining how the activities have impacted upon both the project's and the Partnership's key objectives.

For these **outcomes** you are asked to list the method(s) you will use to monitor and record these achievements. The Partnership may ask you to provide copies of this evidence for assessment and evaluation purposes.

Please note that there are two sections which need to be completed for each financial year.

Section 5: Project Finance

Income

- ✓ You are asked to give details of the funding or sources of income that will be included in the project's total budget for 2009 – 2011 e.g. ABG, HBC Priorities Fund, SSCF, PCT, BCU. **Do not include 'In Kind' funding.**
- ✓ You are asked to provide an estimate of the project's income during each of the 4 quarters in 2009 – 2011. You must list each of the funding sources for your project.

The total 2009 – 2011 income should match the total 2009 – 2011 expenditure. If it does not match, you will need to provide an explanation as to why.

Please note that there are two sections which need to be completed for each financial year.

Expenditure

- ✓ You must provide details of the project's estimated expenditure for 2009 – 2011 e.g. salaries, equipment, training. Government Office require Halton Strategic Partnership to account for all its expenditure. **It is not sufficient to simply put 'Overheads' or 'Project Costs'.**
- ✓ You are asked to provide an estimate of the project's expenditure for each of the four quarters for 2009– 2011 e.g. breakdown of salaries by staff, travel, equipment. This information is needed by the Partnership when compiling its 2009 – 2011 cash flow forecast for Government Office.

The total 2009 – 2011 income should match the total 2009 – 2011 expenditure. If it does not match, you will need to provide an explanation as to why.

- ✓ List any individual items of expenditure greater than £2,500. The Central Partnership Team may ask you to provide a more detailed explanation of the item(s).

Assets/ Equipment

- ✓ Give the address of the place where the project's Assets Register is held.

Section 6: Signatures

Before returning your completed Service Agreement to the Central Partnership Team, you must ensure all the relevant people have signed it **by hand**. This includes:

- ✓ Organisation Accountable Manager – Signed by someone with the appropriate level of authority, on behalf of the umbrella organisation.
- ✓ Position in Organisation – The role of the accountable manager within the organisation.
- ✓ Chair of Specialist Strategic Partnership – this is the chairperson of the Specialist Strategic Partnership that the project falls under.
- ✓ A printed, completed, signed and SSP approved Service Agreement must be returned to John White by no later than **22nd May 2009**, at:

Central Partnership Team
2nd Floor
Municipal Building

Kingsway
Widnes
WA8 7QF

Telephone: 0151 471 7528

- ✓ A copy must also be emailed to shelah.semoff@halton.gov.uk.
(This copy will only need the signatures typing in).
- ✓ Once the Central Partnership Team has received the Service Agreement, a nominated representative of the Halton Strategic Partnership will sign for receipt of it.
- ✓ The original Service Agreement will be held by the Partnership's Central Support Team and a photocopy returned to the project manager.