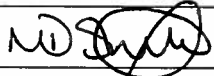
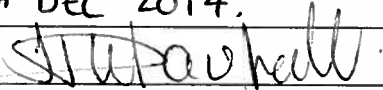


Service Level Agreement



Customer:	Big Warsop Partnership
Supplier:	Mansfield Community and Voluntary Services (MCVS)
Purpose:	Co-ordinate the development, delivery, monitoring and evaluation of Big Warsop Plan
Hours:	Co-ordination work 8 hours per week, LTO work additionally as required
Term:	1 st January 2015 – 31 st December 2015
Cost:	Co-ordination £560, LTO costs £150 invoiced monthly.
Location:	Co-ordination work at Warsop Town Hall, LTO work by arrangement
Reporting to:	Big Local Partnership Board
Role & Responsibilities:	<p>Delivery Plan Co-ordinator:</p> <ul style="list-style-type: none"> • Co-ordinate the development, delivery, monitoring and evaluation of Big Warsop Plan • Ensure on-going consultation with community members and stakeholders on the relevance of, and potential improvements to the delivery plan which is to be fed back to the Board for consideration • Draw up and manage SLA's ensuring compliance with LT funding requirements • Provide monthly updates to the Partnership Board on each active SLA being delivered against the identified plan element • Manage and update monthly Status Plan • Act as main communication link between LT & Partnership Board • Encourage, enlist and support partner organisations to help deliver the BIG Warsop vision in line with the Delivery Plan • Ensure liaison with the BIG Warsop admin worker to guarantee effective communication • Manage the budget, and report back to the Partnership Board each month • Support the BIG Warsop Partnership to refresh and revise the delivery plan • Ensure that stories of change are followed up, communicated and celebrated <p>LTO Work:</p> <ul style="list-style-type: none"> • Act as the accountable body for the BIG Warsop Partnership • Prepare budget reports for monthly meetings • Efficiently handle and record BIG Warsop financial activities in line with Local Trust requirements • Report to Local Trust as required • Produce annual Big Warsop Accounts • Undertake other duties as agreed by the Partnership Board • Make payments on approval from Plan co-ordinator or relevant Partnership Board member

Signed (On behalf of BIG Warsop)	
Date:	10 TH DEC 2014.
Signed (On behalf of MCVS)	
Date:	10.12.14