



Operational Agreement

Agreement Date:
Between: ????? Children's centre
Department: Learning and Leisure - Early Years Service
Address: 6E, Merrion House, 110 Merrion Centre, Leeds, LS2 8DT
Tel. No:
Contact Officer: <i>(Either ST, AK or AR)</i>
and
Host School Name:
Address:
Headteacher:
Chair of Governors:
Provider:
Address:
Key Contact

Conditions of the Agreement

Purpose of the Agreement:

This agreement details the responsibilities of both parties in relation to the provision of services for the named Children's Centre.

Length of the Agreement:

The agreement shall commence from: ?????? expiring on ?????? If either party wishes to terminate this agreement they will be required to give a minimum of 6? months notice in writing. This period will be reduced to 3 months in the case of serious underperformance that is not addressed through a rectification plan.

The building (funded by Children's Centre capital) must be used for Children's Centre style services.

Continuity of Service:

Where funding has been provided to enhance or develop buildings or facilities in a host building, the host building will be required to continue to make the facilities and space available for the provision of Integrated Children's Centre services. If the host building and its management chooses to withdraw from providing services Early Years Service reserve the right to arrange continued service provision through an alternative provider. These requirements will be enacted in consultation with the host building and its management.

Method of Payment

Payments relating to the services specified within this Service Level Agreement shall be made by recharge journal on a quarterly basis

Variations

The full core offer of the Children's Centre must be met, however both parties may jointly agree to omit any additional part of the service, or provide additional services, or vary temporarily or permanently any part of the service. Any modifications will be valued by agreement of both parties and confirmed in writing.

Confidentiality

Neither party shall disclose to any other party any information in connection with the

provision of the service or any information contained in the agreement other than in compliance with the agreed information format specified in compliance with the provisions of the Data Protection Act 1998.

Statutory Requirements

Provision of Children's Centre Services is a statutory requirement and this must be met. Both parties shall comply with all statutory other requirements relating to the provision of the service and where applicable national Codes of Practice or British Standard Specifications.

Reporting & Liaison

Annual report to go to CC Board, EY SMT, governing body, host school, provider management. This will be written by the CC Manager plus one other. Format needed for this, but to include reporting on outcomes.

There will be a requirement for service providers to provide management information about the users of its services to Early Years. The format and detail of this will be agreed as an appendix of this agreement.

Approved Providers

It is a requirement that the following providers are used to provide services to the Children's Centre (*These can be listed here dependent on what is agreed within SLA, plus this section can be used to specify FOW supplier etc?*)

Review

Operational Review date

Financial Review date (*likely to be yearly prior to start of school financial year*)

Duty to Co-operate

All signatories to this document and all who receive funding through this agreement are stating their intention to exercise their duty to co-operate (Every Child Matters The Children's Act 2004)

Specification of Work

Facilities and Maintenance – This section identifies responsibility for facilities and maintenance and, where appropriate, charging levels. Appendix 1 (Plan of building and grounds) identifies the areas of the premises occupied solely by the Children's Centre and those areas which are shared/ common areas. It is a requirement that all services included within this agreement are provided during all operational hours of the Children's Centre, 52 weeks a year.

For each of the following items information will be entered to specify who does what. Since this will be different for every setting, the notes below form an aide memoir. There will be a meeting between school, Andy B, Anne F, CC Manager plus someone from Ed. Leeds? To agree all these items. The SLA will then be drawn up and signed off. Copies will be held by school, Early Years and CC Manager

Internal Building Repairs, including Health and Safety and Statutory Requirements

- Areas occupied solely by the Children's Centre
- Shared/ Common Areas – shared jointly by occupiers

External Building Repairs, including Health and Safety and Statutory Requirements

- Areas occupied solely by the Children's Centre (dependent on building/ space – will need to expand on this one)
- Shared/Common Areas (as above)

Building Security Alarms

- Areas Occupied solely by the Children's Centre
- Shared/ Common Areas – shared jointly by occupiers

Fire Equipment

- Areas Occupied solely by the Children's Centre
- Shared/ Common Areas – shared jointly by occupiers

Utility Charges

- This is usually calculated on the % of space we occupy plus a premium due to our longer operational hours, but due to Extended Schools the premium may no longer need to apply

Insurance

- **Buildings**
- **Contents**
- **Public Liability**

Grounds Maintenance

- Areas Occupied solely by the Children's Centre -
- Shared/Common Areas

Window Cleaning

- Areas Occupied solely by the Children's Centre
- Shared/Common Areas

Trade Waste

Caretaking

Non-Term Time Access

Keyholding

Telephones

IT Network Access

Pest Control

Catering

Cleaning, including cleaning materials and paper products

Sanitary and Nappy Bins

Laundry

Staffing Arrangements

This section will specify who receives the various funding streams (e.g. NEG, IPU) and therefore has to supply the teacher to the Children's Centre.

Also how vulnerable children will be funded

Early Years Service - Service Level Agreements 2006 - 2007

RESPONSE FORM

I agree to the services specified within this Service Level Agreement.

Print Name:

Signature: Signed on behalf of Early Years Services

Print Name:

Signature Signed on behalf of????? School

