

## **Service Level Agreement for delivery of 'the plan 2006-11' a proposal for a Business Improvement District on Winsford Industrial Estate.**

This **Service Level Agreement** is made for the period April 2006 – March 2011.

### **Between**

***The Winsford 1-5 Business Environment Group, Winsford Industrial Estate***

*and*

**Groundwork Environmental Service (Cheshire) Ltd of Yarwoods Arm, Navigation Road, Northwich, CW8 1BE**

*and*

**Vale Royal Borough Council of Wyvern House, The Drumber, Winsford.CW7 1AH**



## **1. Introduction**

This service level agreement sets out the roles, responsibilities and commitments between the Winsford 1-5 Business Environment Group, Groundwork and Vale Royal Borough Council with respect to the delivery of the Winsford 1-5 Business Environment Group five year Business Improvement District (BID) proposal 'the plan 2006-11'. This service level agreement shall cover the period April 2006 to March 2011.

## **2. Whereas**

- 2.1. The Winsford 1-5 Business Environment Group appoint Groundwork Environmental Services (Cheshire) Ltd to act as 'the accountable body' for 'the plan 2006-11' a proposal for a Business Improvement District on Winsford Industrial Estate.
- 2.2. Groundwork Environmental Services (Cheshire) Ltd has agreed to act as 'the accountable body' for the Winsford 1-5 Business Environment Group in delivering 'the plan 2006-11'.
- 2.3. Vale Royal Borough Council agree to supporting (in-kind and financially) the Winsford Industrial Estate Business Improvement District, in line with the commitments made within 'the plan 2006-11. a proposal for a Business Improvement District on Winsford Industrial Estate'.

## **3. Purpose of the partnership and this service level agreement**

For Winsford Industrial Estate to become the premier industrial estate within Cheshire and the North West capable of attracting, developing and supporting a broad spectrum of companies through the provision of a safe, clean and connected industrial estate.

### **Mission 2006-2011**

"To promote Winsford Industrial Estate Green Business Park as a location of choice for both employers and employees in mid-Cheshire, by working in partnership to focus on our four themes for improvement:

1. Providing a range of support functions that will benefit all businesses
2. Increasing business security and preventing crime
3. Developing initiatives to improve transport
4. Image enhancement measures across the estate

#### **4. Roles and responsibilities**

##### **Members of The Winsford 1-5 Group will be responsible for:**

- Overseeing the Business Improvement District and ensuring it delivers its services and improvements as identified within the BID proposal.
- Ensuring the finances raised from the Business Improvement District are used on items of expenditure as identified within the Business Improvement District business plan.
- Electing a chair and treasurer at the annual general meeting who will lead the executive committee.
- Electing on an annual basis five further executive members, who will join the executive committee to oversee the delivery of Business Improvement District.
- Appointing auditors to audit the accounts of the Business Improvement District.
- Approving the financial regulations for delegated authority for approval of expenditure under the Business Improvement District.
- Approving legacy expenditure from the Winsford 1-5 Business Environment Group bank account. This is separate from the proposed Business Improvement District and related to income contributed towards the Winsford 1-5 Business Environment Bank Account prior to the establishment of the Business Improvement District.

The Executive committee of the Winsford 1-5 Business Environment Group will be responsible for:

- Guiding and directing the appointed project management agent (Groundwork Environmental Services (Cheshire) Ltd) in the delivery of the Business Improvement District.
- Ensuring that the appointed project management agent is held accountable for expenditure of BID monies.
- Approving eligible expenditure in line with the delegated powers detailed within the financial regulations that have been approved by the members of the Winsford 1-5 Business Environment Group.
- Monitoring and reporting to members of the Winsford 1-5 Business Environment Group board on the achievement of key performance indicators and expenditure.

##### **Roles and responsibilities of Groundwork Environmental Service (Cheshire) Ltd**

- To manage the receipt of income from Vale Royal Borough Council and businesses (through the provision of training courses) and ensure that this is spent in line with the business plan.
- Produce quarterly claims accounting for project expenditure and reporting on the delivery of the BID against key performance indicators and milestones.
- Provide secretariat support for the Winsford 1-5 Business Environment Group and the Executive Committee.
- Produce an audited statement of expenditure, detailing income received from the Business Improvement District and the expenditure defrayed against this income.
- Present progress reports at the Winsford 1-5 Business Environment Group meeting and to the Executive committee.
- Employ an estate manager.

##### **Roles and responsibilities of Vale Royal Borough Council**

- Issue Business Improvement District Levies in April of every year between 2006 and 2011.

- Collection of the Business Improvement District Levies from companies liable for a levy on Winsford Industrial Estate.
- Provide funding to the value of £52,300 to support the activities detailed below:

Year	2006/07	2007/08	2008/09	2009/10	2010/11
Marketing costs (CASH)	£ 2,100	£ 2,100	£ 2,100	£ 2,100	£ 2,100
Letter costs and stationary (CASH)	£ 300				
Deliver two annual business networking events (GIK)	£ 1,500	£ 1,500	£ 1,500	£ 1,500	£ 1,500
Collection of BID levy by VRBC (GIK)	£ 10,000	£ 2,000	£ 2,000	£ 2,000	£ 2,000
Print and design of leaflet for mailshot to Winsford (CASH)	£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ 1,000
Development and maintenance of web site (CASH)	£ 5,000	£ 1,500	£ 1,500	£ 1,500	£ 1,500
<b>Total Annual Value</b>	<b>£19,900</b>	<b>£8,100</b>	<b>£8,100</b>	<b>£8,100</b>	<b>£8,100</b>

GIK = Gift in Kind.

- To provide the baseline services as detailed in appendix 1 of this service level agreement.
- To consult with the Winsford 1-5 Business Environment Group and its members in the development of Council policies and strategies. In particular those that impact upon the activities of Winsford Industrial Estate and its resident companies to ensure 'strategic fit' between the plans and activities of the Winsford Industrial Estate and Vale Royal Borough Council.
- Support the Winsford 1-5 Business Environment Group and Groundwork Environmental Services (Cheshire) Ltd in minimising VAT liabilities from the delivery of 'the plan 2006-11'.

**5. Executed as a deed**

5.1. In witness whereof the parties hereto have caused this Service Level Agreement to be executed the day and the year first before written.

**For and on behalf of Winsford 1-5 Business Environment Group**

Signature: .....

Name: Mr Gary Chester

Position: Chair

Date: .....

**In the presence of:**

Signature: .....

Name: .....

Position: .....

Date: .....

**For and on behalf of Groundwork Environmental Service (Cheshire) Ltd**

Signature: .....

Name: Dr Jane Staley

Position: Executive Director

Date: .....

**In the presence of:**

Signature: .....

Name: .....

Position: .....

Date: .....

**For and on behalf of Vale Royal Borough Council**

Signature: .....

Name: Mr Noel O'Neil

Position: Director of Corporate and Economic Affairs

Date: .....

**In the presence of:**

Signature: .....

Name: .....

Position: .....

Date: .....

Appendix 1

**Baseline Services to be provided by Vale Borough Council**

Street Cleansing

Litter Picking

Signage maintenance