



Parish Lengthsman Scheme 2022/23

Partnership Agreement

Introduction

It is intended that the Parish Lengthsman Scheme agreement will be for a period of 1 year commencing on 1st April 2022.

Objectives

The employment of a local handyman to undertake work on behalf of the scheme partners. Whilst the costs of employment would be prohibitive for any of the individual partners, by coming together, benefits can be achieved for all.

The Parish Lengthsman Scheme is expected to provide an enhanced and more responsive level of service resulting in improvement to the environment within the local communities and an increase in the satisfaction of the parishioners.

Scope of the Work

The table below provides examples of work areas covered by the Parish Lengthsman Scheme. New work can be undertaken as appropriate and with full agreement of the Parish Lengthsman Scheme Partners.

PARISH COUNCILS

Community:

Public open spaces
Public rights of way
Play areas
Playing fields
Associated fences, styles etc.
Seats (painting & cleaning)
Bus shelter cleaning and minor repairs
Acting as eyes and ears for the community having regard to vulnerable parishioners and anti-social behaviour such as noise, car crime etc.
Reporting (This could be reporting to seek clarification or to report something outside the scope of the lengthsman's duties).

W.S.D.C.

Environmental:

Sweeping
Amenity grass cutting
Litter clearance
Removal of Fly Tipping ***
Removal of fly-posting
Play area maintenance *ROSPA
Reporting land drainage problems
Public rights of way
Graffiti/unauthorised sign removal
Street names plates – cleaning & repair.
Removing dog faeces
Litter bins (emptying, installation**)
Reporting

SOMERSET CC

Drainage:

Grips (cleaning existing)
Outfalls
Easements
Localised ditching
Cleaning gullies/channels
Rodding of pipes
Signs (including reflector posts):
Cleaning
Painting
Minor repairs
Highway Minor Works:
Removal of soil/detritus
Pulling/cutting of obnoxious weeds
Cutting of vegetation overhanging the road or pavement (liaising with the homeowner as appropriate.
Removing growth from parapets or fences and minor repairs.
Reporting safety defects e.g. pothole etc.

• **Special Provisions**

*ROSPA accreditation required through W.S. District Council

**Installation with the agreement of W.S. District Council

***Numbers to be reported monthly to W.S. District Council

Work to be allocated according to the needs and requirements of each individual parish.

How the Scheme Operates

- The commencement date for the scheme will be 1st April 2022
- The scheme will run over a 1-year period.
- All partners should commit to the Parish Lengthsman Scheme for the full year. Should circumstances arise where it is impossible for an individual partner to continue at least three months' notice should be given to the lead council.
- The partners of the Parish Lengthsman Scheme are listed below.

- 1) Dulverton Town Council
- 2) Exton Parish Council
- 3) Selworthy Parish Council
- 4) Wootton Courtenay Parish Council

Individual Parish allocation of days will be distributed with the requirements of the parishes in mind, throughout the year, however Parishes are able to negotiate and come to a mutually agreeable arrangement with the Parish Lengthsman with regards alternative working days.

Work will be allocated on a daily basis only.

The lead Council will be Dulverton Town Council whose duties will include:

1. Provide administration for the scheme.
2. Calculate, invoice and collect contributions from the partners
3. Co-ordinating the scheme on behalf of the partners.
4. Hire of a self-employed (or from a local firm) Parish Lengthsman.
5. To consider any additional terms & conditions
6. Carry out an appraisal of the scheme at the end of each quarter and a formal review at the end of the year.
7. Produce Annual Schedule according to the needs of Parishes involved.
8. Manage the Parish Lengthsmans monthly remuneration and insure that relevant licences are current.
9. Organize Chapter 8 Training when necessary.
10. Produce audited end of year accounts.

Duties of the other Parish Councils:

1. Support of the lead Council in all its duties.
2. Provide prioritized lists of tasks to the Parish Lengthsman prior to work being undertaken.
3. Authorize, by a designated person, complete work sheets submitted by the Parish Lengthsman and to confirm satisfaction with the standard of work carried out by random sample.
4. Reporting/giving feedback to the lead authority
5. Involvement in the review and monitoring of the scheme.

Funding Arrangements

The funding will be provided in accordance with the following arrangements:

| | |
|-----------------------------------|------------------|
| Parish Contributions | £4,812.50 |
| Admin Fees | £175.00 |
| P/L Expenses | £350.00 |
| Surplus from previous year | £469.46 |
| Funds Available | £5,806.96 |

All funding will be received by the lead authority prior to the commencement of the scheme.

The Parish Lengthsman

The Parish Lengthsman will be hired on a self-employed basis by the Parish Lengthsman Scheme up to 385 (hours per annum with each Parish Council paying on a pro-rata basis as shown in the section 'Likely Costs to Parish Councils'. The working day will start when the Parish Lengthsman reaches the first job on the worksheet.

The proposed re-numeration is £12.50 per hour. Re-numeration to be reviewed and agreed by all partners of the agreement annually.

Materials required to carry out the minor works associated with the County and District Council will be provided by the County Council and District Council, e.g. paint for road sign finger arms and cleaning materials for removal of graffiti. Other materials for minor works associated with Parish Council functions will be purchased by the relevant Parish.

The Parish Lengthsman will complete a weekly or monthly worksheet showing hours taken on each scheduled activity. The cost of materials used, with receipts, should be submitted to the dedicated Parish Member.

The Parish Lengthsman will not be required to undertake emergency call-outs or carry out excavation within the limits of the Public Highway.

Health and Safety, Training and Public Liability

The self-employed Parish Lengthsman, will take appropriate responsibility for health and safety and training issues, however, the Councils involved will provide specific health and safety awareness and other training relating to their area of interest including necessary accreditation for the Parish Lengthsman. Specific Health and Safety requirements e.g. Chapter 8, First Aid, ROSPA, strimming, will be arranged and paid for by the County and District Councils.

It is the responsibility of the partners to ensure their responsibilities are discharged through the training and raising of awareness they provide. The Parish Lengthsman will be expected to be available free of charge for initial training.

The self-employed Parish Lengthsman will be required to maintain £5 million of public liability insurance and be registered with the Environment Agency as a Waste Carrier. It is the responsibility of the lead Council to check that certificates are current and valid.

Likely Costs to Parish Councils

Assuming the Parish Lengthsman is hired for up to 416.50 hours per annum covering 5 Parish Councils. This equates to one day @ 7 hours, 59.5 days.

With a proposed re-numeration at £12.50 per hour, an administration fee and an allowance for miscellaneous expenses the resources are split as follows:

| Labour Costs | Administration Fee | P/L Expenses | Total |
|---------------------|---------------------------|---------------------|------------------|
| £4,812.50 | £175 | £350 | £5,731.25 |

A Parish Council contribution of £87.50 would equate to 1 day @ 7 hours.
(£12.50 per hour).

Administration and P/L expenses will be distributed amongst participating parishes on a pro rata basis.

Communications

Each of the partners will provide contacts to the lead authority for the following activities:

- Operational contact - link to the work/reports of the Parish Lengthsman
- Financial - responsible to ensure payments reach the lead authority

A nominated contact may cover more than one or all of the activities.

Monitoring the Achievements of the Scheme

The lead Council will maintain the dated records of work completed.

Each partner should maintain dated records of public contacts regarding the scheme or activities that fall within the scope of the scheme.

The Parish Councils should undertake a satisfaction survey with the parishioners at the end of each year.

This information will be brought together for the annual appraisal and the final year formal review.

Partnering Ethos

The partners will work together within the following framework.

- To seek a common understanding of each other's objectives
- To deal with matters in an open and constructive manner
- To be committed to supporting each other through the scheme

Signing of the Partnership Agreement

The partners to this agreement and the signatures of their representatives are given below.

Council

Signature

Date

Name and Position
(Please Print)

Remittance Slip & Parish Representative – Contact Details

| <u>Parish/Town Council</u> | <u>Remittance Due & Enclosed</u> | <u>Parish Representative</u> | <u>Address</u> | <u>Telephone/ Mobile</u> | <u>Email Address</u> |
|--------------------------------|--|----------------------------------|----------------|------------------------------|--------------------------|
| | | | | | |