



**Notice of a public  
Decision Session - Executive Member for Culture, Leisure and  
Communities**

**To:** Councillor Smalley (Executive Member)

**Date:** Tuesday, 2 March 2021

**Time:** 10.00 am

**Venue:** Remote Meeting

**AGENDA**

**Notice to Members – Post Decision Calling In:**

Members are reminded that, should they wish to call in any item\* on this agenda, notice must be given to Democratic Services by **4:00pm** on **Thursday 4 March 2021**.

\*With the exception of matters that have been subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any called in items will be considered by the Customer and Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5.00pm** on **Friday 26 February 2021**.

**1. Declarations of Interest**

At this point in the meeting, the Executive Member is asked to declare:

- any personal interests not included on the Register of Interests;
- any prejudicial interests;
- any disclosable pecuniary interests

which he may have in respect of business on this agenda.

- 2. Minutes** (Pages 1 - 8)  
To approve and sign the minutes of the Decision Session held on 2 February 2021.

- 3. Public Participation**  
At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee.

Please note that our registration deadlines have changed to 2 working days before the meeting, in order to facilitate the management of public participation at remote meetings. The deadline for registering at this meeting is **5:00pm on Friday 26 February 2021**.

To register to speak please visit [www.york.gov.uk/AttendCouncilMeetings](http://www.york.gov.uk/AttendCouncilMeetings) to fill out an online registration form. If you have any questions about the registration form or the meeting, please contact the relevant Democracy Officer, on the details at the foot of the agenda.

### **Webcasting of Remote Public Meetings**

Please note that, subject to available resources, this remote public meeting will be webcast including any registered public speakers who have given their permission. The remote public meeting can be viewed live and on demand at [www.york.gov.uk/webcasts](http://www.york.gov.uk/webcasts).

During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates ([www.york.gov.uk/COVIDDemocracy](http://www.york.gov.uk/COVIDDemocracy)) for more information on meetings and decisions.

- 4. Service Level Agreements - Cultural and Infrastructure Organisations** (Pages 9 - 32)  
This report seeks approval for three year funding agreements to 31 March 2024 with York CVS, Accessible Arts & Media and the National Centre for Early Music.

## 5. Urgent Business

Any other business which the Executive Member considers urgent under the Local Government Act 1972.

### Democracy Officer:

Louise Cook

Tel: 01904 551031

Email: [louise.cook@york.gov.uk](mailto:louise.cook@york.gov.uk)

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting

- Registering to speak
- Written Representations
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

**This information can be provided in your own language.**

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

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City of York Council

Committee Minutes

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Meeting	Decision Session - Executive Member for Culture, Leisure and Communities
Date	2 February 2021
Present	Councillor Smalley (Executive Member)

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### 1. **Declarations of Interest**

The Executive Member was asked to declare, at this point in the meeting, any personal interests not included on the Register of Interests or any prejudicial or discloseable pecuniary interest that he might have in respect of the business on the agenda. None were declared.

### 2. **Minutes**

Resolved: That the minutes of the Decision Session held on 14 October 2020 be approved and signed by the Executive Member as a correct record.

### 3. **Public Participation**

It was reported that there had been one registration to speak at the meeting under the Council's Public Participation Scheme.

Cllr Myers spoke on Agenda Item 6, Ward Funding. He thanked officers for their report and commended all employees working in Communities for their work over the past year. He raised his concerns regarding the review of ward funding, the inequalities in service delivery and he highlighted how the ward funding allocation process could be improved to make it fairer and deliver greater benefits to the city.

The Executive Member thanked Cllr Myers for his comments.

### 4. **York Learning - Self Assessment Report 2019/20**

The Executive Member considered a report that presented a high level summary of York Learning's Self-Assessment Report (SAR) for the academic year 19/20.

The Interim Head of York Learning was in attendance to present the report and answer any questions. She confirmed that:

- Apprenticeships who had been reporting minimum standards had improved their achievement rate from 50.7% to 71.9% and were successfully now out of minimum standards.
- Tutors had responded quickly and positively during the pandemic to ensure learners could continue and engage with their learning online during lockdown
- Devices had been loaned to those learners that required IT equipment.
- A Governance Board had been developed to support the governance process.
- Provision for learners with High Needs was very good and York Learning continued to deliver education either face to face or online for those students with Education Health and Care plans (EHCP).
- A new booking and Management Information System (MIS) had been introduced but communication and development of staff knowledge and skills required to use the system had been particularly difficult with all staff working from home.
- Through lockdown daily learning challenges were shared via the hashtag '#communitylearningtogether,' a Family Learning Facebook page aimed at parents was made available for home schooling tips, 'call the tutor' and an ICT helpdesk was available for anyone struggling with IT equipment.
- The 16-18 study program had continued throughout the pandemic and was meeting the needs of some of the most vulnerable young people in the city. This was a full time programme which attracted those young people who could not attend college or other mainstream provision and although attendance was sometimes challenging, it was being well managed.
- Apprenticeships had been the only provision to still grow during the pandemic with increased learner numbers on last year and good success outcomes for learners.
- Retention rates had dropped significantly during the pandemic.

The Executive Member noted the strengths and challenges faced throughout the pandemic and the strength and areas for improvement highlighted by Ofsted.

In answer to questions raised by the Executive Member, it was confirmed that:

- Positive relationships with learners had continued to be fostered by tutors, which had helped to motivate, inspire & contribute to the social wellbeing of learners.
- Around 70 laptops had been loaned to learners to enable them to stay engaged.
- New apprenticeship offers would be considered and staff continued to work together to promote the service and encourage referrals but lack of face to face engagement was a barrier to this.
- The Education & Skills Funding Agency (ESFA) would be considering the funding allocation for 2021/22, which worryingly could be significantly less due to the drop in numbers in all areas of learning since Covid hit (reduction of 442 learners and a reduction in 1122 enrolments).

The Executive Member commended all York Learning staff for their support and work during the pandemic and he thanked the Interim Head of Service for her update.

Resolved: That the findings of the service's self-assessment report be noted and the production and publication of the final report be agreed.

Reason: To help monitor the service and ensure robust governance arrangements.

## **5. Working with York's Minority Communities**

The Executive Member considered a report that presented progress during the first year of the MYnority York project.

The Assistant Director of Communities and Culture and the Community Involvement Officer were in attendance to present the report and answer any questions.

It was noted that in 2019 Government had provided local councils with various funding amounts, in order to enhance their capacity and capability to aid Brexit preparations. Specific purposes for the use of this funding had included strengthening preparations and supporting communities and, in particular, helping vulnerable people apply to the EU Settlement Scheme.

The Executive Member noted the positive activity that had taken place over the last year and in answer to his questions, it was confirmed that:

- Most migrant residents in York were now aware of the settlement scheme and officers would be targeting particular sectors and partner organisations to ensure more awareness of the settlement scheme deadline.
- When possible, more face to face sessions would take place.

The Executive Member thanked the Community Involvement Officer for her comprehensive report and he commended her on all the work she had completed during this challenging period, including her support on the Hate Crime Working Group.

Resolved:

- (i) That the progress with the project so far be noted.
- (ii) That the issues raised in the report be noted.
- (iii) That the future priorities set out from paragraph 7 of the report be agreed.

Reason: To keep the Executive Member updated on the progress during the first year of the MYnority York project.

## **6. Ward Funding**

The Executive Member considered a report that set out a review of the use of ward funding during 2020/21 and identified issues and opportunities for 2021/22.

The Assistant Director of Communities & Culture and the Communities and Equalities Manager were in attendance to present the report and answer questions.

The Executive Member expressed his thanks to the public speaker and noted that Ward Members were allocated funding proportionally through the population they represented and whilst the changes made to allocating by ward population brought subtle changes, these were relatively minor. He stated that as a response to Covid-19 there was a commitment that at a city level residents would receive the support needed. The



Executive Member confirmed that following the meeting he would respond further to the speaker and to a written representation he had received.

The Assistant Director confirmed that wards were making very effective use of their ward funding to meet local need and in particular were responding in innovative ways to identified ward priorities. He also highlighted how ward funding had been efficiently used to respond to issues arising from the pandemic and in support of the community and voluntary sectors.

The Communities and Equalities Manager responded to questions raised by the Executive Member and she confirmed that officers were considering future priority areas to support communities going forward and that the flexibility of ward funding offered the opportunity to test approaches that could influence and inform future strategic programmes or investment.

The Executive Member recognised the importance of ensuring Ward Members could use the ward funding process to respond to localised need and he thanked officers for their report. He commended the Communities and Equalities Manager and all the Community Involvement Officers for their work and commitment to support communities during the last year.

Resolved:

- (i) That the analysis of ward funding, set out in the report, be considered.
- (ii) That the success of ward budgets in responding to Covid-19 be noted.
- (iii) That the diverse range of effective ways in which ward funding was being used to support local communities be noted.
- (iv) That the potential priority areas set out in paragraph 17 of the report be recommended to Ward Members and be followed in order to focus support for residents deemed vulnerable, isolated, or in need of other essential help and to combat the worst effects of Covid-19.
- (v) That the effectiveness of ward funding to meet community needs, hearing the voice of the community and charitable groups that have utilised ward funding, be noted.

Reason: So that ward funding would be used effectively to:

- Engage residents in making better local use of resources.
- Enable ward members to deliver on local priorities.

**7. York's Creative Future: A Culture Strategy for York, 2020-2025**

The Executive Member considered a report that provided an update on the development of York's culture strategy for the period 2020 – 2025.

The Assistant Director of Communities & Culture was in attendance to provide an update and respond to any questions.

He confirmed that an extensive engagement and consultation exercise with York's residents, cultural organisations, artists and practitioners, had resulted in high quality responses to feed into the strategy.

The Executive Member welcomed the feedback received and noted that the full strategy was attached as an Annex to the report. He went on to thank those that had been involved in producing the strategy and agreed:

Resolved: That the Council be committed to adopt and enshrine the new York culture strategy (York's Creative Future).

Reason - So that:

- York would continue to be internationally recognised for its exceptional heritage and unique arts offer.
- Residents and businesses in York would benefit from York's unique cultural offer, leading to greater investment and participation across the city.
- The cultural offer for York's residents would be further expanded beyond the city centre.
- All citizens, irrespective of age or background, would be proud to be engaged with York's arts and heritage offer, which would include a wide range of inclusive opportunities.

Cllr Smalley, Executive Member  
[The meeting started at 10.00 am and finished at 10.59 am].

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**Decision Session - Executive Member for  
Culture, Leisure and Communities**

2 March 2021

Report of the Assistant Director (Communities & Culture)

**Service Level Agreements – Cultural and Infrastructure  
Organisations**

**Summary**

1. This report seeks approval for three year funding agreements to 31 March 2024 with York CVS, Accessible Arts & Media and the National Centre for Early Music.

**Recommendation**

2. The Executive Member is asked to approve the funding awards set out in paragraph 4 and the associated service level agreements (SLAs) set out in the annexes.

Reason: To increase the wellbeing and quality of life of York residents.

**Background**

3. In accordance with best national best practice we have previously negotiated a three year partnership funding agreements with our significant infrastructure and cultural organisations in York. York CVS, Accessible Arts & Media and the National Centre for Early Music have been recipients of a previous SLAs which finished this month. This report proposes renewed funding for 2021–2024.

**Funding**

4. It is proposed to offer the organisations the following:
  - York CVS:
    - Core funding - £48,000
    - Community Voices - £10k
  - Accessible Arts & Media - £8,400 p.a.
  - National Centre for Early Music - £8,146 p.a.

5. The proposed SLAs are attached as annexes.

### **Options and analysis**

6. The principal options open to the Executive Member are to:
  - Determine whether to make the awards recommended
  - Suggest any amendment to the SLAs attached

### **Council Plan**

7. The actions set out in the report contribute to the Safe Communities and culture for all priority in the Council Plan.

### **Implications**

8. **Financial** - The total funding made available is within existing budget provision.
9. **Equalities** – this funding support enables the most vulnerable sections of the community to access environmental, arts and media opportunities and to gain new skills in these sectors.
10. There are no Legal, Property, Human Resources, Crime and Disorder, or Information Technology implications arising from this report.

### **Risk Management**

11. In compliance with the Council's risk management strategy the main risks that have been identified in this report are those which could lead to the inability to meet business objectives and failure to meet stakeholders' expectations, which could in turn damage the Council's image and reputation. Measured in terms of impact and likelihood, the risk score has been assessed at "Low". This means that the risk level is acceptable but that regular monitoring of progress against delivery of ward schemes will be required.

**Contact Details**

<b>Author:</b>	<b>Chief officer responsible for the report:</b>
Charlie Croft Assistant Director, Communities & Culture <a href="mailto:charlie.croft@york.gov.uk">charlie.croft@york.gov.uk</a>	Amanda Hatton Corporate Director of People

<b>Report Approved</b>	✓	<b>Date:</b> 28 January 2021
<b>Specialist Implications Officer(s):</b> N/A		
<b>Wards Affected:</b>	All	✓
<b>For further information please contact the author of the report</b>		

**Annexes**

- Annex 1 – York CVS: Core Funding
- Annex 2 – York CVS: Community Voices
- Annex 3 – Accessible Arts and Media
- Annex 4 – National Centre for Early Music

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## **Service Level Agreement**

*Between*

**The City of York  
Council Communities  
and Equalities  
West Offices  
York, YO1 6GA**

*and*

**York CVS  
Priory Street Centre  
15 Priory Street  
York, YO1 6ET**

**From the period 1st April 2021 to 31st March 2024**

A grant of £48,000 plus Discretionary Rate Relief (subject to assessment)

### **1. York CVS Services**

York CVS is a social action organisation taking steps to make positive change, challenge issues and grow new ideas for the future which strengthen communities. It supports local charities, voluntary organisations and social enterprises in this mission, helping them focus on making a difference for individuals and their communities.

York CVS aims to develop strategic and operational collaborations across the city, with colleagues from all sectors in order to:

- Support the sector to survive and thrive
- Represent the sector and provide a voice
- Sustain its organisational strength
- Deliver services with a social impact

**CVS's Values:**

**Empowerment:** we believe that people are best placed to positively influence the decisions which affect their own lives and the communities in which they live.

**Learning:** we believe all people are capable of growing, learning and developing throughout their lives.

**Working together:** we believe that people working together have greater potential to achieve their goals.

**Diversity:** we believe that our society is enriched by diversity.

**Sustainability:** we believe in living well today without compromising the ability of future generations to do the same.

**Interdependence:** we believe in the interdependence of voluntary and community organisations.

York CVS represents and advocates for the voluntary, community and social enterprise (VCSE) sector in York. The forums they convene play a key role, transmitting ideas, views and critical challenge to and from the sector and public bodies in York. By convening these forums, York CVS works in partnership with the statutory sector to tackle inequalities of all sorts and to improve the design and delivery of services, working hard to ensure that knowledge and evidence from the VCSE sector is available to positively influence strategic decision making as well as the commissioning of services.

They do this by:

- Developing relationships with commissioners
- Contributing to strategic groups such as the Health and Wellbeing Board
- Ensuring that the voluntary sector is represented in key decision making

**Current major projects are:**

**Ways to Wellbeing:** Social Prescribing to offer a social, rather than medical solution to empower people to achieve their personal goals.

**Volunteering:** Supporting voluntary action across the city by supporting VCSE groups to recruit and manage volunteers, and supporting volunteers to find the right opportunity for them.

**Healthwatch York:** Providing information about local services, signposting to independent complaints advocacy, making sure views about local services are taken into account when services are planned and delivered

**York Human Rights City Network:** CVS hosts the network co-ordinator for this initiative aiming to be a catalyst for York people, organisations and business to champion a vibrant, diverse, fair and safe city

## **2. FUNDED AREAS**

City of York Council wishes to fund the following priority areas and activities to be provided by York CVS:

Objectives	Overarching Aims	Activity Area	Examples of what CVS will deliver	Outputs and outcomes
<b>Support for the sector</b>	To encourage resilient communities that: <ul style="list-style-type: none"> <li>are self managing and less reliant on the council and other agencies for help</li> </ul>	Responsive leadership support	Providing bespoke support in times of challenge / crisis	Increased organisational resilience
		Investing in learning	4 training/learning events per year	Increased sector confidence and skills
		Communications support	Regularly refreshed website content, regular social media activity	Increased awareness and engagement
		Leadership Development	Through training, coaching and peer support	A well led and more sustainable senior workforce
<b>Ensuring the sector has a voice</b>	<ul style="list-style-type: none"> <li>are able to minimise the disruption to everyday life that unforeseen events present</li> <li>enable people to be more resourceful</li> </ul>	Communities of interest	Themed forums around themes/areas of interest	Shared learning, planning and collaboration opportunities
		Representation on boards/partnerships	Supporting boards, groups and partnerships across the city	Strengthened sector engagement with increased leadership opportunities for the sector and a broader pool of leaders representing the sector
		Two larger vcs assemblies focusing on strategic challenges in York	Collaborative learning event around a relevant theme	Improved sector confidence and strengthened relationships with sector views fed into the city's planning and decision-making processes
<b>Developing resilient communities</b>	<ul style="list-style-type: none"> <li>enable people to have more control of their own lives</li> <li>ensure people are equipped and willing to play a part in community life</li> </ul>	Development of the volunteer strategy *	Jointly lead the development and delivery of the strategy	Raised awareness of the value of volunteering and social action with an increase in impact volunteering
		Development of the Human Rights City Network	Active steering group/board member	Raised awareness of the City of Human Rights project and evidence of mobilising partners around the 5 priorities

- \* The Council has provided additional £40k funding to CVS to establish the Volunteer Centre. This funding covers the financial years 2020-22. It is recognised that further discussion may be required with regard to the funding of the volunteer centre from 2022/23 onwards.

### **3. MONITORING CONDITIONS AND ARRANGEMENTS:**

- The Council will monitor the performance of York CVS in carrying out the services outlined above. This will take place through quarterly review meetings.
- York CVS will provide to the Council a monitoring report, before each quarterly meeting, against the above performance framework, to demonstrate that the funding has been used for the activity specified above.
- Failure by the organisation to submit satisfactory monitoring reports as indicated may result in the Council withholding funding or terminating the agreement.

### **4. SERVICE STANDARDS, STATUTORY AND POLICY CONDITIONS**

York CVS will comply with the Charity Commission requirements and any other standards or requirements appropriate to the services provided.

### **5. FUNDING CONDITIONS:**

#### **a) York CVS will:**

- submit to the Council its annual report and accounts for each financial year of the agreement as soon as these are available.
- inform the Council of any significant changes to its Constitution, Management Committee or contact representative as soon as practicably possible.

The agreement may be terminated immediately if there is a material failure by CVS to fulfil the terms of this agreement.

The Council may require CVS to repay all or part of the funding if:

- the funding is not used for the service or activity specified

- CVS is not able to provide the service or activity specified to the agreed standard
- CVS is wound up or otherwise ceases to exist

The terms of the agreement may be varied or the agreement terminated by mutual consent of York CVS and the Council.

**SIGNATURES:**

This agreement is accepted on behalf of York CVS by the authorised officers:

Position	Signature	Print name
Date		

This agreement is accepted on behalf of the Council by the authorised officer:

Position	Signature	Print name
Date		



**Service Level Agreement**

**Between**

**The City of York  
Council  
West Offices  
York, YO1 6GA**

**and**

**York CVS  
Priory Street Centre  
15 Priory Street  
York, YO1 6ET**

**From the period 1st April 2021 to 31st March 2024**

**A grant of £10,000 p.a.**

**For York: Human Rights City Community Voices Project**

**BACKGROUND:**

Community Voices is a City of York Council (CYC) initiative with two main aims:

- 1) To acknowledge that York is an increasingly diverse city, and to try to ensure that this diversity of voices is heard in decision-making processes in the city. It places a particular focus on groups marginalised even within their communities of identify.
- 2) To support communities in setting their own agenda and bringing their priority concerns to CYC and other stakeholders, in preference to conventional, more top-down consultation exercises.

At the launch of this initiative in 2018 it was intended that the new arrangements should:

- Recognise that the communities of York are changing and growing. We want to embrace this diversity and bring together people who perhaps wouldn't otherwise come together due to their cultural beliefs, religion, disability, vulnerability, need or experience. We feel they have an important voice and one that isn't always heard. We believe they have important experience of living in York and ideas about how their experiences could be improved. We want to create an opportunity for them to be heard both individually and collectively and influence policy making.
- Work with our partner organisations / forums so we can collectively engage the people we all support to bring them together to get to know one another, learn more about their experiences, and stimulate ideas.
- Allow our communities to set their own agenda rather than telling them what to talk about.
- Bring a focus on the important topics and create opportunities to inform, engage and consult with partners, city leaders and a wider forum of people on one or more topics.
- Create a supportive and positive environment, helping grow ideas into something real and enabling people to use their voice.
- Enable 'Community Voice Volunteers' to contribute to and influence the work of York's various strategic decision-making



boards and to reflect back the views of communities of interest groups on topics of importance.

- Work within a Human Rights framework reflecting the York City of Human Rights declaration.
- Feed back to and hold to account the Council's Executive and other statutory organisations in the city.

The York Human Rights City network (YHRCN) has run the Community Voices Project since 2018 with York CVS being the accountable body for the funding.

As a result, Community Voices is shaped by human rights law and principles (participation, non-discrimination). To date YHRCN has worked with homeless people, those subjected to hate crime and with disabled people. Research has been conducted with these particular groups, culminating in reports submitted to the Human Rights and Equalities Board for discussion and action.

#### **2021-24:**

In the period 2021-24 the project will seek to build on but also to expand this model for delivering Community Voices. The approach will evolve in response to the following issues:

- 1) The need to combine working with communities of identity or marginalised groups with more cross-cutting support for the voluntary sector e.g. human rights training, establishing Community Voice Volunteers
- 2) The limitations of an approach that works with a group for a year and then moves on, and the preference for longer-term engagement.
- 3) The existence of a number of other, potentially mutually supportive, initiatives including: the development of a new volunteering strategy for the city; interest in co-production of policy and service delivery; the creation of the Place Board which will require co-production to redesign services and pathways; and the development of new policy tools (Community Impact Assessment Template; Human Rights and Equalities Impact Assessment).

In response to these drivers the Community Voices project will:

- Work with two communities of identity or marginalised groups between 2021 and 2024, each for two years. Up to 21 this will be disabled people (this work having commenced in 2020. A further group will be identified in consultation with the Human Rights and Equalities Board for 22-24.
- Support agenda-setting and engagement with CYC for these two groups, developing models for and enhancing co-production of policy and service delivery.
- Develop a cohort of Community Voice Volunteers, for example working with individuals within the disabled people target group (2020-22) to work with the next target community of identity (this pattern could be replicated over time, expanding the number of volunteers).
- Deliver alongside this targeted approach more sector-wide forms of support, such as training. This will require collaboration with other agencies (York CVS, British Institute of Human Rights) and initiatives (the new volunteering strategy).
- Pilot the use of Community Voices as a multi-faceted human rights intervention. This could move it beyond participation to provide a space for accountability, for example hosting events which monitor the progress of co-produced interventions.

### **EVALUATION:**

CVS will ensure that YHRC provide quarterly updates to CYC project activities. These updates should set out:

- A succinct description of project activities
- Qualitative analysis of the project's impacts
- Feedback to the council from the perspective of the communities of identity worked with

**SERVICE STANDARDS, STATUTORY AND POLICY CONDITIONS:**

York CVS will comply with the Charity Commission requirements and any other standards or requirements appropriate to the services provided.

**FUNDING CONDITIONS:**

The Council may require CVS to repay all or part of the funding if:

- the funding is not used for the service or activity specified
- CVS is not able to provide the service or activity specified to the agreed standard
- CVS is wound up or otherwise ceases to exist

The terms of the agreement may be varied or the agreement terminated by mutual consent of York CVS and the Council.

**SIGNATURES:**

This agreement is accepted on behalf of York CVS by the authorised officers:

Position	Signature	Print name
Date		

This agreement is accepted on behalf of the Council by the authorised officer:

Position	Signature	Print name
Date		

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**Service Agreement Accessible Arts and Media  
1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2024**

This annual service level agreement allocates funding to Accessible Arts & Media for 2021-24.

Support is given to Accessible Arts and Media to enable the organisation to support young people, disabled people and other vulnerable adults in York to develop new skills and confidence through taking part in creative learning activities.

Accessible Arts & Media will do this by the development of a vibrant range of accessible, inclusive and affordable creative learning projects.

**During 2021-24 Accessible Arts & Media will use their grant to:**

- Develop and provide a programme of arts and creative media learning activities with a range of groups from disabled young people and adults, to older people and people with mental health problems in York and the surrounding area. This will include four key projects:
  1. To support and develop the Hands and Voices Choir;
  2. To support and develop IMPs (Inclusive Music Project);
  3. To support and develop iMUSE (Interactive Multi-Sensory Environment).
  4. To support and develop a range of inclusive online creative sessions (using Facebook Live and Zoom) and tailored 1:1 activities including phone and video sessions and home visits (when safe to do so)
- Continue to work strategically with a range of partners and networks in York and the surrounding area, including: Cultural Leaders Group; Cultural Learning Partnership; Culture and Wellbeing York; Local Area Coordination and Ways to Wellbeing; York Youth Sector Network; York Learning Disability Provider Forum and the Media Guild, supporting CYC to achieve its strategic priorities.
- Continue to use the SLA from CYC to lever in additional funding through the four programmes mentioned above.

- Achieve the following outcomes on the CYC funded programmes.

For participants:

- improved mental, emotional and physical wellbeing;
- raised aspirations;
- greater resilience and independence;
- heightened recognition of their own contribution and its value; and
- strengthened family and social networks.

For the wider community:

- changed attitudes towards the people who take part in our projects and the contribution they can make, when given the right support.

These targets will be reviewed annually during the end of year monitoring and may be subject to amendment. Accessible Arts & Media will also be asked to provide information as set out in the annual monitoring form.

### **General Conditions:**

The conditions of the grant are as follows:

- The grant will be used only for the purpose stated in this agreement. If at any time the organisation wishes to use the grant for a purpose other than stated in this agreement they must gain prior approval from City of York Council
- If the organisation is found to falsify any information supplied to City of York Council it will result in all or part of the funds being withdrawn by City of York Council
- The organisation is required to give reasonable notice of any AAM AGM or EGM meetings and invite the Client Officer to attend as an observer
- Where there is a breach of any of the conditions contained within this agreement the City of York Council reserves the right to claim back any grant aid
- Should the organisation disband during the grant period, then City of York Council may ask for all or a proportion of the monies to be paid back

## **Acknowledgment**

- The organisation will acknowledge the financial support of the City of York Council in all communications with the media and inform their Client Officer of any good news stories relating to AAM.
- The organisation will ensure that the City of York Council logo, and any other Council logos as appropriate, is used on all printed material (e.g. posters, flyers and programmes) and on any new media resources were appropriate (websites, Facebook, etc.).

## **Statutory and Legal**

- The organisation shall be responsible for ensuring it complies with all statutory and legal obligations (e.g. health and safety, licensing, insurance, building regulations, planning consents etc) applicable to the activities funded by the grant
- The organisation shall indemnify the City of York Council in respect of claims arising out of the provision of the activity funded by the grant, with the level of the professional indemnity being no less than five million pounds. One off public events or performances will be individually and appropriately indemnified. Copies of policy documents must be made available on request
- The organisation shall ensure that freelance staff and sub-contracted 3<sup>rd</sup> parties fully indemnify AAM in respect of claims arising out of the provision of any activity carried out on behalf of AAM which is funded by the grant, with the level of the professional indemnity being no less than five million pounds.
- The organisation will ensure that staff, artists or volunteers who work directly with children and vulnerable adults must have an enhanced Disclosure and Baring Service (DBS) check. DBS checks should be received and confirmed as satisfactory prior to any work being undertaken.

## **Financial**

- The Grant of £8,400 per annum will be paid by BACS.

- Provision must be made for up to date accounts to be kept by the organisation, and for those accounts to be audited annually by a competent person independent of the organisation.
- Confirmation of funding for years 2 and 3 will follow a satisfactory end of year monitoring by the named Client Officer.

### Monitoring

- The organisation must comply if the Client Officer makes a reasonable request to attend a workshop or activity.
- The organisation is required to submit a copy of their Annual Accounts and Report to the Client Officer no less than 6 months following the organisation's financial year end.
- The organisation must make arrangements for performance monitoring and the evaluation of activities funded by this grant. Monitoring reports will be submitted as prescribed by the Client Officer.

### SIGNED ON BEHALF OF ACCESSIBLE ARTS AND MEDIA

	PRINT NAME	
<b>CHAIR</b>		<b>E.M. JONES</b>
<b>CHIEF EXECUTIVE</b>		<b>R KENT</b>
<b>DATE</b>		

### SIGNED ON BEHALF OF THE CITY OF YORK COUNCIL

	PRINT NAME	
<b>CLIENT OFFICER</b>		<b>C.D. CROFT</b>
<b>DATE</b>		





**Service Level Agreement  
National Centre for Early Music  
1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2024**

This service level agreement allocates funding to the National Centre for Early Music (NCEM) for the period April 2021 to March 2024.

Support is given to the NCEM to help enable the organisation to continue to promote a high quality year-round programme of jazz, folk, world and classical concerts at St Margaret's Church, Walmgate; to continue to develop St Margaret's as a significant venue for music and creative learning in York, and to underpin support for internationally acclaimed summer festival (the York Early Music Festival).

It is noted that the NCEM is administered through the York Early Music Foundation, a registered charity. The NCEM is acknowledged by the Arts Council as a centre of excellence with National Portfolio Organisation funding secured for the relevant period.

In addition to promoting the NCEM as a high-quality music venue, the organisation will continue to support York Music Hub, the Arts Council's Cultural Educational initiatives, York Cultural Leaders group and to support local music groups and to work alongside local cultural organisations wherever possible. The NCEM will also sustain St Margaret's Church into the future working with partners interested in heritage/conservation.

**General Conditions:**

The conditions of the grant are as follows:

- The grant will be used only for the purpose stated in this agreement. If at any time the organisation wishes to use the grant for a purpose other than stated in this agreement they must gain prior approval from City of York Council

- If the organisation is found to falsify any information supplied to City of York Council it will result in all or part of the funds being withdrawn by City of York Council
- Should the organisation disband during the grant period, then City of York Council may ask for all or a proportion of the monies to be paid back
- Where there is a breach of any of the conditions contained within this agreement the City of York Council reserves the right to claim back any grant aid

**Acknowledgment:**

- The organisation will acknowledge the financial support of the City of York Council in all communications with the media and inform their Client Officer of any good news stories relating to the NCEM
- The organisation will ensure that the City of York Council logo, and any other Council logos as appropriate including City of Festivals Logo, is used on all printed material (e.g. posters, flyers and programmes) and on any new media resources were appropriate (websites, Facebook, etc.).

**Statutory and Legal**

- The organisation shall be responsible for ensuring it complies with all statutory and legal obligations (e.g. health and safety, licensing, public liability insurance, building regulations, planning consents etc) applicable to the activities funded by the grant. Copies of all such insurances and policies are available on request.
- The organisation will ensure that staff, artists or volunteers who work directly with children and vulnerable adults will follow CYC and NCEM Child Protection policies.

**Financial**

- Provision must be made for up to date accounts to be kept by the organisation, and for those accounts to be audited annually by a competent person independent of the organisation.
- The Grant of £8,400 per annum will be paid by BACS by July each year
- Confirmation of funding for years 2 and 3 will follow a satisfactory end of year monitoring by the named Client Officer.

**Monitoring**

- The organisation must comply if the Client Officer makes a reasonable request to attend a workshop or activity.
- The organisation is required to submit a copy of their Annual Accounts and Report to the Client Officer no less than 6 months following the organisation's financial year end.
- The organisation must make arrangements for performance monitoring and the evaluation of activities funded by this grant. Monitoring reports will be submitted as prescribed by the Client Officer.

**SIGNED ON BEHALF OF THE NCEM**

		<b>PRINT NAME</b>
<b>CHIEF EXECUTIVE</b>		<b>DELMA TOMLIN MBE</b>
<b>DATE</b>		

**SIGNED ON BEHALF OF THE CITY OF YORK COUNCIL**

		<b>PRINT NAME</b>
<b>CLIENT OFFICER</b>		<b>CHARLIE CROFT</b>
<b>DATE</b>		

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