

SERVICE LEVEL AGREEMENT

Between THE NATIONAL FOREST COMPANY

and South Derbyshire District Council (Get Active in the Forest)

2020-2021

This paper sets out the terms of an agreement between the National Forest Company (NFC) and South Derbyshire District Council Get Active in the Forest (SDDC/GAIF). The agreement covers the period from **01 July 2020 to 31 March 2021**. The success of the agreement will be judged by the achievements against the outputs & outcomes listed, and specific targets identified. The detailed project delivery is appended at Annexe A.

This contract in itself doesn't represent any commitment by the NFC towards future funding beyond this agreement.

NFC will provide funding of up to **£11,000** towards the full cost to SDDC/GAIF of delivering the outputs in this agreement, currently estimated at **£80,000**, as shown in the project budget. SDDC/GAIF will seek funding from other sources, and/or provide evidence of in-kind match funding, to enable it to meet the full costs incurred. The work is subject to the clauses and conditions set out in the attached Terms & Conditions of Grant. The project budget is attached to this agreement at Annexe B.

The NFC contribution is made up of **£11,000** from the Service Level Agreement budget of the Small grants fund.

The role of SDDC/GAIF

SDDC/GAIF agrees to assist the NFC in delivering the Greenprint through partnership working, creating a

Forest Environment, by:

- engaging with and showcasing environmental work taking place in the Forest
- supporting community management of woodlands and heritage assets

Forest Society, by:

- increasing volunteering opportunities
- promoting and improving awareness of the National Forest
- supporting the growing Woodland Communities networks
- creating opportunities for outdoor activity and participation
- improving the health and wellbeing of Forest residents

Forest Economy, by:

- increasing skills and knowledge through training and engagement
- developing new partnerships and opportunities

In addition, SDDC/GAIF will work with NFC staff to help promote and publicise the National Forest to as wide an audience as possible, support National Forest Campaigns and contribute articles and content for sharing on web and social media platforms.

Deliverables

SDDC/GAIF agrees to carry out all the work outlined below and contained at Annexe A, and to provide supporting evidence as requested (e.g. summary papers, case studies, interim and final reports, photographs and promotional material, invoices and payments) that can be used to formalise monitoring procedures and share best practice.

1. To deliver the Get Active in the Forest programme of activities for 2020/21 as detailed in the Project Delivery Plan and meet the targets for participation and engagement.

Payment Schedule

Claims for payment to be made as per schedule below, and accompanied by a short report, evidence of other spend (ie materials, expenses etc) and an invoice. The final payment must be invoiced for **no later than** 19th March 2021. A final report for the project should be submitted no later than 30th April 2021.

Claim date	Claim amount
19 th March 2021	£11,000

The Role of the NFC

The NFC will provide any information or assistance necessary to SDDC/GAIF in carrying out its responsibilities set out above.

General Conditions

Either party may terminate this agreement with two months' notice if the terms of the agreement are not being adhered to, or by the mutual agreement of both parties. Termination of the agreement following a failure by SDDC/GAIF to comply with its terms will require all funding to be paid back to the NFC immediately.

The terms of this agreement will be monitored regularly and assessed at least four weeks prior to the end of the financial year.

Responsibility for the operation and monitoring of the agreement will rest with Hannah Peate (SDDC/GAIF) and Zoe Sewter (NFC).

This contract should be signed and returned to The National Forest Company.

_____ Zoe Sewter (NFC) _____ Date

_____ Sue Anderson (NFC) _____ Date



_____ Hannah Peate (SDDC/GAIF) _____ 9-7-2020 _____ Date

_____ Allison Thomas (SDDC/GAIF) _____ Date

ANNEXE A: SDDC/GET ACTIVE IN THE FOREST – project delivery plan 2020-21

Walking

Action	Target
New Branding Launch	To engage partners, volunteers and participants in the new logo. Reference NF in launch.
Plan annual themed walks programme Regularly direct people to NFC site via social media. <u>Covid additional:</u> Provide online links to local walking routes. Create virtual walk events to encourage people to walk the routes separately during lockdown.	15 walks with 200 participations in total
Co-ordinate National Forest Walking and Outdoor Festival Organise planning meetings Co-ordinate leader info and support. New Outdoor activities to be included in 2021 festival as well as many of the unused walks and activities from the cancelled 2020 festival Produce brochure Produce report	Co-ordinate and deliver 2021 Festival Inclusion of Nordic Walking taster at Ros.
Hold appreciation walks inviting all Volunteers from all groups <u>Covid additional:</u> During lockdown, thank you emails sent for National Volunteers week. Regular updates sent out to volunteers providing community feeling and support during lockdown. To calculate the monetary value of volunteering to the project.	Thank you events held prior to lockdown. Value calculated at £22,800 per year.
Deliver 2 walk leader courses Deliver refresher first aid training to existing walk leaders as required	10 new walk leaders with at least 50% retention rate after 6 months. Walk leader training and refresher training on hold until after lockdown.
Deliver a weekly work place walk at SDDC <u>Covid additional:</u>	Training 2 new walk leaders Target 200 participations

Weekly walk and talk taking place on teams to continue discussions about walking and physical activity. We will report attendance figures for this.	
<p>Contribute quarterly to the Active South Derbyshire Newsletter and is distributed to walk leaders.</p> <p><u>Covid additional:</u></p> <p>Continuing to do this online and encouraging walk leaders to keep in touch with each other.</p> <p>Sending regular emails to all volunteers and keeping in touch with phone calls throughout lockdown.</p>	To keep walk leaders and Get Active community informed of wider project activities.
<p>Review existing Nordic walking provision with the aim to make sessions self-sustainable.</p> <p>Train one new instructor to support ever growing demand</p> <p><u>Covid additional:</u></p> <p>Twice weekly virtual Nordic walking sessions for those walkers who have already physically attended a session and received training prior to lockdown.</p> <p>We will report attendance figures for this.</p>	Nordic Walking sessions currently postponed.
Maintain dementia walk at Oaklands Village by training additional walk leaders as Dementia Friends.	<p>Retain existing 2 walk leaders.</p> <p>3 walk leaders trained as dementia friends</p> <p>Attend South Derbyshire Dementia Café to promote Walk Quarterly</p> <p>Run weekly sessions when they restart after lockdown.</p>
Review all existing walks to look at current provision and potential areas for expansion.	Possible locations Newhall Day Centre, Woodville, Aston/Weston area.
<p>Raise the profile of Bertie Bear and the Teddy Walks</p> <p>Put teddy trails on SDDC website.</p> <p><u>Covid additional:</u></p> <p>Continue to post the Teddy Trails on social media.</p>	Attending events such as Festival of Leisure to promote teddy trails.
<p>Continue to support the Measham and Ashby Health Walks. Keep the option of expansion open throughout the national forest when deemed appropriate.</p> <p><u>Covid additional:</u></p> <p>Provide support to walk leaders with paperwork, admin support, and updated information on WfH nationally.</p>	Train up walk leaders to lead these walks as required.

Re-engage Bankhouse to establish regular weekly walk to support service users.	1 regular weekly walk.
<p>Work to increase participation of buggy walks.</p> <p>Work with Active Derbyshire to produce marketing for the targeted audience.</p> <p><u>Covid additional:</u></p> <p>We will continue to use social media to send out information about walks and keep previous walkers engaged. We will also send out routes, such as the Teddy Trails, for families to do together during lockdown.</p>	<p>Train one walk leader to support buggy walks.</p> <p>Engage previous volunteers to support.</p> <p>Potential for new stay and play buggy walks in Swadlincote town centre.</p>

Cycling

Action	Target
Support Mercia CC & CC Giro in holding events on-site	Programme of club events including Monster Cycle Ride taking place throughout the year with 500 participants involved
<p>Deliver Bikeability programme in local schools</p> <p>Deliver early rider in primary schools and Children's Centres.</p> <p>Run Learn to Ride Sessions</p>	<p>In accordance to Bikeability grant.</p> <p>365 places had been scheduled to be delivered between April and July 2020.</p> <p>Learn to ride sessions also fully booked have had to be put on hold</p>
Hold Teddy cycle rides to promote teddy walks and family cycling opportunities	25 participants
<p>Review Inclusive cycle provision at Rosliston Forestry centre and assess suitability for sessions to run off site.</p> <p>Support Over 50's cycling group.</p> <p><u>Covid additional:</u></p> <p>This group have created a Whatsapp chat group to keep discussion about cycling going throughout lockdown.</p>	<p>Establish a sustainable site and use for the cycles, e.g. Potential to lend inclusive cycles to other inclusive cycle hubs to increase their ability to deliver.</p> <p>Name changed to 'Friday Cycling' and membership rules relaxed to promote inclusivity.</p>
Train female member of staff to deliver Breeze rides	6 week pilot

Outdoor Activity

Actions	Target
Develop ideas for Wild Play event	Explore new opportunities at RFC with new operator

Host inter-schools orienteering competition for local senior/junior schools	10 schools participating
Support Merica Archery Club to establish permanently. Work with them on funding bids to train new instructors. Support them to run an archery beginners course to attract new archers to the sport.	10 participants
Host 2 Family Bushcraft Evenings	25 participants
Host Dance in The Forest Event Event on hold and will not run in the summer term 2020	200 participants Event was planned for 10 th June 2020. Unlikely to take place this financial year. 2021 event to be scheduled.
Create marketing plan to promote Get Active Sessions, including after-school sessions e.g. soft archery, teambuilding, orienteering 'Get Active goes Mobile'	30 sessions booked previously. Marketing plan to be created still during lockdown where possible.
Work in partnership with EEP to engage volunteers and community groups to maintain RFC through the Rosliston Rangers. Establish links with grow outdoors, exploring potential to expand offer across the National Forest.	This project has been temporarily put on hold during the coronavirus pandemic.
On-going support for parkrun team to deliver weekly runs on site. <u>Covid additional:</u> Parkrun are currently doing virtual run data via facebook to encourage ongoing participation	Regular weekly parkruns
Report on all Tai Chi figures from Get Active in the Forest Tai Chi sessions. Explore setting up new session in partnership with SNF	400 Tai chi instructor working on setting up online sessions soon.

Sustainability

Actions	Target
Actively seek funding to secure long-term sustainability for the project	Investigate opportunities for Corporate team building days as income generation.