



SERVICE AGREEMENT

Client contact: Hassocks Parish Council
Care of: Ian Cumberworth (Clerk of Parish Council)
info@hassocks-pc.gov.uk

22nd September 2022

Hassocks Priority Statement Community Engagement

Invoicing

On signing this Agreement: invoicing will be as follows:

- 50% will be issued
- 50% of the estimate for survey work will be issued

Remainder to be issued as follows

General support

40% on completion of survey design

10% on completion of submission of Consultation report

For survey work

50% on provision of Draft Report

This **does not** include any direct costs involved with meetings such as travel or any exhibition materials to be printed by AirS.

Signed on behalf of Client (Hassocks Parish Council)

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Signed on behalf of Provider (Action in rural Sussex)

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Faustina Bayo
Action in rural Sussex
Faustina.bayo@ruralsussex.org.uk

Action in rural Sussex

| Project stages | Project elements | Role of AirS ¹ | Time (days) | Role of Client ² |
|----------------------------|--|---|-------------|---|
| | (a) Meet with steering group and highlight timeframe and responsibilities | Draft proposed timetable and process, Develop draft ground rules for the process | 0.5 | Agree timetable Agree roles and responsibilities and sign up to ground rules |
| | (b) Determine publicity and communication requirements Publicise/promote the process | Scope options for publicity and communication Identify messages for communication Design Flyer | 1 | Develop a consensus on publicity and communication routes Agree on messages for communication and publicise |
| | (c) Plan, publicise the process and hold engagement activities (virtual and/or in persons) | (c1) Design and facilitate open day /exhibition/session (face-to-face) | 2 | Provide venue and refreshments, identify key community contacts, promote publicity of sessions across Parish and Groups |
| | | (c2) Design and facilitate an online consultation session/workshop | 1 | Identify key community contacts, promote publicity of sessions across Parish and Groups |
| | (d) Parish Household Survey | Support with the design of household survey- Replicate online version and provide link with QR code. (see below for separate survey costing for data entry, analysis and report) | 1.5 | Promote survey, deliver through Hassocks Life, provide collection/drop-off locations, Gather Response forms and deliver to AirS |
| Post Survey Session | | | | |
| | (e) Design and facilitate the Councillors workshop | Facilitate workshop on outcome of open day session and survey. Present, engage and further consult on findings- | 2 | Provide venue and refreshments Promote and publicise session |
| | (f) Complete Consultation Outcomes Report | Complete report and meet with client to review process and outcome | 2 | Review report Agree any necessary alterations |

¹ AirS refers to the organisation rather than specific members of the staff team.

² The term Client here refers to members of Hassocks Parish Council

Action in rural Sussex

Budget

| Number of Days | Daily Rate | Total | Travel |
|----------------|------------|--------|---------------------------|
| 10 | £385 | £3,850 | Calculated @ 45p per mile |

Requirements for successful delivery

The time commitment required from Parish Council representatives and members of the Working Party is essential to enable the delivery of the proposed project plan above.

Requirements of the Client is:

- To secure venues etc.
- To help set up venues
- To agree and keep to the timetable and their role in the process
- Identify key contacts to assist AirS
- To be committed to the process of inclusive community consultation

For AirS to deliver the project plan as detailed above and, in the timeframe, required it is essential that all members recognise and sign up to the importance of their active and full involvement and co-operation in all stages of the process.

Survey Work (Estimate)

Online Service with 30% (1050) anticipated response forms

- Replicate approved survey online with links and QR code
- PC to deliver survey through Hassocks Life
- PC to collect response forms and deliver to AirS
- Enter data, analyse survey responses
- Write Survey report.

Fee for above services: £ 3,088 + VAT

The above is an indicative cost and based on a maximum 4 page A4 survey (insert in Hassock Life) with no more than 20 questions including a cover letter with a 30% anticipated response rate. Significant variations may be subjected to reductions or additional charges. They are also dependent on the final design of the survey as the number and style of the questions may have a major effect on the number which can be entered into our system per hour).

