

REPORT PC25.114 SMASH SLA
AUTHOR Trudi Deane, Deputy Clerk
DATE 15th July 2025

BACKGROUND

A report to councillors regarding a Service Level Agreement with SMASH Youth Project

SUMMARY

As part of the 2025/26 budget, the Parish Council allocated a sum of £5000 towards a project to recruit a Youth Worker.

This is part of a collaborative project to recruit a Youth Worker with Southern Area Board (Wiltshire Council), Alderbury Parish Council, Idmiston Parish Council and a grant from the National Lottery Community Fund. SMASH have been identified as an organisation with the expertise and support network to provide the youth work support under this project. [Smash Youth Project - Giving young people the support they need](#)

The aim is to secure and extend the provision of youth activities in the parish including our existing youth clubs, and additional 'pop up' and engagement events. SMASH are currently in discussions with Old Sarum Youth Club on options to take that forward from September, and a pop up event has been planned for 7th August with a climbing wall session at Old Sarum provided by Wiltshire Outdoor Learning Team [Welcome to WOLT - Fun and Learning through Outdoor Activities](#)

This agreement runs until March 2026, but the intention is for this to be a minimum 3 year project.

RECOMMENDATION

That the Parish Council resolves to approve the signing of the Service Level Agreement attached.



ONE PERSON CAN CHANGE A LIFE

Service Level Agreement

between

SMASH Youth Project

and

Southern Wiltshire Parish Councils

Agreement Date: 1st July 2025

THIS AGREEMENT updated 1st July 2025

is made between **Smash Youth Project** and **South Wiltshire Parish Councils**.

1. Definitions

- 1.1 **“Agreement”** - this Agreement between the Council and the Voluntary Organisation to provide a Youth Work support package for three sessions a week.
- 1.2 **“Smash Youth Project”** - the name of the organisation responsible for the activity proposed. The basic element of the Youth Work is the attendance at and development of three sessions a week of youth work from a skilled professional youth worker and a support worker. It can include elements that the Voluntary Organisation intends to enhance this basic provision by providing additional elements or information services which will benefit the client. This arrangement is for 31 weeks from the date of commencement, namely 4th August until 20th March 2026, with a review in November 2025 for budgetary purposes and a break over the Christmas holidays.
- 1.3 **“Confidential Information”** - all confidential information relating to the client, the Voluntary Organisation and their respective finances, processes, business activities, personnel, suppliers, customers and contractors.
- 1.4 **“SW PC’s”** – Salisbury and South Wiltshire Parish Councils – namely Alderbury, Laverstock + Ford, Idmiston, Grimsteads + Firsdown.
- 1.5 **“Update Meeting”** - a meeting to plan next steps with the Project Officer, with targets and timescales, agreed by the Voluntary Organisation and the Council in the ongoing or future support of the work.
- 1.6 **“Session”** – this is described as an activity involving young people, most commonly of an afternoon or an evening.

2. Purpose and Scope

- 2.1 This Agreement represents commitments:
 - By SW PC’S to provide funding and support for up to 2 Youth Workers for three sessions a week and the provision of space for staff toilets, in accordance with the terms of this Agreement;
 - By SMASH to administer and staff the Service, providing Safeguarding advice, guidance and provision in accordance with the terms of this Agreement; and

- By both parties to monitor and review the performance of the project and to seek ways of ensuring that its targets are met so that it operates for the benefit of the local community.

3. Duration

- 3.1 This Agreement is from 04/08/25 until 20/03/26. Throughout the term of this Agreement, SW PC'S + SMASH will monitor the Service against the terms of this agreement.

4. Obligations

- 4.1 Both parties shall ensure that good communication is made available in advance of the weekly session where there are updates that may have an impact on delivery.
- 4.2 SMASH will ensure highly trained staff are present each week.
- 4.3 Both parties will seek opportunities for the local community to support the work through volunteering, potential projects or funding opportunities.

5. Funding

- 5.1 SW PC'S will provide the funding to service the agreement. Additional hours beyond the agreement can be requested by SW PC'S and are subject to the availability of the SMASH team. The cost per session is £245 and the arrangement is for 3 sessions with 2 staff members for 31 weeks of the year, to a total of £22,785. Ahead of deployment, SMASH will also provide 3 days of consultation to support the project implementation and 3 further days of consultation to review and evaluate, charged at £300 per day, to a total of £1,800.

The total cost of this agreement is is therefore £24,585.

- 5.2 Should the provider wish to continue beyond this agreement, they can anticipate an annual inflationary increase to costs year on year, with 3% offered as a guide. SMASH will confirm annual inflationary increase in writing before the 4th quarter of this agreement.
- 5.3 SMASH and SW PC'S commit to work collaboratively to access further funding opportunities to support the continuation and development of the local youth offer.
- 5.4 SMASH will invoice Wiltshire Council for 50% of payment in advance of the work commencing, and the final 50% on completion.

6. Staffing

- 6.1 SMASH will be responsible for the staffing of the Service. They may use paid staff, volunteers or a combination of the two.
- 6.2 SMASH will ensure that it provides a safe environment for its staff and that the Service provided by its staff to the young people is efficient. SMASH further undertakes to ensure staff follow the procedures and operating practices highlighted in their Risk Assessments, which can be provided on request.
- 6.3 SMASH undertakes to ensure that a background check with the Disclosure and Barring Service (DBS) is completed in respect of all of its staff and volunteers where it is required. SMASH further undertakes to act appropriately and reasonably on the information disclosed to it as part of this process.
- 6.4 Where possible, and with prior negotiation, SMASH will actively attempt to support the delivery of one-off events in the parish where requested by the Community Grants and Project Officer and where the events fall within the usual pattern of SMASH's working week.

7 Security

- 7.1 SMASH is responsible for taking reasonable measures to ensure the safety of their staff. This will include project specific Risk Assessments, staffed being trained in Dynamic Risk Assessment practices, SMASH ensuring staff are never working in isolation and any other reasonable precaution deemed necessary for the safety and wellbeing of the staff team and young people.

8. Record Keeping

- 8.1 SMASH will keep up to date records of the number of sessions delivered, a weekly tally of the number of young people interacted with and any other relevant data requested by the provider. An update report can be provided quarterly. Should any safeguarding concerns arise, the SMASH safeguarding policy will be followed and the Project Officer notified where necessary.
- 8.2 SW PC'S will record and inform SMASH of any matters concerning the sessions that would affect the risk level to the SMASH staff team.

9. Monitoring and Review

- 9.1 The Service can be reviewed jointly by the Council and SMASH, by mutual consent.
- 9.2 SMASH will liaise directly with the Strategic Engagement & Partnerships Manager and Parish Clerks to oversee delivery of the

SLA.

10. Termination

- 10.1 If at any time either party wishes to terminate the Agreement, it may do so by giving to the other party six weeks written notice to be sent to the other party's last known address. An example of circumstances in which the Council might choose to exercise this right would be if it has identified poor performance on the part of the Voluntary Organisation, or practice that the council deems to be in breach of its own policies. It would also apply if obligations to carry out DBS checks or hold a public liability insurance have not been fulfilled.

11 Insurance

- 11.1 The Voluntary Organisation will ensure that valid policies of insurance are in place with a reputable insurance company for cover for third party and public liability (up to £5million).

12. Confidentiality

- 12.1 Neither of the parties nor their agents, staff or representatives shall during this Agreement and after it has been terminated use or disclose to any person who has no right to receive it, any Confidential Information which comes to the knowledge of the other party as a result of being involved in the making and implementation of this Agreement. If one party is unsure as to whether or not a particular piece of information is confidential it shall check in writing its status with the other party before disclosing it to a third party.
- 12.2 Each party shall take all reasonable steps to prevent the use or disclosure by their representatives, officers or employees of the confidential information.
- 12.3 Both parties shall comply with the requirements of all current GDPR legislation or such other legislation or amendments which regulate the processing of or disclosure of personal data.

13. General Clauses

- 13.1 No amendment to this Agreement shall be valid unless it is agreed by both parties and evidenced in writing.
- 13.2 The invalidity, illegality or unenforceability of any term or condition shall not affect the validity, legality or enforceability of any other term or condition used in this Agreement.
- 13.3 This Agreement shall not create any rights for the benefit of or enforceable by any person who is not a party hereto. The provisions of

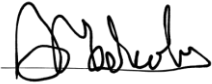
the Contracts (Rights of Third Parties) Act 1999 are expressly excluded.

- 13.4 This Agreement shall be construed in accordance with English law and the parties hereby submit to the exclusive jurisdiction of the English Courts.

IN WITNESS whereof the parties have signed this Agreement the day and year first before written

SIGNED: _____
For an on behalf of Wiltshire Council

NAME _____
(Please print)

SIGNED:  _____
For and on behalf of SMASH

NAME Andy Malcolm - CEO
(Please print)

SIGNED: _____
For an on behalf of Alderbury Council

NAME _____
(Please print)

SIGNED: _____
For an on behalf of Laverstock + Ford Council

NAME _____
(Please print)

SIGNED: _____

For an on behalf of Idmiston Council

NAME _____

(Please print)

SIGNED: _____

For an on behalf of Firsdow + Grimsteads Council

NAME _____

(Please print)