Appendix B

Service Level Agreement for Milton Parish

The Clerk team have drafted the following report for a proposed Grounds Maintenance Service Level Agreement between Harwell Parish Council and Milton Parish Council.

The costs have been calculated based on 2 grounds maintenance workers (one senior and one junior) plus an average amount of time for admin and invoicing.
The Mileage shown below is from Harwell to Milton Village and allows for the driving around the Village and the Heights.

Subject to approval of this SLA by Harwell Parish Council, we would also look to employ the secondary apprentice as of the 1st November to allow for this extra work, as per discussions in our previous meeting on the 8th September.

Staff Cost	**Hourly Rate**	**Time**	**Total**
Senior member inclusive of NI and Holiday	£16.85	14	£235.90
Junior Member inclusive of NI, Holiday and employers pension contribution	£13.68	14	£191.52
Clerk Admin Time inclusive of NI, Holiday and employers pension contribution	£26.82	1.5	£40.23
			£467.65
	Cost per Mile	**Miles**	
Mileage (to include contribution to motor vehicle tax, insurance, wear and tear and fuel)	£0.55	16	£8.80
Machine maint & renewl contribution			£22.75
	Cost per KG	**KGs**	
Bins Including emptying and added weight cost	0.05	50	£2.50
	Liner Cost	**Qty**	
Replacement Liners per month	0.15	22	£3.30
		Grand Total	**£505.00**

SERVICE LEVEL AGREEMENT

Grounds Maintenance Services

Between: Harwell Parish Council ("Harwell")
and
Milton Parish Council ("Milton")

Effective from: 1st November 2026

1. Purpose

This Agreement sets out the terms under which Harwell Parish Council will provide grounds maintenance services on behalf of Milton Parish Council, supporting the safe, attractive, and well-maintained condition of Milton's recreation and green spaces.

The arrangement is intended to deliver practical, proportionate and high-quality services for residents in both parishes. This arrangement also supports investment in local skills and workforce development, contributing to long-term service resilience.

2. Scope of Services

Harwell will provide the following services at the Squire Barrett Recreation Area (Milton Village), Lambe Avenue Playground (Milton Heights) and associated green spaces in both Milton Village and at Milton Heights.

2.1. Routine Grounds Maintenance

- Seasonal grass cutting and strimming across the recreation area
- Mowing and upkeep of smaller grassed areas within the estate
- General presentation of grassed areas to a safe and tidy standard

2.2. Playground Inspections

- Monthly visual inspections of playground equipment
- Inspections undertaken in accordance with relevant safety standards
- Reporting of any defects or safety concerns to Milton

2.3. Hedge and Boundary Maintenance

- Hedge cutting and management as required
- Maintenance of safe, accessible, and tidy boundaries

2.4. Ad Hoc Works

- Minor repairs and maintenance tasks as reasonably requested by Milton Parish Council, Subject to:
    - Available time and resources
    - Skills and competence of staff
- Any significant or specialist works to be agreed separately

3. Shared Benefits of the Arrangement

Both councils recognise that this arrangement has been designed to provide clear and balanced benefits to each authority and their respective communities.

3.1. Benefits to Milton Parish Council

- A cost-effective service, delivering a saving compared to previous arrangements
- Greater flexibility and responsiveness in addressing local maintenance needs
- Access to a larger, structured maintenance team, improving reliability and continuity
- Consistent standards of maintenance and inspection across recreation and estate areas

3.2. Benefits to Harwell Parish Council

- Supports the development of a more resilient and sustainable maintenance team, widening their experience
- Contributes to the funding and training of a secondary apprentice role, building local skills
- Enables more efficient use of staff time, vehicles, and equipment
- Receives contribution to machine costs, repairs and renewals
- Strengthens capacity to maintain high standards across Harwell's own assets

3.3. Shared Benefits

- Better use of public funds through collaborative working
- Increased service resilience, reducing reliance on single individuals or contractors
- A more skilled and stable workforce, benefiting both communities over time
- A practical example of parish councils working together in the public interest

4. Delivery Model

- Services will typically be delivered **two days per month**
- Delivery will be undertaken by a team comprising:
    - Head Grounds Maintenance Worker
    - Apprentice Grounds Maintenance Worker
    - Additional support (as required)

All works will be:

- Managed and supervised by Harwell
- Delivered in accordance with good practice and relevant safety standards
- Carried out in line with any site-specific requirements notified by Milton

5. Service Standards

Harwell will:

- Carry out works with reasonable care and skill
- Maintain appropriate health and safety practices
- Ensure staff are suitably trained and supervised
- Provide a consistent and reliable level of service across the year

Milton will:

- Provide clear instructions where site-specific requirements apply
- Notify Harwell of any known risks or changes affecting the site

6. Fees and Payment

6.1. Monthly Fee

Milton will pay Harwell a fee of:
£505.00 per month *(to be reviewed as part of the annual review)*

This includes:

- Staff time (approximately 28 hours per month + 1.5 hrs per month admin)
- Use of vehicles, tools, and equipment
- Fuel and operational costs
- Contribution toward equipment depreciation and maintenance

6.2. Additional Works

- Works outside the agreed scope may be charged separately
- Any additional costs will be:
    - Agreed in advance where possible
    - Charged at a reasonable and transparent rate

6.3. Invoicing

- Milton will be invoiced monthly in arrears
- Payment terms: [e.g. 30 days from invoice date]

7. Review and Monitoring

- Quarterly review meetings (or equivalent liaison) will be held to:
    - Monitor service delivery
    - Address any issues or discrepancies
    - Adjust working arrangements if required
- A formal review will take place after **12 months**, including:
    - Service performance
    - Cost alignment
    - Scope and resourcing

8. Term and Termination

8.1. Term

This Agreement will commence on the effective date and continue until terminated in accordance with this clause.

8.2. Initial Establishment Period

The first 9 months of the Agreement will be treated as an initial establishment period.

At the end of this period, either party may terminate the Agreement by giving:

Three (3) months' written notice

This provision allows both parties to review:

- Operational delivery
- Cost assumptions
- Resource requirements

8.3. Ongoing Termination

Following the initial establishment period, either party may terminate the Agreement by giving:

Six (6) months' written notice

8.4. Immediate Termination

Either party may terminate the Agreement immediately where:

- There is a material breach of the Agreement
- There are serious health and safety concerns requiring cessation of works

9. Liability and Insurance

- Harwell will maintain appropriate public liability and employer's liability insurance
- Each party will be responsible for its own acts and omissions
- Neither party will be liable for indirect or consequential loss

10. Variation

This Agreement may be varied at any time by mutual written agreement between the parties.

11. Legal Powers and Best Practice

Both parties confirm that this Agreement is entered into in accordance with their statutory powers, including (but not limited to):

- Section 101 of the Local Government Act 1972, which enables a local authority to arrange for the discharge of its functions by another authority
- Section 111 of the Local Government Act 1972, which permits actions calculated to facilitate, or incidental or conducive to, the discharge of any of its functions

The parties recognise that collaborative working between parish councils represents established good practice, enabling:

- More efficient use of public funds
- Improved operational resilience
- Enhanced service delivery for residents

This Agreement reflects a shared commitment to practical, cooperative service provision in the interests of both communities.

12. Service Continuity and Workforce Stability

The parties recognise that this Agreement supports workforce development, including the employment and training of an apprentice and the strengthening of grounds maintenance capacity.
In the event of termination, both parties agree to:

- Engage constructively in transition planning
- Provide reasonable cooperation to support continuity of service
- Seek to minimise disruption to workforce stability and service delivery

13. General

- This Agreement reflects a collaborative working arrangement between two parish councils
- Nothing in this Agreement creates a partnership or employment relationship between the parties

Signatories

Signed for and on behalf of
Harwell Parish Council

Name: _____

Position: _____

Date: _____

Min. Ref: _____

Signed for and on behalf of
Milton Parish Council

Name: _____

Position: _____

Date: _____

Min. Ref: _____