

## **South Kesteven District Council**

### **Wyndham Park Forum and Friends of Queen Elizabeth Park**

#### **Terms of Reference**

##### **1. Purpose of the Document**

To promote and facilitate a positive working relationship between South Kesteven District Council (the Council), the Wyndham Park Forum (WPF) and Friends of Queen Elizabeth Park (FQEP).

This document will form the basis of a mutually respectful relationship and aim to deliver beneficial outcomes through supporting each other in a positive working environment. It is proposed that the partnership between the Council and the two separate groups is based around the values of mutual co-operation, transparency, integrity, equality, accountability, efficiency and learning.

The Council recognises the unique and valuable contribution that the two stakeholder groups provide in ensuring that the respective Grantham parks continue to be highly valued community assets, by acting as the eyes and ears of the parks and taking ownership for the maintenance of agreed areas.

It is intended that this document will form the basis of a mutually beneficial partnership arrangement which aligns to the Council's Volunteer Policy, 'Volunteering with South Kesteven District Council 2023'.

##### **2. SKDC Commitment**

- The Council is committed to providing an agreed level of grounds maintenance to ensure that both Wyndham Park and Queen Elizabeth Park remain safe and attractive to visitors, maintaining the achievement of Green Flag status.
- The Council is solely responsible for the staff and contractors who are engaged in activities and work within the Parks.
- The Council will support and encourage the activities of the WPF and FQEP in assisting to maintain agreed areas of the Park. All works which are undertaken by the WPF and FQEP will need to be in accordance with an up-to-date risk assessment and through prior consultation and planning with the Senior Parks and Cemetery Officer, to ensure that the activity can be covered by the Council's insurance arrangements.
- The Council is committed to maintaining communications with the two parks groups and will host Park Stakeholder meetings throughout the year, with a representative from each stakeholder group being invited to attend.

##### **3. Stakeholder Commitment**

- To maintain agreed areas within Wyndham Park and Queen Elizabeth Park adhering to the risk assessments adopted, and not to undertake any works which have not been previously approved or agreed.
- To provide updated risk assessments to the Council's Team Leader Leisure, Parks and Open Spaces on an annual basis, or as soon as there are any changes to the risk assessment provided.
- To raise any concerns or request information through agreed routes into the Council.
- Not to do, or support any action which could bring the Council into disrepute, or have an adverse impact on attaining Green Flag status.
- To carry out tasks and activities in a way which corresponds to the Council's aims and values
- To respect the confidentiality of service users and staff.

#### **4. Code of Conduct**

- The Terms of Reference recognises that successful partnership working is based upon engagement, trust and cooperation between partners and the communities they serve and encourages such an approach to deliver positive outcomes.
- Officers of the Council and members of the two stakeholder groups will act with a high level of integrity at all times.
- Fair and equal access to services and support irrespective of race, religion, sex, age, sexual orientation, or disability will be provided by SKDC and the two stakeholder groups within all park activities.
- The parties agree to a spirit of collaborative working to promote a culture of reflection and learning to improve the Parks service.

#### **5. Membership**

- District Lead Officer – Assistant Director of Culture, Leisure and Place
- Liaison – Team Leader Leisure, Parks and Open Spaces
- Delivery – Street Scene Manager
- Members of Wyndham Park Forum and Friends of Queen Elizabeth Park.

Other members or Officers may be co-opted to attend as appropriate.

#### **6. Meetings and Contact Points**

- Park Stakeholder Meetings will be arranged and administered by the Council on a quarterly basis.
- The Council's Team Leader Leisure, Parks and Open Spaces will be the single point of contact for the members of the Parks stakeholder groups to report incidents or remedial issues to or to request service updates.