

**PROTOCOL ON PARTNERSHIPS
AND OTHER EXTERNAL ORGANISATIONS**

APPENDIX 2

**STANDARD FORM OF AGREEMENT
BETWEEN EPPING FOREST DISTRICT COUNCIL AND _____**

A. STATEMENT OF PARTICULARS _____

NAME OF ORGANISATION/ PARTNERSHIP (1)	
ADDRESS FOR CORRESPONDENCE (2)	
E-Mail (3)	
Telephone No (4)	
Fax No (5)	
AIMS AND OBJECTIVES OF ORGANISATION (Supply copy of Constitution, governing instrument or trust deed) (6)	
MEETING/AGENDA ARRANGEMENTS (Please describe) (7)	
WHAT STATUS/ROLE WILL THE COUNCIL REPRESENTATIVE FULFIL? (viz observer, voting committee member, trustee, director etc) (Please state any restrictions including any on confidential information) (8)	

<p>DOES PUBLIC LIABILITY INSURANCE EXIST FOR THE WORK OF THE ORGANISATION? (Give name of insurer and policy number) (9)</p>	
<p>IS THE ORGANISATION A REGISTERED CHARITY? (Give registration number) (10)</p>	

B. FINANCIAL INFORMATION

<p>Does this organisation receive grant aid or similar financial support from Epping Forest District Council? (Give details) (11)</p>	
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C. STATEMENT OF PARTICULARS - EPPING FOREST DISTRICT COUNCIL

<p>REPRESENTATIVES OF EPPING FOREST DISTRICT COUNCIL</p>	
<p>STATUS (OFFICER/MEMBER) (12)</p>	
<p>TERM OF APPOINTMENT (13)</p>	
<p>CONTACT DETAILS (Address, telephone, fax, e-mail) (14)</p>	

D. TERMS OF AGREEMENT - [Organisation]

The _____ agrees to:

- (a) provide details of all relevant documentation and access to all meetings to the representatives of Epping Forest District Council;
- (b) provide details of meeting venues, times of meetings;
- (c) acknowledge that no Council representative may make decisions or give commitment on behalf of the Council in respect of any matter affecting the organisation;
- (d) acknowledge that no Council representative may commit the Council to any action or policy affecting the organisation;
- (e) acknowledge that a Council representative may be required to declare a personal interest in terms of his or her representation on the organisation and in some circumstances, may have a prejudicial interest which will require withdrawal from any District Council body considering a matter concerning that organisation;
- (f) note that Council representatives will only be indemnified as set out in the enclosed statement;
- (g) assist the Council representative in submitting regular reports to Epping Forest District Council on matters affecting the organisation;
- (h) agrees to provide separate copies of agenda, minutes, reports, statements of accounts, annual reports to Epping Forest District Council in addition to those provided under 1(a) above;
- (i) where appropriate, agrees to the attendance at meetings of nominated deputies when the representative is absent.

E. TERMS OF AGREEMENT - EPPING FOREST DISTRICT COUNCIL

The Epping Forest District Council agrees as follows:

- (a) to appoint representatives and deputy representatives in accordance with the organisation's requirements;
- (b) to keep the organisation informed of relevant Council decisions via its representative(s);
- (c) to indemnify its representatives but only in accordance with the statement attached;
- (d) that it expects Council representatives to attend meetings and participate in any training deemed necessary by the organisation;
- (e) to advise representatives on any matters relating to interests as they arise.

F. SIGNATURES

- (a) For _____ [Organisation]

On behalf of the above-named organisation, I agree to the conditions attaching to the appointment of representative(s) by Epping Forest District Council

Signed _____

Name _____

Position _____

Date _____

(b) For Epping Forest District Council

On behalf of Epping Forest District Council, I confirm the conditions and undertakings attaching to Council representation on the above-named organisation.

Signed _____

Name _____

Position _____

Date _____