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| **Co-ordination and delivery of East Devon Farmers Group activities.** |
| 2024 Brief |
| East Devon National Landscape Partnership |

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**Background**

The East Devon National Landscape (NL) Partnership is co-financed by Defra (75%), Devon County Council and East Devon District Council (25%). A NL Team coordinates the work of the Partnership, which is hosted by East Devon District Council and subject to the District Council’s financial and employment regulations.

Since 2016 the NL Team has supported the East Devon Farmers Group and the Regen Farming Group following its initial establishment as a Facilitation Group through Natural England funding. Membership of the East Devon Farmers Group was originally confined by the Facilitation Fund agreement to farms in the wider Axe Catchment. Using NL funding, we now wish to widen membership and invite members to join the group from across the NL.

The activities of the group are guided by a smaller farmers Co-ordination Group. Coordination of the group has been in the past shared between the NL Project Officer and a group co-ordinator and funded through the NL.

Through this group the NL is seeking to ensure that the farming community is kept up to date with current thinking and advice on environmental and statutory matters. Whilst encouraging uptake of DEFRA funding streams to support a sustainable farming sector within the NL as defined in the NL Partnership Plan. Success of these objectives will be measured through event attendance and uptake of DEFRA funding streams.

Applicants are invited to tender for the following services.

**2**  **The Services**

* To agree and confirm activities for the Farmers Group with the Co-ordination Group between February - December 2024
* To organise agreed activities and to promote these to members.
* To communicate with members via social media and email.
* To endeavour to increase/wider membership To convene meetings of the Co-ordination Group to ensure there is an active programme in place at least 3 months in advance.
* To organise appropriate catering for these activities.
* To ensure that feedback forms are completed at each event, to help evaluate the success of the event and to guide future delivery.
* To carry out a risk assessment for each event,
* To agree/arrange for/pass third party invoices to NL Team for payment.

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**3** **Contract outputs**

* A series of activities (guide of 10 minimum) identified/agreed with the Coordination Group, covering a range of issues relevant to the farming community.
* Feedback forms and participation numbers/photos completed for each event.
* Risk assessments submitted to the NL Team and communicated directly to all participants prior to each field activity.
* Annual report on outputs, successes and areas for improvement/change.

**4** **Services Supply Agreement**

It is emphasised that this is not an offer of permanent employment and the nature of the agreement is such that no notice will be given if the National Landscape Partnership decides it no longer requires the freelance service.

There is no obligation on the part of the National Landscape Partnership or Council to offer work to the supplier of services or any obligation on the part of the service provider to accept any work offered.

**5.** **Contract delivery**

The successful applicant will work from their own workplace or home. They will provide their own laptop, phone and other IT equipment necessary for the contract delivery.

The contractor will be required to attend monthly update meetings with the NL Project Officer to monitor the contract delivery.

**6** **Fees, travel, expenses and payment**

Payments will be based on an hourly rate to include all IT & telephone costs and based on an estimate of c15-18hrs on average per event. A timesheet including travel should be submitted with invoices at agreed intervals. Payment arrangements for speakers’ fees will be agreed in advance. In addition, all catering and sundry costs will be reimbursed at cost on presentation of satisfactory evidence of expenditure.

Travel will be reimbursed at 45p/ mile and details should be itemised in invoice submissions.

Fees will be paid by credit transfer to a UK Bank/Building Society account on receipt of an approved invoice for the work carried out.

Amounts payable under this agreement are regarded by the Council as freelance earnings of a self-employed person, taxable under schedule D. Accordingly, the Council **will not** deduct PAYE from the service provider and will accept no liability for non-payment of statutory deductions that you may be liable for, e.g. Tax and National Insurance, to the Inland Revenue. You are advised to seek advice from the Inland Revenue regarding this matter as soon as possible if you are not clear about this. Applicants will be required to complete an IR35 assessment prior to commencement of contract.

**7** **Period of contract.**

The period of contract is February 1st 2024- 1st Dec 2024.

**8** **Health and safety**

The contractor will ensure compliance will all Health and Safety legislation relevant to the contract.

**9** **Insurance**

The Contractor shall indemnify East Devon District Council against all claims in respect of injury to persons and property arising out of the execution of the contract. Evidence of insurance cover and premiums paid should be provided with your submission. Insurance cover should be not less than £5,000,000.

The Contractor will indemnify and keep indemnified East Devon District Council and holds it harmless from any and all costs claims and expenses arising out of any action brought against the District Council or involving the District Council in respect of the infringement by the contractor of any such third-party rights.

**10** **Quality of Service**

If the NL Manager believes that the quality of the services are deficient, the Manager shall formally notify the service provider in writing, outlining the areas where service provision has been unsatisfactory and provide an invitation to a meeting to discuss matters. Where faults are agreed, the service provider will undertake to remedy these faults within agreed timescales.

**11** **GDPR Data protection**

The NL team may provide you with personal information relating to individuals who have business or dealings with the National Landscapes Partnership. Such personal information must not be disclosed for any other purpose than in respect of East Devon NL business, as instructed by the NL Project Officer or Manager. Personal information and other information deemed confidential must be held in strict confidence and destroyed on termination of contract.

**13**  **Intellectual property and Copyright**

Any unique/new material, design or data/information developed as a result of this contract will remain the intellectual property and copyright of the East Devon National Landscapes Partnership.

**14** **Project management**

Pete Youngman, East Devon National Landscape Project Officer, will lead this contract. In his absence, National Landscape Manager Chris Woodruff will be the alternative contact.

**15** **Contact**

If you wish to discuss this brief further, then please contact Pete Youngman

01404 642030

**16.** **Contract quote.**

Written quotes must be received by the NL Team by February 1st, 2024.

Tenders should demonstrate skills and experience suitable for the successful delivery of the contract and indicate the individual or individuals delivering the contract their anticipated time input and their hourly rate.

Your contract quote (Quote form below) should be sent to

[chris.woodruff@eastdevon-nl.org.uk](mailto:chris.woodruff@eastdevon-nl.org.uk)

**Return of Quote Form** (please return digitally)

To: Chris Woodruff

National Landscapes Manager

East Devon NL Partnership (East Devon District Council)

Kennaway House

Sidmouth

Devon

EX10 8NG

(Email chris.woodruff@eastdevon-nl.org.uk)

Having examined the attached Brief, we offer to provide and complete the whole of the said contract in conformity with the Contract Brief and the East Devon District Council Financial Regulations and Standing Orders for the fixed sum of:

**Contract total:**  **£ (Ex VAT)**

**Based upon an hourly rate of:** **£ /hr**

I understand payment will be made on an agreed schedule on the submission of invoices and on satisfactory completion of work.

I undertake to complete the contract in the timescale stated in the Brief. This Contract Brief and confirmation letter/email, together with your written/email acceptance thereof shall constitute a binding contract with us.

**We are:**

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| Name: |  |
| Address: |  |
| Postcode: |  |
| Email: |  |
| Phone: |  |
| Signature: (digital) |  |