

Richmond Environment Network

Linking, supporting, developing & promoting local environmental & sustainability activities

6 Phoenix Wharf, Eel Pie Island, Twickenham, TW1 3DY
www.richenvironmentnet.org.uk 020 8892 0590 info@richenvironmentnet.org.uk

Richmond Environment Network Collaboration Agreement.

Memorandum of Agreement

This Agreement was made the _____ day of _____ 2009 between the Environment Trust for Richmond upon Thames (“ETRuT”) (registered company number 2030430 and registered charity) of Phoenix Wharf , Eel Pie Island , Twickenham, TW1 3DY , BTCV (“BTCV”) (registered company number 976410 and registered charity) of Sedum House , Mallard Way , Doncaster, DN4 8DB and the Thames Landscape Strategy Hampton to Kew (“TLS”) (unincorporated association) of Holly Lodge, Richmond Park, TW10 5HS , together hereafter called “The Parties”.

Richmond Environment Network

The Parties will work together in collaboration in facilitating the work of the umbrella organisation known as Richmond Environment Network (“REN”) as set out in the Terms of Reference below.

REN will be an unincorporated association and an umbrella organisation and shall operate in accordance with the terms of this Agreement.

REN will bring together and work with the environmental and sustainability voluntary and community sector individuals, groups, organisations and schools working on environmental projects within the London Borough of Richmond upon Thames.

Terms of Reference

REN’s Terms of Reference shall be:

To promote sustainable development for the benefit of the public, the environment and biological diversity in Richmond upon Thames and surrounding areas by:

- the preservation, conservation, protection and enhancement of the physical and natural environment and the prudent use of resources;
 - developing and enhancing the capacity and skills of the members of the community or local organisations in such a way that they are better able to identify and help meet their needs and those of others, to participate more fully in developing a better environment and fostering a sense of civic pride;
 - advancing the education and awareness of the public in subjects relating to sustainable development and the protection, enhancement and rehabilitation of the environment and to conduct and promote study and research in such subjects.
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- establishing projects and subgroups to increase environmental activity, biological diversity and sustainable thinking and practice in the borough.
- providing a support, development, representation and advocacy role

Funding

In collaboration the Parties will use their best endeavours to ensure the success of REN by securing adequate funds from funding bodies and individuals likely to fund the activities set out in the above Terms of Reference.

Governance

Role of Host Partner

The lead and host partner shall be ETrut.

ETrut will employ an officer to be known as the REN Co-ordinator and such other staff as shall be necessary to carry out REN's programme of work as approved by the Management Committee. The continued employment of the REN Co-ordinator and other staff is conditional on the existence of sufficient funds specifically provided by funders for the achievement of REN's Terms of Reference. Unless otherwise agreed by the Parties, ETrut shall be the direct line manager and employer of the REN Co-ordinator.

ETrut will be accountable to the Management Committee for the day to day supervision of the REN Co-ordinator and for day to day financial management of REN including banking, insurance and preparation of annual accounts available for public inspection.

Role of REN Co-ordinator

The REN Co-ordinator, working under the supervision of ETrut, is responsible for the operation and management of REN and delivery of services in accordance with this Agreement and any directions given by the Management Committee from time to time.

With the approval of the Management Committee and subject to available funding, additional staff, consultants and volunteers may also be employed and will be managed by the REN Co-ordinator.

The REN Co-ordinator is authorised, subject to there being sufficient funds available, to purchase goods up to the value of £500 in any one month. Amounts over this sum will be authorised by the Management Committee.



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The REN Co-ordinator is to keep an account of all income and expenditure and will present a budget statement at regular meetings of the Management Committee or upon particular request.

The REN Co-ordinator is accountable to Management Committee for the discharge of his duties and shall present to the Management Committee quarterly reports and such other additional reports as shall be required from time to time by the Management Committee.

Management Committee

A committee comprising of at least one representative of each of the Parties and the REN Co-ordinator shall be established. The Management Committee will meet at least quarterly in line with operational arrangements made between the Parties from time to time and can be convened with not less than 14 days notice by any of the Parties or the REN Coordinator as they may consider necessary if special circumstances arise.

The Management Committee shall be responsible for setting the strategic direction of REN and for overall supervision and direction of the work of the REN Co-ordinator.

An annual work plan will be prepared by the REN Co-ordinator for approval by the Management Committee setting the priorities for the work to be undertaken by REN to fulfil the Terms of Reference, subject to consultation with the Advisory Group and the availability of funding.

The Management Committee shall be responsible for deciding immediate matters relating to REN services and tasks related directly to compliance with any grant requirements.

The Management Committee shall have overall responsibility for all management, financial, legal and human resources issues related to REN.

Policies

ETRut's established policies and procedures in relation to financial, legal, insurance, health and safety and human resources will be adopted by REN unless specifically agreed otherwise by the Management Committee.

Wider consultation

An Affiliation Scheme for environmental groups, organisations and schools will be established as agreed by the Parties to ensure REN can act legitimately as an umbrella organisation in advocating for the environmental voluntary sector.

An Advisory Group consisting a cross section of the Affiliated Groups and such other representatives of the community as the Management Committee shall decide to invite to participate from time to time will be established. The Advisory Group will provide a



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framework for consultation on the development of strategies, policies and work plans. The Advisory Group may provide advice on matters put to them by the Management Committee or REN Co-ordinator.

Dispute resolution

In the event of disagreement the Parties will seek to resolve the matter through discussion facilitated as may be agreed by the Chair of the Advisory Group or other such external party as agreed by the Parties.

If a disagreement cannot be resolved, each Party reserves the right to withdraw from the Memorandum of Agreement.

Terminating the Memorandum of Agreement

Any Party to this Memorandum may withdraw from it by giving not less than six months notice to the other Parties. However, before taking this final step, each Party also undertakes to consider together with the other Parties the implications of such a decision, including formulating an exit strategy, and any financial implications.

Review of the Memorandum of Agreement

The Parties shall review the operation of this Agreement annually

Signed by

On behalf of the Environment Trust for Richmond upon Thames

On behalf of BTCV

On behalf of the Thames Landscape Strategy

