



Open Spaces Department

KENLEY REVIVAL PROJECT

Partnership Agreement

May 2013

1 Introduction

- 1.1 This partnership agreement (the agreement) sets out how the project partners will work together during the development phase of the Kenley Revival Project (the project).
- 1.2 The agreement describes the governance arrangements that will be in place to administer the project during its development phase.

2 Accountable Organisation

- 2.1 The City of London Corporation (City Corporation) will be the accountable organisation for the project during its development phase.
- 2.2 All grant aid monies will be held by the City Corporation in accordance with the conditions set by the grant aid provider and the financial regulations of the City Corporation.
- 2.3 All expenditure on the project will be made by the City Corporation in accordance with its financial regulations.
- 2.4 All work undertaken on the project will be subject to the City Corporations standing orders and procedures relating to procurement and contract administration, and in accordance with the requirements of the funders.
- 2.5 The City Corporation will employ such people as are required to work on the project, either as employees, contractors or volunteers, and those people will be solely accountable to the City Corporation.

3 Start and End Dates

- 3.1 The agreement will commence upon the City Corporation's acceptance of an award following a First-Round application to the Heritage Lottery Fund (HLF). If successful, this is expected to be in October 2013.
- 3.2 The agreement will be in place during the projects development phase until a Second-Round application is submitted to HLF. This is expected to be in December 2014.
- 3.3 If the Second-Round application is successful, a revised agreement will be produced to replace this one.

4 Governance Arrangements

- 4.1 Once the City Corporation has accepted a grant award, it will form a Project Board (the Board) to manage the development phase of the project. The members of the board will be:
 - Those officers that the City Corporation determines are required under its Project Approval Process. These may include the Superintendent, members of the Surveyors and Chamberlains Departments, Head Ranger and Project Development Officer.
 - Kenley Airfield Friends Group
 - English Heritage
- 4.2 The Board will be chaired by the City Corporation.
- 4.3 Decisions will be taken on a consensual basis. Where this is not possible, a decision can be taken on a majority vote. Where there is no majority, the Chair will cast a deciding vote.
- 4.4 The Board will be quorate if the City Corporation and at least one other partner are present.

4.5 The Board will meet at least four times, although more frequent meetings may be called if necessary.

5 Partners Roles and Responsibilities

5.1 The City Corporation is accountable for the project, and as such is responsible for all aspects of project delivery.

5.2 Kenley Airfield Friends Group will sit on the Board to offer advice and guidance, and where possible, volunteer assistance with project development.

5.3 English Heritage will sit on the Board to offer advice and guidance, and will assist in the development of the Conservation Management Plan.

6 Changes to this Agreement

6.1 This agreement can only be changed with the agreement of the Board.

7 Declaration

I confirm, on behalf of my organisation, that we agree to the terms of this partnership as set out above

Name	Position	Organisation	Signature	Date
		City of London Corporation		
		Kenley Airfield Friends Group		
		English Heritage		