

MEMORANDUM OF UNDERSTANDING
BETWEEN
SHROPSHIRE COUNCIL
AND
[XXX town/parish] COUNCIL (“the Local Council”)
FRAMEWORK FOR COLLABORATIVE WORKING

1. Introduction

This Memorandum of Understanding (MoU) is made between Shropshire Council and the Local Council to establish a framework for improved collaborative working on service delivery, to explore the potential for the Local Council to take on additional responsibilities in response to budgetary pressures faced by Shropshire Council and to recognise that such services may often be effectively delivered by the organisation with strong understanding of local needs.

This is a non-legally binding arrangement with a mutually agreed approach, ensuring flexibility in alignment with evolving local government structures.

2. Purpose and Scope

The purpose of this MoU is to set out the principles and areas of cooperation between the two councils to explore more effective service provision, avoid duplication, and explore opportunities for local service devolution where appropriate. This agreement does not create legal obligations but reflects a shared commitment to joint working, consistent with national devolution strategies and established Parish and Town Council Charters.

3. Principles of Collaboration

Both councils agree to work together based on the following principles:

- **Openness and Transparency** – where appropriate and lawful to do so engaging in timely and meaningful consultations on policies, strategies, and projects impacting

the local community, with a usual consultation period of six weeks unless mutually agreed otherwise or subject to separate specific legal processes and requirements.

- **Efficiency and Effectiveness** – seeking opportunities to improve service delivery through joint initiatives or delegation of responsibilities.
- **Sustainability** – ensuring that any service changes or transfers are financially viable and beneficial in the long term, in accordance with national devolution objectives.
- **Community-Focused** – prioritising the needs and aspirations of residents through structured engagement and consultation.
- **Respect and Autonomy** – recognising the respective roles and responsibilities of each council while ensuring adaptability to possible future local government reorganisation.
- **Support and Capacity Building** – providing training, resources, and assistance to ensure effective local service delivery.
- **Decision taking** - ensuring both parties make appropriate arrangements to enable required formal decision taking to coordinated timescales

4. Areas of Cooperation

The councils may explore collaboration in, but not limited to, the following service areas:

- **Public Realm Maintenance & Management** – including parks, open spaces, street cleaning, and highways-related functions.
- **Community Engagement and Support** – joint approaches to addressing community needs and supporting local voluntary initiatives.
- **Asset Management and Transfers** – considering opportunities for the Local Council to take on local assets where mutually beneficial, ensuring alignment with devolution frameworks, financial sustainability and service delivery objectives.
- **Leisure and Cultural Services** – enhancing recreational and cultural offerings within the locality of the Local Council .

5. Governance and Decision-Making

Shropshire Council has established:

- A Members Board to oversee the delivery of this work and provide political oversight

- An officer Operations Board to be responsible for managing the delivery of the projects arising from the collaborative working envisaged by this Memorandum of Understanding

The Local Council will provide officer representatives as key contacts in respect of the relevant areas of cooperation identified in 4 above. Those officers will liaise and meet regularly with Shropshire Council nominated officers in accordance with agreed priorities

Both parties will ensure that any service devolution or asset transfer decisions align with national and regional governance expectations, as outlined in devolution frameworks.

6. Financial Considerations

Where services or assets are transferred from Shropshire Council to the Local Council, appropriate financial agreements will be negotiated. These agreements will:

- Ensure that any additional responsibilities taken on by the Local Council can be adequately resourced.
- Assess financial risks associated with service devolution and incorporate safeguards to protect long-term service delivery.
- Align with financial sustainability principles outlined in the national devolution strategy and forthcoming legislation
- Provide transparency in financial dealings, with documented agreements that are regularly reviewed.

7. Monitoring and Review

This MoU will be reviewed annually to assess its effectiveness and make necessary amendments. Either party may propose revisions, and any changes must be mutually agreed upon. A joint monitoring mechanism will be established to track progress and address issues as they arise. The MoU will remain adaptable to reflect any changes in local government structures arising from national devolution policies.

8. Status of the MoU

This MoU is not legally binding but reflects the goodwill and shared commitment of both

councils to work collaboratively in the best interests of the area of the Local Authority and its residents, in line with national devolution principles and best practices from Parish and Town Council Charters.

Should the Councils agree to enter a more formal delegation agreement then they will each seek appropriate decisions in accordance with their respective constitutions and procedure rules and ensure any necessary legally binding agreement setting out the terms of the delegation is concluded.

Execution

This Memorandum of Understanding is executed by the duly authorised representatives of the parties on the dates indicated below. It may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

This MoU may be signed and delivered electronically (including by email or scanned copy), and such electronic signatures shall be treated as originals for all purposes.

Each party shall retain one original signed copy of this MoU.

Signed for and on behalf of Shropshire Council

Signature: _____

Name: _____

Position: _____

Date: _____

Signed for and on behalf of [Parish Council Name]

Signature: _____

Name: _____

Position: _____

Date: _____

Appendix 1 Officer Responsibilities

	Shropshire Council s	Local Town Council Officer Leads
Members Board	Alex Wagner (Member Sponsor) David Minnery (O&S Lead) Josh Dickin (Deputy Portfolio Holder) + Officer representation from Operations Board below	n/a
Operations Board	James Walton (Sponsor) Sam Williams (Enabling) Andy Wilde (Infrastructure) Tim Collard (Legal and Governance) Partnerships rep	n/a

	Finance rep Programme Management reps Legal rep Operations Leads (from areas of cooperation below) As required: Insurance, H&S, HR	
Public Realm Maintenance & Management	Juan Hernandez (street scene) Steve Holdaway (highways)	
Community Engagement and Support	???	
Asset Management and Transfers	Steve Law	
Leisure, and cultural services	Grant Wilson	