



LIVING STREETS LOCAL GROUP CHARTER

1. AGREEMENT

This Charter is between the Local Group who completed the Online Registration Form and Living Streets (Living Streets Limited (Charity No: 1108448) (Company No: 5368409) of 133 Whitechapel High Street London E1 7QA. This Charter sets out the parameters of the Local Group and the level of support that the Local Group can expect from Living Streets.

2. EXPECTATIONS

- 2.1 Living Streets will introduce Local Groups to how the charity works and Local Groups role within it.
- 2.2 Provide information about Living Streets' policies and procedures. Offer training and support Local Groups through our induction videos and role specific project briefing.
- 2.3 Provide regular two-way communication with Living Streets and support to help Local Groups carry out your role and to ensure you have a positive experience with us.
- 2.4 Treat Local Groups fairly with dignity and respect and in line with Living Street's policies. Provide a safe working environment and to be covered by Living Streets public liability insurance.
- 2.5 Consult and keep Local Groups informed of any changes that impact upon you as a Local Group volunteer.
- 2.6 Provide logos, branded clothing, event materials, a Living Streets email account and access to our annual Local Group Grant.
- 2.7 Strive to resolve any concerns fairly and reasonably, applying Living Streets complaints procedure when it's needed.

3. HANDBOOK

Living Streets and the Local Group shall comply with the Local Group Handbook which includes a number of policies including: (i) the Local Group Activities Guidance; (ii) the Safeguarding Policy; (iii) the Insurance Guidance; (iv) the Privacy Guidance; (v) the Financial Recommendations Guidance; (vi) the Dispute Resolution Procedure; (vii) the Data Protection policy and (viii) the Local Group Closure Procedure.

4. HEALTH AND SAFETY

The Local Group shall comply with all applicable laws including health and safety laws.

5. EQUALITY AND DIVERSITY

Living Streets Local Groups will uphold and communicate the organisational wide commitment to equal opportunities and the aims to build a diverse and inclusive organisation. Living Streets policy is to ensure that no supporter, service user, employee, volunteer, trustee, or job applicant receives less favourable treatment on the grounds of race, faith/religion, age, sex, gender identity, class, marital/civil partnership status, sexual orientation, disability, maternity or pregnancy, and that decision making is transparent and accountable.

6. LOGO

Living Streets is the owner of the Living Streets logo. In consideration of the payment of £1 (receipt of which Living Streets hereby acknowledges) and of the obligations undertaken by the Local Group in this Charter, Living Streets hereby grants to the Local Group an exclusive non-sublicensable non-transferable licence to use the Living Streets logo in the UK in accordance with this Charter. The Local Group shall not during the term of this Charter or at any future time apply to register the Living Streets logo or any derivative of the logo.

7. BRAND GUIDANCE

- 7.1** Living Streets shall provide as part of the welcome pack:
- an electronic letter headed template;
 - an electronic PowerPoint template;
 - the Living Streets logo;
 - the Living Streets summary brand guidelines; and
 - a website page as part of the main Living Streets website for the Local Group.
- 7.2** Living Streets reserves the right to grant similar licences of the Living Streets logo including to other Local Groups.
- 7.3** Living Streets shall have the sole right to take action against third parties in respect of the Living Streets logo.
- 7.4** The Local Group shall:
- refer to itself as [Anytown] Living Streets' Local Group;
 - follow these brand guidelines (when using the Living Streets logo. Including using the introduction: "We are [Anytown] Living Streets' Local Group, a local volunteer group of the UK charity for everyday walking" in social media biographies and any other materials where the Living Streets logo is used;
 - ensure that all communications support the goals of Living Streets as set out in the Strategy Guidance and this Charter; and
 - refer all national press queries to Head Office.
- 7.5** The Local Group shall not grant any sublicenses to any third party without the prior written consent of Living Streets.
- 7.6** The Local Group shall not during the term of this Charter or at any future time apply to register the Living Streets logo or any derivative of the logo.
- 7.7** The Local Group recognises Living Streets' exclusive title to and ownership of the Living Streets logo and shall not claim any right, title, or interest in the Living Streets logo or any part of it other than that granted under this Charter.

8. ADMISSION TO THE LOCAL GROUP

- 8.1** Admission to the Local Group is open to any person supporting the aims of the Local Group and Living Streets.
- 8.2** Admission to the Local Group is open to all persons over the age of without discrimination.
- 8.3** Only members of the Local Group can input on issues that relate to the Local Group's formation, how it runs meetings and how regularly it meets.

9. VOLUNTEERS AS COORDINATORS

- 9.1** The Local Group shall have at least 2 representatives.
- 9.2** The person leading the Local Group can take a number of names – Chair, Convenor or Coordinator (as termed here). The second person leading the Local Group shall be referred to as the Second Contact and shares the responsibility of leading the Local Group.
- 9.3** The Coordinator and Secondary Contact are the 2 people signing the documents in order to take the Local Group forward and are responsible for the Local Group by fulfilling the duties outlined below.
The duties of the coordinators shall include:
 - a) managing the finances of the Local Group (edit gap) and keeping a spreadsheet of accounts as set out in the Financial Recommendations Guidance on the website;
 - b) supplying Living Streets with the 2 named contacts including contact details for receiving information from Living Streets' staff;
 - c) distributing information from Living Streets' staff to all members within the Local Group;
 - d) responding to emails sent to the Local Group; and (e) maintaining social media platforms or website held by the Local Group.
- 9.4** The coordinator and/ or the Second Contact when working in a Local Group capacity shall remain politically neutral and not promote the services of any one organisation.
- 9.5** The name of the coordinator and/or the Secondary Contact shall be made available to members of the public along with a group Living Streets email address. No other details will be shared without consent.

10. MEETINGS

- 10.1** The Local Group is encouraged to meet regularly by phone, online or in person to discuss activities. These should be well publicised and open to all members of the Local Group.
- 10.2** The Local Group needs to hold a meeting if any key decisions need to be discussed such as financial or changes to coordination roles. Both Coordinator and Secondary Contact should be present.
- 10.3** The Local Group can appoint certain members to fulfil certain tasks in order to further its aims and productivity but these people do not need to be officially voted upon.

11. CHANGES TO MEMBERS OF THE LOCAL GROUP

- 11.1** If any member holding a key role in the Local Group wishes to leave, then they need to let the Coordinator or Secondary Contact know So that others can take on their work or duties.
- 11.2** The Local Group shall inform Living Streets if the named Coordinator or Secondary Contact changes as soon as possible.
- 11.3** The Local Group has the right and responsibility to terminate the membership of a Local Group campaigner who has:
- a) contravened this Charter or the Privacy Guidance;
 - b) brought the name of the Local Group or Living Streets into disrepute; or
 - c) acted in such a way as to be against the best interests of the Local Group or Living Streets.
- 11.4** In these circumstances support from Living Streets can be requested to decide the best approach for communicating and ending the membership.
- 11.5** Each member of the Local Group has the right and responsibility to call the attention of Living Streets to any of the Local Group’s activities which in their view contravene this Charter provided they have the written support of at least 2 other members of the Local Group.

12. GROUP ADMINISTRATION OBLIGATIONS

- 12.1** The Local Group is encouraged to use an existing bank or building society account for the sole purpose of the Local Group’s activity as set in the Financial Recommendations Guidance.
- 12.2** Any Group which has a bank account solely used for the Local Group’s activities is eligible for a grant from Living Streets (the “Living Streets Grant”).
- 12.3** The Coordinator is responsible for ensuring the bank account relating to the Local Group’s expenditure is made up to 30 September (“Financial Year End”).
- 12.4** The accounts relating to the Living Streets Grant shall be made available to Living Streets when requested at any time after the Financial Year End.
- 12.5** On closing the Local Group, any remaining funds from the Living Streets Grant shall be returned to Living Streets and any remaining funds can be refunded to Living Streets or donated to another group.
- 12.6** Living Streets shall not be liable to the Local Group for any costs or losses except as set out in this Charter or for anything outside of the reasonable control of Living Streets.

13. CHANGES TO THIS CHARTER

- 13.1** This Charter shall be renewed annually as it is intended to be a dynamic and relevant document.

13.2 If the Local Group requires any changes, these changes need to be put in writing. This can help avoid any problems about what the Local Group expects from Living Streets and what Living Streets expects from the Local Group.

13.3 The Local Group shall have 7 days to offer revisions to this Charter.

13.4 If no changes are requested then the revised Charter shall be accepted as confirmed for that year. If changes are made to this Charter, the documents referred herein or new documents become available, the revised documents shall be posted on the resources page of the Living Streets website and by e-mail to the Chair to alert the members of the Local Group.

14. NOTICES

14.1 Any notices sent under this Charter must be in writing.

14.2 Notices shall be sent to the email addresses set out in the Online Registration Form or at such other address as the relevant party may give notice to the other party for the purpose of service of notices under this Charter.

15. TERMS

Nobody else has any rights under this Charter. This Charter is between the Local Group and Living Streets. No other person shall have any rights to enforce any of its terms. Neither party will need to get the consent of any other person in order to end the relationship or make any changes to the terms of this Charter.

16. ENFORCEMENT

Living Streets can delay enforcing or choose not to enforce any or all of its rights under this Charter in whole or in part without losing them. Living Streets may apply its rights again at any time. If neither party can enforce any clause or paragraph of this Charter, the rest of this Charter shall not be affected. At the request of Living Streets, the Local Group shall do all acts and execute all documents which may be reasonably necessary to give effect to the meaning of this Charter.

17. RELATIONSHIP

Nothing in this Charter is intended to, or shall be deemed to, (i) establish: (a) any employment relationship; (b) any partnership; (c) any joint venture between any of the parties; (d) any party as the agent of another party; or (ii) authorise any party to make or enter into any commitments for or on behalf of any other party.

18. LEAVING LIVING STREETS

There is no set time period that a Local Group operates for it depends on the reasons and motivations for running the group. Either Living Streets or the Local Group is entitled to end this Charter and close the group for any reason and at any time by providing 30 days' written notice to the other party in accordance with the Local Group Closure Procedure. The Local Group needs to close any social media platforms or websites in the Local Group's name. Notice of intention to wind up the Local Group must be sent to all members of the Local Group and Living Streets at least 30 days before the Local Group closes.

19. DISPUTE

The parties shall resolve disputes first in accordance with the process set out in the Dispute Resolution Procedure. These terms and conditions (including non-contractual disputes or claims) are governed by English and Welsh law. You can bring legal proceedings in respect of any claim or dispute in the English or Welsh courts. If you live in Scotland, you can bring legal proceedings in respect of any such claim or dispute in either the Scottish or the English courts.

20. TERMINATION

Living Streets has the right and responsibility to terminate the membership of any member of the Local Group who has contravened the Charter, the Brand Guidance, the Privacy Guidance or other documentation referred to herein or has brought the name of the Local Group into disrepute or has been deemed to work against the aims of the Local Group. Living Streets shall inform the member of the Local Group verbally (face to face or on the telephone) of the decision to termination, followed up with a written intention (email or letter) to expel the individual. Termination of the Charter shall result in the automatic termination of the use of the Living Streets' logo and other intellectual property and the Local Group shall discontinue all use of the Living Streets' logo and any of its derivatives.

21. This Charter and the documents mentioned in clause 1 above constitute the entire agreement between the Local Group and Living Streets.