

Stratford on Avon District Council DRAFT Partnership Checklist

Notes

Entering into/proposing a new partnership

Officers and/or Elected Members are required in the first instance to complete the Partnership Checklist when proposing the Council enter into or proposes a new partnership.

This checklist will detail all the information that Officers and/or Elected Members (if applicable) will need to decide on whether to enter into the proposed partnership.

The Council will go through a clear decision making process as laid out in Appendix 2 - Partnership Decision Making Flowchart.

1 **Name of Proposed Partnership**

2 **Main Contacts**

2.1 **Lead Elected Member (if applicable)**

Name	
Address	
Email	
Tel Numbers	

2.2 **Lead Officer (SDC)**

Name	
Address	
Email	
Tel Numbers	

2.3 External Contacts

Name	
Address	
Email	
Tel Numbers	

3 Do the proposed objectives of the partnership fit with one or more of the following strategic priorities?

Corporate Strategy:-		Delete as appropriate
1	Development of Safer & Healthier Communities	Yes/No
2	Development of Sustainable Communities	Yes/No
3	Creation of Inclusive Communities	Yes/No
4	The Council Improvement Plan	Yes/No
5	Assist with service improvement	Yes/No
6	Make efficiency savings of at least 2.5% every year and use these savings to meet the targets in the corporate strategy, and hold down Council Tax.	Yes/No

4 Please provide brief notes on how areas marked 'Yes' will benefit from the Partnership?

5 What are the key objectives of the proposed partnership?

6 Is there a statutory requirement to establish the partnership?
If yes, please provide further details.

Yes	No

7 What is the gap in service provision identified by Officers and/or Elected Members which this partnership will help to deliver?

8 Is the issue/need shared by other organisations? What other options have been explored other than partnership and are there any groups undertaking similar work?

9 Is there a clear agreed vision/purpose for the proposed partnership? (For example, to improve delivery of a specific service/to develop a strategy?)

	Tick
Yes – Vision/purpose attached	
No – please detail timetable for development of Vision/purpose. Please ensure copy is attached to Partnership checklist.	

- 10 Is this vision realistic, i.e. in terms of resources and opportunities that are likely to be available?

	Tick and provide brief explanation
Yes	
No	

- 11 Are all the partners willing to devote the necessary time and effort to making the partnership succeed?

	Tick and nominate representative
Yes	
No	

- 12 Do the partners understand the following; all know what role they will play, what resources they will contribute and how they will account for the success of the project? This should identify what the roles are, resources being contributed (£'s/people, outputs and outcomes)

	Tick
The role they will play within the partnership?	
The resources they will be contributing? (people)	
What the projected costs are (direct and indirect) of the partnership (£'s)	
What the expected outputs and outcomes are?	
How they will account for the success of the partnership? (outputs & outcomes)	
What the expected benefits are?	

- 13 What are the key objectives of the proposed partnership?

- 14 Are there any groups undertaking similar work? (If yes, reconsider the need for a new partnership – no new partnership should be formed if existing partnership covers aims and objectives).

Yes	No

- 15 Is there a defined lifetime of the partnership and is there an exit strategy?

	Tick
Yes	
No	

- 16 Risk assessment – what are the partnership liabilities?

To be completed by existing Partnerships only

17 Risk assessment – what are the partnership liabilities?

18 Are there any performance management arrangements in place?

Yes, please give details	No

19 Communication plans(effective sharing of learning and priorities)

20 What are the Governance Arrangements? (please attach copy)

21 Are all appropriate partnership meetings, minutes, reports and performance data all accessible? Are there opportunities to engage stakeholders (staff, other partners, members, users, citizens)

Yes, please give details	No