

## **Partnerships governance framework: annual checklist for significant partnerships**

### **Significant partnerships definition**

A partnership is an agreement where Herefordshire Council and one or more organisations work collectively to achieve an objective or goal.

To be considered 'significant' partnerships should have either:

- a) Financial responsibility – based on a threshold for the council's annual contribution, or for directing council funding of £100k (excluding staffing costs); and/or
- b) Strategic importance – the partnership being critical to the delivery of key council objectives or statutory obligations, or is a fundamental component of council priorities and functions and the council's reputation could be damaged by the partnership's failure to deliver.

Please refer to the partnerships governance framework for more guidance on what may constitute a partnership or for more detail on the elements covered by the checklist.

Please contact Annie Brookes (Ext: 0605, or email [ab1@herefordshire.gov.uk](mailto:ab1@herefordshire.gov.uk)) if you need any help in completing the form.

The completed form should be returned to Annie Brookes by XXXX.

## Summary sheet

Once the attached assessment is completed please use the summary sheet below to summarise the assessment for the lead director to review and sign off.

Partnership name:			
Type of partnership:			
Link officer			
Council representatives in the partnership:			
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>			
Key changes and risks within the partnership in the last 12 months:			
Key outcomes achieved in the past 12 months:			
Key actions planned in the next 12 months to support/improve development of partnership governance to achieve the aims and objectives:			
<i>Risk assessment</i>			
Section	High	Medium	Low
Aims & objectives			
Membership & accountability			
Decision making			
Finance			
Conduct & behaviour			
Liability			
Performance, evaluation and review			
Overall assessment			
Link officer (completing the assessment):			
Date of assessment:			
Lead director:			
Date of director review:			

1.	<b>Name of partnership:</b>
2.	<b>Lead director:</b>
3.	<p><b>Type of partnership:</b> What best describes the status of the partnership? Incorporated partnership (i.e. a separate and distinct legal entity)</p> <p>Statutory partnership</p> <p>Non-statutory partnership</p> <p>Contractual</p>
4.	<b>Aims and objectives</b>
4.1	Where are the partnership's aims and objectives set out?
	Contract
	Funding agreement
	Memorandum of understanding
	Terms of reference
	Other (please provide brief details)
4.2	When were these first approved and who by?
4.2	When were they last reviewed by the partnership?
5.	<b>Membership and accountability</b>
5.1	<p>Please list all other organisations involved in the partnership and their current representative(s) at board level.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
5.2	Is it clearly documented what authority the partnership has to take decisions and the scope of that authority?
5.3	Are the roles and responsibilities of members of the partnership documented and clear (including an agreed accountable body if appropriate)?
5.4	Who does the partnership report to, and how frequently?
5.5	Has the partnership established any affiliated or subsidiary groups or partnerships? If so please specify what and when these were established and whether the accountability of these groups is clear.
6.	<b>Decision making</b>
6.1	Is there a clear and documented process for decision making (including a scheme of delegation if appropriate), and what assurance is there this is being followed?
6.2	Are the decisions of the partnership recorded, and if so where?

6.3	Are decisions of the partnership publicised and if so how?
7.	<b>Finance</b>
7.1	Who are the funders of the partnership and approximately what percentage of total partnership income does each represent? <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
7.2	What was the total value of council funding to/expenditure on the partnership in the last financial year, and budgeted for the current financial year?
7.3	What was the overspend/underspend against budget for the last financial year?
7.4	What is the nature of the council funding, and if appropriate the split between these? (eg capital/revenue/ in kind/grant/pooled funds etc)
7.5	Does the partnership have clearly documented financial procedures and what assurance is there these are being followed?
7.6	Does the partnership produce an annual statement of accounts? If so when were these last produced and where are they available?
7.7	If the accounts are audited, please confirm who by, when the last opinion was issued and what that opinion was.
8.	<b>Conduct and behaviour</b>
8.1	Does the partnership have any employees? If so are there effective employment policies and practices in place?
8.2	Does the partnership have policies and procedures in place to deal with:
	Standards of conduct
	Declarations of interest
	Gifts and hospitality
	Complaints
	Whistleblowing
9.	<b>Liability</b>
9.1	Are clearly documented rules and exit strategies in place if one partner leaves the partnership and if the partnership is terminated?
9.2	What is the current limit of indemnity on the partnership liability insurance (if relevant)?
10.	<b>Performance, evaluation and review</b>
10.1	Is performance information reported to the partnership and to stakeholders on a regular and timely basis?
10.2	Does the partnership produce an annual report that describes performance in the achievement of its aims and objectives?

10.3	Has the partnership defined its expected outcomes and how has it performed in meeting those?
10.4	In the past year has the partnership been subject to any assessment, inspection, audit or review process? If yes please provide brief details and summary outcome.
10.5	Does the lead directorate have a process in place for assessing the value for money that the partnership provides?
10.6	Does the partnership have a clearly documented process for the identification, assessment and management of risks?
10.7	When was the partnership's risk register last reviewed?
10.8	In the last year has the partnership had any major change in circumstances? If so please provide summary details.