

## **PARTNERSHIP TOOLKIT – UPDATED ACTION PLAN**

### **SUMMARY**

- 1.1 At the Committee meeting on 1 December 2011, members requested an updated action plan on the review of high and medium risk partnerships.

### **RECOMMENDATION**

- 2.1 To consider the updated action plan.

### **REASONS FOR RECOMMENDATION**

- 3.1 The Partnership Register and Toolkit will address the issues which were identified by an Internal Audit review of partnership governance.

### **SUPPORTING INFORMATION**

- 4.1 At the meeting on 1 December 2011, the Committee considered a report which provided an update on progress made in implementing the Partnership Toolkit against all high and medium risk partnership listed on the Partnership Register. Partnership lead officers had been asked to supply evidence of a business case and partnership agreement against the priority partnerships. Committee agreed that going forward it was important that service directors took ownership of partnership activity, updating the partnership register and ensuring that arrangements meet the governance standards as described by the Partnership Toolkit. Committee expressed concern that officers did not appear to be working to the toolkit standards. The Chair agreed to write to the Chief Executive to outline the Committee's concerns.
- 4.2 The report contained an action plan which provided an update on high and medium risk partnerships. Members requested that this be revised and expanded and be provided to all Members of the Committee. The updated version is attached at Appendix 2.

## OTHER OPTIONS CONSIDERED

5.1 N/A

This report has been approved by the following officers:

<b>Legal officer</b>	n/a
<b>Financial officer</b>	n/a
<b>Human Resources officer</b>	n/a
<b>Service Director(s)</b>	n/a
<b>Other(s)</b>	n/a

<b>For more information contact:</b>	Heather Greenan, Head of Performance and Improvement, 01332 643462 heather.greenan@derby.gov.uk
<b>Background papers:</b>	None
<b>List of appendices:</b>	Appendix 1 – Implications Appendix 2 – Partnership Toolkit Updated Action Plan

<b>IMPLICATIONS</b>
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**Financial and Value for Money**

1.1 None directly arising.

**Legal**

2.1 None directly arising.

**Personnel**

3.1 None directly arising.

**Equalities Impact**

4.1 None directly arising.

**Health and Safety**

5.1 None directly arising.

**Environmental Sustainability**

6.1 None directly arising.

**Asset Management**

7.1 None directly arising.

**Risk Management**

8.1 None directly arising.

**Corporate objectives and priorities for change**

9.1 The Partnership Toolkit will assist in demonstrating how partnerships support the Council's objectives in the Council Plan (and wider Derby Plan).

## Partnership Register – Review of High and Medium Risk Partnerships

## Action Plan (updated June 2012)

Name of Partnership	Priority Level	Accountability	Position as reported to Audit and Accounts committee on 1/12/11	Further actions agreed	Update – June 2012
Learning Disability Partnership Board	High	Strategic Director Cath Roff  Lead Officer Brian Frisby	This Partnership Board in its present form does not make any decisions around the commissioning of services or strategic direction for LD services. Therefore the board cannot be considered as a 'Partnership Board' and does not require a robust governance framework. The terms of this group is being reviewed by the Head of Integrated Commissioning and will be implemented as part of the Commissioning Restructure Transition Plan.	a) Review terms of reference of group to determine status and role of partnership. <i>(Kirsty Everson, Head of Integrated Commissioning)</i> 30 March 2012  b) Apply Partnership Toolkit business case and partnership agreement where relevant. <i>(Kirsty Everson, Head of Integrated Commissioning)</i> 30 March 2012	a) and b) Terms of reference have been reviewed. Partnership is not a decision making body – it is a stakeholder reference group – primarily about engaging service users and carers to assist with strategic planning and service development. No funding decisions are made at the partnership.  Result – agreed to remove from high-risk partnership register.

Name of Partnership	Priority Level	Accountability	Position as reported to Audit and Accounts committee on 1/12/11	Further actions agreed	Update – June 2012
Supporting People Board (+ sub partnerships)	High	Strategic Director Cath Roff  Lead Officer    Brian Frisby	The Commissioning Board for Supporting People (Housing Related Support) is a Partnership Board and there is a robust governance structure in place as stipulated by DCLG. This arrangement has continued. Commissioning Body has high level representation (at Strategic Director level) from the LA, PCT, Probation and Drug and Alcohol Services. In consideration of the Commissioning Restructure and the fact that housing related support is being integrated across younger adults commissioning, the terms of this board is being revised. The Board shall continue to be the governing body for housing related support services for the socially excluded group.	c) Review terms of reference of group to determine status and role of partnership. <i>(Kirsty Everson, Head of Integrated Commissioning)</i> 30 March 2012  d) Apply Partnership Toolkit business case and partnership agreement where relevant. <i>(Kirsty Everson, Head of Integrated Commissioning)</i> 30 March 2012	c) CLG have removed the ring fence of the SP Grant, and withdrawn all associated Grant Conditions and Statutory guidance. SP Commissioning Board will continue during 2012/13 but terms of reference will be reviewed following the Cabinet's consideration about the future funding if the programme – likely to be considered in September 2012.  d) Will be done as part of terms of reference review.

Name of Partnership	Priority Level	Accountability	Position as reported to Audit and Accounts committee on 1/12/11	Further actions agreed	Update – June 2012
Derbyshire Mental Health NHS Trust	High	Strategic Director Cath Roff  Lead Officer    Brian Frisby	We are in the process of revising our partnership arrangements and formalising this through a Section 75 Partnership Agreement under the NHS Act. This allows us to formally delegate to the care Trust the LA legal obligations under the Mental Health Act. Timescale for completion of the Section 75 is March 2012. In the interim governance arrangements have been agreed through various performance and management meetings between the LA and the Care Trust which are led by the Service Director and Head of Integrated Commissioning.	e) Develop Section 75 Partnership Agreement against standards laid out in Partnership Toolkit business case and partnership agreement. ( <i>Kirsty Everson, Head of Integrated Commissioning</i> ) 30 March 2012	e) Work has commenced on the development of the Section 75 Partnership Agreement against standards laid out in Partnership Toolkit business case and partnership agreement. Aiming for sign off by September 2012.

Name of Partnership	Priority Level	Accountability	Position as reported to Audit and Accounts committee on 1/12/11	Further actions agreed	Update – June 2012
Derby Adult Safeguarding Board	Medium	Strategic Director Cath Roff  Lead Officer Sally Curtis	Lead officer has submitted supporting evidence (Terms of Reference) however some aspects were not adequately addressed such as – accountability, equalities, risk management, performance and monitoring, financial protocols and resources, continuity plans and exit strategies.	f) Update terms of reference for group to ensure all relevant aspects of template partnership agreement are covered. <i>(Sally Curtis, Director of Older Adults and Enablement)</i> . 29 June 2012  g) Update equality and risk assessments as part of annual planning process. <i>(Sally Curtis, Director of Older Adults and Enablement)</i> 29 June 2012	f) Roles and responsibilities have been developed (approved by Cabinet 13 June). Protocols in place for information sharing. Review of ToR on track for end of June.  g) On track.

Name of Partnership	Priority Level	Accountability	Position as reported to Audit and Accounts committee on 1/12/11	Further actions agreed	Update – June 2012
Derby Carers Partnership Strategy Board	Medium	Strategic Director Cath Roff  Lead Officer Phil Holmes	Discussed at the Partnership's Health and Well-being Board on 27 September. Awaiting confirmation as to the outcome of discussions. Some question over whether this is a 'partnership'.	h) Downgrade overall risk category of partnership to low risk. ( <i>Heather Greenan, Head of Performance</i> ). 30 March 2012  i) Review terms of reference of partnership in line with partnership toolkit. ( <i>Phil Holmes, Head of Older People's Commissioning</i> ). 29 June 2012	h) Completed.  i) On track for completion.
Local Safeguarding Children Board	Medium	Strategic Director Andrew Bunyan  Lead Officer Jacqui Jensen	Annual business plans are produced and reported on. The Board's activities were reviewed by Ofsted as part of the Safeguarding and Looked After Children inspection. Further information is awaited on wider governance arrangements.	j) Draft funding agreement for approval by Board / partner organisations. ( <i>Nina Martin, Head of Children's Quality Assurance</i> ). 30 March 2012	j) Completed.



Name of Partnership	Priority Level	Accountability	Position as reported to Audit and Accounts committee on 1/12/11	Further actions agreed	Update – June 2012
City and Neighbourhood Partnerships (Community Safety Partnership and Derby City Partnership)	High	Strategic Director Paul Robinson  Lead Officer Tim Clegg	Completion of business case and partnership agreement on hold until review/restructure of the partnership has been completed by March 2012. DCP previously submitted governance document which covered most aspects of the Partnership Toolkit business case and partnership agreement.	k) Review governance arrangements in light of structural changes and partnership toolkit. New arrangements will be published by March 2012. ( <i>Andy Thomas, Head of Service – Partnerships and Communities</i> ) 30 March 2012	k) A governance framework has been drafted but will be subject to further consultation in light of new service director and change of administration. Wider partner consultation will also be undertaken. It is expected the framework will be signed off by September 2012.

Name of Partnership	Priority Level	Accountability	Position as reported to Audit and Accounts committee on 1/12/11	Further actions agreed	Update – June 2012
Marketing Derby	Medium	Strategic Director Adam Wilkinson  Lead Officer Richard Williams	There is a Service Level Agreement in place (submitted), which is renewed annually on a three-year rolling basis, and is also the subject of a mid-year review meeting. The meeting is between Adam Wilkinson, Richard Williams, the Leader (who is also a Board Member of Marketing Derby Ltd), John Forkin and Bob Betts as Managing Director and Chairman respectively of Marketing Derby. Copies of their audited annual accounts are received. Some aspects could be strengthened such as - equalities, risk management and continuity plans.(refer to Appendices 2 and 3 of Partnership toolkit for further information).	I) Review governance arrangements in light of partnership toolkit, making changes to governance documents as appropriate. ( <i>Richard Williams, Director of Regeneration</i> ) 31 May 2012	I) Marketing Derby SLA Review and Target Setting Meeting is to be held on 31 May 2012, when the issues raised in relation to the partnership toolkit will be discussed and draft proposals put forward by Chief Executive and Director of Regeneration.

Name of Partnership	Priority Level	Accountability	Position as reported to Audit and Accounts committee on 1/12/11	Further actions agreed	Update – June 2012
Road Safety Partnership	Medium	Strategic Director Paul Robinson  Lead Officer Tim Clegg	Lead officer has submitted supporting evidence (Partnership Agreement) however some aspects could be strengthened such as - equalities, risk management, financial protocols and resources and continuity plans. Also Terms of Reference referred to but not seen.	m) Officers to consider partnership arrangements in relation to the partnership toolkit, making changes to governance documents as appropriate. ( <i>David Gartside, Head of Service Traffic and Transportation</i> ). 30 March 2012	m) Some progress has been made with partners to examine and understand the potential areas for improvement within the current Partnership Agreement. The terms of reference for the Partnership are under consideration following the suggestion of other partners' proposals to change the format of the managing group. Agreement is expected to be updated by September 2012.