



PARTNERSHIP TOOLKIT

SUMMARY

- 1.1 This report updates Audit and Accounts Committee on the status of the Council's Partnership Toolkit, as required by the Governance Action Plan.

RECOMMENDATIONS

- 2.1 To approve the draft Partnership Toolkit, subject to minor amendments to be agreed by the Chair of Audit and Accounts Committee.
- 2.2 To note the next steps for application of the Partnership Toolkit as identified in paragraphs 4.6 and 4.7.

REASONS FOR RECOMMENDATIONS

- 3.1 As part of the Internal Audit Plan, a partnership governance audit was undertaken. The Audit Report, which was finalised in March 2010, identified the following issues...
 1. The Council has not adopted a consistent approach to the governance of partnerships which accords with best practice guidelines.
 2. The Council has not developed a policy on partnership working.
- 3.2 Partly as a result of this Internal Audit Report, a Governance Action Plan was agreed. Objective Eight of the Governance Action Plan requires that there is 'improved management of partnership activity'. The Action Plan states that the Partnership Toolkit should address the following actions listed under this objective:
 1. Establish formal policy to outline what a partnership is and when they should be embarked upon.
 2. Partnerships need formal agreements.
 3. Develop a business case template for Directorates wishing to set up partnerships, which are signed off by a Strategic Director.
- 3.3 An initial Partnership Toolkit was developed in 2009, and it was revised following the recommendations of the Governance Report and the Governance Action Plan.

SUPPORTING INFORMATION

- 4.1 The Toolkit has been circulated across the Council with particular input from the Governance Working Group. Legal, finance, human resources and audit representatives have reviewed the Toolkit, and it has also been circulated to Derby City Partnership and Derby Community Safety Partnership. The Change Champion Partnerships Group have critically reviewed the Toolkit and compared it to Toolkits from other local authorities.
- 4.2 The Toolkit covers the following main areas...
- The Partnership Life Cycle – how to create, review and end partnerships.
 - Improved governance through Partnership Agreements.
 - Risk assessments and risk management.
 - Protocol for Members and officers.
- 4.3 The Toolkit requires Directorates to:
- complete partnership Business Cases when setting up new partnerships
 - agree a Partnership Agreement when setting up a new partnership
 - complete partnership Business Cases when reviewing partnerships
 - formally leave partnerships
 - maintain the Partnership Register where relevant.
- 4.4 The recommendations on governance are addressed throughout the Partnership Toolkit. The inclusion of guidelines on Partnership Agreements directly satisfies the Audit Report's recommendations that partnerships need formal agreements. The Toolkit also includes guidance on when a partnership should be embarked upon. In addition, as required by the Governance Action Plan, the toolkit contains a Partnership Business Case template which has to be completed for every new partnership and signed off by a Strategic Director.
- 4.5 Internal Audit arranged two Partnership Risk Management Training Sessions which took place on 21 July. The session was facilitated by Zurich Municipal. As part of this training there was a brief introduction to the Partnership Toolkit.
- 4.6 Subject to review by the Audit and Accounts Committee, the Toolkit will be published on Derbynet and the Council's external website for use across the Council and wider Partnership.
- 4.7 Directorates will be expected to update the existing Partnership Register and complete business cases / partnership agreements by March 2011.

OTHER OPTIONS CONSIDERED

5.1 No other options have been considered.

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Service Director(s) Other(s)	Clare Wasteney, Chief Conveyancer Martyn Marples, Director of Finance and Procurement Rod Wood, Director of Human Resources Gordon Stirling, Director of Policy, Performance and Communication Richard Boneham, Head of Audit and Risk Management
For more information contact: Background papers: List of appendices:	Nick Searle 01332 258406 e-mail nick.searle@derby.gov.uk None Appendix 1 – Implications Appendix 2 – Partnership Toolkit

IMPLICATIONS

Financial

- 1.1 The Partnership Toolkit will ensure that financial implications are considered when creating, reviewing and exiting partnerships.

Legal

- 2.1 The Partnership Toolkit will ensure that legal implications are considered when creating, reviewing and exiting partnerships.

Personnel

- 3.1 The Partnership Toolkit will ensure that personnel implications are considered when creating, reviewing and exiting partnerships.

Equalities Impact

- 4.1 The Partnership Toolkit will ensure that equality implications are considered when creating, reviewing and exiting partnerships.

Health and Safety

- 5.1 No issues noted.

Carbon commitment

- 6.1 No issues noted.

Value for money

- 7.1 The Partnership Toolkit will ensure that funding and value for money arrangements are scrutinised effectively during the creation, review and exit of partnership.

Corporate objectives and priorities for change

- 8.1 The Partnership Toolkit will assist in demonstrating how partnerships support the Council's objectives and priorities for change.