



FINAL DRAFT 3 November 2003

Partnership Agreement

Introduction

This agreement has been drawn up by partners from all sectors and has been adopted by the Derby City Partnership Board on behalf of all members of Derby City Partnership groups and teams. It outlines the purpose and structure of the Partnership and aims to establish a commitment to good practice in the ways that partners work with each other. It is a commitment by each sector to the other and each partner to the other.

This agreement is not legally binding, but is a voluntary and good will commitment by Derby City Partnership members to working together to achieve the future economic, social and environmental well-being of the city and to create mutual benefit.

The statements set out within this agreement are transferable to partners' relationships and ways of working outside the structure of the Partnership and can be used as an overarching set of principles to which individual partners may wish to add their own appendices or action plans for specific situations. For example, partners wishing to develop individual compacts or protocols with other partners or sectors would use this agreement as a core document, around which they may build additional, more specific or time limited commitments or actions.

1 The purpose and structure of Derby City Partnership

Purpose

The purpose of Derby City Partnership is to deliver the 2020 Vision - to make Derby the pride of East Midlands - provide leadership and agree a strategy for achieving the vision for the city and communicate it simply. The Partnership also monitors and evaluates its performance against the vision and strategic priorities.

Derby City Partnership is also a Local Strategic Partnership, delivering the National Strategy for Neighbourhood Renewal in Derby. It aims to be a publicly visible, independent public, private, voluntary and community sector based partnership that adds value and inspires change through positive partnership working.

To deliver its vision, Derby City Partnership has identified six priorities.

- A stimulating and high quality learning environment.

- Healthy, safe and independent communities.
- A lively and energetic cultural life.
- A diverse, attractive and healthy environment.
- A prosperous, vibrant and successful economy.
- A shared commitment to regenerating our communities.

The strategy also details the values that Derby City Partnership members will follow:

- working together to achieve more
- participation
- creativity and innovation
- openness and integrity
- growth through learning.

Structure

The Derby City Partnership Board is responsible for setting and achieving the Partnership's vision for the city. It is supported by two sub groups, one with responsibility for co-ordinating the delivery of the vision and the other which manages the funding that comes into Derby through the Partnership. Five strategic arms or 'cities' each take responsibility for one of the strategic priorities and have an executive group that reports to the Board. All these main groups have permanent or short term sub groups and the whole structure is under constant review. *The Derby City Partnership constitution outlines in detail the structure and functioning of the Partnership.*

Management and administration

A small team supports the work of Derby City Partnership and works with partners to improve the effectiveness of both the structure and the relationships within the Partnership. Resources to support the team are provided by financial contributions from Board members.

2 Communication, participation and quality

Communication

Communication is the responsibility of all partners and a set of principles and key areas for communication are laid out *in the Derby City Partnership Communication Plan*. Communication includes internal communication with all members of the Partnership and externally by members to the organisations they represent and by

the Partnership as a whole to the people of Derby and more widely. Communication should at all times be clear, simple and free of jargon and abbreviations.

It is the responsibility of all members to facilitate an effective two-way flow of information by consulting with their organisation or network on the work of the Partnership and communicating decisions and achievements to them.

Participation and representation

The Derby City Partnership Board is made up of eight representatives from the public sector, eight from the private sector and eight from the community and voluntary sector. The Chairs of the Board's sub groups and the 'cities' are also members of the Board. All members of the Board have the right to name a substitute who may attend meetings in their absence. If a member misses three consecutive meetings, that organisation will be asked to name another representative or forfeit its place on the Board. *Full details of these arrangements are in the Derby City Partnership constitution.*

All other Partnership groups aim to maintain similar arrangements on participation and representation, where possible and appropriate.

Some partner organisations are members of the Partnership as of right, others are elected or selected by their own sector. Those who are elected or selected have a maximum of two years in office, although the particular group's terms of reference may allow them to stand for re-election after this time.

Members should agree to focus on, and commit to, the common aim of the Partnership – that is, the well-being of the community – while also expressing the views, priorities and interests of those organisations or networks that they represent.

Derby City Partnership offers individual membership to those who support the 2020 Vision and want to keep in touch with the work of the Partnership.

Managing performance

Derby City Partnership monitors and evaluates its performance both on improvements to services and facilities and on the effectiveness of the way the Partnership works. Information about achievement is supplied by partners and detail of successes and failures is available for all partners and for the public.

Quality and good practice

The Partnership seeks always to achieve the highest quality in both results and relationships. This includes comparing our performance with other partnerships across the country as well as looking at, and adopting where appropriate, their best practice. It also includes sharing that best practice with partners' organisations across the city.

Adding value and inspiring change

Derby City Partnership's success is dependent on its ability to show how members have worked together to achieve more than they might have achieved alone.

Partners need to offer commitment and energy so that, together, they inspire change and find creative solutions for the city of Derby and its people.

3 Accountability and decision-making

Accountability

Partners are accountable to each other, to those organisations that they represent and to the people of Derby for delivering the objectives in the 2020 Vision. Open accountability depends upon the effectiveness of our communication – *as outlined in the Derby City Partnership Communication Plan* – and the openness of our processes and our meetings.

Accountability to the public – The meetings of the Board, its sub groups and the 'city' executive groups are open to the public. Minutes of meetings, annual reports, strategy documents and newsletters are all on the website and freely available from the Partnership office.

Partners' accountability to each other and to those whom they represent – Partners are accountable for the commitments they make to the Partnership on behalf of their organisation. They should provide feedback on those commitments to the organisation they represent and also on the business of the Partnership that affects their organisation. They should also provide information on their organisation's achievements relating to the 2020 Vision to the Derby City Partnership Board.

Financial accountability – Derby City Council acts as the accountable body for Derby City Partnership's financial activities. The Partnership office holds an open register of members' declarations of financial and personal interests to make sure that all decisions reached are open and fair.

Consultation and policy development

The Derby City Partnership Consultation Strategy guides partners and Partnership groups on good practice in methods and timescales for consultation. It also enables members to share information gained as a result of consultation. The Partnership makes sure that appropriate consultation takes place on proposals, plans and strategies before decisions are reached. Consultation includes partners' consultation with the organisation or network that they represent on Derby City Partnership. Development of policy is in line with our commitment to accountability and consultation and the Board takes ultimate responsibility for decision-making and policy development.

Allocation of funding to support the 2020 Vision

External funding is sought to support the priorities of the 2020 Vision and is allocated firstly to meet those priorities and secondly after agreement by the relevant Derby City Partnership group in consultation with communities. In addition, partners make efforts to co-ordinate service budgeting and funding allocations to support the 2020 Vision priorities.

4 Commitment to each other and to the community

Equalities

Derby City Partnership is committed to the promotion of equality of opportunity for all and works to make sure this is evident and put into practice in all aspects of its work. The Partnership is developing a *statement on equal opportunities and an action plan to support its commitment to all on this issue*.

Community cohesion

A cohesive community is one where people share a common vision and sense of belonging, where diversity of backgrounds is positively valued and where people of different backgrounds have similar life opportunities. Derby City Partnership is committed to promoting community cohesion. *Principles and proposed actions are being developed and will be available in 2004*.

Community involvement

The Community Network has wide representation from community and voluntary organisations and its members are involved across the Partnership. Individuals are consulted and kept informed through the individual members' forum. Communities also influence the development of local services and facilities through area and neighbourhood working that feeds into the Partnership. Derby City Partnership recognises the varying capacity of different organisations and is committed to working with the Community Network to support small and new groups to contribute.

Respect and tolerance

Derby City Partnership members acknowledge that we all come from different organisational and personal backgrounds and agree to respect and be tolerant of each others' views and ways of working. Mutual respect also means taking a full and positive part in meetings, being inclusive and open in our relationships and remarks, and airing differences but always seeking ultimate consensus. *More detail of this can be found in the guide to good practice for Derby City Partnership meetings*.

Confidentiality

In general, partners should feel able to be candid without being quoted directly. Where an agenda item at any meeting is confidential, this will be made clear so that everyone is aware. In open meetings, observers and sometimes advisors will be asked to leave while confidential topics are discussed.

Conflict and complaints

The Partnership is committed to avoiding conflict and complaint by positive and open relationships. However, where conflict and complaint do arise, Derby City Partnership has *a detailed procedure for their resolution*.

Changing roles and responsibilities

Each sector, each organisation and each individual has distinct yet complementary roles and responsibilities within the Partnership. They also bring different strengths to the Partnership. Roles and responsibilities may change dependent upon the group or situation the partner is in and whom they represent at that time. Sometimes these changing situations require different strengths and different relationships with other partners. We acknowledge the value of all contributions from all partners at all times.

Learning, skill sharing and volunteering

Partners are committed to the development of their own skills, knowledge and behaviour in order to maximise their contribution to the work of the partnership. This includes sharing skills with others and volunteering to support others in improving their skills.

Conclusion

The Partnership Agreement is central to good practice for all members of the groups and teams that work to deliver the Partnership's objectives. Its aim is to improve relationships, communication, participation and improved services through positive and clear working practices.

It is the responsibility of all partners to promote the principles within this agreement and to measure the effectiveness of the agreement in contributing to the improvement of services and facilities in Derby.

Derby City Partnership documents that support this agreement

2020 Vision, Derby's Community Strategy
Accountable Body Agreement
Code of good practice for Derby City Partnership meetings
Commitment to our Customers
Communication Plan
Constitution
Consultation Strategy
Local Neighbourhood Renewal Strategy
Local Strategic Partnership Accreditation Action Plan
Procedure for Resolution of Conflict and Complaints
Role of Derby City Partnership Board members

Statements on equalities and community cohesion – in development

These documents are available from the Derby City Partnership office or on our website – www.derbyes.co.uk

Related documents

Derby City Council Compact with the Community and Voluntary Sector