



Partnership Evaluation Template (Basic)

1. Council's Role and Contribution to Partnership

1.1 Name of Partnership and Sector (e.g. Public, Private, Community and Voluntary)

1.2 Role and Representatives of the Council:

a) Lead Partner Number of Officers

b) Contributory Partner Number of Members

c) Other

1.3 Resources Contributed

a) Financial £

b) Assets (please list)

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2. Aims of the Partnership

2.1 Is the Partnership statutory? YES NO

2.2 Does the Partnership have an aim or mission statement? If so, please include below:

- 2.3 Will it duplicate any existing partnership activity? YES NO

If yes, please provide details:

- 2.4 What benefits will be felt by the wider community and has there been any consultation regarding their involvement or participation?

Please provide details:

3. **Contribution of Partnership to Council's Corporate Aims. Please indicate to which of the Council's six Corporate Aims the Partnership contributes (tick all that apply).**

Community Safety	
Regeneration	
Customer Focused Services	
Environment	
Social Inclusion	
Strategic Organisational Development	

4. **Risk Assessment of Council Involvement**

- 4.1 Has the Authority undertaken a Risk Assessment in respect of its membership/involvement of this Partnership?

If yes, please indicate levels and nature of risk assessed:-

Type	Examples	Level of Risk (High, Medium, Low)
Strategic	<ul style="list-style-type: none"> - Strategic direction changed by other partners - Key partners leave causing non achievement of objectives - Conflict with Council's objectives/aims 	
Performance	<ul style="list-style-type: none"> - Partners fail to deliver - Insufficient staffing resource to deliver aims - Seconded staff may not share commitment of partner organisations 	
Reputation	<ul style="list-style-type: none"> - Actions of partners damage the Council's reputation by 'association' - Compact protocols not adhered to 	
Financial	<ul style="list-style-type: none"> - Insufficient funding from Partnership - Actual costs exceed estimated costs 	

	<ul style="list-style-type: none"> - Insufficient controls to prevent fraudulent activity of partners/individuals - Inability of Partnership to access contingency funds - Failure to recover money owed to the Partnership - VAT implications - Procurement protocols not adhered to 	
Legal/Insurance	<ul style="list-style-type: none"> - Partners their statutory duties - A legal claim against the partnership - Inadequate insurance cover of insurable risks - Liability of partners or individual members not clarified - Sharing of information between partners breaches confidentiality/data protection legislation 	
Other	<ul style="list-style-type: none"> - Non-adherence to Council policies and procedures (record retention, data quality) 	

4.2 Is the Partnership listed on the Council's Corporate Risk Register?

YES NO

4.3 What additional measures can be taken to reduce those risks identified as 'High'?

4.4 Do existing processes and any additional measures proposed above, appropriately manage the risk of the Council's membership/involvement of the Partnership. If not, how can this be achieved?

5. Funding and Accountability

5.1 How is the Partnership resourced?

5.2 Is the Council the Accountable Body? YES NO

If no, what level of accountability (if any) will be involved by the Council in participating?

6. Performance Monitoring and Evaluation

6.1 Are there any monitoring or performance management responsibilities for the Council in participating in this partnership? YES NO

If yes, to what extent?

6.2 Is there a timescale for the lifetime of the project? YES NO

7. Contact Details

Name of Partnership:

Contact details of person completing questionnaire

Name:

Position:

Address:

Tel.:

E-mail:

Date: