



**Partnership Evaluation Template (Full)**

**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 of the Council:

- a) Lead Partner
- b) Contributory Partner
- c) Other

1.3 Representatives

- a) No. of Councillors ..... Combined annual commitment ..... days
- b) No. of Officers ..... (please provide detail against individual officers below):

Job Title	Estimated proportion of time committed (%)



- 2.5 Has there been an investigation of whether the formation of the Partnership will duplicate work of existing partnerships or bodies?

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- 2.6 What is the benefit to the community and/or to partner agencies of this work being undertaken by the Partnership, e.g. reduced cost/increased usage/coverage etc.?

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- 2.7 How does/will the Partnership communicate with all parts of the community and other partners in order to ensure that work does not happen in isolation?

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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"> <li>- Strategic direction changed by other partners</li> <li>- Key partners leave causing non achievement of objectives</li> <li>- Conflict with Council's objectives/aims</li> </ul>	
Performance	<ul style="list-style-type: none"> <li>- Partners fail to deliver</li> <li>- Insufficient staffing resource to deliver aims</li> <li>- Seconded staff may not share commitment of partner organisations</li> </ul>	
Reputation	<ul style="list-style-type: none"> <li>- Actions of partners damage the Council's reputation by 'association'</li> <li>- Compact protocols not adhered to</li> </ul>	
Financial	<ul style="list-style-type: none"> <li>- Insufficient funding from Partnership</li> <li>- Actual costs exceed estimated costs</li> <li>- Insufficient controls to prevent fraudulent activity of partners/individuals</li> <li>- Inability of Partnership to access contingency funds</li> <li>- Failure to recover money owed to the Partnership</li> <li>- VAT implications</li> <li>- Procurement protocols not adhered to</li> </ul>	
Legal/Insurance	<ul style="list-style-type: none"> <li>- Partners their statutory duties</li> <li>- A legal claim against the partnership</li> <li>- Inadequate insurance cover of insurable risks</li> <li>- Liability of partners or individual members not clarified</li> <li>- Sharing of information between partners breaches confidentiality/data protection legislation</li> </ul>	
Other	<ul style="list-style-type: none"> <li>- Non-adherence to Council policies and procedures (record retention, data quality)</li> </ul>	

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'?

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- 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?

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## 5. Funding

- 5.1 How is the Partnership funded?

Source	Amount of Funding Already Agreed	Amount of Funding Proposed	Amount as % of total funding	In-kind Contribution
District/Borough Council				
County Council				
National Government e.g. Neighbourhood Renewal Funding				
Lottery				
Charity				
Other				

Comments

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## 5.2 How is the work of the Partnership staffed?

Number of Partnership staff

Permanent

Temporary

Voluntary


Number of staff of member bodies working on Partnership

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## 5.3 Will the Partnership act as a 'sign post' to enable partners and other organisations to access other available resources?

YES  NO 

If so, please give examples below

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**6. Accountability and Transparency**6.1 To which authorities/organisations will the Partnership be accountable?  
(Please give details)

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## 6.2 How does/will the Partnership communicate with members of the Partnership?

- a) Regular, time-tabled meetings with agendas
- b) Prompt informative minutes
- c) E-mail
- d) Newsletters
- e) Other (please give details below)

6.3 How does/will the Partnership ensure the wider community is aware of its work?

- a) Well publicised public meetings
- b) Agendas and minutes made readily available
- c) Use of local media to promote the work of the partnership and invite contributions from the general public
- d) Newsletters
- e) Other (please give details below)

## 7. Learning and Sharing

7.1 How does/will the Partnership learn from examples of best practice from other organisations?

7.2 How does/will the Partnership share experience/expertise, both within and outside the Partnership?

## 8. Evaluation and Monitoring

8.1 How often does/will the Partnership evaluate/review its aims and objectives?

8.2 Does/will the Partnership monitor its performance against:

- a) Clear milestones:                    YES       NO
- b) Stated outcomes:                    YES       NO
- c) Target dates:                        YES       NO
- d) Benchmark/Performance Indicators:    YES       NO

If so, what are they:

8.3 Has consideration been given to the lifetime of the Partnership?

YES       NO

Prospective end date



**9. Contact Details**

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Name of Partnership

Contact details of person completing questionnaire

Name:
Position:
Address:
Tel.:
E-mail:

Date:

DRAFT