



BRACKNELL FOREST COUNCIL PARTNERSHIP SELF ASSESSMENT TOOL

This assessment should be completed by all partnerships identified on the Bracknell Forest Council Significant Partnerships Register each year¹.

Name of Partnership

Period covered by this Assessment

FROM:	TO:
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Does this Partnership have a statutory requirement to complete a different Annual Assessment?

Yes

No

If yes, name of Statutory Assessment (e.g. Self Assessment tool for Children's Trust Boards)

Does this Statutory Assessment cover all themes from this toolkit? (if yes there is no need to complete this self assessment)

¹ The Register is held by Democratic Services and identifies significant partnerships in terms of decision making, resources or funding.

1.0 Partnership Information Sheet

Name of Partnership Link Officer	
Name of contact for Assessment if different from above	
Date Assessment completed	
Contact Email address	
Contact Telephone number	

This assessment has been approved and signed off by: (Indicate/comment as appropriate)	
Partnership Chairman	(insert signature)
Partnership Lead Officer	(insert signature)
Partnership Board	(insert meeting date)

2.0 Purpose of this assessment

The Council enters into a range of partnerships with other groups and organisations and has agreed a Partnership Governance Framework and Toolkit² to ensure that appropriate governance arrangements are in place for new partnerships and to ensure that those processes are reviewed to ensure that the partnerships are working effectively.

The toolkit identifies the need for the Council to establish a Partnership Register and for those partnerships on the register to be reviewed annually. The purpose of review is to:

- Ensure that appropriate governance arrangements are in place;
- Ensure that the partnership is still appropriate to achieve its stated purpose; and
- Ensure that the way in which the partnership works, i.e. its practices and procedures, remains effective.

3.0 Steps to Completing this Assessment

1	Identify your lead officer responsible for the production of the assessment (usually the Partnership Link Officer)
2	Agree with the partnership the roles and requirements in completing the assessment – if appropriate.
3	Agree dates for stages of assessment
4	Collate data/undertake discussions to complete assessment (the self assessment should be undertaken initially by a minimum of the Partnership Chairman and Lead/Link Officer before being passed for approval to the whole Partnership)
5	Agree assessment with Partnership Chairman/Partnership
6	Publish assessment at least once per year
7	Ensure that copies of the assessment are submitted to the Head of Performance and Partnerships and the Borough Solicitor of the Council.

4.0 Some points to note:

- 4.1 A traffic light system is used to indicate the progress being made for each issue:

² Agreed by the Council's Corporate Management Team in October 2008 and available on the Council intranet

Green – Relevant processes/protocols are in place and/or good progress is being made

Amber – Some progress is being made to resolve issues in this area, but the processes are at risk

Red – the relevant processes/protocols are not in place and/or no progress on this issue is being made.

- 4.2 Comparison to previous years – for the purposes of a quick progress guide from year 2 onwards, partnerships are asked to indicate whether the situation has improved/not changed/worsened from the previous year through the use of three cut and paste symbols.
- 4.3 There may be some issues which are not relevant to your Partnership. If this is the case please indicate where appropriate.
- 4.4 There is a free text box provided at the end of this form, please use this for any additional comments. If the Partnership has met its objectives and the proposal is to terminate it then please indicate this in this box.

5.0 What happens next?

- 5.1 The Assessment should be used as a practical tool by the Partnership to ensure that the aims and objectives of the Partnership are being achieved. Through the assessment the Partnership should be able to establish:
- Whether all partners remain clear as to the purpose of the Partnership
 - Whether all partners are clear on roles and responsibilities
 - Are resources being used effectively – are there any gaps?
 - Are the objectives being achieved?
 - Has the purpose of the Partnership been achieved or superceded and therefore is it appropriate to end the Partnership (in which case a report to this effect should be submitted to Corporate Management Team)
 - Is there any other action required to make sure that the Partnership meets the requirements of the toolkit

6.0 Further Information:

For further information on completing this Assessment please contact either a member of the Performance and Partnerships Team or the Borough Solicitor.

7.0 Partnership Self-Assessment Form

Response Please insert the answer to the question being posed, including notes of any evidence/decision dates/supporting documents to support this answer

Progress Please cut and paste the appropriate traffic light (Green, Amber or Red) referring to the definitions provided in paragraph 4.1



Green



Amber

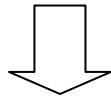


Red

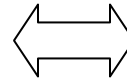
Comparison with last year Please cut and paste the appropriate symbol (better, worse or no change) compared with previous year (only for use in second and subsequent years)



better



worse



no change

Summary of actions agreed Please insert any actions agreed by the partnership to resolve issues highlighted (include a lead officer and target completion date for each action identified)

Question	Response	Progress <i>(cut and paste appropriate traffic light)</i>	Comparison with last year <i>(cut and paste appropriate symbol)</i>	Summary of actions agreed
Legal status				
Is there clarity on the legal status of the Partnership?				

Question	Response	Progress (<i>cut and paste appropriate traffic light</i>)	Comparison with last year (<i>cut and paste appropriate symbol</i>)	Summary of actions agreed
Is there an agreed terms of reference or legally binding agreement which sets out a clear purpose and clarity of expectation of the partnership members?				
Composition				
Is the partnership realistically sized and resourced?				
Does it contain the right mix of skills and knowledge to get the work done?				
Is relevant secretariat and other support in place to support effective working?				
Delivery and Performance				
Does the partnership have clear objectives and SMART targets?				

Question	Response	Progress (<i>cut and paste appropriate traffic light</i>)	Comparison with last year (<i>cut and paste appropriate symbol</i>)	Summary of actions agreed
Does the partnership have a credible evidence base to support its objectives and SMART targets?				
Does the evidence base include an understanding of the diverse needs and interests of all sections of the community?				
Are there action plans in place to deliver targets and objectives with clear responsibilities for partners?				
Do partners champion the objectives of the partnership within their own organisations?				

Question	Response	Progress (<i>cut and paste appropriate traffic light</i>)	Comparison with last year (<i>cut and paste appropriate symbol</i>)	Summary of actions agreed
Is there a robust performance framework which enables the partnership to manage progress towards delivering both actions and outcomes?				
Are arrangements in place to identify and tackle areas of underperformance?				
Are there examples of achievements over the last year that have been delivered as a result of the partners working together rather than as individuals?				
Finances and Resources				
Are financial monitoring arrangements robust, clear and understood?				

Question	Response	Progress (<i>cut and paste appropriate traffic light</i>)	Comparison with last year (<i>cut and paste appropriate symbol</i>)	Summary of actions agreed
Have procedures for managing and monitoring pooled budgets and resources been developed?				
Are partners clear where accountability lies for managing resources and the spending of funds?				
Risk assessment and management				
Is there a joint risk register which scores risks and assigns risk owners to each risk?				
Does the partnership obtain assurances about management of those risks (e.g. by identifying mitigating controls and actions to address the risks)?				
Are business continuity plans in place?				

Question	Response	Progress (<i>cut and paste appropriate traffic light</i>)	Comparison with last year (<i>cut and paste appropriate symbol</i>)	Summary of actions agreed
Conduct and behaviour				
Is there an agreed Code of Conduct for partners that is signed by all Members and enforced?				
Are the roles and responsibilities of individual partners clear?				
Are there training opportunities for partners in relation to the aims of the Partnership?				
Does the partnership have effective procedures for resolving disputes?				
Equality and Diversity				
Has the Partnership carried out Equality Impact Assessments (EIA) on its key policies and plans?				

Question	Response	Progress (<i>cut and paste appropriate traffic light</i>)	Comparison with last year (<i>cut and paste appropriate symbol</i>)	Summary of actions agreed
Communication				
Is the partnership communicating well with its partner agencies (incl Council Members), stakeholders and communities?				
Are the agendas, minutes, papers and decisions taken by the partnership communicated to stakeholders and the wider public?				
Is information on performance in delivering priorities easily accessible by residents?				
Auditing and Scrutiny				
Are internal auditing arrangements for the partnership clear?				

Question	Response	Progress (<i>cut and paste appropriate traffic light</i>)	Comparison with last year (<i>cut and paste appropriate symbol</i>)	Summary of actions agreed
Does the partnership have any external review or monitoring mechanisms?				
Has the partnership agreed its relationship with all elected members in their representational and scrutiny roles?				

Please add any additional comments in the space below: