



Partnership Protocol Checklist

The checklist will allow the Council to judge whether a partnership is appropriate and to provide guidance on ensuring the partnership has a good foundation for success.

The checklist should be completed before setting up or entering into a new partnership arrangement.

Name of Partnership			
Other potential members			
Council Lead Officer	Name Contact	Date Checklist completed	
Assessed	Name Contact	Date assessed	
What are the key desired outcomes of the partnership?			
Which Council Corporate Outcomes (one or more) does this partnership address?	Safer, freer and stronger communities <input type="checkbox"/> A secure, healthy and independent future for our children, our young people and our adults <input type="checkbox"/> A cleaner, greener and more prosperous county <input type="checkbox"/> A smaller more enabling council focused on our customers <input type="checkbox"/>		
How does it address these Corporate Outcomes?			
Why does this require a partnership approach?			
What would be the Council's role in the partnership? (e.g. Lead organisation, major/minor partner, observer)			



Who will be the Council's proposed representative on the partnership?	
Have you consulted legal services and sought legal advice about the legal implications of the partnership.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If it is a Statutory requirement that a partnership is formed, name the statute or legal instrument.	
Is the Council the accountable body? If yes, do we have the financial capacity, cash flow and audit capabilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the Council is not the lead organisation who will be?	
What will be the Council's contribution in terms of costs (money and other resources)?	
What are the risks involved in entering into this partnership arrangement?	

		Yes (✓)	No (✓)	Please verify & insert comment.
	Structure and Partnerships			
1	Have you identified the added value partnership working brings?			
2	Is there already a partnership in place with a similar remit, which can take on this work?			
3	Will the partnership contribute to streamlining existing partnerships?			
4	Have partners critical to the success of the partnership been identified?			
5	Are all identified partners willing to participate?			
6	Is the partnership time limited or set up on a task & finish basis?			
	Governance			
7	Does the partnership have a vision/mission statement?			
8	Does the partnership have clear outcomes that it wants to achieve?			
9	Does the partnership have agreed terms of reference or a constitution?			
10	Are there clear procedures for making decisions and resolving conflict?			
	Commitment of Resources			
11	Does the partnership have a clear action plan and does this link to your directorate/ divisional/ service plan? (please specify)			
12	Is the action plan resourced and agreed by all partners?			



13	Is there an agreed process for identifying and managing risk?			
14	Are there appropriate financial control measures in place?			
Monitoring and Review				
15	Are there SMART targets and ways to measure progress/ achievements of objectives?			
16	Is there a process for monitoring progress against the partnership action plan?			
17	Is there a forum(s) where performance reports will be provided? If yes, state how often and in what format they will align with Council performance reporting. If no, what mechanisms are in place to achieve alignment to the Council's reporting framework?			
18	Are there arrangements to ensure there is annual review of the purpose, focus, value for money and governance of the partnership?			
19	Is there a process in place to provide an exit strategy to consider on-going council liabilities?			
Communications				
20	Is there a protocol for reporting and sharing of information?			
21	Is there a signed agreement?			
22	Will formal records be kept of agreements to decisions taken by the partnership? If yes, Who will they be sent to and how?			
23	Is there access for the public to meetings, reports and decisions of the partnership?			
24	Are there arrangements for consulting and involving customers and interested groups in the work of the partnership?			
25	Is there a marketing communications agreement signed by a member of the Council's Communications Team?			

Any other relevant information:

Agreed Next Step/ Milestones, if appropriate:



**Northamptonshire
County Council**

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Document Control Details

Head of Service	Name	Sign	Date
Date to CMT if relevant		Date for Review :	