

DOCUMENTATION/FUNCTION - PARTNERSHIP WORKING TOOLKIT

<b>IMPLEMENTATION</b>				
<b>Target Population</b>	<b>Partners (including LSP), Senior Officers, Members</b>			
<b>Duty</b>	<b>To put in place a system to record that the performance of each partnership in which the Council is involved is monitored and that adequate governance arrangements are in place.</b>			
<b>Training Requirements</b>	<b>General awareness raising with Departmental Senior Management Teams and specific training for Partnership Lead Officers</b>			
<b>Lead Officer</b>	<b>Director, Darlington Partnership</b>			
<b>PROCESS</b>	<b>ACTIONS (HOW)</b>	<b>WHEN</b>	<b>OUTPUT</b>	<b>WHO</b>
AWARENESS (keeping it live in people's minds)	Approach to Partnership working adopted by Cabinet.	Approach adopted by Cabinet in March 2007 (Minute Ref. C174/Mar/07)	Council's approach to partnership working formally documented.	Head of Corporate Assurance
	Approach referenced in Financial Procedure Rules.	Completed	Council's approach formally documented.	Head of Corporate Assurance
	Approach rolled out through Departmental Senior Management Team.	Completed	Senior Managers aware and understand the requirements of the approach.	Head of Corporate Assurance
	Partnership Lead Officers trained in use of the Toolkit.	As required	Partnership Lead Officers aware of understand the requirements of the approach.	Director, Darlington Partnership
MONITORING (keeping it effective – recording when it happens)	Significant partnerships approved by Cabinet.	As required	Member approval to significant partnerships in the knowledge that governance arrangements have been assessed and are considered adequate.	Directors/Cabinet Portfolio Holders/Director, Darlington Partnership
	Annual review of significant partnerships reported to Audit Committee.	Annually	Performance and adequacy of governance arrangements of significant partnerships reported to Members.	Director, Darlington Partnership

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	Other partnerships approved by the relevant Director, Cabinet portfolio holder and Director, Darlington Partnership.	As required	Member approval to other partnerships in the knowledge that governance arrangements have been assessed and are considered adequate.	Directors/Cabinet Portfolio Holders/Director, Darlington Partnership
	Annual review of other partnerships conducted by Lead Officers and reported to Director.	Annually	Performance and ongoing adequacy of governance arrangements of other partnerships reported to Director.	Lead Officers/Directors
REVIEW (keeping it up to date)	Approach reviewed.	Annually	Approach remains up to date and relevant.	Director, Darlington Partnership