

# Partnership Agreement Template

Name of Partnership \_\_\_\_\_

## 1. Details of partners

This agreement is made between

- Partner 1 – name and address*
- Partner 2 – name and address*
- Partner 3 – and so on.....*

## 2. Context

This partnership is set up to *briefly set out purpose of partnership.*

## 3. Period covered

The agreement will be from *insert start date* to *insert end date (if there is one)* unless extended by mutual agreement or terminated in accordance with section 6

OR

This agreement will start on *insert start date* and will continue indefinitely or until terminated by mutual consent or in accordance with section 6

## 4. Relationships

### 4.1 Principles of partnership

All members are expected to agree to our principles of partnership. These are set out at Annex A.

### Structure

The partnership consists of the whole partnership group *plus the following sub groups.* The partnership group will be chaired by *insert partner who will chair.* The chair will be elected annually by the partnership.

### Membership

The partnership consists of the individuals/organisations listed above under *details of partners.* The lead partner is *insert name.* New members may be brought into the partnership *explain how*

### 4.4 Communications

The partnership will meet *give frequency.* A draft agenda for meetings will be sent out a week in advance and each partner should let the chair know whether or not they have additional items. Notes of meetings will be sent out *state how soon after* the meeting by

*insert who is responsible. Outside of these meetings we will communicate by email. Explain if there are to be any reports sent between meetings and by whom.*

#### **4.5 Decision making**

The main partnership group will make decisions. Where possible we will try to achieve a consensus. If we do vote on any issue the decision will be carried by a majority vote.

#### **4.6 Resolving problems**

Where there is a conflict, dispute of difference within the partnership, in the first place we will try to resolve the matter through senior managers of the parties concerned. If there is still no resolution then we will involve a third party. *This will be another member of the partnership / the accountable body / the funding body / an independent body.*

### **5. Membership roles and responsibilities**

#### **5.1 Range of services**

Each partner will deliver the services as set out in Annex B

#### **5.2 Attendance at partnership meetings & sub groups**

All partners are expected to attend partnership meetings and where possible send the same representative each time to ensure continuity. If a partner is unable to attend then the onus is on them to find out what was discussed and agreed at the meeting.

#### **5.3 Quality standards**

The partnership will adopt the following quality standards and all partners are expected to comply with these

#### **5.4 Sub contracting (if relevant)**

State whether or not sub contracting is allowed

#### **5.5 Insurance requirements**

Each partner is responsible for maintaining relevant insurance policies including public liability, employer's liability and professional indemnity

#### **5.6 Health and safety**

Each partner is responsible for the health and safety of their staff, volunteers and beneficiaries (where relevant) in accordance with their health and safety policy and should have suitable risk assessment systems.

#### **5.7 Data protection**

All partners should comply with the requirements of the data protection act

#### **5.8 Equal opportunities**

All partners must have a written equal opportunities policy that outlines the arrangements that are in place to ensure staff, volunteers and beneficiaries are treated fairly and protected from bullying and harassment.

## **6 Financial arrangements**

### **6.1 Details of funding**

*Explain how much money the partnership has and where it comes from*

### **6.2 Payments and claims**

*Explain the process for making claims and payments (if applicable). This could mirror what the funder expects*

### **6.3 Overpayments**

Explain what will happen if too much is paid in error

## **7 Terminating this agreement**

### **7.1 Giving notice**

A member of the partnership may terminate their membership by *explain how*

### **7.2 Breach of agreement**

If there is a breach of this partnership agreement the lead partner will endeavour to resolve the matter swiftly and in writing. The partner in breach may have their membership suspended during this time in which case they will not be able to act on behalf of the partnership. If the breach cannot be rectified, the member may be asked to leave.

### ***Partnership Guiding Principles***

As a partnership we agree individually and collectively to adopt the following guiding principles which we believe will improve our services.

#### *Openness and transparency*

We will adopt the principles of openness and transparency in all aspects of its operation and communication. This means that we will share information in a timely and accurate manner; that we will raise issues and problems as soon as possible and work creatively and constructively to find a resolution and that we will raise questions and queries promptly and share knowledge and expertise.

#### *Sharing good and best practice*

We recognise that each of us has something to give to the partnership and that equally we have something to get from it. We will share learning through identifying good and best practice. Each partner will be encouraged to adopt best practice that they see elsewhere and to share examples widely within the partnership for the benefit of everyone.

#### *Commitment to high standards and continuous quality improvement*

We are committed to delivering high quality services and will work to ensure continuous quality improvement of our service provision. This means that we will set and expect high standards which we will monitor. We will support each other to develop our collective standards and where appropriate we will set challenging but realistic quality improvement targets. We will welcome external inspection as an opportunity to verify our internal quality assurance and quality improvement standards.

#### *Operate sound business practices*

We start off from the premise that we are all successful organisations with a need to generate income and receive fair financial recompense for our contributions. We will work hard to ensure that partnership resources are distributed fairly and reflect the input that we each make. We will be efficient in how the partnership operates. For example we will use technology where we can, we will supplement face to face meetings with on-line communication and we will keep paperwork and bureaucracy to a minimum.

#### *Commitment to flexibility*

As a new partnership we acknowledge that we have much to learn from each other and that there may be times when things do not go according to plan or to expectation. We will therefore be flexible in terms of how we operate and be prepared to make changes, often at short notice. We will also demonstrate our commitment to flexibility in terms of our relationships with each other and will endeavour to learn about the different constraints placed on each of our organisations and how these affect how we operate.

### Individual Partner Responsibilities

<b>Partner:</b>
Detail the outputs and outcomes of that partner
Detail any specific roles that they have that are different to the other partners

*It is a good idea to give each partner a copy of all of these pages so that everyone is clear what each other is doing*