

Appendix 1

	File Reference	
Name of partnership	Habitat Biodiversity Audit (HBA) Partnership	
Partners	Warwickshire Wildlife Trust, Warwickshire County Council, Coventry City Council, Nuneaton & Bedworth Borough Council, North Warwickshire Borough Council, Rugby Borough Council, Warwick District Council, Stratford District Council, Solihull Metropolitan Borough Council, Natural England, Environment Agency	
Commencement Date	1995	
Purpose of PARTNERSHIP	To provide a continuous environmental audit of land across the sub-region through the Phase 1 habitat survey and the Wildlife Sites Project (WSP).	

	CONTROL	COMMENTARY Please refer to supporting documents/working paper references	Lead Officer
	ABOUT THE PARTNERSHIP		
1.1	Is the partnership to be a formal or informal one?	Formal	
1.2	Have the aims of the partnership been defined?	Yes	
1.3	Is purpose of the partnership short-term or long-term	Long-term	
1.4	Who is the lead partner?	Warwickshire Wildlife Trust	
1.5	What are the estimated costs to the council of contributing to the partnership (analysed)?	£10,751 contribution for 2011/12	
1.6	What (if any) is the financial liability of the Council if all other partners chose to withdraw from or terminate the agreement?	None other than their share of any liabilities incurred during the six months notice of termination as set out in the Partnership Agreement.	
1.7	Are there any other contingent liabilities?	No	
1.8	What are other parties contributing to the partnership?	All the partners listed above contribute to the HBA. The County Council and Local	

		Authorities contribute financially. The Wildlife Trust provides administrative support and management. The County Council also provides office accommodation, access to biological records and IT services. Natural England and the Environment Agency provide management and expert advice.	
	CONTRACTUAL AGREEMENT		
2.1	Is there a contractual agreement which includes: <ul style="list-style-type: none"> • A constitution? • Legal, financial and personnel responsibilities? • Budgetary and accounting arrangements? • The monitoring of service delivery? • Nomination of a guarantor 	Yes, the Partnership Agreement and annual Service Level Agreements between the Wildlife Trust and the Council.	
	CONSTITUTION		
3.1	Is there a written constitution?	Yes, the Partnership Agreement	
3.2	Does it define a management structure?	Yes	
3.3	Does it cover such issues as: <ul style="list-style-type: none"> • The frequency of meetings? • Quoracy? • The recording and distribution of minutes? 	Yes Quarterly management group meeting Bi-annual steering group meeting HBA Management convene the meetings, agree the agenda and distribute minutes	
3.4	Does it identify: <ul style="list-style-type: none"> • Each partner's responsibility in terms of: financial liability (i.e. is it limited/ shared? • Who owns any assets and balances resulting from the partnership? • How will the partnership settle disputes? • Exit clauses and a mechanism for other 	Yes. Budgets and contributions are agreed at the end of the current year at the Management Group meeting, which is circulated to all the partners. Any disputes can be dealt with through the HBA Manager and Chief Executive WWT and the Management Group.	

	variations to the agreement? <ul style="list-style-type: none"> Any confidentiality issues? Who will fit the roles of treasurer, secretary, and auditor? 		
	LEGAL RESPONSIBILITIES		
4.1	What provision has been made for compliance with the law e.g. With respect to health and safety, data protection, employment and service specific legislation?	The Wildlife Trust and the County Council	
	FINANCIAL RESPONSIBILITIES		
5.1	Who is responsible for ensuring that financial records are maintained and kept?	The Project Manager reporting to the Chief Executive Warwickshire Wildlife Trust	
5.2	Have required records been defined to ensure that all legal and other obligations are met?	All records of income and expenditure for the HBA are maintained at the Finance Section of the Wildlife Trust.	
5.3	Have arrangements been made for internal/ external audit as required?	Arrangements are made through the Finance Section of Warwickshire Wildlife Trust	
5.4	Have insurance requirements been considered, e.g. personal indemnity, third party, vehicles etc?	All insurance personnel indemnity etc. is covered by the Wildlife Trust insurers.	
5.5	Has advice been sought on the VAT rules applying to the partnership?	VAT does not apply to partner contributions as these are deemed to be grants.	
	PERSONNEL RESPONSIBILITIES		
6.1	Who is responsible for recruiting, employing and training staff?	The HBA Project Manager, The Chief Executive of The Wildlife Trust with the County Council Principal Ecologist on the selection panel. Recruitment, conditions of employment and training is through the	

		Wildlife Trust.	
6.2	Are staff clear about their roles and obligations, e.g. awareness of legal liability and governance framework (particularly important in the case of directors/ trustees)?	Yes .The Wildlife Trust terms and conditions of employment	
6.3	Have staff or members made any declarations where there may be a conflict of interest?	Yes	
6.4	Will partnership employ staff directly or will it expect partners to do it?	The HBA partnership make all the necessary appointments	
6.5	What is exit strategy for staff employed by the partnership?	The standard terms and conditions of employment of the Wildlife Trust who manage all staff HBA contracts	
	BUDGETARY AND ACCOUNTING ARRANGEMENTS		
7.1	<p>Does the agreement include:</p> <ul style="list-style-type: none"> • Arrangements for approving budget? • Arrangements for monitoring expenditure? • Arrangements for dealing with overspends/ underspend? • How any contributions in kind (e.g. staff time or assets employed) are to be costed and included in the cost sharing arrangements? • What administrative/ management costs are to be charged to the partnership on the basis of their calculation? • An agreement by all parties, where the partnership will recover grant income, that they will comply with all the requirements specified 	<p>Yes</p> <p>The Steering Group approves the draft budget in advance, and the Project Manager monitors expenditure with any additional expenditure being approved by the Management Group.</p> <p>All costs are set out in the draft budget, and contributions in kind. The agreement also covers where income exceeds expenditure and the arrangements for paying the lead authority.</p>	

	<p>and will provide the information required?</p> <ul style="list-style-type: none"> • Arrangements for making payments to the lead authority? 		
	MONITORING SERVICE DELIVERY		
8.1	<p>Is there a service plan including profiled budget and performance indicators? If so:</p> <ul style="list-style-type: none"> • How many years does it span? • How regularly will it be updated? 	No	
8.2	How will service delivery be monitored and reported.	By the Senior Planner within Policy, Projects and Conservation through monitoring the delivery of the tasks set out within the Service Level Agreement through communication and attending meetings, and this will be reported annually to the Head of Development Services and relevant Portfolio Holder.	

