

Appendix 1

	File Reference	Leave Blank
Name of partnership	Coventry Solihull and Warwickshire Sports Partnership	
Partners	Warwick District Council & 4 Warwickshire districts / Borough's & Solihull MBC & Coventry City Council & Sport England	
Commencement Date	2000 (TBC)	
Purpose of PARTNERSHIP	To increase participation in sport and physical activity	

	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	Manoj Sonecha
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?	Sport England	
1.5	What are the estimated costs to the council of contributing to the partnership (analysed)?	£4100	
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	
1.7	Are there any other contingent liabilities?	N/A	
1.8	What are other parties contributing to the partnership?	Other csw authorities similar amounts - Sport England £200k p.a. for three years subject to approval of funding applications	

CONTRACTUAL AGREEMENT			
2.1	<p>Is there a contractual agreement which includes:</p> <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 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Coventry City Council are the employing authority</p>	
CONSTITUTION			
3.1	Is there a written constitution?	Yes	
3.2	Does it define a management structure?	Yes	
3.3	<p>Does it cover such issues as:</p> <ul style="list-style-type: none"> • The frequency of meetings? • Quoracy? • The recording and distribution of minutes? 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
3.4	<p>Does it identify:</p> <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 variations to the agreement? • Any confidentiality issues? • Who will fit the roles of treasurer, secretary, and auditor? 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

	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?	Embedded in host authorities processes - Coventry City Council	
	FINANCIAL RESPONSIBILITIES		
5.1	Who is responsible for ensuring that financial records are maintained and kept?	CSW Sport	
5.2	Have required records been defined to ensure that all legal and other obligations are met?	Yes	
5.3	Have arrangements been made for internal/ external audit as required?	WDC Internal audit plan	
5.4	Have insurance requirements been considered, e.g. personal indemnity, third party, vehicles etc?	Yes	
5.5	Has advice been sought on the VAT rules applying to the partnership?	Yes	
	PERSONNEL RESPONSIBILITIES		
6.1	Who is responsible for recruiting, employing and training staff?	CSW sport in collaboration with Coventry City Council	
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	

	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? 	<p>Annual plan produced by CSW Annually</p>	
8.2	How will service delivery be monitored and reported.	Board reports and meetings	

PARTNERSHIP HEALTH CHECK

	Never	Sometimes	Often	Always
Partners can demonstrate real results through collaboration			Y	
Common interest supersedes partner interest			Y	
Partners use the word 'we' when talking about partner matters			Y	
Partners are mutually accountable for tasks and outcomes			Y	
Partners share responsibilities and rewards			Y	
Partners strive to develop and maintain trust			Y	
Partners are pro-actively sharing information they hold			Y	
Partners are willing to change what they do and how they do it			Y	
Partners seek to improve how the partnership performs			Y	
Partners regularly review risks together and work towards mitigation of high risk areas			Y	