

Appendix 1

	File Reference	Leave Blank
Name of partnership	Warwick District Local Sports Network	
Partners	WDC / Central Area School Sports Partnership / CSW Sport / NHS Warwickshire / WCC Division for Young People / Brunswick Healthy Living Centre / Warwick Tennis Club / VP Tennis / Warwickshire College	
Commencement Date	2007	
Purpose of PARTNERSHIP	A Multi Agency partnership with the purpose of developing sport and physical activity in the district	

	CONTROL	COMMENTARY Please refer to supporting documents/working paper references	Lead Officer
	ABOUT THE PARTNERSHIP		Chair of Partnership
1.1	Is the partnership to be a formal or informal one?	Formal group with Terms of reference	
1.2	Have the aims of the partnership been defined?	Yes - Terms of reference agreed	
1.3	Is purpose of the partnership short-term or long-term	current action plan in place until lend of 2012	
1.4	Who is the lead partner?	Currently chaired by WDC, however this may rotate in future years.	
1.5	What are the estimated costs to the council of contributing to the partnership (analysed)?	The network meets 4 times a year and has a detailed action plan	
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?	Their time to develop projects as per the action plan as agreed by the group.	

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>Terms of reference in place N/A N/A Monitoring of the work of the group is done through the action plan N/A</p>	
CONSTITUTION			
3.1	Is there a written constitution?	Terms of reference	
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 Yes 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>No partner financial liabilities No assets N/A N/A N/A No treasurer, auditor role</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?	Each partner organisation to deliver actions via their organisations health and safety / data protection / employment laws.	
	FINANCIAL RESPONSIBILITIES		
5.1	Who is responsible for ensuring that financial records are maintained and kept?	Individual partners to maintain own records	
5.2	Have required records been defined to ensure that all legal and other obligations are met?	N/A	
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?	N/A	
5.5	Has advice been sought on the VAT rules applying to the partnership?	N/A	
	PERSONNEL RESPONSIBILITIES		
6.1	Who is responsible for recruiting, employing and training staff?	N/A	
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)?	N/A	

6.3	Have staff or members made any declarations where there may be a conflict of interest?	N/A	
6.4	Will partnership employ staff directly or will it expect partners to do it?	N/A	
6.5	What is exit strategy for staff employed by the partnership?	N/A	
	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 and will provide the information required? • Arrangements for making payments to the lead authority? 	N/A as no specific accounts	

	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>Action plan in place that run up to 2012 at present</p> <p>Reviewed annually</p>	
8.2	How will service delivery be monitored and reported.	Via action plan and progress column	

PARTNERSHIP HEALTH CHECK

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