

## **Appendix B: Partnership Evaluation Toolkit Example**

### **How to use the Toolkit**

To ensure consistency in application of the Framework, it is recommended a Senior Officer approves the evaluation of the Council's membership of a Partnership (Screening for Impact Decision Checklist). It is suggested that this is the appropriate Head of Service. The completed evaluation form should be taken to Management Team.

Where a representative needs authority beyond the existing Council Constitution/Scheme of Delegation to take part in partnership decision-making, a report will need to be submitted to the appropriate policy Committee. A review of Partnerships will take place following the evaluation and will be reported as appropriate to Policy Finance and Administration Committee. Should a Partnership require an earlier review due to particular circumstances, an evaluation will be completed as required and be part of any specific partnership report.

The toolkit is split into 4 sections and is to be used where there is no existing performance framework, or in addition to that framework if the Council considers this necessary.

**Partnership Details** asks you to provide details of the partnership. Where possible this has been kept to "yes/no" answers.

**Self-assessment Inventory** has 28 questions to complete, based on the following principles:

- Action focus
- Efficiency
- Inclusivity
- Learning and development
- Performance management

**Action plans** arising from partnership assessment is a template which allows you to transfer actions identified in the self-assessment to an action plan for the short term "quick wins" and medium to longer term improvements.

**Summary Assessment** sheet for completion by Melton Borough Council to assess our role.

## PARTNERSHIP DETAILS

**Partnership Name**                      **Melton Community Partnership**

**Main functions of the partnership:**

	Yes	No	Don't know
Will the partnership contribute to streamlining existing partnerships?	Yes		
Dedicated partnership budget (enter amount)	N/A		
Number dedicated staff	1		
Influence over resources (enter amount)	Yes- unknown		
Other (e.g. in kind) – please state	Yes		
Name of reviewer	Amy Scoins		
Date of assessment	4/6/2015		

## SELF-ASSESSMENT INVENTORY

### 1. Action Focus

For responses please rank below 1 to 5-

1. No or don't know
2. Yes, sometimes but not consistently
3. Yes, but there is room to improve
4. Yes and we can demonstrate real benefits
5. We are excellent at this- improvement is not a priority

### Issues

- **How the partnership establishes common priorities, targets and agreed actions and milestones, leading to demonstrable improvements against measurable targets**
- **How is the Partnership focussed on delivery: is the Partnership producing tangible and relevant outcomes for local people and improving the quality of lives?**

	Rating 1-5
1.1. Does the Partnership have a clear, agreed long-term vision of what it wants to achieve?	5
1.2. Does the Partnership have a shared set of values to which all members subscribe?	3
1.3. Does the Partnership add value to the sphere of work it is contributing to and ensure that it is not working in isolation?	4
1.4. Does the Partnership use feedback from the local community	4

to identify need?	
1.5. Does the Partnership encourage innovation and improve processes?	4
1.6. Does the Partnership have a positive impact on the way services are delivered?	4

### Qualitative Assessment

<p><b>Things we do well:</b></p> <p>The MCP works to develop positive relationships and promotes communication between services in order to share information, resources and address the priorities at a strategic level in the Borough for the benefit of our community. We also look at what local people need and want for their area, in order to effectively empower them to achieve their aspirations.</p> <p>Actions from meetings are minuted and noted in an action table, with updates/outcomes on each action given at the next meeting to ensure follow-up.</p> <p>The partnership has a clear vision, aims and priority objectives which are set out in the latest Sustainable Community Strategy.</p>
<p><b>What things we could do better:</b></p>
<p><b>Recent improvements we have made:</b></p> <p>The Sustainable Community Strategy 2015-2025 was recently refreshed and approved by the Partnership, which will act as a key document for the Partnership. The strategy will allow organisations that work in the community, and the community itself, to work together efficiently towards a common goal to improve quality of life. It will also enable them to measure their progress over time to ensure the strategy is proving successful. This strategy outlines a long term vision and aims for the area for the next 10 years until 2025.</p>
<p><b>What things should we start doing:</b></p> <p>Partners involved in the Partnership must take ownership of delivering real change in the local community, to support its resilience and development into the future.</p> <p>Expectations need to be made clear regarding delivery requirements, especially where there is funding of certain activities involved.</p>
<p><b>Our innovative approaches:</b></p>

**What things we should stop doing:**

## **2. Efficiency**

### **Self-assessment inventory**

For responses please rank below 1 to 5 (as above)

#### **Issues**

- **How the Partnership helps to rationalise arrangements and ensures that resources are used as productively as possible.**
- **Is the partnership going about its business in an orderly manner with organisational arrangements which are fit for purpose?**

	<b>Rating 1-5</b>
2.1. Have available resources been matched against the Partnership's plans?	<b>5</b>
2.2. Given its objective, does the partnership have the right balance between strategic and operational activities?	<b>4</b>
2.3. Do Partnership members reflect the views of the membership of the organisations they represent?	<b>5</b>
2.4. Does the Partnership have effective support and administrative arrangements?	<b>4</b>
2.5. Are meetings effective, timetabled and arrangements in place for communications between meetings?	<b>4</b>
2.6. Has consideration been given to the lifetime of the Partnership and whether it should continue? Is this regularly reviewed?	<b>4</b>

#### **Qualitative Assessment**

##### **Things we do well:**

Meetings are timetabled well in advance to allow a good attendance from partners and ample opportunity to comment on documents or consultations, as well as the offer of agenda items.

##### **What things we could do better:**

Further linkages between projects/work streams need to be recognised and utilised to improve efficiency and reduce duplication of work.

<b>Recent Improvements we have made:</b>
<b>What things we should start doing:</b> Improved/more formalised communication between meetings.
<b>Our innovative approaches:</b>
<b>What things we should stop doing:</b>

### 3. Inclusivity

#### Self-assessment Inventory

For responses please rank below 1-5 (as above).

#### Issues

- **How the Partnership actively involves all key players, including the public, private, community and voluntary sectors and service users.**
- **Is the Partnership inclusive? Are all relevant stakeholders and all sections of the community engaged and have a voice in the Partnership? Is their engagement proportionate?**
- **Is the Partnership Transparent and open to scrutiny? Does it reflect participative democracy?**

	Rating 1-5
3.1. Does the Partnership ensure that its membership reflects the purpose of the Partnership?	5
3.2. Does the Partnership ensure that all the partners have the capacity to be fully engaged in the Partnership?	5
3.3. Is the management and chairing of the Partnership able to provide an inclusive and impartial overview?	5
3.4. Does the Partnership work democratically and is it accountable to stakeholders?	4

3.5. Are the Partnership's decisions open to scrutiny? E.g. open meetings, minutes recorded and publically available?	5
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### Qualitative Assessment

#### Things we do well:

The partnership is well represented by a number of agencies from across local industries and service, who all contribute to the meeting and to actions as and when required.

Meetings are organised well in advance to allow a good attendance from partners, with the offer of agenda items.

Minutes and agendas are made publically available from the partnership's website.  
[www.meltonpartnership.co.uk](http://www.meltonpartnership.co.uk)

Members of the public are able to attend as observers.

#### What things we could do better:

Engagement and attendance is higher from some partners than it is others.

#### Recent Improvements we have made:

#### What things we should start doing:

Focus engagement to partners who are less involved in the partnership.

#### Our innovative approaches:

#### What things we should stop doing:

## 4. Learning and Development

### Self-assessment Inventory

For responses please rank below 1-5 (as above):

## Issues

- **How the Partnership builds on best practice from other partnerships and encourages learning and development across all sectors and partners.**
- **Is the Partnership innovative? Is it open to learning and new ways of doing things?**
- **Is the Partnership Sustainable? Has the Partnership capacity to deliver and make changes over a period of years?**

	<b>Rating 1-5</b>
4.1. Does the Partnership learn from and disseminate best practice?	<b>4</b>
4.2. Is appropriate use made of the wide range of skills and expertise of Partnership members?	<b>4</b>
4.3. Does the Partnership learn from stakeholders and apply this to service improvement?	<b>3</b>
4.4. Does the Partnership find out why members leave or fail to engage with the Partnership and learn lessons for the future?	<b>3</b>
4.5. Is the Partnership able to adapt to a changing environment?	<b>3</b>

## Qualitative Assessment

### **Things we do well:**

Within the partnership ideas, experiences and projects are often shared as to best practice.

Since the previous 2008-2013 Sustainable Community Strategy was published the Melton Community Partnership have been working together with the community towards achieving those ambitions and have made progress by getting more partners involved, developing more efficient ways of working together, and expanding the work we do.

### **What things we could do better:**

### **Recent Improvements we have made:**

**What things we should start doing:**

Requesting feedback from members of the partnership as to what could be done better/what improvements could be made as to how the partnership is run and administrated.

**Our innovative approaches:**

**What things we should stop doing:**

**5. Performance Management**

**Self-assessment inventory**

For responses please rank below 1-5 (as above):

**Issues**

- **How the Partnership manages its performance in relation to its aims and objectives**
- **Is the Partnership accountable? Does its operation represent good practice, with clarity on accountability?**

	Rating 1-5
5.1. Does the performance management process include clear milestones, outcomes, indicators and delivery dates?	4
5.2. Is the financial position monitored and reported regularly to the partnership?	1
5.3. Do partners deliver what they've signed up to do?	3
5.4. Are partners resources (including buildings and staff) effectively used to meet the aims of the partnership?	4
5.5. Do partners share information to support planning and management?	4

**Qualitative Assessment**

**Things we do well:**

The partnership will use a variety of key indicators to ensure that the Sustainable Community Strategy is being effective. These indicators will be focused on each of the key priority indicator areas, including national Census data, along with resident opinion surveys. Indicators from various other key strategies which feed in to the Action Plan e.g. the Corporate Plan, will also be taken into account to ensure continuity between key Council documents.

The MCP will be monitoring and reviewing the progress of the strategy at the quarterly meetings, chaired by the Leader of the Council.

**What things we could do better:**

**Recent Improvements we have made:**

**What things we should start doing:**

**Our innovative approaches:**

Co-ordinating monitoring of progress with other key/linked strategies and policies to ensure consistency of results and outcomes.

**What things we should stop doing:**

**Proposal to Management Team**

**ACTION PLAN ARISING FROM PARTNERSHIP ASSESSMENT**

**Date** 4/6/2015

Partnership Name: **Melton Community Partnership**

Short term/ quick wins	Implement short term actions identified in the Sustainable Community Strategy action plan.
Medium Longer term improvements	Fully implement and monitor progress of medium/long term actions identifies within the Sustainable Community Strategy action

	plan, ensuring regular updates are obtained from delivery groups.	
Action- key finding of assessment	Continue to be innovative and ensure that principles are maintained.	
Actions to deal with emerging nature of Partnership  Actions to deal with a languishing Partnership		
Outcome- an improvement		Deadline:
Resources- what is required to achieve the outcome (e.g. money, time, etc).		
Responsibility- person/group		
Target- what will be achieved	Performance Measures/Milestones	
Lead Officer  <b>Amy Scoins</b>	Date  <b>4/6/15</b>	