Partnership Agreement

**Breckland Collaboration Meeting**

1. **Parties to the Agreement:**

Breckland Council, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE

And

[*Agency name and address*]

1. **Background:**
2. The Partnership Agreement (“the Agreement”) formalises the arrangements of the Breckland Collaboration Meeting (“the Collaboration”) to work in a multi-agency partnership, to provide better outcomes for those referred in.
3. The Collaboration’s objectives are to empower families and individuals to develop capacity and resolve their emerging problems, by providing early intervention support, information, advice and guidance. The consensual sharing of information between partners can address wider needs and ensure appropriate and timely support is provided.
4. Partners will provide ongoing support to the Collaboration, which will include sharing knowledge, skills and expertise. Commitment will be made to attend meetings consistently and officers will take a proactive approach to case progression.
5. All partners will be advocates of Collaboration and actively promote its work and objectives.
6. **The Commitments of the Council:**
7. To facilitate the Breckland Collaboration Meeting and periodically review its processes and functionality.
8. To accept that support provided by partners may be subject to slight change once the term commences.
9. To adhere to the same guidelines as outlined in ‘The Commitments of Partners’ when internal services refer into the Collaboration.
10. **The Commitments of Partners:**
11. Service Provider Organisations agree to adhere to the ‘Confidentiality and Information Sharing Agreement’ as outlined below (5).
12. To enter into a multi-agency partnership to fulfil the objectives of the Collaboration. All parties shall remain for the entirety of this Partnership Agreement, independent agencies and will have the rights and abilities as such. Partners remain responsible and accountable for decisions on their own services and the use of their own resources.
13. Facilitate timely and positive outcomes for cases, proactively removing barriers to support.
14. To be present to share new cases and retain responsibility for their outcomes, reporting case progress to the partnership and further action required.
15. In the event that the referrer is unable to attend the Collaboration Meeting, an alternative agency representative should attend with an appropriate update.
16. To maintain responsibility for accurate and up to date information on each case and its outcomes.
17. To deliver agreed actions, using the methods and processes appropriate for the service.
18. To research cases and carry out background checks ahead of the meeting, where relevant.
19. To comply with all GDPR, Consent and Information Sharing Agreements, as required by the Collaboration.
20. To carry out any relevant business to facilitate the meetings, which could include but is not limited to, chairing the meetings, updating case notes and providing meeting space.
21. **Confidentiality and Information Sharing Agreement:**
22. All parties acknowledge that during the term of this agreement they may become aware of information that is confidential or private in nature. By acknowledging the above, the parties also agree to keep all information obtained during this Partnership Agreement private as deemed so.
23. This Agreement facilitates the exchange of information between the parties for the purposes of implementing the Breckland Collaboration Meetings.
24. Partners and Service Provider Organisations confirm that their staff and practitioners have a working knowledge of this Agreement and the documents contained in the Partner Connect Pack, in particular the Multi-Agency Co-Location and Information Sharing Agreement (Appendix 2).
25. Any personal information collected by partners will only be used for the purposes stated on the relevant consent or referral form.
26. Partners and Service Provider Organisations are fully GDPR (General Data Protection Regulation) compliant in their handling and processing of information.
27. **Management & Representation:**
28. All parties shall appoint a minimum of 1 designated individual to represent the agency and manage their commitment to the partnership, as outlined above.
29. Partner representatives are responsible for ensuring the commitments they make to the Collaboration on behalf of their own organisation can be fulfilled and provide feedback to their organisation on the business of Collaboration.
30. **Entire Agreement:**
31. This Partnership Agreement along with any appendices shall for all considerations be the entire agreement.
32. Upon entering into this Agreement, any and all previous Agreements between the parties in either written or oral form shall be considered void.
33. **Duration of Agreement:**
34. This agreement commences 1st August 2022 and is subject to periodic review.

Prior to the end of this agreement, an opportunity for extension will be reviewed and agreed as necessary.

1. **Severability:**
2. If any condition within this Partnership Agreement is found to be invalid or unenforceable, the parties shall obtain the right to replace said condition with a similar enforceable provision, as deemed necessary.
3. Upon substitution of any conditions in this agreement, all other conditions will remain in full effect and not be altered.
4. **Agreement:**
5. This Partnership Agreement is hereby acknowledged and approved by both parties.

**Organisation & Service: …………………………………………………………………………………………….**

**Print name: ……………………………………………………………………………………………………………**

**Role within organisation: …………………………………………………………………………………………...**

**Signature\*: ………………………………………… Date: …………………………………….**

**\*If unable to sign, by completing the above information you confirm that you are the person stated and have the appropriate authority to sign this agreement.**

**Organisation & Service:** Breckland Council, Communities

**Print name:** Sophie Soto

**Role within organisation:** Community Team Leader

**Signature\*: ………………………………………… Date:** 03/08/23

**\*If unable to sign, by completing the above information you confirm that you are the person stated and have the appropriate authority to sign this agreement.**