



BRACKNELL FOREST COUNCIL PARTNERSHIP SELF ASSESSMENT TOOL

This assessment should be completed by all partnerships identified on the Bracknell Forest Council Significant Partnerships Register each year¹.

Name of Partnership

Prevention and Self-Care Board

Period covered by this Assessment

FROM: 1 April 2016

TO: 31 March 2017

Does this Partnership have a statutory requirement to complete a different Annual Assessment?

YES

NO

x



If yes, name of Statutory Assessment (e.g. Self Assessment tool for Children's Trust Boards)

¹ The Register is held by Democratic Services and identifies significant partnerships in terms of decision making, resources or funding.

1.0 Partnership Information Sheet

Name of Partnership Link Officer	Matthew Clift
Name of contact for Assessment if different from above	-
Date Assessment completed	February 2016
Contact Email address	Matthew.Clift@bracknell-forest.gov.uk
Contact Telephone number	01344 352765

This assessment has been approved and signed off by:
(Indicate/comment as appropriate)

Partnership Chairman	
Partnership Lead Officer	
Partnership Board	02/03/2016

2.0 Purpose of this assessment

The Council enters into a range of partnerships with other groups and organisations and has agreed a Partnership Governance Framework and Toolkit² to ensure that appropriate governance arrangements are in place for new partnerships and to ensure that those processes are reviewed to ensure that the partnerships are working effectively.

The toolkit identifies the need for the Council to establish a Partnership Register and for those partnerships on the register to be reviewed annually. The purpose of review is to:

- Ensure that appropriate governance arrangements are in place;
- Ensure that the partnership is still appropriate to achieve its stated purpose; and
- Ensure that the way in which the partnership works, i.e. its practices and procedures, remains effective.

3.0 Steps to Completing this Assessment

1	Identify your lead officer responsible for the production of the assessment (usually the Partnership Link Officer)
2	Agree with the partnership the roles and requirements in completing the assessment – if appropriate.
3	Agree dates for stages of assessment
4	Collate data/undertake discussions to complete assessment (the self assessment should be undertaken initially by a minimum of the Partnership Chairman and Lead/Link Officer before being passed for approval to the whole Partnership)
5	Agree assessment with Partnership Chairman/Partnership
6	Publish assessment at least once per year
7	Ensure that copies of the assessment are submitted to the Head of Performance and Partnerships and the Borough Solicitor of the Council.

² Agreed by the Council's Corporate Management Team in October 2008 and available on the Council intranet

4.0 Some points to note:

4.1 A traffic light system is used to indicate the progress being made for each issue:

Green Relevant processes/protocols are in place and/or good progress is being made

Amber Some progress is being made to resolve issues in this area, but the processes are at risk

Red the relevant processes/protocols are not in place and/or no progress on this issue is being made.

4.2 Comparison to previous years – for the purposes of a quick progress guide from year 2 onwards, partnerships are asked to indicate whether the situation has improved/not changed/worsened from the previous year through the use of three cut and paste symbols.

4.3 There may be some issues which are not relevant to your Partnership. If this is the case please indicate where appropriate.

4.4 There is a free text box provided at the end of this form, please use this for any additional comments. If the Partnership has met its objectives and the proposal is to terminate it then please indicate this in this box.

5.0 What happens next?

5.1 The Assessment should be used as a practical tool by the Partnership to ensure that the aims and objectives of the Partnership are being achieved. Through the assessment the Partnership should be able to establish:

- Whether all partners remain clear as to the purpose of the Partnership
- Whether all partners are clear on roles and responsibilities
- Are resources being used effectively – are there any gaps?
- Are the objectives being achieved?
- Has the purpose of the Partnership been achieved or superseded and therefore is it appropriate to end the Partnership (in which case a report to this effect should be submitted to Corporate Management Team)
- Is there any other action required to make sure that the Partnership meets the requirements of the toolkit

6.0 Further Information:

For further information on completing this Assessment please contact either a member of the Performance and Partnerships Team or the Borough Solicitor.

7.0 Partnership Self-Assessment Form

Response Please insert the answer to the question being posed, including notes of any evidence/decision dates/supporting documents to support this answer

Progress Please cut and paste the appropriate traffic light (Green, Amber or Red) referring to the definitions provided in paragraph 4.1



Green



Amber



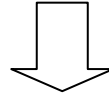
Red

Comparison with last year Please cut and paste the appropriate symbol (better, worse or no change) compared with previous year (only for use in second and subsequent years)

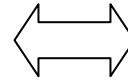
=



better











worse



no change

Summary of actions agreed Please insert any actions agreed by the partnership to resolve issues highlighted (include a lead officer and target completion date for each action identified)









Question	Response	Progress <i>(cut and paste appropriate traffic light)</i>	Comparison with last year <i>(cut and paste appropriate symbol)</i>	Summary of actions agreed
Legal status				
Is there clarity on the legal status of the Partnership?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<p>The Prevention and Self-Care Programme Board is a strategic group that oversees the projects within the Programme to ensure the vision is consistent with and delivering against outcomes identified in the Prevention & Self-Care Strategy and the Health & Wellbeing Strategy. This in turn helping the Council to meet its preventative responsibilities as set out in the Care Act 2014. The Prevention and Self-Care Programme Board is also a sub-group of the Better Care Fund Programme Board and is subject to its governance.</p>
Is there an agreed terms of reference or legally binding agreement which sets out a clear purpose and clarity of expectation of the partnership members?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<p>The terms of reference for the Prevention and Self-Care Board and Steering Group have been agreed and are in place. Both sets of terms of reference were last reviewed in January 2015 and are due to be reviewed in 2016. These terms of reference enable the</p>





Question	Response	Progress <i>(cut and paste appropriate traffic light)</i>	Comparison with last year <i>(cut and paste appropriate symbol)</i>	Summary of actions agreed
				delivery of key Better Care Fund objectives.
Composition				
Is the partnership realistically sized and resourced?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The partnership has representatives from all of the major stakeholders and has adequate and appropriate patient and public representation. The Board is adequately resourced through its dedicated budget derived from the Bracknell Forest Better Care Fund.
Does it contain the right mix of skills and knowledge to get the work done?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The Board members have a vast array of skills and experience linked to the preventative Health and Wellbeing agenda. Other representation may be sought to report on specific projects from the programme. Guests may be invited once nominated and seconded. Co-optation of further members requires a motion being put to the Board and a majority vote.

Question	Response	Progress <i>(cut and paste appropriate traffic light)</i>	Comparison with last year <i>(cut and paste appropriate symbol)</i>	Summary of actions agreed
Is relevant secretariat and other support in place to support effective working?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Secretariat and other support is given to the Board by the Joint Project Manager for Prevention and Self-Care and other Council staff.





Delivery and Performance











Does the partnership have clear objectives and SMART targets?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Outcomes and targets on Level 2 Prevention and Self-Care work are derived from the JSNA, Better Care Fund and Care Act 2014.
Does the partnership have a credible evidence base to support its objectives and SMART targets?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Evidence base for the partnership is held by the Better Care Fund Programme Board.
Does the evidence base include an understanding of the diverse needs and interests of all sections of the community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Detailed as part of the partnership's Equality Impact Assessment and the Health and Wellbeing strategy.
Are there action plans in place to deliver targets and objectives with clear responsibilities for partners?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The Prevention and Self-Care work plan for 2016/17 was agreed by the Board in September 2015.
Do partners champion the objectives of the partnership within their own organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Updates on Partnership Projects are reported and promoted within partner organisations through meetings and reports for example on a quarterly basis







Question	Response	Progress <i>(cut and paste appropriate traffic light)</i>	Comparison with last year <i>(cut and paste appropriate symbol)</i>	Summary of actions agreed
				at the Bracknell and Ascot Clinical Commissioning Group GP Council.
Is there a robust performance framework which enables the partnership to manage progress towards delivering both actions and outcomes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The performance framework for this partnership is set out as part of the Bracknell Forest Better Care Fund governance.
Are arrangements in place to identify and tackle areas of underperformance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The Board and Steering Group regularly monitor and steer overall outcomes for the Programme at meetings and via ad-hoc communication.
Are there examples of achievements over the last year that have been delivered as a result of the partners working together rather than as individuals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The achievements are published on the public websites of partnership organisations and through published reports for example the Self-Care Week 2015 Report and collaboration with HealthMakers etc.
Finances and Resources				
Are financial monitoring arrangements robust, clear and understood?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Financial monitoring of the Prevention and Self-Care budget is provided by the executive of the Prevention and Self-Care Steering Group as well as the budget being a regular item on Board and Steering Group meeting



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				agendas. Auditing of the budget is carried out as part of the wider auditing of the Bracknell Forest Better Care Fund.
Have procedures for managing and monitoring pooled budgets and resources been developed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The pooled budget is regularly monitored by the Better Care Fund Programme Board.
Are partners clear where accountability lies for managing resources and the spending of funds?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The Partnership's Steering Group has responsibility for all spend of the budget and any budgetary decisions must be made or agreed by a member of each partner organisation.







Risk assessment and management

Is there a joint risk register which scores risks and assigns risk owners to each risk?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Programme risks are managed via, and populate the Bracknell Forest Council Better Care Fund Risk Register
Does the partnership obtain assurances about management of those risks (e.g. by identifying mitigating controls and actions to	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Mitigating risk actions have been identified and documented on the Bracknell Forest Council Better Care

Question	Response	Progress <i>(cut and paste appropriate traffic light)</i>	Comparison with last year <i>(cut and paste appropriate symbol)</i>	Summary of actions agreed
address the risks)?				Fund Risk Register. These actions are reviewed and updated on a monthly basis.
Are business continuity plans in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			N/A – Partnership based on project working.
Conduct and behaviour				
Is there an agreed Code of Conduct for partners that is signed by all Members and enforced?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			There is not a code of conduct specific to this partnership. However the Better Care Fund and signed section 75s cover this area for the Board.
Are the roles and responsibilities of individual partners clear?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The roles and responsibilities of the Board members are defined within the terms of reference.
Are there training opportunities for partners in relation to the aims of the Partnership?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Training of individual Board members is the responsibility of their parent organisation. However the Board has arranged training for Board members including MHFA and Volunteer Training.
Does the partnership have effective procedures for resolving disputes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			There is not a dispute resolution process in place for this partnership.

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Equality and Diversity				
Has the Partnership carried out Equality Impact Assessments (EIA) on its key policies and plans?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			A full EIA of the Prevention and Self-Care Programme was carried out during 2015 and has been made available on partners' website. This is reviewed on a yearly basis.
Communication				
Is the partnership communicating well with its partner agencies (incl Council Members), stakeholders and communities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The monthly progress of the Programme's projects is reported to the Bracknell Forest Better Care Fund. These reports are made available to stakeholders via member organisations' websites. Public events such as Self-care Week also act as a communications avenue for the Board to present messages to the wider public.
Are the agendas, minutes, papers and decisions taken by the partnership communicated to stakeholders and the wider public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The agendas and minutes for both the Steering Group and Board meetings are available to stakeholders via member organisations' websites. However they are not openly available to the public as of yet.

Question	Response	Progress <i>(cut and paste appropriate traffic light)</i>	Comparison with last year <i>(cut and paste appropriate symbol)</i>	Summary of actions agreed
Is information on performance in delivering priorities easily accessible by residents?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Performance and budget reporting are made against activity funded, explicitly or jointly, by the Prevention & Self-Care budget, and other relevant areas where requested.

Auditing and Scrutiny				
Are internal auditing arrangements for the partnership clear?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Internal auditing arrangements are clear with auditing taking place regularly at Steering Group and Board meetings.
Does the partnership have any external review or monitoring mechanisms?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			The Better Care Fund Programme Board has sight of the reports reviewed and produced by both the Prevention & Self Care Steering Group and Board.
Has the partnership agreed its relationship with all elected members in their representational and scrutiny roles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			This partnership does not have an explicitly agreed relationship with all elected members in their representational and scrutiny roles. However Board representatives are expected to conform with their parent

Question	Response	Progress <i>(cut and paste appropriate traffic light)</i>	Comparison with last year <i>(cut and paste appropriate symbol)</i>	Summary of actions agreed
				organisations arrangements when communicating with members. The Board is accountable to the Health and Wellbeing Board which is chaired by the Executive member for BFC ASCHH.
Please add any additional comments in the space below:				