

Working together in partnership

Checklist for good practice in partnership

- 1 Everyone has something to gain - it's a 'win-win' situation.
 - all stakeholders know what they stand to gain by their participation
 - this is clearly stated and written
 - there is a 'mission' that is supported by all partners and translated into aims.
- 2 There are clear outcomes - a shared goal.
 - all partners have an agreed, shared understanding of the anticipated results/ effect of the work the partnership is undertaking the objectives have measurable benefits.
- 3 A lead agency is agreed - for specific times and tasks.
 - all partners agree who leads; there may be different leaders for different tasks/times.
- 4 There is agreement and clarity about who is funding which parts of the work.
- 5 An information strategy is in place - a plan to communicate.

For this to be effective you will need to:

- agree how partners/stakeholders will be informed
 - know who else should be informed
 - establish mailing lists of partners, stakeholders and others who need specific information
 - agree how decisions will be shared provide information in plain, appropriate language.
- 6 Adapt to change.
 - remember, the needs you are meeting and the context in which you will be working will change. Be alert to this and flexible enough to adapt.
 - 7 Regular management meetings and meetings with other stakeholders.
 - this is essential to make sure that there is proper accountability for decisions and feedback from the work that you do.
 - 8 Monitor the work that is done and have the whole partnership evaluate progress.

Do this at planned intervals that are suitable to the work you are doing.

If you do it too frequently it will become draining and be a bore. If you leave it too long, things might be going wrong without you knowing. As a rule most organisations evaluate annually.