

Appendix 1

Schedule for Implementation of Partnership Governance Toolkit within Denbighshire County Council

Action	Start Date	Expected End
Stage 1: Development	8 February 2012	
Development of a Partnership Governance Toolkit with a view to fully scoping partnership working in Denbighshire County Council.		
Stage 2: Consultation and Feedback	13 February 2012	30 April 2012
To communicate the Toolkit to Partners on the current Partnership Register, and main partners, for their consideration including a self review to identify high and moderate significance partnerships where relevant		
To collate score cards and business case checklists from Partners' self review in order to update current Partnership Register		
To review and amend guidance in line with feedback from Partners and to act upon any feedback issues		
To support Services with their review of partnership arrangements		
Stage 3: Implementation	1 May 2012	31 August 2012
Roll out final version of Toolkit, send to remaining partners with Denbighshire County Council to provide guidance and support		
To develop the draft review process documentation for monitoring period September onwards		
To develop Intranet link to all documentation for future use		
To consult with the Partnership Coordinators on the draft self review process documentation for high and moderate significant partners		
To publish an up to date Partnership Register		
To amend County Council Constitution regarding partnership arrangements.		
Stage 4: Monitoring	1 September 2012	30 April 2013
To improve strategic partnership governance and performance by undertaking a "Health Check" to review significant partnerships		
To use data collected from Health Check to update the Partnership Register (annual updates thereafter)		
To implement an annual schedule to ensure Partnership Register and Partnership Governance Toolkit are relevant and fit for purpose		