Significant Partnership Assessment Form

This form should be completed for each of the partnerships identified as being significant to the Council. This should be completed by the Council's lead officer to the partnership and should be updated on an annual basis. Once completed, a copy should be forwarded together with the risk register for that partnership (where the partnership has been assessed as being high risk) to the Performance Monitoring Officer (Business Improvement) who maintains a centralised record of all the significant partnerships in which the Council is involved and the associated risks.

Name of partnership	Maldon District Business Partnership	
Main purpose of partnership Partners:	To bring together key organisations and businesses working in various sectors with the aim of providing investment and jobs in the District. This group links with the Local Enterprise Partnership key activity. • MDC • Various local businesses sector reps	
	 Essex Chamber of Commerce Essex Federation of Small Businesses Dengie Project Trust 	 Council for Voluntary Services Mid Essex Enterprise Agency NWES Plume School
Who is the lead partner?	Maldon District Council, business members of the partnership undertakes the Chairing role.	
How was the Council's membership to the partnership approved?	The partnership was set up in 2008 by MDC which was approved by P&L Committee	
Which MDC officers are involved?	Economic Development Officer, Strategic Director Involvement with the partnership is a	
What is their role in the partnership?	fundamental part of the EDO's role. EDO is responsible for dialogue and engagement with partners, administration and projects.	
How are they appointed to the	Nominated via members organisations when invited to join.	

partnership?	
How do they report back to MDC?	Notes are kept although no formal or regular update on the performance of the partnership to MDC. The EDO will include relevant items in the Members' bulletin or report to P&L when appropriate.
Which, if any, MDC Members are involved?	Two Councillors nominated by P&L, currently Cllrs Delderfield & Miss Lewis
What is their role in the partnership?	They contribute to the partnership which provides the opportunity to have direct contact with local businesses and be aware of investment opportunities and issues.
How are they appointed to the partnership?	MDC Members are appointed through P&L Committee
How do they report back to MDC?	Access to Partnership notes available on the I drive .
Strategic	
What are the main objectives of the partnership?	To bring together key organisations and businesses working in various sectors with the aim of providing investment and jobs in the District. The new LEP requires a focus on private sector investment.
How do these contribute to MDC's priorities?	The work and objectives of the partnership contribute to the corporate goal of "Protecting and shaping the District and balancing the future needs of the community" and in particular the outcome of "A diverse, sustainable and vibrant local economy".
Governance	
Is there a formal partnership agreement between the members of	The partnership has Terms of Reference (held by the EDO). These are reviewed annually at the partnership's annual general meeting which is usually held in March/April.

the partnership? If so, a copy should be retained (MDC Internal Audit may need to see this when reviewing the Council's governance arrangements).	
What information/data is shared between members of the partnership?	Economic activity data is shared which is in the public domain.
How is the quality of this data ensured?	NOMIS, Insight East and Essex Economic Impact Assessment
Is there a data sharing agreement in place or does this fall under the Essex Trust Charter?	Information which is shared is in the public domain. Ad hoc approval to share other information would be gain when required.
Financial	
What are the estimated annual costs to	At this time there is no direct payment/contribution from MDC to this partnership.
the Council of contributing to the partnership?	The EDO seeks sponsorship when possible. Any costs that are incurred which are not covered by sponsorship are taken from the Economic Development budget. Any key key
Financial:	projects undertaken or instigated through the partnership would make a business case before a decision is taken on going ahead and external funding would usually be sought for
Staff resources:	these projects.
Use of meeting rooms:	The main MDC resource is that of staff time of the EDO.
Equipment etc.:	None provided, generally seeks to use partners IT equipment
Managing Performance	
How is the performance of the	Its activities are directed by the Essex Economic Strategy (which links to the Regional
partnership monitored?	Strategy), the Community Strategy and the Council's Corporate Plan and draft Economic Prosperity Strategy (EPS).

Is there a business plan? How frequently does the partnership review performance against targets/milestones?	There is no formal business plan developing 2012 in line with EPS. Performance are loosely monitored through notes.	
Assessing and Managing Risk		
Has the partnership been assessed as being Low or High Risk?	Low	
If the partnership is "High" risk, has a risk register been completed detailing the risks to MDC of participating in this partnership?	N/A	
What date was this completed?		
When is the next review of this risk register due?		
When was the last review of progress against the mitigating actions?		
What are the risks to the Council of it	Lack of investment	
not being involved in this partnership?	Reduced job opportunities	
	 Reduced engagement with local businesses Reduced input from businesses into Council decisions 	

Next assessment due	May 2012
Completed by	Julia Bawden/Jenny Lewsey
Submitted to /Approved by	N/A
Data Giorepleted	15/02/11

APPENDIX 3

Copy sent to Performance Monitoring	29/02/12
Officer	