



## **Compact Toolkit: Statutory Partners**

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### **What is the Toolkit?**

The Richmond upon Thames Compact Toolkits are designed to support statutory and voluntary sector partners to work better together and demonstrate how they are meeting the Compact commitments. Contained within the Toolkits are our shared commitments against the outcomes we are looking to achieve from agreeing to the Richmond upon Thames Compact.

The commitments contained in the Toolkits are not definitive and it is envisaged will change and adapt over time as new challenges and opportunities emerge. There may also be additional commitments that you identify which are relevant and better demonstrate good partnership working.

### **Who is this Toolkit For?**

This Compact Toolkit is for anyone looking for guidance on how to ensure their work programmes, projects and partnerships with the voluntary sector meet the outcomes of the Compact. It can be used by individual officers, teams and managers, as a quick and effective checklist for good partnership working.

### **How to Use it**

The Compact Toolkit is a flexible tool that can be used across the organisation and is a way of cross referencing your work programmes with the Compact commitments. Examples of how the Toolkit can be used are:

- Staff inductions and training
- Project planning for programmes which impact on the voluntary sector and wider partners
- At the beginning of the project management process to help you think about the areas that need to be addressed; it can be used during the programme delivery as a quick check to ensure you are on track for meeting those commitments and at the end of a project to demonstrate how well you have met the commitments, and key learning points for the future.

- The Compact touches on many different aspects of the Council's work and can relate to public consultations, commissioning and procurement strategies, quality assurance and priority setting.

## **How will the information from the Toolkit be used?**

The Toolkit is an internal document which can be used and shared within teams and departments. You do not have to share it more widely, but can do so if you wish. However, one of the commitments of the Council is that we will report our Compact challenges and successes to the Compact Review Board. Each directorate will be approached to ask them how well they have met the commitments in the Compact and to cite examples. The Toolkit will be a good reference point for you to be able to describe your Compact achievements.

## **Further information**

For further information and guidance please contact Melissa Watson, Voluntary Sector Partnership Manager, [melissa.watson@richmond.gov.uk](mailto:melissa.watson@richmond.gov.uk), tel: 020 8487 5225.

## Compact Checklist Summary

Select the outcome that applies to your organisation or project and use the list of indicators as a checklist.

	<b>Compact Outcomes</b>
<b>1</b>	A strong, diverse, sustainable and independent voluntary and community sector
<b>2</b>	Active partnership working and collaboration producing synergies in how we work together
<b>3</b>	Effective services which value diversity and equality, and provide a healthy marketplace
<b>4</b>	Effective and transparent services are developed through taking into account a wide range of views and experiences, including service users, potential users and their carers
<b>5</b>	Responsive and high-quality services enabled through appropriate and proportionate commissioning practice
<b>6</b>	Value for money for residents
<b>7</b>	Change is managed well.

# Compact Checklist: Statutory Partners

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There are many different kinds of partnership. The Richmond upon Thames Compact sets out some general principles for joint working which will underpin and support your specific partnership arrangements.

Use the Compact Checklist to test whether you are meeting the outcomes of the Compact.

## Outcome 1: A strong, diverse, sustainable and independent voluntary and community sector

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why.
Respect the independence of the voluntary sector and its right to campaign.	
Recognise the need for ongoing investment in the infrastructure that supports the voluntary sector.	
Take account of the added value that volunteering brings.	
Data is shared and information is accessible.	
Consideration is given to the range of ways that voluntary sector organisations can be supported.	
Account is taken of the voluntary sector marketplace when commissioning services.	

## Outcome 2: Partnership working and collaboration

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
Wherever possible common goals, aspirations and objectives are developed and actions agreed to deliver progress.	
The contribution of all stakeholders, including those who are not part of a formal partnership, is valued.	
We are inclusive of other organisations when developing policy or services and ensure that representation is appropriate.	
We ensure that no group dominates a specific partnership.	
We recognise that groups are free to choose whether to enter into a partnership and collaborate with others.	
Best practice is shared and we inform each other of our key priorities.	
We provide advance notification when policies are going to be changed, to allow all partners to engage and comment.	

## Outcome 3: Valuing diversity and promoting equality

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
All stakeholders have an equal voice and are treated with respect and fairness. Support is available for smaller organisations to have a voice.	
We collaborate with voluntary sector organisations that represent, assist or provide services to people specifically protected by legislation and other under-represented and disadvantaged groups and take these views into account.	
Practical action is taken to eliminate unlawful discrimination, advance equality and to ensure a voice for under-represented and disadvantaged groups.	

## Outcome 4: Take into account a wide range of views and experiences, including service users, potential users and their carers

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
We work with voluntary organisations in accordance with the Richmond Partnership's "Community Engagement Framework".	
The social value that providers bring to a community is recognised and assessed when	

commissioning services.	
Those likely to have a view are supported so that they can be involved.	
Approaches such as co-designing services are considered and a professional environment in which to discuss the opportunities and challenges around service change is promoted.	
The impact of new policies, legislation and guidance on the sector is evaluated and we reduce 'red tape', particularly where small organisations are involved.	

## Outcome 5: Appropriate and proportionate commissioning practice

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
Voluntary organisations are enabled to have a greater role and opportunities in delivering local services.	
Consider the best route for procuring a service, including via grants and contracts	
We work to remove barriers that prevent voluntary sector organisations responding to statutory funding opportunities.	
Application, tendering and monitoring processes are proportionate to the desired objectives and outcomes of the programme.	
Notification of funding decisions is provided promptly and the transfer of funds to successful organisations is within agreed timescales.	

Risks to the marketplace are assessed and the impact on any supplementary or complementary services is considered	
Third party organisations distributing funds on behalf of the public sector are encouraged to adhere to the commitments in this Compact.	
Joint funding bids with the voluntary sector to maximise investment into the borough are explored.	

## Outcome 6: Value for money for residents

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
Social Value is embedded into the commissioning of services.	
The balance of cost and quality in service provision matches or betters those of other providers, and can be evidenced through competition or benchmarking.	

## Outcome 7: Change is managed well

Alongside each indicator please describe how you meet it or not, or whether it is not applicable:

Indicator	Evidence for meeting this indicator. If you have not met the indicator how will this be remedied? If it does not apply, explain why
The impact on beneficiaries, service users and volunteers is assessed when considering changes to funding.	



<p>The implications of restrictions or changes to resources are discussed with voluntary sector organisations as early as possible.</p>	
<p>A minimum of three months' notice in writing is given when changing or ending a funding relationship or other support and a clear reason for the decision provided.</p>	