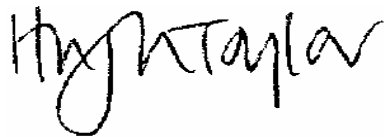


THIRD SECTOR STRATEGIC PARTNER PROGRAMME

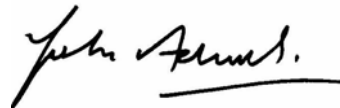
Department of Health Strategic Partner Programme Terms of Reference 2009 - 2012

Vision

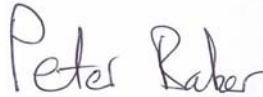
1. Statutory sector agencies and the third sector to work effectively in partnership in the evolving health and social care system to improve the health and well-being of people and communities.



Hugh Taylor – Permanent Secretary
Department of Health



John Adams - General Secretary
Voluntary Organisations Disability Group



Peter Baker - Chief Executive
Men's Health Forum



Sally Whittaker – Deputy Chief Executive
National Children's Bureau



Jabeer Butt - Deputy Chief Executive
Race Equality Foundation



Simon Chapman - Director of Policy, Ethics &
Parliamentary Affairs
The National Council for Palliative Care



Kevin Curley - Chief Executive
National Association for Voluntary and
Community Action



Paul Lincoln - Chief Executive
National Heart Forum



Helen Ramsbottom - Strategic Partnership
Manager
Age Concern and Help the Aged



Judy Robinson - Chair
The Regional Voluntary Networks Forum



Liz Sayce - Chief Executive
Royal Association for Disability and
Rehabilitation



Daniel Singleton - National Executive Director
FaithAction

Aims of the programme

2. The two overarching aims of the Programme are to:
 - Ensure improved and transparent relationships are developed between DH and third sector organisations supporting partnership and co-production where appropriate.
 - Develop increased capability and knowledge within third sector organisations enabling informed engagement in the reform and change agenda and supporting improved relationships between third sector and statutory sector agencies at national, regional and local level, thereby, reinforcing the sectors integral role in the evolving health and social care system.

Purpose of these terms of reference

3. To provide clarity on the ways of working for this programme and ensure that both the Department of Health and the Third Sector Strategic Partners have a shared and common approach to achieving the outcomes.
4. To provide a framework through which potential issues can be resolved and addressed through effective partnership working.

Collaboration and joint working

5. There is an explicit expectation that all of the organisations involved in the programme and the Department will work collaboratively to achieve the stated outcomes.
6. Strategic Partners are expected to consider working together on all activities, where appropriate, that are to be delivered through this programme. This will require clear and transparent communication between all of the organisations and the department. It will also be stated in each organisations work plan and reporting.
7. Strategic Partners will act in accordance with the agreed set of values covering collaboration as well as respect, transparency and accessibility.

THIRD SECTOR STRATEGIC PARTNER PROGRAMME

Meetings

8. Representation at Programme meetings:

- Strategic Partners are expected to ensure that their representatives attending programme meetings (those at which all SPs are expected to attend) are in a position to hold delegated authority to make strategic decisions in most circumstances.
- We anticipate a minimum of four programme meetings per year although there may be a need for more or less, as the full programme develops.
- An annual review meeting will be held prior to the publication of the Department's Third Sector Investment Programme. DH will seek the views of the Strategic Partners to inform the development of the programme for subsequent years.

Sub groups

9. From time to time, the programme may convene sub-groups to consider specific issues. These may be on going throughout the programme or may be task and finish groups.
10. Strategic partner organisations will be expected to contribute to sub-groups when appropriate, and will send the most appropriate representative to relevant sub-groups; this may be different from the main representative and will change depending on the subject being considered.

Publishing and reviewing work plans

11. The Department of Health is committed to publishing the work plan for the full range of strategic partner activity.
12. All Partners are required to ensure that they routinely submit updated work plans (as they are changed or on a quarterly review cycle) so that the information published is relevant and up to date.
13. Partners are required to either:
- publish the full work plan on their website, intranet or relevant forms of communications; or
 - ensure a link is made between their own website and the Department of Health website.

Monitoring and Reporting

14. Monitoring and reporting arrangements will be agreed with each Strategic Partner on an individual basis. Arrangements will comply with the principles of proportionate monitoring agreed across Government with Office of the Third Sector.
15. Where work is undertaken by a number of organisations working together a joint report on the work undertaken and the outcomes achieved should be submitted on the completion of the work. The lead organisation for completing this should be agreed at the outset of the piece of work.
16. An annual report on activity undertaken and outcomes achieved should be agreed with the Department.
17. Strategic Partners should consider how they can use existing monitoring arrangements to inform their Strategic Partner activity. This may include using existing members' surveys or similar to report wider feedback on the programme from members and networks.
18. Strategic Partners should consider how they can work together to connect monitoring where activity is being undertaken in similar or the same work streams.
19. All monitoring and reporting will be proportionate to the activity undertaken.
20. From time to time it may be beneficial to the programme for additional reporting of specific pieces of work or activity. These will be discussed and agreed between the organisations involved and the Department.

Publicity and Communications

21. Media and press:

- Wherever possible each Strategic Partner should copy any related media briefings or press releases to their DH contact prior to their release to the media where appropriate, within the context of the programme.
- In the spirit of partnership, it would be helpful for strategic partners to keep each other informed of relevant press activity.

22. Publications:

- Where a publication is developed in partnership with DH, DH sign-off from relevant policy leads is required. To enable this to happen, all draft publications must be shared at least 3 weeks prior to publication.

THIRD SECTOR STRATEGIC PARTNER PROGRAMME

- Where a publication has been developed through the programme acknowledgement of the funding source is required.

23. Use of logos:

- The DH logo has strict rules governing when and how it can be used. The standard terms for grants given under the section 64 power exclude the use of the DH logo.
- To use the logo on a publication it will be necessary to share the publication through its drafting stages with the relevant policy leads. If
- the relevant policy lead is content that the content fits with DH policy the branding team will be consulted on appropriate use and placement.
- No partner shall use another partner's logo or brand identity without their express agreement.

Ways of working

24. Strategic Partners are expected to build appropriate working relationships with PCTs and SHAs and promote the third sector as key stakeholders in decision-making at regional and sub-regional levels, eg. in Joint Strategic Needs Assessment (JSNA) planning. All Strategic Partner work plans need to demonstrate how they will work towards building these relationships.
25. Strategic Partners are expected to treat the role they are undertaking as being ambassadors for both the third sector. The role of 'strategic partner' to DH does not accord any specific status with PCTs.
26. DH will maintain a central information role in coordinating and planning dates to reduce the potential for overlap and duplication.
27. All partners will regularly and routinely consult the wider partnership in the planning of key dates for events and activity.

Evaluation and measuring

28. All partners are asked to consider using existing routine data collection mechanisms to seek feedback from the sector on the strategic partner activity. All strategic partners will be engaged and consulted on the design of the evaluation methodology to be used.
29. DH will establish an external evaluation process for the programme and will seek to secure the services of an external, independent provider.

THIRD SECTOR STRATEGIC PARTNER PROGRAMME

30. All strategic partners will routinely seek views and feedback from their members on the activity undertaken in their role as a DH strategic partner and feed this back to DH in regular monitoring and reporting arrangements. DH will meet the cost of any external evaluation. Partners are expected to undertake routine monitoring and evaluation activity as part of their agreed grant funding arrangements.

Disputes

31. Any dispute that occurs will be dealt with on a case-by-case basis.

32. Disputes between partners: no litigation in respect of any dispute shall proceed unless and until the parties involved have used their best endeavours amicably to settle the dispute through non-binding confidential mediation. When necessary the DH shall act as mediator for any dispute resolution.

33. Disputes between partner(s) and DH: no litigation in respect of any dispute shall proceed unless and until the parties involved have used their best endeavours amicably to settle the dispute through non-binding confidential mediation. When necessary an independent mediator appointed by both parties, eg. OTS or NVCO shall act as mediator for any dispute resolution. Where a dispute is Compact related, the Compact mediation process will be considered.

Reviewing the Terms of Reference

34. The terms of reference will be reviewed once during the first year of the programme and then annually

Copyright and intellectual property

35. Copyright issues around any materials produced as part of the programme will be looked at on a case-by-case basis.

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