

Appendix 4

Recommendations for improvement from verification of partnership governance Health Checks 2019

All partnerships

When considering the financial resource invested in the partnership, we recommend all partnerships consider the officer time involved, including attendance at meetings, any secretariat function undertaken and other work completed to support the partnership.

Children's Partnership Board (CPB)

- When looking for the CPB online it was not as easy to find the resources as we would hope. For example, the Terms of Reference were only available by looking through the minutes of meetings to find the one at which they were signed off. We recommend that the CPB looks to review its online presence for greater transparency.
- Further to the above, we would also recommend that consideration is given to providing a facility through which people can offer comments, compliments and complaints.
- We did not see evidence of a whistle-blowing policy. If Nottingham City Council's policy is to be used, we would recommend that this is made explicit in the Terms of Reference or other suitable documentation.
- We would recommend a statement on conflicts of interest is added to the Terms of Reference including when these should be discussed and what action would be taken.
- For risk management the CPB said they use NCC's processes. We would recommend the partnership gives consideration at Board level to assessing and recording risks specific to the partnership and its work. We also recommend the CPB record any mitigating actions taken to remedy any potential risks in a risk register or similar document.

D2N2 Local Enterprise Partnership (LEP)

- When the partnership was subject to this verification process previously, we made recommendations around conflicts of interest. We were very pleased to see that these have been addressed and formalised.
- We noted the ongoing concern around capacity issues. There are several Council Plan objectives linked with the D2N2 LEP's work and we recommend the City Council is mindful of any risk around deliverability arising from any capacity issue.