TOOL 14

Session on roles and responsibilities
(Facilitated session with all partners present):

- What is expected from each partner in relation to both outputs and partnership involvement?
- Are there any expectations in relation to quality standards?
- How will decisions be made?
- Can one organisation make a commitment on behalf of others?
- When must partners be consulted – are there any decisions that require all partners to agree?
- Are all partners equal (and what does this mean?), and if not what is the rationale for this?
- What is the role of the lead body (if there is one)?
- How much management time is each partner expected to give? Will this be resourced in any way?
- Who is the point of contact for the partnership? How does this work in practice?
- How will communications work?
- What are the expectations for each role? For example is the chair expected to simply chair meetings, or are they expected to represent the partnership at external meetings? If the latter, how can this be achieved to ensure partners’ views are taken account of?
- How will potential conflicts of interest be dealt with?
- Will anyone employ staff on behalf of the collaboration, and if so how will they be managed?
- How will time be shared fairly between partners?
- If there is a steering group, who will sit on it?
- What will their role be, and how will they make decisions?
- What role will trustees have? How much time are they expected to contribute?

NB Make sure that decisions taken are recorded and form part of the written agreement or Memorandum of Understanding.