



Nature Towns and Cities

Partnership agreement guide

Considerations for
governance, roles and
responsibilities



Partnership agreement guide

A partnership agreement should address the ‘who, what, how, when & where’.

It doesn't have to be lengthy, but it should consist of simple answers to the following:

- **Who the partners are**
- **Aims and objectives and the outcomes expected**
- **Key milestones, timelines and an exit strategy**
- **The legal status of the partnership**
- **Risk management arrangements**
- **Governance and decision-making arrangements**
- **Any specific roles for key members/stakeholders and/or staff (including duties expected) of all organisations involved**
- **Any due diligence in terms of procurement, health and safety, GDPR, insurance and regulations**
- **Details of any financial accountability arrangements and reporting**
- **A system for monitoring and reporting on progress, including timelines and regularity of reporting**
- **A community engagement strategy and details of any internal and external communication arrangements**
- **Anything else relevant to the specifics of the partnership and/or partners**





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To request a Welsh language version of this document please get in touch.

