



Runspire Together

Partnership Policy

1. Purpose

This policy outlines the principles, governance arrangements, and approval procedures for entering into partnerships with external organisations.

It ensures that all partnerships:

- Align with Runspire Together's vision, mission, and values
- Support delivery of community health and wellbeing outcomes
- Protect the organisation's reputation, assets, and charitable purpose
- Comply with relevant UK legislation and Charity Commission guidance

This policy supports trustees in fulfilling their duties under the Charities Act 2011, including acting in the best interests of the charity and managing risk appropriately.

2. Definition of a Partnership

A partnership is defined as any formal or informal collaboration with an external organisation — including charities, community groups, public bodies, businesses, educational institutions, or funding bodies — where:

- Resources, services, facilities, branding, data, or funding are shared
- Delivery responsibilities are joint or interconnected
- There is mutual benefit or shared objectives

Partnerships may be short-term (e.g., event collaboration) or long-term (e.g., strategic delivery agreements).

3. Principles for Partnership Working

All partnerships must:

- Be consistent with Runspire Together's charitable objects and strategic priorities
- Enhance community impact, inclusion, health and wellbeing, or participant engagement
- Operate transparently with clearly defined roles and accountability
- Respect the identity, independence, and contribution of each partner
- Be financially responsible and sustainable
- Comply with UK law, including but not limited to:
 - Data Protection Act 2018 and UK GDPR
 - Equality Act 2010
 - Health and Safety at Work etc. Act 1974
 - Safeguarding legislation and best practice
- Avoid conflicts of interest in line with the organisation's Conflict of Interest Policy
- Not expose the charity to unacceptable financial, reputational, safeguarding, or legal risk

Trustees retain ultimate responsibility for ensuring partnerships further the charity's purposes.

4. Types of Partnership Agreements

Depending on scope and risk level, partnerships may require a formal written agreement.

Common types include:

- Memorandum of Understanding (MoU)
Used for informal collaborations where no funding exchange occurs.
- Service Level Agreement (SLA)
Used where services are delivered on behalf of or commissioned by another organisation.
- Commercial Agreement or Contract
Used where goods or services are exchanged for payment.



- Collaboration Agreement
Used for joint funding bids, co-delivery programmes, or co-branded initiatives.

All written agreements must clearly outline:

- Objectives and intended outcomes
- Roles, responsibilities, and contributions
- Governance and decision-making arrangements
- Financial arrangements (if applicable)
- Data sharing and confidentiality provisions
- Safeguarding and health & safety responsibilities
- Insurance requirements
- Branding and communications permissions
- Duration and review points
- Termination and exit arrangements
- Dispute resolution mechanisms

No agreement may be signed without appropriate authority.

5. Approval Process

All proposed partnerships must follow the process below:

Stage 1 – Initial Proposal

The project lead or staff member must provide a written summary including:

- Purpose and anticipated benefits
- Strategic alignment
- Resource implications
- Risk assessment (financial, safeguarding, operational, reputational)



- Draft heads of terms (where applicable)

Stage 2 – Internal Review

Senior management will assess:

- Capacity to deliver
- Legal and compliance considerations
- Insurance and safeguarding implications
- Financial sustainability

Legal advice may be sought where appropriate.

Stage 3 – Trustee Approval

All partnership agreements must be formally approved by the Board of Trustees where they involve:

- Financial commitment
- Shared branding
- Long-term delivery
- Safeguarding implications
- Data sharing
- Reputational risk

Approval will be recorded in board minutes and include:

- Confirmation the partnership furthers charitable purposes
- Authorisation for a named trustee or senior officer to sign

No individual may bind the organisation without delegated authority.

6. Monitoring and Accountability

Once approved:



- A named contact from each organisation will manage the relationship
- Progress and outcomes will be monitored
- Performance will be reviewed at agreed intervals
- Any concerns must be escalated to senior management or trustees

Trustees remain accountable for oversight.

7. Review and Termination

All agreements must include a formal review point.

Either party may terminate the agreement in accordance with the termination clause where:

- Objectives are not being met
- There is breach of agreement
- Safeguarding or legal concerns arise
- The partnership no longer aligns with strategic priorities

Termination must be documented appropriately.

8. Policy Review

This policy will be reviewed every two years by the Board of Trustees, or sooner if required due to:

- Changes in legislation
 - Charity Commission guidance updates
 - Organisational growth or structural change
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Created by:
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Approved by the Board of Trustees:
Runspire Together

Date of Last Review: 18 June 2025
Next Review Due: 18 June 2027