



Runspire Together's Partnership Policy

1. Purpose

This policy outlines the principles and procedures for entering into partnerships with external organisations. It ensures all partnerships align with Runspire Together's mission, values, and strategic objectives, and that all agreements are transparent, sound, and appropriately approved.

2. Definition of a Partnership

A partnership is defined as any formal or informal agreement or collaboration with an external organisation including charities, community groups, public bodies, businesses, or educational institutions where resources, responsibilities, or branding are shared to achieve mutually beneficial outcomes.

3. Principles for Partnership Working

All partnerships must:

- Be consistent with Runspire Together's vision, mission, and values.
 - Support or enhance community impact, health and wellbeing outcomes, or participant engagement.
 - Operate transparently, with clearly defined roles and responsibilities.
 - Be equitable and respectful of each partner's contributions and identity.
 - Be compliant with relevant legal, safeguarding, and data protection requirements.
 - Not pose reputational, financial, or ethical risks to Runspire Together.
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4. Types of Partnership Agreements

Depending on the nature and scope of the collaboration, a partnership may require:

- **Memorandum of Understanding (MoU)** – for informal collaborations with no financial exchange.
- **Service Level Agreement (SLA)** – for commissioned work or service delivery.
- **Commercial Agreement or Contract** – where goods or services are exchanged for payment.
- **Collaboration Agreement** – for joint funding bids, shared delivery, or co-branded programmes.

Each agreement must outline:

- Objectives of the partnership
- Responsibilities and contributions of each party



- Duration and review period
- Governance and decision-making mechanisms
- Data sharing and confidentiality provisions
- Safeguarding and health & safety responsibilities
- Exit or termination clauses

5. Approval Process

All proposed partnerships must go through the following process:

1. Initial Proposal

The staff member or project lead must submit a short proposal outlining:

- The purpose and expected benefits of the partnership
- A risk and impact assessment
- Draft terms of agreement (where applicable)

2. Internal Review

The management team will assess the proposal for:

- Alignment with strategic priorities
- Operational capacity and resource implications
- Legal or reputational risks

3. Board Approval

All partnership proposals must be formally approved by the **Board of Trustees and senior management**. Approval must be recorded in the board minutes and will include:

- Final review of the agreement
- Authorisation for a designated trustee or senior staff member to sign the agreement

4. Agreement and Monitoring

Once approved, the agreement is signed, and a named contact from both organisations will be responsible for:

- Ongoing liaison
- Monitoring progress
- Reviewing outcomes (mid-point and/or end of partnership)

6. Review and Termination

All partnership agreements must include a review point, at which performance, impact, and alignment will be assessed. Either party may terminate the agreement early under the terms set out in the agreement if the partnership no longer meets its objectives or presents risk.

7. Policy Review

This policy will be reviewed every two years by the Board of Trustees or sooner if required due to changes in legislation, best practice, or organisational strategy.



Approved by:

CEO

Policy Owner: CEO

Date of Last Review: 18th June 2025

Next Review Due: 18th June 2027