**Partnership Preparation Checklist**

This checklist will help a local authority or early years provider determine why a partnership approach would work, who should be in the partnership, how it might work and what would be the benefits and risks.

It can be used by a potential lead partner before an initial partnership meeting or to structure an initial partnership meeting.

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| **Area for consideration** | **Initial thoughts** |
| **Purpose of the partnership**  What would the partnership help to achieve? |  |
| **Potential partners**  What individuals and organisations might be invited? Do you have contact details for them? Do they need to be contacted informally first? |  |
| **Partnership leadership and management**  Who will take notes, chair, convene future meetings etc? |  |
| **Potential benefits**  For example to partners, to an external partner or to existing or potential children and families. |  |
| **Potential risks**  What could go wrong? Why might partners not wish to be involved? Any unexpected consequences? |  |
| **The agenda for the first meeting**  For example agreeing the purpose of the partnership, how often it will meet, membership, next meeting. |  |