

Partnership Behaviours Audit Tool

Instructions on using the Audit Tool for reviewing social partnership working

- Each of the ten behaviours has examples (the questions below) of how they may be reflected within your partnership function.
- Use the examples/questions as prompts to assess the overall score for the behaviour.
- Score each of these behaviours from 1 to 10 (1 = no evidence of this behaviour, 10 = full implementation of this behaviour by all partnership members). Use the indicated box for your score.
- Please use the comments heading in each section, if you wish, to add any statement that explains/illustrates your response.

Hints and Tips

- You may wish to complete the audit tool either as a working partnership group or as individual members.
- Whilst partnership group members can complete and return the questionnaire individually, it is recommended that the following approach to be adopted. Where partnership group members complete the audit tool individually, total scores should be collated and an average taken for each behaviour. If the scores given by individuals diverge markedly a comment about this can be recorded on the form.
- Once scores have been identified, your partnership group should have a greater understanding of where potential issues may lie and to devise strategies for continuous development.

Partnership Behaviours Audit Tool and Questionnaire

Name:	
Role:	
Organisation:	
Contact details (phone & email):	

	<i>No evidence of behaviour</i>		<i>Full implementation of behaviour by all</i>							
1 Having Mutual Respect	1	2	3	4	5	6	7	8	9	10

- Do meetings start on time?
- Do members set aside sufficient time to address the issues on the agenda?
- Do members come sufficiently prepared to seriously address the issues at hand?
- Do members keep promises and deliver what they say?

Comments

	<i>No evidence of behaviour</i>		<i>Full implementation of behaviour by all</i>							
2 Actively Listening to each other	1	2	3	4	5	6	7	8	9	10

- Is there space on the agenda for each party to present their views/issues without interruption?
- Is there open debate about difficult and controversial issues?
- Are questions and constructive challenges encouraged?

Comments:

	<i>No evidence of behaviour</i>					<i>Full implementation of behaviour by all</i>				
3 Working from shared values	1	2	3	4	5	6	7	8	9	10

- Is there regular opportunity to discuss the aims and objectives of the organisation?
- Do you regularly discuss what your common aims are as a partnership forum?
- Do you regularly review how you are working in partnership?

Comments:

	<i>No evidence of behaviour</i>					<i>Full implementation of behaviour by all</i>				
4 Walking in each other's shoes	1	2	3	4	5	6	7	8	9	10

- Is there regular opportunity to discuss mutual expectations and roles?
- Is there recognition and acknowledgement of the constraints each other have to work under?
- Is there regular opportunity to provide each other with constructive feedback?

Comments:

	<i>No evidence of behaviour</i>					<i>Full implementation of behaviour by all</i>				
5 Being Honest and Open	1	2	3	4	5	6	7	8	9	10

- Do you regularly share information about the organisation's financial position, performance, etc?
- Do you often tackle difficult issues?
- Are members prepared to admit their mistakes?

Comments:

	<i>No evidence of behaviour</i>					<i>Full implementation of behaviour by all</i>				
6 Being Solution Focused	1	2	3	4	5	6	7	8	9	10

- Does your shared agenda address important issues to staff and patients?
- Does the Partnership Forum contribute formally to the Organisation Policy and decision making?

Comments:

	<i>No evidence of behaviour</i>					<i>Full implementation of behaviour by all</i>				
7 Acknowledging Each Others' Views	1	2	3	4	5	6	7	8	9	10

- Do members demonstrate active listening?
- Do members regularly walk in each other's shoes?
- Do members demonstrate an inclusive approach?

Comments:

	<i>No evidence of behaviour</i>					<i>Full implementation of behaviour by all</i>				
8 Being Inclusive	1	2	3	4	5	6	7	8	9	10

- Do members avoid using defensive/aggressive body language?
- Do meeting room arrangements avoid creating separation or sides?
- Do you set aside sufficient time to give serious consideration to the issues at hand?

Comments:

	<i>No evidence of behaviour</i>					<i>Full implementation of behaviour by all</i>				
9 Open Communication and Information Sharing	1	2	3	4	5	6	7	8	9	10

- Is important information always shared at the earliest opportunity?
- Do you ensure that communication from your partnership working is clear and consistent?

Comments:

	<i>No evidence of behaviour</i>					<i>Full implementation of behaviour by all</i>				
10 Trust	1	2	3	4	5	6	7	8	9	10

- Score the level of trust within your organisation based on behaviours 1 to 9 in the audit tool.

Comments: