**Preventing Fires and Improving Wellbeing Partnership Agreement**

**[Title]**

Partnership between GMFRS &

[insert name]



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# Contents

[Contents 2](#_Toc483576257)

[Document Details 3](#_Toc483576258)

[Partnership Statement 3](#_Toc483576259)

[What are the areas of mutual interest between the parties? 3](#_Toc483576260)

[What are the common objectives? 3](#_Toc483576261)

[Roles and Responsibilities 3](#_Toc483576262)

[Greater Manchester Fire and Rescue Service 3](#_Toc483576263)

[Working Arrangements 3](#_Toc483576264)

[Risks 3](#_Toc483576265)

[Resource Implications 3](#_Toc483576266)

[Information-sharing Principles 3](#_Toc483576267)

[Exit Strategy 3](#_Toc483576268)

[Contacts 3](#_Toc483576269)

[Signatories 3](#_Toc483576270)

# Document Details

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| **Document Version Control** | | |
| **Document Version** | **Date** | **Agreement Author** |
| [Add extra boxes for further versions] | Click here to enter a date. |  |

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| **Approval Process** | |
| **Approval agency** | GMFRS Leadership Team |
| **Partnership Agreement Owner** | [This has to be staff at Leadership Team level to sign this off] |

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| **Evaluation** | |
| **Evaluation Review Date** | [This date should be if the Partnership Agreement needs to be re-evaluated, if it does not need re-evaluating please enter Not Applicable.] |
| **Evaluation Owner** | [If applicable you must include the name and role of the person this document needs to be evaluated by.] |

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| **Related Documents** | |
| **Strategy** |  |
| **Policy & Procedure** |  |
| **Guidance** |  |
| **External** |  |

# Partnership Statement

This partnership is between Greater Manchester Fire and Rescue Service (GMFRS) and (insert partner/s). It applies in (insert borough/s). GMFRS is a metropolitan Fire and Rescue Service operating across the 10 boroughs of Greater Manchester to provide emergency response, prevention and protection. (Describe partner/s and list the teams/services covered by the agreement and who provides them)

## What are the areas of mutual interest between the parties?

1. Reduce fire incidents, injuries and deaths, amongst (insert target group).
2. Improve the health and wellbeing of people (insert target group).
3. Reduce demand on services and add public value through a preventative and collaborative approach.

## What are the common objectives?

1. Provide (insert partner/s) personnel and service users with training and information on fire safety in the home, and how to refer or self-refer to GMFRS for a Safe and Well visit.
2. Increase the number of referrals from (insert partner/s) to GMFRS for Safe and Well visits.
3. Integrate fire safety into assessments, advice and interventions delivered by personnel from (insert partner/s).
4. Improve awareness of, and access to, GMFRS Youth engagement programmes for young people known to (insert partners).
5. Improve awareness of, and access to, GMFRS volunteering opportunities for people known to (insert partner/s).
6. Provide GMFRS personnel with training and information on (insert topics), and how to refer to (insert partner/s).
7. Increase the number of appropriate referrals from GMFRS to (insert partner/s).
8. Integrate advice about (insert topics) into assessments, advice and interventions delivered by GMFRS.
9. Raise awareness of the services provided by (insert partner/s) amongst GMFRS personnel and service users.
10. Work together on mutually beneficial initiatives and campaigns including (insert any agreed items e.g. mental health awareness week).
11. Identify and utilise opportunities to share resources and assets such as volunteers, meeting rooms, office space, expertise, vehicles, equipment and facilities.

# Roles and Responsibilities

## Greater Manchester Fire and Rescue Service

1. The owners of/signatorys to this agreement are listed at the end of this agreement. The lead contacts, who will oversee the implementation of this agreement in order to ensure the aims and objectives are achieved, are also listed at the end of this agreement.

# Working Arrangements

1. The lead contacts, will meet (insert frequency) to oversee the implementation of the partnership and annually to review the partnership agreement.
2. GMFRS will provide (insert partner/s) with the following;
   1. Fire Safety literature and information
   2. Access to a training webinar about fire safety in the home, how to identify and refer people at increased fire to GMFRS for a Safe and Well visit, and how to access other GMFRS services.
   3. Access to a short video which explains Safe and Well and how to refer people at increased risk of fire to GMFRS for Safe and Well visits.
   4. GMFRS brochure outlining the prevention and community engagement services provided by GMFRS, and how to access them.
3. (Insert partner/s) will provide GMFRS with the following;
   1. Insert literature resource
   2. Insert training resource
   3. Insert resource
   4. Insert resource
4. (Insert partner/s) will refer People at Increased Risk of Fire (with their consent) to GMFRS, for Safe and Well visits. Partners will;
   1. use the GMFRS Person at Increased Risk of Fire (PAIROF) referral form (appendix A) which should be faxed to 0160 608 4041, OR
   2. refer by telephone on 0800 555 815 and state that they wish to refer a person at increased risk of fire (PAIROF), OR
   3. Encourage service users to self-refer by telephone or by using the online form on our website [www.manchesterfire.gov.uk](http://www.manchesterfire.gov.uk/)
5. When making a referral for a Safe and Well visit, partners included in this agreement, will state their service name, as it appears below, in order for referrals resulting from this agreement to be monitored effectively. Lead contacts will ensure that their staff are are made aware of this. (list services/organisations within the agreement as they will appear on the contact centre list)
6. GMFRS will refer (insert target group) (with their consent) to (insert partner/s), as appropriate and in line with any training provided. GMFRS will; (insert referral pathway).
7. Lead contacts from (insert partner/s) will instruct and support staff in their organisation/s to utilise the training and information provided by GMFRS to;
   1. improve their knowledge
   2. include fire safety in the assessments, advice and interventions they deliver
   3. refer service users for Safe and Well visits and to other GMFRS services.
8. Lead contacts from GMFRS will instruct and support staff in their organisation to utilise the training and information provided by (insert partner/s) to;
   1. improve their knowledge
   2. include (insert topic) in the assessments, advice and interventions they deliver
   3. refer people into services provided by (insert partner/s) as appropriate.

# Risks

1. There is a risk that a partner may be unable to commit to the working arrangements in this document in the event of a significant change such as;
   1. Changes to personnel
   2. Changes in commissioning and service provision
   3. Changes to policies and procedures
   4. Changes to the priorities or capacity of individual partners.
2. To mitigate the risk, partners will meet (insert frequency), to progress the working arrangements, and annually to review the partnership agreement.

# Resource Implications

1. There is no financial investment required to establish this partnership. There may be occasional requirements for partners to secure/input small amounts of money to provide resources or literature to facilitate joint campaigns or initiatives. The partnership requires the investment of staff time and engagement in order to deliver the working arrangements successfully.

# Information-sharing Principles

1. Personally identifiable information will be only shared between organisations, to facilitate referral processes and with the consent of the individual being referred.
2. Partners will share and process information in accordance with the Data Protection Act.
3. An information sharing agreement has been written to support this partnership agreement.

# Exit Strategy

1. If a partner wishes to exit from the partnership, they will inform the other partner(s). If the partnership can continue without the partner that is exiting, then the partnership agreement will be updated to reflect the change, when it is next due for review.
2. In cases where one or more partners leaving the partnership would result in the termination of the partnership, a review or evaluation of the partnership will be undertaken by the lead contacts to assess the outcomes and inform a final decision.
3. If the written partnership agreement is terminated, GMFRS will inform all parties and share the details of the review/evaluation with them. They will also agree and communicate any aspects of the partnership which can continue to operate.

# Contacts

The Lead Contacts regarding the Partnership Agreement are listed below.

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| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Phone Number** |  |
| **Email** |  |

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| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Phone Number** |  |
| **Email** |  |

# Signatories

This is a written protocol signed by all representative agencies, which establishes the terms and voluntarily binds the partnership. In completing this partnership agreement, there is no intention by any party to create a legally binding contract.

The parties listed below are signatories to this Partnership Agreement as it currently stands.

|  |  |
| --- | --- |
| **Date** |  |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Signature** |  |

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