Partnership agreement

# Partners

This agreement is made between the Change Minds Hub, the [*archive service*] and the [*mental health service provider*].

# Scope

This project relates to the delivery of a local project of the Change Minds initiative and covers:

* Membership of the Change Minds Project Board
* Project management services
* Digitization of records
* The recruitment, employment and training of staff
* Management of volunteers
* Project documentation
* Recruitment and support of participants
* Gathering of information for evaluation and feeding into a national programme of evaluation research for the Change Minds methodology
* Delivery of the course itself

# Commitments by All Partners

## All project partners:

* Will use their best endeavours to successfully deliver the project, always bearing in mind that the primary objective of the project is improving the mental wellbeing of participants;
* Will undertake the activities outlined in applications for funding to achieve the outcomes agreed with the funder;
* Are responsible for ensuring appropriate insurance policies are in place for their activities;
* Will be responsible for the health and safety of their staff, volunteers and beneficiaries in accordance with health and safety policy and should have suitable risk assessments in place;
* Ensure compliance with General Data Protection Regulations;
* Ensure good practice in relation to Equal Opportunities;
* Provide a representative for the Project Board either attending in person or remotely.
* Will use the Change Minds branding within this project and for associated publicity and will use the logos of the project funder where required.
* Will make available work created by participants (subject to appropriate consents) for use in publicity, exhibition and training relating to this instance and Change Minds Hub development.
* Will collate anonymised participant wellbeing and demographic data for use in evaluation by the Change Minds Hub (*not* for evaluation by any other partner)

# Commitments by Individual Partners

## The Archive Service Partner

[*The archive service partner*] will:

* Designate a Project Lead, responsible for managing relationships with funders
* Employ and manage the Project Coordinator
* Provide office space including ICT for the Project Coordinator
* Deliver 12 Change Minds workshops
* Provide 20 hours of staff time to support the delivery of the Change Minds workshops
* Digitize selected records and provide printed copies of these records for use on the course
* Ensure appropriate safeguarding, equality, diversity and inclusion (EDI), and information sharing protocols measures are in place
* Comply with Change Minds quality standards as defined within the Hub website
* Provide public space for a project celebration/showcase
* Promote Change Minds through their own communications networks
* Provide secure storage for project documentation
* Collect evaluation data and send it to the Change Minds Hub for evaluation (*not* for evaluation by any other project partner)
* Report to the Change Minds Hub to ensure compliance with Change Minds quality standards

## The Mental Health Service Provider

[*The mental health service provider*] will:

* Promote Change Minds to their clients and recruit participants
* Acts as point of contact for safeguarding and wellbeing concerns
* [Support staff training for the [*archive service partner*] in mental health awareness]
* [Support clients in attending workshops and contributing to evaluation research]
* Provide information to the Project Coordinator, including enrolment forms and wellbeing plans, so that a support framework can be put in place for each of the project participants.
* Ensure appropriate safeguarding, equality, diversity and inclusion (EDI), and information sharing protocols measures are in place

## The Change Minds Hub

The Change Minds Hub will:

* Provide access to the Hub website during the life of the local project
* Provide bespoke training where required
* [Provide reflective supervision]
* Provide specific evaluation information for each local project
* Include collated local project evaluation as part of a national Change Minds programme of evaluation
* [Support the appointment of project staff]
* Provide monitoring of Change Minds quality standards
* Provide membership to a Change Minds community of practice

# Termination and Dispute Resolution

It is envisaged that partnership agreement will endure for the whole project. However, where termination is necessary a minimum of three months written notice must be given in writing to the Change Minds Hub team.

We agree to undertake the obligations detailed in this project agreement to deliver Change Minds [*local project name*]

## For the Change Minds Hub

Name:

Contact Details

Telephone:

Email:

Signature:

Date:

## For [The archive service partner]

Name:

Contact Details

Telephone:

Email:

Signature:

Date:

## For [*The mental health service provider partner*]

Name:

Contact Details

Telephone:

Email:

Signature:

Date: