**Partnership Review Document**

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| ***Name of Service / Project*** |  |
| ***Name of third sector organisation*** |  |
| ***Name of prison*** |  |
| ***Date of review meeting*** |  |

***The Third Sector Partner should complete the template in Annex 1 ahead of the Review meeting. This should then be used to discuss progress and any emerging issues.***

During the review meeting, any identified risks should be recorded in the risk log and steps put in place to address these.

Any other actions identified during the review should be recorded in the box below.

Copies of this document sould be retained by the Head of Offender Outcomes (HOO) and the Third Sector Partner organisation.

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| ***Who participated in this review meeting?*** |
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***Agreed actions from the review meeting***

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| ***Agreed date for next review meeting*** |  |

**Annex 1: Reporting Template**

*This is a suggested format for monitoring and evaluation, which is taken from a template created by the ‘Harmonising Reporting Working Group’, a subgroup of the Scottish Funders’ Forum. It contains the key information needed by the majority of external funders.*

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| **1. What we expected to do** |
| *A summary of what your organisation or project said they’d do (from Stage 4 – Project Details –of the Partnership Pack), including:*  *- Planned differences or changes you want to make for the people you are working with*  *- The main activities or services you provide to deliver your outcomes* |
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| **2. What we actually did** |
| *The main facts and figures about actual activities, for example the number of people the organisation or project worked with and the main things they did* |
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| **3. What difference we actually made** |
| *Overall information about the outcomes achieved. This could also include examples of how individual participants or service users experienced the projects (such as case studies or quotes from clients)* |
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| **4. Challenges/Risks and changes** |
| *Any problems you encountered that slowed progress, or anything that stopped the outcome happening or things that were changed* |
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| **5. Learning for the future** |
| *Unexpected outcomes (positive or negative), key learning points and anything you will do differently in the future. How will partnership successes be promoted and celebrated and good practice or lessons learned be shared?* |
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| **6. Other** |
| *For example, budget details and additional information required by the prison* |
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