**[Note: This document includes two templates - either of which can be used as a basis for a Partnership Annual Report, comprising individual partner agencies annual report submissions or a combined submission.]**

**TEMPLATE 1**

**Single Agency Annual Report Template 20xx-20xx**

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| --- | --- |
| **Organisation:** |  |
| **Member Details / Point of Contact:**  |  |

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| 1. **Introductory statement of commitment**

This section can include information on the commitment of the organisation to continue partnership e.g. maintained focus – specific to individual organisation’s role and responsibilities within partnership, and any plans to develop partnership. It can also include any changed relationships between partner organisations e.g. new memberships. |
| 1. **Key achievements for 20xx-xx**

This section can include bullet points on key achievements based on partner objectives linked to activities in your organisation, e.g. training, policy and procedures. It can also include bullet points on significant developments e.g. statutory guidance for local authorities such as the homelessness reduction act and resulting implications of such developments for your organisation/partnership working to combat modern slavery. Other significant developments you should include are how your agency measures and reviews performance relating to anti-slavery initiatives. For instance:* Significant work that has been done to identify service user outcomes [Details of this work and whether/to what extent anti-slavery partnership interventions are successful in improving survivor wellbeing];
* The means by which staff record data via the NRM or MS1 form has been continually improved/streamlined in order to support improved data quality and meaningful statistics.
* Requests for performance information and data added to the pre-existing requirements in policy and practice.
 |
| 1. **What difference has partnership activities / interventions made? What is the impact? What is the evidence?**

Include details of various performance data / feedback collected by your organisation e.g. data that captures how survivors’ feel about their circumstances at the beginning and end of an intervention; also include anecdotal reports of impact e.g. from staff. |
| 1. **Good Practice Case Studies:**

Include here at least one example of good practice involving your organisation. The example should highlight an aspect of joint working that went well, e.g. joint commissioning framework arrangements, and how you know it went well. |
| 1. **Key Challenges**

Include here key challenges that arose this year, e.g. challenge to get data from different partner agencies. |
| 1. **Key priorities/actions 20xx-20xx**

Include here priorities for the next year. |
| **7. Where to find additional information:** |

Adapted from: <http://www.partnersinsalford.org/adultsafeguardingboard.htm>

**TEMPLATE 2**

**4Ps Reporting Format (Progress, Problems, Priorities, Points for Action)**

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| --- |
| **Partnership / Sub-group / Task Force / Agency (circle which applies):** |
| **Date:** | **Completed By:** |
| **PROGRESS** (what progress has been made since your last report?) |
| **PROBLEMS** (what problems and barriers are you experiencing that prevent the project / initiative moving forward?) |
| **PRIORITIES** (what are your priorities for moving the project /initiative moving forward?) |
| **POINTS FOR ACTION** (what action is being taken to address identified problems priorities?) |

**Source: Gloucestershire Constabulary in ‘Improving Performance: A Practical Guide to Police Performance Management Case Studies’**