



Sample OPD and Business Collaboration Agreement

If your collaboration is to deliver your desired results, to the benefit of both organisations and of people with disabilities, how you set out your shared objectives should be **SMART** – meaning they must be **specific, measurable, achievable, realistic, and time-bound**.

A Collaboration Agreement is, in effect, a joint mini-project plan, rather than a legal contract. However, it should be clear to everyone that it represents a serious commitment on the part of both named organisations: a commitment which may only be modified or discarded after a formal, joint review and agreed by both parties.

Collaboration Agreements should always clearly describe, in practical ways, how the employer, and the Organisation of People with Disabilities, and people with disabilities more generally are expected to benefit. And how the work will be resourced.

Ideally each Collaboration is managed as a learning opportunity, in the expectation that each Agreement will require both signatories to review their experience as they continue to build their joint capacity to work together.

To illustrate how a collaboration agreement can be structured:

The 2029 Collaboration between OPD X and Enterprise Y”

Our shared purpose- together we will make it easier for Enterprise Y, and the wider business community, to routinely employ people with disabilities on a fair and equal basis – to the benefit of business, disabled people, and our wider community.

We shall therefore build the capacity of Enterprise Y to deliver the best practice called Disability Confidence - while building the capacity of OPDX to partner ever more effectively with employers from the private and public sectors.

This 2029 Collaboration Agreement, signed by the Chief Operating Officer of Enterprise Y and the Director of OPDX – on behalf of the boards of both organisations - specifies how we shall deliver our project:

“Designing barrier free recruitment at Enterprise Y”

What we plan to achieve - our shared purpose

Together we will design and deliver a series of 4 training sessions, between 3 and 4 hours in length, which enable 20-24 Enterprise Y managers to make the recruitment process accessible to disabled talent. Managers will also learn how to make the reasonable adjustments at every stage of the process which enable individuals with disabilities to demonstrate their potential on an equal basis.

We will train 50 managers within a 6-month period. They will be asked for feedback on the quality and impact of this training programme.

Process management: How we will collaborate:

- **A Project Management Group will be established, consisting of the decisionmaker nominated by the employer as their Business Project Manager, and the OPD Project Manager, and the Operations Manager and any relevant project support staff**
- **Time Frame** - the Design and planning process will commence January 25, 2024, with the training to be completed by June 25, 2024.
- The **Project Management Group** will meet every 3 weeks from December 25, 2023, on pre-agreed dates. It is responsible for ensuring the project delivers the desired outcomes, to required standards and has the necessary resources and support.
- The **Project Management Group** will delegate day to day operations of the project to an agreed **Operations Manager** and ensure this individual- who will report to the Management Group - has the necessary authority, terms of reference and resources.
- **The Group** will keep a record of progress reports and problems managed; of decisions taken; and of priority agenda items for next meetings.

The business Enterprise Y will:

- Publicise, widely, internally that this Collaboration has been agreed.
- assign a senior leader as the Business Project (and Relationship) manager.
- ensure that every manager responsible for enabling a barrier free recruitment process is required to attend.
- ensure OPDX is briefed in detail regarding how the recruitment process works now at every stage.
- organise the training venues and ensure they are accessible and comfortable.
- organise the invitations and diary management with managers to ensure at least 6 attend each session.
- meet every 6 weeks with OPDY trainers to monitor and facilitate progress and quality,
- attend a post-training 3 hour "project review & next steps" meeting with the Project Management Group.

Post -training Enterprise Y will:

- In the event of serious dispute or disagreement or of failure to adhere to this agreement by either party, the **Group** will nominate an independent mediator held in high regard by both parties.

Finances & Resources:

- for the purposes of this project, let the record show that the Enterprise Y has agreed to commits to cover all relevant OPD expenses - and to pay any invoiceable fees, should these be agreed, within 30 days of invoicing.

- remove those obstacles which participating managers have identified as priorities, because they needlessly disadvantage disabled talent, and are in the control of the business,
- provide feedback to OPD Y that helps them build their capacity to partner with business, including Enterprise Y on similar projects in the future.

OPD X will:

- help craft the messaging that explains to the Enterprise Y workforce why the training is needed and how it will benefit the business as well as disabled talent.
- assign a senior leader as the OPD Project Manager.
- ensure that the training content and design is available for review with Enterprise Y 3 weeks before training is to commence.
- ensure the training design reflects consultation and input from at least 6 managers as potential attendees.
- ensure trainers have a detailed understanding of the existing recruitment process and the needs and expectations of the business.
- deliver a professionally presented, business relevant and accessible training session to an agreed standard.
- monitor attendee satisfaction with the course, to be shared with the Project Management Group.
- keep what they have learned about Enterprise Y strictly confidential, unless otherwise agreed.
- Help the business after the training to remove the obstacles that managers agree should be eliminated- to a timetable and plan to be agreed.

Both parties on successful completion of this first project as per this Agreement

- will review a possible second Collaboration Agreement which could include working together to review the accessibility of the company's-built environment and/or to improve access to reasonable adjustment for employees and job seekers.
- will attend an informal social gathering to 'celebrate' the successful partnership, hosted by Enterprise Y
- will assess the recruitment process 8-12 months from when this project ends to ensure it continues to be barrier free and flexible to the agreed standard.
- will meet to consider possible next steps in a continued collaboration programme.

To be signed by decision makers from OPD X and Enterprise Y - as representatives of their respective organisations.

Date, place

**For further information contact
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