

**Dated – 25<sup>th</sup> June 2018**

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**MEMORANDUM OF UNDERSTANDING  
FOR  
COLLABORATIVE COMMISSIONING  
BETWEEN  
CLINICAL COMMISSIONING GROUPS  
ACROSS  
WEST YORKSHIRE AND HARROGATE**

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**FINAL VERSION 1.1**

<b>Version</b>	<b>Variations and amendments</b>	<b>Date</b>
1.0	Original version	2 May 2017
1.1	Variations to reflect changes to the Committee voting arrangements and Work Plan, as agreed by the membership of each CCG and set out in Schedule 8.  Administrative amendments to reflect the merger of the 3 Leeds CCGs, update membership details and correct drafting and typographical errors.	25 June 2018

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**THIS AGREEMENT** is dated the 25th day of June 2018

**BETWEEN**

- (1) **NHS Airedale, Wharfedale and Craven Clinical Commissioning Group** whose principal office is at Millennium Business Park, Station Road, Steeton, West Yorkshire, BD20 6RB ("**Airedale, Wharfedale and Craven CCG**");
- (2) **NHS Bradford City Clinical Commissioning Group** whose principal office is at Douglas Mill, Bowling Old Lane, Bradford, West Yorkshire, BD5 7JR ("**Bradford City CCG**");
- (3) **NHS Bradford Districts Clinical Commissioning Group** whose principal office is at Douglas Mill, Bowling Old Lane, Bradford, West Yorkshire, BD5 7JR ("**Bradford Districts CCG**");
- (4) **NHS Calderdale Clinical Commissioning Group** whose principal office is at 5th Floor, F Mill, Dean Clough Mills, Halifax, West Yorkshire, HX3 5AX ("**Calderdale CCG**");
- (5) **NHS Greater Huddersfield Clinical Commissioning Group** whose principal office is at Broad Lea House, Dyson Wood Way, Bradley, Huddersfield, West Yorkshire, HD2 1GZ ("**Greater Huddersfield CCG**");
- (6) **NHS Harrogate and Rural District Clinical Commissioning Group** whose principal office is at 1 Grimbald Crag Court, St James Business Park, Knaresborough, North Yorkshire, HG5 8QB ("**Harrogate and Rural District CCG**");
- (7) **NHS Leeds Clinical Commissioning Group** whose principal office is at Suites 2-4, Wira House, Wira Business Park, Leeds, West Yorkshire, LS16 6EB ("**Leeds CCG**");
- (8) **NHS North Kirklees Clinical Commissioning Group** whose principal office is at 4th Floor, Empire House, Wakefield Old Road, Dewsbury, West Yorkshire, WF12 8DJ ("**North Kirklees CCG**"); and
- (9) **NHS Wakefield Clinical Commissioning Group** whose principal office is at White Rose House, West Parade, Wakefield, West Yorkshire, WF1 1LT ("**Wakefield CCG**"),

each a "**Party**" and together the "**Parties**".

**BACKGROUND**

- (A) The Parties wish to enter into an arrangement to collaboratively commission the delivery of healthcare services across the geographic area covered by the Parties. Under section 14Z3(2A) of the NHS Act 2006, the Parties may establish a joint committee of the Parties to exercise the Parties' commissioning functions jointly.
- (B) Under 'Delivering the Forward View: NHS Planning Guidance 2016/17 – 2020/21'<sup>1</sup> published in December 2015, all health and care systems nationally must produce a Sustainability and Transformation Plan, setting out how they will accelerate its implementation of the Five Year Forward View up to 2021.
- (C) This Agreement sets out a framework for collaborative decision-making by the Parties in accordance with section 14Z3 of the NHS Act 2006 through a joint committee of the Parties and will play a crucial role in underpinning Sustainability and Transformation Plans across the West Yorkshire and Harrogate geography.

**IT IS AGREED:**

**1. DEFINITIONS AND INTERPRETATION**

1.1 In this Agreement unless the context otherwise requires the following words and expressions shall have the following meanings:

<b>"Agreement"</b>	this agreement between the Parties comprising these terms and conditions, together with the Schedules;
<b>"Annual Contribution"</b>	the annual financial contribution of each Party (as set out in Schedule 6) to the Programme Management Budget and such other costs of the Collaborative as the Joint Committee may agree;
<b>"CCG Decisions"</b>	has the meaning set out in Clause 6.1.1;
<b>"Claim"</b>	any legal proceedings or claim including but not limited to:  (a) pre-action correspondence and claims for judicial review and any enforcement action brought by the Information Commissioner; and  (b) any referral of a dispute to the Secretary of State for Health in accordance with section 9(6) of the National Health Service Act 2006;
<b>"Clinical Chair"</b>	the GP chair of a Party;
<b>"Collaborative"</b>	the collaborative commissioning arrangements set out in this Agreement;
<b>"Commencement Date"</b>	2 May 2017;
<b>"Commissioning Contract"</b>	any agreement with a Provider for any Services listed in the Workplan;
<b>"Commissioning Contract Variation Report"</b>	has the meaning set out in Clause 10.8;
<b>"Data Protection Legislation"</b>	the Data Protection Act 1998, the Data Protection Directive (95/46/EC), the General Data Protection Regulation (Regulations (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016) once in application, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699), the Electronic Communications Data Protection Directive (2002/58/EC), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003), the common law duty of confidentiality and all applicable laws and regulations relating to the processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner;
<b>"Defaulting Party"</b>	a Party that commits a persistent or material breach of this Agreement;

<b>"Deputy"</b>	has the meaning in paragraph 2.12 of Schedule 3;
<b>"First MoU"</b>	the memorandum of understanding entered into by the Parties dated 14 June 2016 in respect of collaborative commissioning across West Yorkshire and Harrogate;
<b>"Exiting Party"</b>	has the meaning in Clause 15.1;
<b>"Expiry Date"</b>	31 March 2019;
<b>"FOIA"</b>	the Freedom of Information Act 2000, as amended from time to time;
<b>"Functions"</b>	the commissioning functions of each of the Parties in arranging for the provision of the Services, and "commissioning functions" has the meaning set out in section 14Z3(7) of the NHS Act 2006;
<b>"Guidance"</b>	any applicable health or social care guidance, guidelines, direction or determination, framework, code of practice, standard or requirement to which the Parties and/or a Provider have a duty to have regard (and whether specifically mentioned in a relevant Commissioning Contract or not), to the extent that the same are published and publicly available or the existence or contents of them have been notified to the Provider by the Parties and/or any relevant Regulatory or Supervisory Body;
<b>"Holding"</b>	in relation to each of the Parties, the percentage by value attributable to it of the annual contract value of the relevant Commissioning Contract, calculated at the start of the relevant financial year;
<b>"Host Party"</b>	the Party which hosts the Programme Management Office from time to time, being NHS Wakefield CCG as at the Commencement Date;
<b>"Information Sharing Agreement"</b>	the information sharing agreement to be entered into between the Parties on or about the date of this Agreement;
<b>"Initial Term"</b>	the period beginning on the Commencement Date and ending on the Expiry Date;
<b>"Joint Committee"</b>	the joint committee established by the Parties for the purpose of the Collaborative;
<b>"Joint Committee Decisions"</b>	has the meaning set out in Clause 6.1.2;
<b>"Joint Committee Member"</b>	means the nominated representative of a Party who is a member of the Joint Committee, in accordance with the terms of reference set out in Schedule 3;
<b>"Law"</b>	<ul style="list-style-type: none"> <li>(a) any applicable statute or proclamation or any delegated or subordinate legislation or regulation;</li> <li>(b) any enforceable EU right within the meaning of</li> </ul>

	section 2(1) European Communities Act 1972;
	(c) any applicable judgment of a relevant court of law which is a binding precedent in England and Wales;
	(d) Guidance;
	(e) National Standards; and
	(f) any applicable code,
	in each case in force in England and Wales;
<b>"Lead Commissioner/Contractor"</b>	in relation to a particular service, the Party listed as the lead commissioner/contractor in Schedule 4 and/or the Workplan;
<b>"Lead Commissioner/Contractor Decisions"</b>	has the meaning set out in Clause 6.1.3;
<b>"National Standards"</b>	those standards applicable to the Provider under the Law and/or Guidance as amended from time to time;
<b>"Personal Data"</b>	has the meaning given to it in the Data Protection Legislation;
<b>"Programme Management Budget"</b>	the budget for the Programme Management Costs in each financial year, to be agreed by the Joint Committee in accordance with Clause 8.3.4;
<b>"Programme Management Office"</b>	the programme management office providing Programme Management Support to the Collaborative and the Joint Committee;
<b>"Programme Management Support"</b>	the programme management support provided to the Collaborative and the Joint Committee by the Programme Management Office as further detailed in Schedule 5;
<b>"Provider"</b>	a provider under any Commissioning Contract as may be set out in the Workplan;
<b>"Regulatory or Supervisory Body"</b>	any statutory or other body having authority to issue guidance, standards or recommendations with which the relevant Party must comply or to which it must or should have regard, including: <ul style="list-style-type: none"> <li>(a) Care Quality Commission;</li> <li>(b) NHS Improvement (the umbrella name for Monitor and the NHS Trust Development Authority);</li> <li>(c) NHS England;</li> <li>(d) the Department of Health;</li> <li>(e) NICE; and</li> <li>(f) HealthWatch England;</li> </ul>

<b>"Services"</b>	the services described in the Workplan;
<b>"Service Users"</b>	any individual for whose benefit the Services are provided;
<b>"STP"</b>	the Sustainability and Transformation Plan for West Yorkshire;
<b>"Terminating Party"</b>	a Party exercising its rights to terminate this Agreement in accordance with Clauses 14.4 or 14.5;
<b>"Variation"</b>	an addition, deletion or amendment in the Clauses of or Schedules or Appendices to this Agreement, agreed to be made by the Parties in accordance with Clause 10 (Variations); and
<b>"Variation Report"</b>	has the meaning in Clause 10.3;
<b>"Working Day"</b>	any day other than Saturday, Sunday, a public or bank holiday in England and Wales;
<b>"Workplan"</b>	has the meaning set out in paragraph 2.1 of Schedule 4.

- 1.2 References to statutory provisions shall be construed as references to those provisions as respectively amended or re-enacted (whether before or after the Commencement Date) from time to time.
- 1.3 The headings of the Clauses in this Agreement are for reference purposes only and shall not be construed as part of this Agreement or deemed to indicate the meaning of the relevant Clauses to which they relate. Reference to Clauses are clauses in this Agreement.
- 1.4 References to Schedules are references to the schedules to this Agreement and a reference to a Paragraph is a reference to the paragraph in the Schedule containing such reference. References to Appendices are references to the appendices to this Agreement.
- 1.5 References to a person or body shall not be restricted to natural persons and shall include a company, corporation or organisation.
- 1.6 Words importing the singular number only shall include the plural.
- 1.7 Where anything in this Agreement requires the mutual agreement of the Parties, then unless the context otherwise provides, such agreement must be in writing.
- 1.8 If there is any conflict between the terms of this Agreement and the terms of a Commissioning Contract in respect of a particular Service, the terms of the Commissioning Contract will prevail.
- 1.9 If there is any conflict between the Clauses of this Agreement and the provisions of any Schedule or Appendix to this Agreement, the Clauses of this Agreement will prevail.

## 2. DURATION OF THE AGREEMENT

- 2.1 This Agreement comes into effect on the Commencement Date and shall remain in force until the Expiry Date, subject to earlier termination in accordance with Clause 14 (Termination) and any extension agreed in



accordance with Clause 2.2. The Parties agree that the First MoU is hereby terminated and this Agreement shall supersede it in accordance with Clause 24.

- 2.2 The Parties may agree in writing to extend the Initial Term any number of times but each time by a period of up to twelve (12) months. The Agreement shall expire automatically without notice at the end of the extended term (subject to earlier termination in accordance with Clause 14 (Termination)).

### 3. **PRINCIPLES OF COLLABORATION**

- 3.1 In performing their respective obligations under this Agreement, the Parties must:
- 3.1.1 adhere to the principles and objectives set out in Schedule 7;
  - 3.1.2 work proactively with Service Users and the public, actively seeking their engagement at all stages of the commissioning cycle;
  - 3.1.3 at all times act in good faith towards each other;
  - 3.1.4 collaborate and co-operate to work towards ensuring that the commissioning ambitions and intentions of each of the Parties are met;
  - 3.1.5 be ambitious for the populations the Parties serve and the staff the Parties employ;
  - 3.1.6 undertake shared analysis of problems and issues as the basis of taking action;
  - 3.1.7 act in a timely manner and recognise the time-critical nature of the Commissioning Contracts and respond accordingly to requests for support;
  - 3.1.8 be accountable by taking on, managing and accounting to the other Parties for the performance of their respective roles and responsibilities set out in this Agreement;
  - 3.1.9 learn from best practice of other commissioning organisations and seek to develop as a collaborative to achieve the full potential of the relationship;
  - 3.1.10 share information, experience, materials and skills to learn from each other and develop effective working practices, work collaboratively to identify solutions, eliminate duplication of effort, mitigate risk and reduce cost;
  - 3.1.11 adopt a positive outlook and behave in a positive, proactive manner;
  - 3.1.12 act in an inclusive manner with regards to collaboration;
  - 3.1.13 adhere to statutory powers, requirements and best practice to ensure compliance with applicable Law, Guidance and standards including those governing procurement, data protection and freedom of information;
  - 3.1.14 work effectively with internal and external stakeholders;
  - 3.1.15 work toward a reduction in health inequality and improvement in health and well-being;

- 3.1.16 focus on quality;
- 3.1.17 seek best value for money, productivity and effectiveness;
- 3.1.18 develop towards a level of commissioning that is equal to best international practice; and
- 3.1.19 promote innovation.

#### 4. **OBJECTIVES OF COLLABORATION**

- 4.1 The Parties agree that, with effect from the Commencement Date, the main objective of the Collaborative is to develop and implement the Sustainability and Transformation Plan for the people of West Yorkshire and Harrogate and improve effective governance structures for place based commissioning through those arrangements to effect such Plan, in line with the principles and objectives set out in Schedule 7.
- 4.2 The Parties agree to seek to achieve the main objective of the Collaboration through:
  - 4.2.1 planning for the provision of the Services to meet the health needs of the relevant local population on a place basis in accordance with the Parties' respective commissioning intentions and ambitions and all relevant Law and Guidance applicable to the Parties;
  - 4.2.2 agreeing the extent of the Services, and procuring the Commissioning Contracts (where relevant);
  - 4.2.3 where relevant, managing and maintaining the Commissioning Contracts, including in respect of quality standards, observance of service specifications, and monitoring of activity and finance, so as to obtain best performance, quality and value from the Services; and
  - 4.2.4 where relevant, managing variations to the Commissioning Contracts in accordance with national policy, the needs of Service Users and clinical developments.

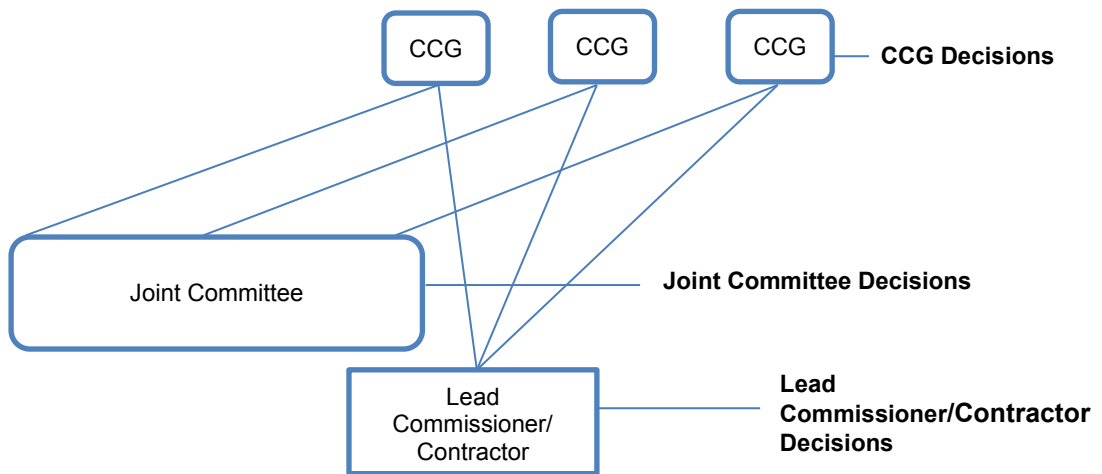
#### 5. **ROLES AND RESPONSIBILITIES**

- 5.1 The Parties agree that where a Deputy assumes the role of its nominated Joint Committee Member for a meeting, all references in this Agreement to a Joint Committee Member that are relevant to the meeting will be read as referring to the Deputy.
- 5.2 Each Party must:
  - 5.2.1 ensure its Joint Committee Members attend every meeting of the Joint Committee;
  - 5.2.2 ensure its Joint Committee Members have considered all documentation and are prepared to discuss matters at meetings of the Joint Committee;
  - 5.2.3 make all reasonable efforts to inform the Chair in advance if its Joint Committee Member or Deputy is unable to attend meetings of the Joint Committee;

- 5.2.4 ensure it engages with all other Parties in matters related to the Collaborative;
- 5.2.5 communicate openly and in a timely manner about concerns, issues or opportunities relating to this Agreement; and
- 5.2.6 respond promptly to all requests for, and promptly offer, information or proposals relevant to the operation of the Collaborative.

6. **GOVERNANCE AND MONITORING ARRANGEMENTS**

- 6.1 The Parties agree that, for matters relating to the Services, there are three different levels of decision-making:
  - 6.1.1 those decisions reserved to each Party ("**CCG Decisions**");
  - 6.1.2 those decisions which are delegated by each Party to the Joint Committee ("**Joint Committee Decisions**"); and
  - 6.1.3 those decisions which are delegated to the Lead Commissioner/Contractor by each Party, if relevant ("**Lead Commissioner/Contractor Decisions**").
- 6.2 Where, in relation to a particular Service, a Lead Commissioner/Contractor is not appointed, there will be no Lead Commissioner/Contractor Decisions.
- 6.3 The following diagram illustrates the levels of decision-making:



- 6.4 The Parties agree that matters that are not related to the Services ("**Non-Service Specific Matters**") shall be dealt with in accordance with Clause 6.9.3.

**CCG Decisions**

- 6.5 Each Party must ensure that the matters set out as CCG Decisions in Schedule 4 and/or the Workplan are reserved to each Party (or governing body or committee of each Party as appropriate).
- 6.6 The Parties agree that neither a Lead Commissioner/Contractor nor the Joint Committee has delegated authority to make CCG Decisions.

- 6.7 Each Party shall put in place mechanisms to ensure CCG Decisions are notified to:
- 6.7.1 the Lead Commissioner/Contractor (if relevant); or
  - 6.7.2 the relevant Provider,
- for action to be taken under the relevant Commissioning Contract, if appropriate.
- 6.8 Each Party shall report to the Joint Committee through its Joint Committee Member any CCG Decisions that affect the Collaborative.

**Joint Committee Decisions**

- 6.9 Each Party must:
- 6.9.1 appoint two representatives to represent it as Joint Committee Members;
  - 6.9.2 provide the names and contact details of its nominated Joint Committee Members and Deputy in Schedule 1;
  - 6.9.3 ensure that the matters set out as:
    - (a) Joint Committee Decisions in Schedule 4 and/or the Workplan; and
    - (b) the Non-Service Specific Matters set out in Schedule 2,are delegated effectively and lawfully to the Joint Committee such that the Joint Committee has the appropriate authority to bind that Party in relation to Joint Committee Decisions and Non-Service Specific Matters;
  - 6.9.4 ensure that the relevant Joint Committee Members are sufficiently appraised of the scope of the delegation by the relevant Party to the Joint Committee in relation to Joint Committee Decisions relating to the relevant Service and the Non-Service Specific Matters; and
  - 6.9.5 ensure the relevant Joint Committee Members are able to give and receive notices and other communications that relate to the relevant Service.
- 6.10 Where a Party sends a Deputy to meetings of the Joint Committee in place of a Joint Committee Member in accordance with paragraph 2.12 of Schedule 3, the Parties shall ensure that the Deputy assumes the role of the Joint Committee Member for that meeting.
- 6.11 The Parties acknowledge and agree that:
- 6.11.1 the terms of reference of the Joint Committee will be as set out in Schedule 3; and
  - 6.11.2 it is the Joint Committee that makes Joint Committee Decisions which bind the Parties and not the Joint Committee Members nominated by each Party.
- 6.12 The Parties agree that a Lead Commissioner/Contractor does not have delegated authority to make Joint Committee Decisions.

- 6.13 The Joint Committee shall implement reporting mechanisms to ensure that Joint Committee Decisions are notified to:
- 6.13.1 the Lead Commissioner/Contractor (if relevant); or
  - 6.13.2 the Provider,
- for action to be taken under the relevant Commissioning Contract, if relevant; and
- 6.13.3 each Party for onward dissemination to its members and governing body, as each Party deems appropriate.

#### **Lead Commissioner/Contractor Decisions**

- 6.14 Where the Parties have appointed a Lead Commissioner/Contractor for a Service, each Party must ensure that the matters set out as Lead Commissioner/Contractor Decisions Schedule 4 and/or the Workplan are delegated effectively and lawfully to the Lead Commissioner/Contractor.
- 6.15 Subject to Clause 6.14, the Parties acknowledge that where the Parties have appointed a Lead Commissioner/Contractor for a Service, the Lead Commissioner/Contractor is able to:
- 6.15.1 make Lead Commissioner/Contractor Decisions and such decisions will bind all of the Parties in relation to the Service; and
  - 6.15.2 take action under the Commissioning Contracts in relation to Lead Commissioner/Contractor Decisions without reference to the Parties or the Joint Committee; and
  - 6.15.3 implement Joint Committee Decisions as directed by the Joint Committee.
- 6.16 The Lead Commissioner/Contractor shall report to the Joint Committee in accordance with any reporting requirements as may be set out in the Workplan.

#### **7. INSPECTION**

The Parties shall co-operate with any investigation undertaken by any Regulatory or Supervisory Body in respect of any of the Services.

#### **8. COLLABORATIVE COSTS AND RESOURCES**

- 8.1 The Parties agree that payments due under Commissioning Contracts shall be made in accordance with the provisions of the relevant Commissioning Contract.
- 8.2 The Parties agree that the Host Party shall host the Programme Management Office which shall provide Programme Management Support to the Collaborative and the Joint Committee as set out in Schedule 5. Such hosting shall include the employment and/or engagement of staff.
- 8.3 The Parties agree that:
- 8.3.1 the Host Party shall manage the Programme Management Budget on behalf of the Parties;

- 8.3.2 each Party shall make an Annual Contribution to the Host Party in respect of the Programme Management Budget in accordance with this Clause 8 and Schedule 6;
- 8.3.3 the Programme Management Budget shall include (but not be limited to) costs which fall into the categories set out in Schedule 6;
- 8.3.4 the Joint Committee may agree that costs which do not fall within the categories set out in Schedule 6 will be shared between the Parties and may determine the proportions in which such costs shall be shared between the Parties; and
- 8.3.5 at least 30 days prior to the start of each financial year, the Joint Committee shall agree:
  - (a) the Programme Management Budget for the next financial year; and
  - (b) the proportions in which the Parties shall make Annual Contributions to the Programme Management Budget in the forthcoming financial year.
- 8.4 The provisions of Schedule 6 shall apply in relation to the management of the Programme Management Budget.

## 9. INDEMNITY

- 9.1 Nothing in this Agreement shall affect the liabilities of the Parties to the Service Users in respect of their Functions.
- 9.2 Each Party undertakes to indemnify each other Party against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses, whether arising in tort (including negligence) or as a result of default or breach of this Agreement, to the extent that any loss or claim is due to the breach of contract, negligence, wilful default or fraud of the indemnifying Party (or its employees, agents or sub-contractors), except to the extent that the loss or claim is directly caused by or directly arises from the negligence, breach of this Agreement, or applicable Law by the indemnified Party or (or its employees, agents or sub-contractors).
- 9.3 Each Party further undertakes to indemnify the Lead Commissioner/Contractor against any liability, damages, costs, claims or proceedings arising out of or in connection with any act or omission (which is not recklessly negligence, fraudulent or involving criminal liability) committed or omitted by it during the course of performing its obligations under this Agreement, provided that the liability of each Party under such indemnity will be limited to the proportion of the total amount from time to time indemnified under this Clause 9.3 equal to that Party's Holding.
- 9.4 In the event that any Party (or Parties) receives a Claim against it which relates to a decision of the Joint Committee made on behalf of that Party (or Parties) (the "Receiving Party") in accordance with this Agreement, then the Receiving Party shall inform the Joint Committee as soon as reasonably practicable. Notwithstanding that such Claims shall be responded to by the Receiving Party, each Party agrees (whether through the Joint Committee or otherwise) to assist and co-operate with the Receiving Party to enable the Receiving Party to respond to the Claim.

9.5 Each Party shall bear its own costs and expenses incurred in connection with responding to any Claims received by it which relate to decisions of the Joint Committee made on its behalf or otherwise.

9.6 Each Party shall ensure that it maintains appropriate insurance arrangements in respect of employer's liability, liability to third parties and all other potential liability under this Agreement.

## 10. VARIATIONS

10.1 If at any time during the term of this Agreement any Party requests in writing any Variation to this Agreement (which may include changes required as a result of a change in law), Clauses 10.3 to 10.7 shall apply.

10.2 If at any time during the term of this Agreement any Party requests in writing any variation to a Commissioning Contract, Clauses 10.8 to 10.10 shall apply.

### Variations to this Agreement

10.3 The Party proposing the Variation shall provide a report in writing to the Joint Committee (the "**Variation Report**") setting out:

10.3.1 the Variation proposed;

10.3.2 the date upon which the Variation is to take effect;

10.3.3 a statement of the impact the Variation will have on, and any change required to, this Agreement;

10.3.4 a statement on the individual responsibilities of the Parties for any implementation of the Variation; and

10.3.5 details of any proposed staff and employment implications.

10.4 Following receipt by the Joint Committee of the Variation Report and allowing twenty (20) Working Days in which to consider the Variation Report, the Joint Committee shall meet to discuss the proposed Variation and acting reasonably and in good faith shall use reasonable endeavours to agree the Variation.

10.5 Where the Joint Committee is unable to agree on the terms of the Variation then any Party may refer the matter to dispute resolution under Clause 12 (Dispute Resolution).

10.6 All Variations made to this Agreement shall be agreed between the Parties. Such Variations to this Agreement are only to be effective if made in writing and signed by all the Parties.

10.7 Variations to this Agreement shall be appended to this Agreement at Schedule 8 (Variations).

### Variations to a Commissioning Contract

10.8 The Party proposing any variation to a Commissioning Contract shall provide a report (the "**Commissioning Contract Variation Report**") in writing to the Lead Commissioner/Contractor (if relevant) or the Joint Committee (if there is no Lead Commissioner/Contractor) setting out:

10.8.1 the variation proposed;

- 10.8.2 the date upon which the variation is to take effect; and
- 10.8.3 a statement on the individual responsibilities of the Parties for any implementation of the variation.
- 10.9 Following receipt by the Joint Committee or Lead Commissioner/Contractor (as relevant) of the Commissioning Contract Variation Report and allowing twenty (20) Working Days in which to consider the Commissioning Contract Variation Report, the Joint Committee shall meet to discuss the proposed variation.
- 10.10 Where the variation is agreed by the Joint Committee, the Lead Commissioner/Contractor (if relevant) or the Party proposing (if there is no Lead Commissioner/Contractor) the variation shall put the variation to the Provider in accordance with the relevant provisions of the Commissioning Contract.

## 11. NOTICES

- 11.1 Any notices to be given under the Agreement must be in writing and served on the Parties' first named Joint Committee Member in Schedule 1 either by hand, post, or e-mail to the address for that Joint Committee Member as set out in Schedule 1.
- 11.2 Notices:
  - 11.2.1 by post will be effective upon the earlier of actual receipt, or five (5) Working Days after mailing;
  - 11.2.2 by hand will be effective upon delivery;
  - 11.2.3 by e-mail will be effective when sent in legible form subject to no automated response being received.

## 12. DISPUTE RESOLUTION

- 12.1 Where any dispute arises between the Parties including the Lead Commissioner/Contractor (if relevant) or where the Joint Committee cannot reach a decision in accordance with its terms of reference, the Parties must use their best endeavours to resolve that dispute on an informal basis at the next meeting of the Joint Committee.
- 12.2 Where any matter referred to dispute resolution is not resolved under Clause 12.1, any Party in dispute may refer the dispute to the Accountable Officers of the relevant Parties, who will cooperate in good faith to recommend a resolution to the dispute within ten (10) Working Days of the referral.
- 12.3 If the dispute is not resolved under Clauses 12.1 and 12.2, any Party in dispute may refer the dispute to NHS England and each Party will co-operate in good faith with NHS England to agree a resolution to the dispute within ten (10) Working Days of the referral.
- 12.4 Any referral to NHS England under Clause 12.3 shall be to Director of Commissioning, NHS England.
- 12.5 Where any dispute is not resolved under Clauses 12.1 to 12.4, any Party in dispute may refer the matter for mediation arranged by an independent third



party and any agreement reached through mediation must be set out in writing and signed by the Parties in dispute.

### 13. **JOINING THE COLLABORATIVE**

- 13.1 A clinical commissioning group that wishes to join the Collaborative may do so, subject to:
- 13.1.1 that Party establishing the Joint Committee as a joint committee of the relevant Party and delegating the exercise of its Functions as set out in the Scheme of Delegation;
  - 13.1.2 that Party agreeing to be bound by the terms of this Agreement and entering into a Memorandum of Adherence in the form set out in Schedule 9; and
  - 13.1.3 the agreement of all the existing Parties.
- 13.2 The Parties agree that statutory successor bodies to any one or more of the Parties shall be deemed to be Parties to this Agreement and the agreement of the remaining Parties in accordance with Clause 14.1 is not required. For the avoidance of doubt, this includes an organisation formed as a result of the merger of two or more Parties.

### 14. **TERMINATION**

#### **Termination of this Agreement**

- 14.1 The Parties may agree in writing at any time to terminate this Agreement from such date as may be agreed between the Parties.

#### **Termination of a Defaulting Party**

- 14.2 The remaining Parties acting in agreement may, at any time terminate a Defaulting Party's participation in the Agreement by notice in writing to the Defaulting Party where such default is not capable of remedy or, where capable of remedy, has not been remedied within two (2) weeks of the Defaulting Party receiving notification of such default.
- 14.3 The Parties agree that a failure of a Party's Joint Committee Member or Deputy to attend three meetings (whether consecutive or otherwise) of the Joint Committee in any one financial year shall constitute a default which is not capable of remedy in accordance with Clause 14.2.

#### **Termination of a Party in relation to a Service**

- 14.4 Where a Party terminates its participation in a Commissioning Contract, that Party's participation in matters relating to the relevant Service and that Party's inclusion in the Workplan in relation to the Service shall automatically terminate on the same date.

#### **Termination of a Party's participation in this Agreement**

- 14.5 Any Party may terminate its participation in this Agreement by giving the other Parties notice in writing if that Party's fulfilment of its obligations hereunder would be in contravention of any guidance from any Secretary of State, regulations or legislation issued or enacted after the Commencement Date.

- 14.6 Upon termination in accordance with Clauses 14.2, 14.4 or 14.5, this Agreement shall partially terminate as between the remaining Parties and the Defaulting Party or Terminating Party (as the case may be) only. For the avoidance of doubt, this Agreement shall continue in force as between the remaining Parties notwithstanding any partial termination in respect of any one or more Parties and the remaining Parties shall effect such amendments to this Agreement as may be necessary in accordance with Clause 10 (Variations).

## 15. CONSEQUENCES OF EXPIRY, TERMINATION OR PARTY LEAVING

- 15.1 In the event that this Agreement expires, is terminated (whether in full or in part) or a Party leaves the Collaborative (the "**Exiting Party**"), the Parties agree to co-operate to ensure an orderly wind down of their joint activities as set out in this Agreement and the following provisions shall (unless agreed otherwise by the Parties) have effect:
- 15.1.1 each Party shall ensure or procure the continued provision of the Services related to its Functions;
  - 15.1.2 insofar as it is necessary, each Party shall use its reasonable endeavours to arrange and ensure the novation of any relevant contracts which are necessary to be novated from an Exiting Party to a remaining Party who shall accept such novation; and
  - 15.1.3 reconciliation of the Programme Management Budget against actual expenditure shall be undertaken in accordance with Schedule 6.
- 15.2 The Parties shall at all times act in such a manner as not to adversely affect the delivery of the Services.

## 16. SURVIVAL

- 16.1 The provisions of this Agreement which are expressly stated to survive its termination or expiry or which are intended by their nature to survive termination or expiry shall continue in force (including but not limited to Clauses 7, 8, 9, 12, 15, 16, 17, 18, 19, 23, 28 and Schedule 6 together with those other Clauses, the survival of which is necessary for the interpretation or enforcement of this Agreement).
- 16.2 Termination or expiry of this Agreement does not affect any accrued rights or remedies under this Agreement or any other agreement between the Parties.

## 17. CONFIDENTIALITY

- 17.1 Except as required by law and specifically pursuant to Clause 19 (Freedom of Information), each Party agrees at all times during the continuance of this Agreement and after its termination or expiry to keep confidential any and all information, data and material of any nature which that Party may receive or obtain in connection with the operation of this Agreement or otherwise relating in any way to the business, operations and activities of another Party, its employees, agents and/or any other person with whom it has dealings. For the avoidance of doubt this Clause shall not affect the rights of any workers under section 43 A-L of the Employment Rights Act 1996.

17.2 The Parties agree to provide or make available to each other sufficient information concerning their own operations and actions to enable the efficient operation of the Collaborative.

## 18. DATA PROTECTION

18.1 The Parties acknowledge their respective duties under the Data Protection Legislation and shall give all reasonable assistance to each other where appropriate or necessary to comply with such duties.

18.2 The Parties may share information with each other which may comprise anonymised and pseudonymised data to support decision-making by the Collaborative, but will not include any patient identifiable data. The Parties shall comply with the terms of the separate Information Sharing Agreement.

## 19. FREEDOM OF INFORMATION

19.1 Each Party acknowledges that the other Parties are subject to the requirements of the FOIA and each Party shall assist and co-operate with the others (at their own expense) to enable the other Parties to comply with their information disclosure obligations.

19.2 Where a Party receives a "request for information" (as defined in the FOIA) in relation to information which it is holding on behalf of another Party, it shall (and shall procure that its sub-contractors shall):

19.2.1 transfer the request for information to the other Party as soon as practicable after receipt and in any event within two (2) Working Days of receiving the request for information;

19.2.2 provide the other Party with a copy of all information in its possession or power in the form that the other Party requires within five (5) Working Days (or such other period as may be agreed) of the other Party requesting that information; and

19.2.3 provide all necessary assistance as reasonably requested to enable the other Party to respond to the request for information within the time for compliance set out in section 10 of the FOIA.

19.3 Where a Party receives a request for information which relates to the Agreement, it shall inform the other Parties of the request for information as soon as practicable after receipt and in any event within two (2) Working Days of receiving the request for information.

19.4 If any Party determines that information must be disclosed pursuant to Clause 19.3, it shall notify the other Parties of that decision at least two (2) Working Days before disclosure.

19.5 Each Party shall be responsible for determining at its absolute discretion whether the relevant information is exempt from disclosure or is to be disclosed in response to a request for information.

19.6 Each Party acknowledges that the other Parties may be obliged under the FOIA to disclose information:

19.6.1 without consulting with the other Parties; or

19.6.2 following consultation with the other Parties and having taken their views into account.

19.7 Where the Programme Management Office or the Joint Committee receives a request for information in relation to this Agreement then the relevant affected Parties may agree that the response to such request for information shall be co-ordinated by the Programme Management Office on behalf of the Parties involved, such Parties to assist and co-operate with the Programme Management Office in this regard.

## 20. **STATUS**

20.1 The Parties acknowledge that they are all health service bodies for the purposes of section 9 of the NHS Act 2006. Accordingly, this Agreement shall be treated as an NHS Contract and shall not be legally enforceable.

20.2 Nothing in this Agreement shall create or be deemed to create a legal partnership under the Partnership Act 1890 or the relationship of employer and employee between the Parties or render any Party directly liable to any third party for the debts, liabilities or obligations of any other Party.

20.3 Save as specifically authorised under the terms of this Agreement, a Party shall not hold itself out as the agent of any other Party.

## 21. **ASSIGNMENT AND SUB-CONTRACTING**

This Agreement, and any right and conditions contained in it, may not be assigned or transferred by any Party without the prior written consent of the other Parties, except to any statutory successor to the relevant function.

## 22. **THIRD PARTY RIGHTS**

The Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement and accordingly the Parties to this Agreement do not intend that any third party should have any rights in respect of this Agreement by virtue of that Act.

## 23. **COMPLAINTS**

23.1 Any complaints relating to a Party's Functions shall be dealt with in accordance with the statutory complaints procedure of that Party.

23.2 Insofar as any complaint may relate to the content of this Agreement such complaints shall be referred to the Joint Committee. The Parties shall co-operate as to the resolution of complaints.

23.3 In the event that a complaint arises about a Commissioning Contract, that complaint should be dealt with in accordance with the procedure set out in the relevant Commissioning Contract.

## 24. **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement and understanding of the Parties and supersedes any previous agreement between the Parties relating to the subject matter of this Agreement.

25. **SEVERABILITY**

If any term, condition or provision contained in this Agreement shall be held to be invalid, unlawful or unenforceable to any extent, such term, condition or provision shall not affect the validity, legality or enforceability of the remaining parts of this Agreement.

26. **WAIVER**

No failure or delay by a Party to exercise any right or remedy provided under this Agreement or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.

27. **COSTS AND EXPENSES**

Each Party shall be responsible for paying its own costs and expenses incurred in connection with the negotiation, preparation and execution of this Agreement.

28. **GOVERNING LAW AND JURISDICTION**

This Agreement shall be governed by and construed in accordance with English Law and, subject to Clauses 12.1 (Dispute Resolution) and 20.1 (Status), the Parties irrevocably agree that the courts of England shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement.

29. **FAIR DEALINGS**

The Parties recognise that it is impracticable to make provision for every contingency which may arise during the life of this Agreement and they declare it to be their intention that this Agreement shall operate between them with fairness and without detriment to the interests of any of them and that if in the course of the performance of this Agreement, unfairness to any of them does or may result then the other shall use its reasonable endeavours to agree upon such action as may be necessary to remove the cause or causes of such unfairness.

30. **COUNTERPARTS**

This Agreement may be executed in one or more counterparts. Any single counterpart or a set of counterparts executed, in either case, by all Parties shall constitute a full original of this Agreement for all purposes.

This Agreement is effective on the date stated at the beginning of it.

**IN WITNESS OF WHICH the Parties have signed this Agreement on the date shown below**

Signed by \_\_\_\_\_  
(print name)  
for and on behalf of **NHS Airedale,  
Wharfedale and Craven Clinical  
Commissioning Group**

} \_\_\_\_\_  
(signature)  
Date of signature \_\_\_\_\_

Signed by \_\_\_\_\_  
(print name)  
for and on behalf of **NHS Bradford City  
Clinical Commissioning Group**

} \_\_\_\_\_  
(signature)  
Date of signature \_\_\_\_\_

Signed by \_\_\_\_\_  
(print name)  
for and on behalf of **NHS Bradford  
Districts Clinical Commissioning  
Group**

} \_\_\_\_\_  
(signature)  
Date of signature \_\_\_\_\_

Signed by \_\_\_\_\_  
(print name)  
for and on behalf of **NHS Calderdale  
Clinical Commissioning Group**

} \_\_\_\_\_  
(signature)  
Date of signature \_\_\_\_\_

Signed by \_\_\_\_\_  
(print name)  
for and on behalf of **NHS Greater  
Huddersfield Clinical Commissioning  
Group**

} \_\_\_\_\_  
(signature)  
Date of signature \_\_\_\_\_

Signed by \_\_\_\_\_

(print name)

for and on behalf of **NHS Harrogate and Rural District Clinical Commissioning Group**



\_\_\_\_\_

(signature)

Date of signature \_\_\_\_\_

Signed by \_\_\_\_\_

(print name)

for and on behalf of **NHS Leeds Clinical Commissioning Group**



\_\_\_\_\_

(signature)

Date of signature \_\_\_\_\_

Signed by \_\_\_\_\_

(print name)

for and on behalf of **NHS North Kirklees Clinical Commissioning Group**



\_\_\_\_\_

(signature)

Date of signature \_\_\_\_\_

Signed by \_\_\_\_\_

(print name)

for and on behalf of **NHS Wakefield Clinical Commissioning Group**



\_\_\_\_\_

(signature)

Date of signature \_\_\_\_\_

## SCHEDULE 1

### JOINT COMMITTEE MEMBERS

#### 1. Joint Committee Member details

1.1. The table below sets out the names and contact details of each Party's nominated Joint Committee Members.

Name of Party	Name of Joint Committee Members	Contact Details of Member	Name of Deputy	Contact Details of Deputy
Airedale, Wharfedale and Craven CCG	Helen Hirst		Julie Lawreniuk	
	James Thomas		None	
Bradford City CCG	Helen Hirst		Julie Lawreniuk	
	Akram Khan		Sohail Abbas	
Bradford Districts CCG	Helen Hirst		Julie Lawreniuk	
	Andy Withers		Louise Clarke	



Calderdale CCG	Matt Walsh		Neil Smurthwaite	
	Steven Cleasby		None	
Greater Huddersfield CCG	Carol McKenna		Ian Currell	
	Steve Ollerton		Dr Jane Ford	
Harrogate and Rural District CCG	Amanda Bloor		Dilani Gamble	
	Alistair Ingram		None	
Leeds CCG	Philomena Corrigan		Visseh Pejhan – Sykes	
	Gordon Sinclair		Jason Broch	
North Kirklees CCG	Carol McKenna		Ian Currell	
	Dr David Kelly		None	
Wakefield CCG	Jo Webster		None	n/a
	Philip Earnshaw		None	n/a

## **SCHEDULE 2**

### **NON-SERVICE SPECIFIC MATTERS**

1. The Parties agree that the matters below are Non-Service Specific Matters and shall be delegated to the Joint Committee in accordance with Clause 6.9.3:
  - 1.1. consideration, and agreeing or proposing resolutions to, disputes referred to the Joint Committee in accordance with Clause 12 (Dispute Resolution);
  - 1.2. consideration of, and agreeing resolutions to, any complaint relating to the content of this Agreement in accordance with Clause 23 (Complaints);
  - 1.3. agreeing the Programme Management Budget for each financial year and oversight of management of the Programme Management Budget by the Host Party;
  - 1.4. development and communication;
  - 1.5. engagement events; and
  - 1.6. engaging with the West Yorkshire Association of Acute Trusts (WYAAT) Committee in Common, other Provider Groups and the West Yorkshire and Harrogate STP System Leadership Executive Group as appropriate to further the STP objectives as set out in Schedule 7.

## **SCHEDULE 3**

### **TERMS OF REFERENCE OF THE JOINT COMMITTEE**

#### **1. ROLE OF THE JOINT COMMITTEE**

- 1.1. The overarching role of the Joint Committee is to take efficient and effective commissioning decisions on a place basis, where appropriate and in accordance with the delegation of authority from each Party, and, in doing so, to support the aims and objectives of the STP as set out in Schedule 7. The Joint Committee shall at all times act in accordance with all relevant Law and Guidance applicable to the Parties and relevant to the joint exercise of each Party's Functions.

#### **2. TERMS OF REFERENCE OF THE JOINT COMMITTEE**

##### **Frequency and notice of meetings**

- 2.1. Meetings shall be held monthly or other such frequency as agreed by the Parties.
- 2.2. Meetings may be held by telephone or video conference. Joint Committee Members may participate (and count towards quorum) in a face-to-face meeting via telephone or video-conference.
- 2.3. The Chair shall set the agenda and arrange for the circulation of any papers to be considered at least five Working Days prior to the meeting.
- 2.4. Meetings of the Joint Committee shall be open to the public save where the Joint Committee resolves to exclude members of the public from any meeting or part of a meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or there are special reasons as stated in the resolution and arising from the nature of the business of the proceedings.
- 2.5. The Chair may exclude any member of the public from a meeting of the Joint Committee if they are interfering with or preventing the proper or reasonable conduct of that meeting.
- 2.6. Members of the public or representatives of the press may not record proceedings in any manner whatsoever, other than writing, or make any oral report of the proceedings as they take place, without the prior written agreement of the Chair.
- 2.7. The right of attendance at meetings by members of the public as referred to in paragraph 2.4 does not give the right to such members of the public to ask questions or otherwise participate in that meeting, unless invited to do so by the Chair.

##### **Joint Committee Members and attendees**

- 2.8. The Joint Committee Members shall comprise:
  - 2.8.1. two voting representatives appointed by each Party; and
  - 2.8.2. three non-voting lay representatives (appointed by the Parties via an open application process) to comprise:
    - (a) one lay representative who is independent of any of the Parties (the "Independent Lay Representative"); and

- (b) two lay representatives who are existing lay members of a Party's governing body (provided that the two lay representatives shall not be lay members of the same Party).
- 2.9. The Joint Committee shall invite a representative of NHS England to attend meetings and may invite other persons to attend meetings as it deems appropriate.
- 2.10. No such persons invited to attend meetings shall be able to vote on a matter.

#### **Quorum**

- 2.11. Meetings of the Joint Committee shall be quorate when at least 75% of the Joint Committee Members are present.
- 2.12. In circumstances where a Joint Committee Member who is not a lay representative is unable to attend a meeting, or they have a conflict of interest which required them to be excluded from a meeting, the nominating Party may send to a meeting of the Joint Committee a deputy (a "**Deputy**") to take the place of the Joint Committee Member. Where a Party sends a Deputy to take the place of the Joint Committee Member, the references in this paragraph 2 to Joint Committee Members shall be read as references to the Deputy. Parties must ensure that a Deputy attending a meeting of the Joint Committee has the necessary delegated authority.

#### **Voting**

- 2.13. The Joint Committee Members nominated by each Party (referred to in paragraph 2.8.1 above) shall have one vote between them, so that there is one vote per Party, except that Leeds CCG, which came into existence on 1<sup>st</sup> April 2018, following the merger of Leeds North, Leeds South East and Leeds West CCGs, will retain the 3 votes of the separate CCGs prior to the merger. The lay representative Joint Committee Members shall not vote on any matter.
- 2.14. The Joint Committee will make decisions by consensus of those Joint Committee Members present and voting at the meeting wherever possible. If a consensus decision cannot be reached then decisions of the Joint Committee will be made by 75% majority of those Joint Committee Members voting and present at the meeting.
- 2.15. The validity of any act of the Joint Committee shall not be affected by any defect in its constitution, by any vacancy among the Joint Committee Members or by any defect in the appointment of any of its Joint Committee Members.

#### **Chair**

- 2.16. The Independent Lay Representative shall be appointed Chair of the Joint Committee. The Joint Committee will appoint another of the Joint Committee Lay Members to act as Deputy Chair.

#### **Administration**

- 2.17. The Programme Management Office shall provide administrative support and advice to the Joint Committee including but not limited to:
  - 2.17.1. taking the minutes and keeping a record of matters arising and issues to be carried forward;
  - 2.17.2. maintaining a register of interests for Joint Committee Members; and
  - 2.17.3. advising the Joint Committee and attendees if relevant as appropriate on best practice, national guidance and other relevant documents.

## **Duties**

- 2.18. The Joint Committee will:
  - 2.18.1. make Joint Committee Decisions (as set out in Schedule 4 and/or the Workplan); and
  - 2.18.2. undertake actions as set out in this Agreement.

## **Relationship with the Parties**

- 2.19. Minutes of meetings of the Joint Committee shall be provided to the members and/or governing bodies of the Parties.
- 2.20. The Joint Committee shall produce, with the support of the Programme Management Office, an annual report of the work of the Joint Committee which shall be provided to the members and /or governing bodies of each Party.

## **Special Meetings**

- 2.21. Special meetings of the Joint Committee on any matter may be called by any of the Parties acting through its Joint Committee Member by giving at least forty-eight (48) hours' notice by e-mail to the other Joint Committee Members in the following circumstances:
  - 2.21.1. where that Party has concerns relating to the safety and welfare of Service Users under any Commissioning Contract(s);
  - 2.21.2. in response to a quality, performance or financial query by any Regulatory or Supervisory Body;
  - 2.21.3. to convene a meeting under Clause 12.1 (Dispute Resolution) of the Agreement; and/or
  - 2.21.4. for the consideration of any matter which that Party considers of sufficient urgency and importance that its consideration cannot wait until the date of the next meeting.

## **Conflicts of Interest**

- 2.22. Each Joint Committee Member must abide by all policies of the Party it represents in relation to conflicts of interest.
- 2.23. Where any Joint Committee Member has an actual or potential conflict of interest in relation to any matter under consideration at any meeting, the Chair (in their discretion) shall decide, having regard to the nature of the potential or actual conflict of interest, whether or not that Joint Committee Member may participate and/or vote in meetings (or parts of meetings) in which the relevant matter is discussed. Where the Chair decides to exclude a Joint Committee Member, the relevant Party may send a Deputy to take the place of the conflicted Joint Committee Member in relation to that matter in accordance with paragraph 2.12.

## **Review**

- 2.24. These terms of reference shall be reviewed by the Joint Committee at least annually and any consequential amendments approved by each Party's members.

## **SCHEDULE 4**

### **SCOPE OF DECISION MAKING**

#### **1. INTRODUCTION**

Each Party shall ensure that the matters noted as Joint Committee Decisions in this Schedule 4 and the matters set out in the Workplan in the Appendix are properly and lawfully delegated to the Joint Committee in accordance with the NHS Act 2006 and each Party's constitution and internal procedures.

#### **2. MATTERS WITHIN THE SCOPE OF THIS AGREEMENT**

##### **Workplan - general**

- 2.1 The Joint Committee will develop a workplan (the "**Workplan**") which will set out the proposed scope of the Joint Committee's work. The Workplan for 2018/19 effective from the date of this agreement and approved by the Parties is set out in the Appendix to this Schedule 4.
- 2.2 The Parties agree that the Workplan will be underpinned by a 'gateway' approach for the Services which are the subject of the Workplan, setting out the process and approvals for project initiation, case for change, options appraisal and final decision making.

##### **Workplan review**

- 2.3 The Parties shall review the Workplan in the first six months following the date of this agreement and agree any potential new service areas which all of the Parties agree should be brought within the scope of the Workplan during the term of this Agreement ("Future Joint Committee Matters"), subject to certain conditions ("Gateway Conditions") being met.
- 2.4 Following such review, the Parties shall agree:
  - 2.4.1 the Future Joint Committee Matters;
  - 2.4.2 the Gateway Conditions;
  - 2.4.3 the mechanism through which the Gateway Conditions will be assessed to have been met in order for any Future Joint Committee Matters to be brought within the scope of the Workplan. Such mechanism may include assessment and confirmation by each Party's governing body that the Gateway Conditions have been met in each such case; and
  - 2.4.4 the reporting mechanisms as between the Joint Committee and each Party's governing body and members, and as between each Party's governing body and members, in respect of changes to the Workplan during the term of this Agreement, as appropriate.
- 2.5 The Parties shall document the matters set out in paragraph 2.4 in this Agreement and in the Joint Committee terms of reference in Schedule 3 by way of a variation to this Agreement in accordance with Clause 10 to be approved by each Party's members.

##### **CCG Decisions**

- 2.6 The Parties agree that the following matters are CCG Decisions which are reserved to each Party:

- 2.6.1 approval of the Workplan;
- 2.6.2 any other matter which is not set out in the Workplan and is not a Non-Service Specific Matter.

**Joint Committee Decisions**

- 2.7 The Parties have agreed that decisions in relation to the matters set out below shall be Joint Committee Decisions and shall be delegated to the Joint Committee accordingly:
  - 2.7.1 matters set out in the Workplan; and
  - 2.7.2 Non-Service Specific Matters set out in Schedule 2.
- 2.8 To avoid doubt, Joint Committee Decisions may be made by the Joint Committee without reference back to each Party.

**Lead Commissioner/Contractor Decisions**

- 2.9 The Parties may agree to delegate decisions in respect of a particular Service to a Lead Commissioner/Contractor in accordance with each Party's constitution and scheme of delegation and shall document any such matters in this Schedule 4 by way of a variation to this Agreement.
- 2.10 To avoid doubt, any Lead Commissioner/Contractor Decisions may be made by the Lead Commissioner without reference back to each Party or to the Joint Committee.

**APPENDIX**  
**WORKPLAN 2018/19**

<p><b>Cancer</b></p> <p><b>Agree new strategic approaches to the commissioning and provision of cancer care, building on the 'Commissioning for Outcomes' work.</b></p>
<p><b>Mental health</b></p> <ul style="list-style-type: none"><li>• <b>Agree a single operating model for the management of acute and psychiatric intensive care unit (PICU) beds across West Yorkshire and Harrogate.</b></li><li>• <b>Agree a standard commissioning approach to acute and PICU services and a commitment to peer review local crisis services to ensure risk and benefit can be clearly understood and managed across West Yorkshire and Harrogate.</b></li><li>• <b>Agree plan for the provision of children and young people inpatient units, integrated with local pathways.</b></li></ul>
<p><b>Stroke</b></p> <p><b>Agree configuration of Hyper Acute and Acute stroke services</b></p> <ul style="list-style-type: none"><li>• <b>Review and approve outline business case. Decide on readiness to consult.</b></li><li>• <b>Review outcomes of consultation.</b></li><li>• <b>Approve full business case</b></li><li>• <b>Consider and approve commissioning approach and approve delivery plan.</b></li></ul>
<p><b>Urgent and emergency care</b></p> <p><b>Integrated urgent care services:</b></p> <ul style="list-style-type: none"><li>• <b>Agree the specification and business case (incorporating future arrangements for NHS 111 and GP out of hours services).</b></li><li>• <b>Agree the commissioning and procurement process to deliver services from 2019 onwards</b></li></ul>
<p><b>Elective care and standardising commissioning policies</b></p> <p><b>Develop and agree West Yorkshire and Harrogate commissioning policies, including:</b></p> <ul style="list-style-type: none"><li>• <b>Pre-surgery optimisation (supporting healthier choices);</b></li><li>• <b>Clinical thresholds and procedures of low clinical value;</b></li><li>• <b>Eliminating unnecessary follow-ups;</b></li><li>• <b>Efficient prescribing.</b></li></ul>



## SCHEDULE 5

### PROGRAMME MANAGEMENT SUPPORT

#### SCOPE OF PROGRAMME MANAGEMENT SUPPORT

- 1.1 The Host Party shall provide Programme Management Support to the Collaborative and the Joint Committee, to include the following:
- 1.1.1 secretariat to the Joint Committee, including agendas papers and minutes;
  - 1.1.2 oversight and support to the West Yorkshire and Harrogate collaborative programmes;
  - 1.1.3 facilitation and co-ordination of West Yorkshire and Harrogate Sustainability and Transformation Plan activity;
  - 1.1.4 partnership working with the 6 local place based planning units to ensure alignment and connectivity; and
  - 1.1.5 support to the establishment of more formal governance and decision making structures to support the STP.

## **SCHEDULE 6**

### **COSTS AND RESOURCES OF THE COLLABORATIVE**

- 1.1. The Annual Contribution of each Party shall be determined by agreement of the Joint Committee in accordance with Clause 8.3.5.
- 1.2. The Host Party will issue an invoice to each Party for its respective Annual Contribution for the relevant financial year within 30 days of the beginning of that financial year. Each Party shall pay its Annual Contribution to the Host Party within 30 days of receipt of an invoice from the Host Party.
- 1.3. The Parties agree that the Annual Contributions may be used to reimburse the Host Party for costs associated with the Programme Management Support, including (but not limited to):
  - 1.3.1. salary and travel costs of Programme Management Office staff; and
  - 1.3.2. administration costs associated with the Collaborative and Programme Management Support, including:
    - 1.3.2.1. office and meeting room hire;
    - 1.3.2.2. IT support and telephony costs;
    - 1.3.2.3. printing and stationery costs.
- 1.4. The Joint Committee may agree to expand or reduce the scope of the Programme Management Support provided by the Host Party subject to any additional costs incurred by the Host Party as a result of such expansion or reduction being apportioned between the Parties in such proportions as the Joint Committee may agree. In the case of a reduction in the scope of the Programme Management Support such additional costs shall include, but not be limited to, redundancy costs payable by the Host Party as a result of a reduction in the scope of Programme Management Support.

#### **Reporting to the Joint Committee**

- 1.5. The Host Party will provide a monthly written report to the Joint Committee setting out income and expenditure to date in respect of the Programme Management Budget, including identification of and provision of reasons for, any potential overspend or underspend against the Programme Management Budget, and any recommended actions for the Joint Committee to consider.
- 1.6. The Host Party will provide an annual written report to the Joint Committee setting out the final year-end position in respect of the Programme Management Budget, reconciling expenditure against budget and detailing any overspends or underspends and the reasons for such.

#### **Overspends and underspends during the term of the Agreement**

- 1.7. The Parties agree that any overspends against the Programme Management Budget in any financial year shall be shared between the Parties in the same proportions as the Annual Contributions to the Programme Management Budget in the relevant financial year unless otherwise agreed by the Joint Committee. The Host Party shall issue an invoice to each Party in respect of its share of the overspend within 30 days of the end of the relevant financial year to which the overspend relates. Each Party shall pay the Host Party its share of the overspend within 30 days of receipt of the invoice from the Host Party.

- 1.8. The Parties agree that any underspends against the Programme Management Budget in any financial year shall be shared between the Parties in the same proportions as the Annual Contributions to the Programme Management Budget in the relevant financial year unless otherwise agreed by the Joint Committee. Each Party shall issue an invoice to the Host Party for its share of the underspend within 30 days of the end of the relevant financial year to which the underspend relates. The Host Party shall pay each Party its share of the underspend within 30 days of receipt of the invoice from the relevant Party.

**Reconciliation of Programme Management Budget on expiry or early termination of the Agreement**

- 1.9. In the event that this Agreement expires or terminates (in whole) in accordance with its terms, the Host Party shall undertake a reconciliation of the Programme Management Budget as against actual expenditure and provide a written reconciliation report to each Party no later than 30 days following the expiry date or the date of termination (as relevant).
- 1.10. Such reconciliation shall set out the balance of any monies owing to each Party (in the event there has been an underspend as at the relevant date) or the balance of monies to be paid by each Party to the Host Party (in the event there has been an overspend as at the relevant date).
- 1.11. The Host Party shall issue an invoice to each Party, or each Party shall invoice the Host Party (as appropriate) and such invoices shall be paid within 30 days of receipt.
- 1.12. Where this Agreement terminates partially in respect of one or more Parties only, but not all of the Parties, then the Host Party shall provide the written reconciliation report referred to in paragraph 1.9 above to the Joint Committee setting out the balance of monies owed to or owed by (as the case may be) the Exiting Party (or Exiting Parties) for the Joint Committee's approval. Subject to such approval, the Host Party shall issue an invoice to the Exiting Party (or Exiting Parties) or the Exiting Party (or Exiting Parties) shall issue an invoice to the Host Party (as appropriate) and such invoice shall be paid within 30 days of receipt.

## **SCHEDULE 7**

### **WEST YORKSHIRE SUSTAINABILITY AND TRANSFORMATION PLAN – PRINCIPLES AND OBJECTIVES**

- 1.1. The WY&H Sustainability and Transformation Plan can be found here:

<https://wyhpartnership.co.uk/>

**SCHEDULE 8**  
**VARIATIONS**

The Parties will insert agreed variations to this Agreement in this Schedule 8.

Variation	Date of insertion
Schedule 3, para 2.13  Continuation of current voting arrangements (3 votes for the newly merged NHS Leeds CCG) as agreed by the membership of each Party.	25 June 2018
Schedule 4, paras 2.1-2.3 and Appendix.  Amendments to the Joint Committee work plan, as agreed by the membership of each Party.	25 June 2018

**SCHEDULE 9**  
**MEMORANDUM OF ADHERENCE**

Dated \_\_\_\_\_

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**MEMORANDUM OF ADHERENCE**  
**FOR THE**  
**COLLABORATIVE COMMISSIONING**  
**BETWEEN**  
**CLINICAL COMMISSIONING GROUPS ACROSS WEST YORKSHIRE AND HARROGATE**

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**THIS MEMORANDUM** is dated is dated the            day of            20{●}

**BETWEEN**

- (1) [insert name of CCG] whose principal office is at [insert principal office address] ("**New Party**") and
- (2) The clinical commissioning groups named in the Schedule as the existing parties in the collaborative commissioning arrangements ("**Existing Parties**").

**BACKGROUND**

- (A) This memorandum is entered into under Clause [insert number] of a memorandum of understanding dated [insert date], made between Existing Parties setting out the terms for operating the collaborative commissioning as amended from time to time (the "**MOU**").
- (B) The New Party wishes to join the MOU.

**IT IS AGREED:**

**1. DEFINITIONS AND INTERPRETATION**

- 1.1 Words and expressions used in this memorandum shall, unless the context expressly requires otherwise, have the meaning given to them in the MOU. The **Effective Date** means the date of this memorandum.

**2. CONFIRMATION AND UNDERTAKING**

- 2.1 The New Party confirms that it has been supplied with a copy of the MOU. The New Party and each of the Existing Parties undertake with each other that, from the Effective Date, the New Party shall assume all of the rights and obligations under the MOU and shall observe, perform and be bound by the provisions of the MOU that contain obligations on the parties to the MOU as though the New Party was an original party to the MOU.

**3. COUNTERPARTS**

- 3.1 This memorandum may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

**4. GOVERNING LAW AND JURISDICTION**

- 4.1 The New Party and the Existing Parties acknowledge that they are all health service bodies for the purposes of section 9 of the NHS Act 2006. Accordingly, this memorandum shall be treated as an NHS Contract and shall not be legally enforceable.
- 4.2 This memorandum shall be governed by and construed in accordance with English Law and, subject to Clauses 4.1, the New Party and the Existing Parties irrevocably agree that the courts of England shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this memorandum.

This document has been signed and takes effect on the date stated at the beginning of it.

**[INSERT NEW PARTY NAME]**

**AUTHORISED OFFICER**

**Date**

**NHS AIREDALE, WHARFEDALE AND  
CRAVEN CLINICAL COMMISSIONING GROUP**

**Authorised Officer** **Date**

**NHS BRADFORD CITY  
CLINICAL COMMISSIONING GROUP**

**Authorised Officer** **Date**

**NHS BRADFORD DISTRICTS  
CLINICAL COMMISSIONING GROUP**

**Authorised Officer** **Date**

**NHS CALDERDALE  
CLINICAL COMMISSIONING GROUP**

**Authorised Officer** **Date**

**NHS GREATER HUDDERSFIELD  
CLINICAL COMMISSIONING GROUP**

**Authorised Officer** **Date**

**NHS HARROGATE AND RURAL DISTRICT  
CLINICAL COMMISSIONING GROUP**

**Authorised Officer** **Date**

**NHS LEEDS  
CLINICAL COMMISSIONING GROUP**

**Authorised Officer** **Date**



**NHS NORTH KIRKLEES  
CLINICAL COMMISSIONING GROUP**

**Authorised Officer**

**Date**

**NHS WAKEFIELD  
CLINICAL COMMISSIONING GROUP**

**Authorised Officer**

**Date**