

<b>Paper title:</b>	Review of Memorandum of Understanding (MoU) (and associated actions)	<b>Agenda item</b>  <b>22</b>
<b>Presented by:</b>	WYMHL D&AC Chairs	
<b>Prepared by:</b>	Paul Hogg, Director of Corporate Affairs (on behalf of the four the Company Secretaries)	

<b>Purpose of the report</b>		
To present the refreshed MoU to the four Trust Boards for approval, following discussions at the Committees-in-Common (CinC) meeting of Chairs and Chief Executives held on 21 January 2021.	For approval	<b>X</b>
	For discussion	
	For information	
<b>Executive summary</b>		
<p>The Chairs of the four members of the WYMHL D&amp;AC tasked the Company Secretaries to consider a number of governance issues relating to the work of the CinC meetings and advise on some housekeeping changes to the MoU, which was due for review. At the meeting of the CinC held on 21 January 2021 a number of minor changes to the MoU were supported (attached at Appendix 1, tracked changes and clean copy) for submission to Trust Boards.</p> <p>The CinC also endorsed the adoption of a ‘Triple A’ assurance report (attached at Appendix 2) that would be produced for inclusion on the public agenda of Trust Board meetings (and where applicable the public agenda of Council of Governors’ meetings). Public and private minutes of CinC meetings would continue to be presented at Board meetings. Finally, the CinC supported the suggestion that Non-Executive Directors would be offered the option of observing a CinC meeting as part of their orientation and induction, with attendance arranged through the WYMHL D&amp;AC Secretariat.</p> <p>These changes further strengthen the governance arrangements for the CinC meetings. It was agreed that any substantial revisions to the MoU should be undertaken once there was clarity on the future direction for ICSs and how the CinC can maintain its strategic decision-making roles set against future legislation.</p>		
<b>Recommendations</b>		
<p>That Trust Board:</p> <ul style="list-style-type: none"> <li>• approve the refreshed MoU at Appendix 1;</li> <li>• note the use of the ‘Triple A’ assurance report that will be used to summarise CinC meetings to Trust Boards; and</li> <li>• note that a more substantial review of the MoU will be commissioned by the CinC when appropriate.</li> </ul>		

## Appendix 2: Escalation and Assurance Report Template

Report from: WYMHSC Committees-in-Common

Date the meeting:

<b>Key discussion points and matters to be escalated from the discussion at the meeting:</b>
<b>Alert/Action:</b>
<ul style="list-style-type: none"><li>• to escalate an issue that requires further discussion or action by individual Boards</li><li>•</li><li>•</li><li>•</li></ul>
<b>Advise:</b>
<ul style="list-style-type: none"><li>• to highlight an issue that may require further monitoring (by the Committee-in-Common) over a period of time</li><li>•</li><li>•</li><li>•</li></ul>
<b>Assure:</b>
<ul style="list-style-type: none"><li>• to provide positive news on performance, best practice, improvements or learning</li><li>•</li><li>•</li><li>•</li></ul>
<b><u>Risks discussed:</u></b>
<ul style="list-style-type: none"><li>• High level overview</li></ul>
<b><u>New risks identified:</u></b>
<ul style="list-style-type: none"><li>• High level overview</li></ul>

Report completed by: WHMHL D&AC Programme Director

Date: