

## Children's Cancer Operational Delivery Network

Yorkshire and Humber

### MEMORANDUM OF UNDERSTANDING

#### 1. Purpose

1.1. The purpose of this Memorandum of Understanding (MOU) is to describe the role and function of the Children's Cancer Network and the role and function of its interdependent organisations. It acts as an agreement between all network members, focussing on collective responsibility for meeting the network's aims.

1.3 The MOU is not legally binding, and no legal obligations or rights are attached to it, but all parties should enter into the MOU in good faith, intending to meet all their obligations.

1.4 The Network is independent of individual health care providers and is focused on the standardisation of patient pathways to ensure consistent and equitable access to services, specialist resources and expertise and overseeing governance across Networked services. It is not responsible for the operational/clinical delivery of care. It is accountable through the Network Board to its commissioners.

1.5 The Network does not have formal authority over its members but may deem it necessary to draw attention to a failure to meet the requirements of the service specification or agreed network policy. This will be done in a supportive and collaborative way as outlined in the Issues Resolution Process (section 4 below).

#### 2. Network Governance

2.1. The Service Specification published by NHS England in 2021 describes the role and functions of the networks and establishes that each network should be hosted by an agreed lead provider.

2.2. The Network is hosted by Leeds Teaching Hospitals NHS Trust. The Network's functions are independent of the host organisation, and its functions are enabled, not directed, by the host.

2.3. The Terms of Reference of the Network Board, detailing its constitution and roles and responsibilities are described in Appendix A.

#### 3. Network Relationships

3.1. There are four key relationships which underpin the effective workings of the Network. These are:

- relationship between host provider and commissioner
- relationship between host provider and Network
- relationship between member Trusts and the Network
- relationship between commissioners and member provider organisations

#### 3.2. Relationship between Host Provider (LTHT) and Commissioner (NHSE)

3.2.1. The host provider (LTHT) will be accountable to NHSE for the performance of the Network in terms of specified functions and work programmes (not for the activity or quality performance of member organisations).

3.2.2. NHSE will monitor key milestones through the Quarterly Performance Meeting with LTHT and escalate any concerns to the senior responsible manager at LTHT.

3.2.3. NHSE will provide a management representative to attend the Network Board meetings.

3.2.4. LTHT as host provider will maintain the Network's Risk Register on its Corporate Risk Register. This will be reviewed on a six monthly basis by LTHT and NHSE through their routine governance processes.

3.2.5. NHSE will be responsible for providing advice and clarification in the event of any cross Network boundary issues or proposed changes.

### **3.3. Relationship between Host Provider (LTHT) and Network**

3.3.1. LTHT will establish the Network Team, providing adequate organisational support and infrastructure e.g. accommodation, access to corporate services and business continuity in the absence of key post holders.

3.3.2. LTHT will provide clear lines of professional accountability and reporting arrangements for the members of the Network Team.

3.3.3 LTHT will establish and support the Network within an agreed financial envelope and the Network Manager will be accountable for financial performance and budgetary control in accordance with LTHT's Standing Financial Instructions.

### **3.4. Relationship between Member Trusts and Network**

3.4.1. The Member Trusts are

- Leeds Teaching Hospitals NHS Trust
- Airedale NHS Foundation Trust
- Calderdale and Huddersfield NHS Foundation Trust
- Hull University Teaching Hospitals NHS Trust
- Sheffield Children's Hospital NHS Foundation Trust
- York and Scarborough Teaching Hospital NHS Foundation Trust
- North Lincolnshire and Goole NHS Foundation Trust

3.4.2. Member Trusts will work towards compliance against the Service Specifications and Standards 2016 and update the Network on a regular basis on action plans.

3.4.3. The Network Team will meet with the multi-disciplinary teams from the Member Trusts on a regular basis to provide support and review progress against the Service Specifications and Standards.

3.4.4. Each member Trust will provide a representative to attend the quarterly meetings of the Network.

3.4.5. Member Trusts will comply with and support agreed Network data and information requirements and timetables in order to support the work of the Network Board and agreed annual work programmes.

3.4.6. Member Trusts will report any and all significant risks, adverse incidents and morbidity/mortality issues to the Network, to enable further discussion and the sharing of lessons learned across the Network.

3.4.7. Member Trusts will comply with Network recommendations and guidelines and disseminate relevant information locally as appropriate.

### **3.5. Relationship between Commissioners (NHSE and ICB's) and Member Organisations**

3.5.1. Commissioners will provide redress through contractual arrangements if Member Trusts consistently fail to attain agreed objectives relating to the Service Specifications and Standards or other material issues.

3.5.2. Commissioners will ensure that the appropriate tariff arrangements are applied consistently to all Member Trusts.

## **4. Issue Resolution Process**

4.1. The following staged approach will be followed in the event of any issues due to:

- Non-compliance with the Service Specification
- Member Trusts not complying with agreed Network guidance or recommendations
- Member Trusts acting contrary to the MOU

Stage 1: The Network Board will initially raise the concern with the clinical team and service managers at the Trust(s) concerned and seek to agree a plan and timeline for resolution.

Stage 2: The Network Board will formally raise the concern, in writing, and seek to arrange a meeting between the Member Trust and Network Board Chair to agree a plan and timeline for resolution.

Stage 3: The Network Board Chair will write to the Member Trust Chief Executive Officer and to request support within an agreed timescale.

Stage 4: Network management are to notify the responsible commissioners to request support within an agreed timescale.

## **5. Agreement Signatories**

**Name of Member Trust/Commissioning Organisation:**

Signature:

Print Name:

Title of authorised signatory:

**Host Trust : Leeds Teaching Hospitals Trust**

Signature :

Print Name:

Title of authorised signatory: