

Memorandum of Understanding

The Ark Trust Limited and **INSERT_NAME** have come together, with other partners, to collaborate and to deliver Healthwatch Bracknell Forest and have agreed to enter into a collaborative agreement in which The Ark Trust Limited is the lead organisation and named contract holder.

The partners herein desire to enter into a Memorandum of Understanding setting forth the expectations of both parties in the delivery of Healthwatch Bracknell Forest.

It is hereby agreed by and between the partners as follows:

- The operational decision making for Healthwatch Bracknell Forest will be undertaken by the Project Management Board
- Each partner organisation will have a representative, and a nominated deputy, who will attend meetings and make democratic decisions within the agreed contract remit and financial budget. These decisions may be taken by email outside of meetings and require active participation.
- If 2 meetings are not attended without satisfactory explanation the partner organisation can be removed from their partnership and management roles within Healthwatch Bracknell Forest
- The Ark Trust Limited will pay **INSERT_NAME** £SUM per annum to cover the expenses of attending these meeting; partners need to submit invoices at the end of each financial quarter
- Partners and their representatives agree to make decisions in the best interest of Healthwatch Bracknell Forest however if this is not possible due to a conflict of interest this must be declared for the record and the partner must remove themselves from discussions and voting
- Partners and their representatives are to promote Healthwatch Bracknell Forest and its functions to members of their own organisations and to the wider community. When attending other meetings, such as partnership boards, they are to ensure others know they also represent Healthwatch Bracknell Forest.
- Additional work streams allocated to partners will have a separate Memorandum of Understandings, agreements or contracts
- This Memorandum of Understanding should be read in conjunction with the Project Management Board Charter and will be reviewed annually and can be cancelled by either party in writing

We, the undersigned have read and agree with this MOU and have the authority within our own organisation's to sign it:

Signature:

Signature:



Standard for organisations

Name (print):

Name (print):

Position:

Position:

Date:

Date:

