

Children and Young People’s Mental Health Coalition and Partnership for Wellbeing and Mental Health in Schools

Memorandum of Understanding

1. Purpose and background

This memorandum is to serve as a framework for collaboration between the Children and Young People’s Mental Health Coalition (CYPMHC) and the Partnership for Wellbeing and Mental Health in Schools (PWBMS); and sets out the principles for effective collaboration and communication.

In the summer of 2019, an independent review was undertaken to explore the overlapping objectives and functions of both bodies. The review recommended a more formalised joint working agreement between the two membership groups, to be underpinned by a more robust and explicitly agreed partnership working processes. Such arrangements will enable both organisations to maintain their unique identity whilst also minimising future overlap and duplication.

2. Objectives

CYPMHC and PWBMS have a shared common goal to maximise the impact of activity supporting children and young people’s mental health and wellbeing outcomes in education.

In order to do this we agree:

- To improve collaborative working between the Coalition and Partnership
- To clarify roles and responsibilities of each body (with respect to partnership working)
- To reduce the risk of duplication and create efficiencies
- To simplify communication and sign-off processes
- To streamline engagement with key external stakeholders and decision-makers where relevant
- To explore joint funding opportunities; or agree where funding opportunities should be pursued separately

3. Principles/ Partnership values

The relationship between CYPMHC and PWBMS is based on:

- Mutual respect and trust
- Open, transparent and joined up communications
- Co-operation and consultation
- A commitment to being positive and constructive
- A willingness to work and learn from each other
- A desire to make the best use of resources

4. Accountability: roles and expectations

CYPMHC and PWBMH jointly agree to:

- Work in partnership to influence and inform national policy initiatives and developments which impact on children and young people's mental health and wellbeing in schools
- Identify and plan joint opportunities to work together including workshops and events, consultation responses, members consultation events and joint materials or resources
- When working together continue to jointly acknowledge each other via the use of respective logos in communications
- Develop clear and open processes for the sharing of information and communication between both bodies and with members
- Streamline communications with respective memberships to ensure advance scheduling of key meetings and events for the year
- Share information to liaison leads arising from work plans, operational activity and key relevant decisions from Steering group meetings in a timely manner
- Advise of any strategic meetings that the we should jointly or unilaterally be involved with
- Provide clear information to members about our respective roles, purpose and joint working arrangements
- Signpost members to each other where appropriate
- Openly receive and act on feedback from each other
- Declare any conflicts of interest in a timely manner, in the spirit of resolution
- Discuss fundraising activity, including bids applications and relationships where appropriate
- Keep accurate records of joint activity, and publish where appropriate?

5. Decision-making:

- Each membership group having a strategic liaison representative who sits on the other membership group's steering group
- Chairs of each body to meet quarterly to forward plan

6. Costs and assets:

- CYPMHC and PWBMH will equally divide costs for joint events, promotional materials, or resources

7. Duration:

- Memorandum will be reviewed October 2020 and thereafter annually
- Any changes to the MOU will be mutually agreed to and signed off by respective Chairs
- Responsibility for final sign off lies with respective organisations' CEO's

8. Conflict resolution:

In the unlikely event of conflict of interests arising, both parties commit to:

- Endeavouring to resolve informally within 14 days of issue arising, and notifying the respective Chairs & CEO's
- Where the issue can't be informally resolved, notifying the Chairs and CEO's within the next 7 days
- Convening a meeting with the respective Chairs and programme managers, notifying CEO's
- Where a resolution can't be agreed at this stage, a meeting will be convened between organisations' respective CEO's, Chairs with a view to developing a jointly shared action plan
- Any outcomes, action plans or review processes to be signed off by respective organisations' CEO's