

## Leeds City Region integrated healthtech innovation system

### Memorandum of Understanding Leadership Group – Terms of Reference

<p><b>Purpose</b></p>	<p>The purpose of the Memorandum of Understanding (MoU) is to deliver successful innovation through concentration, convergence and smart specialisation in a single geography, the Leeds City Region, aligned with national centres of excellence in science and technology and substantial growth in an already established UK-wide network of academic, clinical and industrial collaboration. This will contribute to a substantial increase in economic growth and productivity, reduced healthcare costs and improved patient outcomes.</p> <p>The purpose of the MoU is further outlined in section 3 of that document.</p> <p>Section 9 of the MoU outlines governance arrangements which includes the convening of a Leadership Group (LG), the Terms of Reference for which are detailed below.</p>
<p><b>Approach</b></p>	<p>The LG will realise the MoU's purpose by providing leadership, governance, oversight and support of the project and operational activities.</p> <p>The LG should:</p> <ul style="list-style-type: none"> <li>• Lead with ambition and positivity to drive the achievement of the shared aims specified in the MoU</li> <li>• Act in accordance with the arrangements specified in the MoU</li> <li>• Act as representatives for their respective Parties (partner organisations), providing direction and making decisions and commitments on behalf of their organisations</li> <li>• Work to raise the local, regional, national, and international profile of the Leeds City Region through engagement with key stakeholders, and through identifying opportunities for growth and partnership</li> <li>• Ensure that key messages and decisions are relayed back to their organisations and that they are appropriately briefed, providing feedback into the LG as necessary</li> <li>• Ensure that the LG maintains awareness of, and alignment with, national and international direction</li> <li>• Ensure that the aims of the LG continue to be aligned with the Parties' agreed priorities, and that the MoU is still valid, including benefits realisation</li> <li>• Ensure that the appropriate stakeholder engagement, methodology, assurance and governance are in place and are representative of the Parties' financial, legal and user interests</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify and oversee risks and issues, ensuring that all risks are prevented, mitigated and escalated to the LG as necessary</li> <li>• Support projects which in the early phases of the work are likely to be related to the following themes: <ul style="list-style-type: none"> <li>○ Vision and purpose</li> <li>○ Leadership</li> <li>○ Story and brand</li> <li>○ Innovation at scale</li> <li>○ Skills and talent</li> </ul> </li> <li>• Support the delivery of projects, ensuring that appropriate staff and other resources are made available, providing leadership and guidance to project teams as appropriate.</li> <li>• Support the design and creation of a delivery structure that will be responsible for the future healthtech innovation system, as it evolves.</li> </ul>
<p><b>Further governance arrangements</b></p>	<p>The Leeds Academic Health Partnership (LAHP) will initially act as the coordinating body for the Agreement, providing support to ensure this Agreement delivers its planned objectives and will work with the Parties to identify a substantive coordinating body and agree a detailed programme and resourcing by the end of 2020.</p> <p>Arrangements for the sharing of meeting, workshop, and other associated costs are to be decided by the LG.</p> <p>Arrangements and processes in relation to the following are outlined in the MoU document and in the interests of simplicity are not duplicated here:</p> <ul style="list-style-type: none"> <li>• Geography of the agreement</li> <li>• Conflicts of interest and dispute resolution</li> <li>• Confidentiality, information governance and intellectual property</li> </ul>
<p><b>Membership</b></p>	<p>All parties to the MoU agreement will provide a named representative for the LG, responsible for the delivery of the agreement in line with the shared aims for each party respectively.</p> <p>With prior agreement from the Chair and in exceptional circumstances, members are able to send a deputy to meeting where they are unable to attend. Such deputies should be senior enough to make decisions on behalf of their organisations. Current members of the group can be found in the table below.</p> <p>Any Party can nominate the Chair of the LG. The nominated Chair can be drawn from within existing LG membership or can be external to the Parties. All decisions on how to appoint a Chair require the unanimous support of the LG.</p>

<b>Additional parties to the agreement</b>	<p>Subject to the unanimous agreement of all Parties, additional relevant signatories may be added to this agreement at any time.</p> <p>All Parties will be notified of any additional signatories and will be given 30 days after the notification to determine if there is a conflict of interest or other significant reason that would prevent the joining of the additional signatory.</p> <p>Additional signatories cannot be added to the agreement where a conflict of interest exists between them and an existing Party that cannot be resolved.</p>
<b>Frequency</b>	The Leadership Group will convene a minimum of three roundtable sessions in each year of the MOU agreement in order to agree a collaborative approach to the realisation of the shared aims.
<b>Quorum</b>	The quorum is five for all meetings and must include a representative from at least five partners.
<b>Review</b>	This document should be reviewed every 6 months, with the next review taking place in Nov 2020.

### LG Members

<b>Name</b>	<b>Title</b>	<b>Representing</b>
Richard Phillips	Director, Healthcare Policy	Association of British Healthtech Industries
Richard Stubbs	Chief Executive	Yorkshire and Humber Academic Health Science Network
Sean Duffy	Clinical Director and Alliance Lead	West Yorkshire and Harrogate Health & Care Partnership
Alan Reiss	Director	Leeds City Region Enterprise Partnership
Duncan Sharp	Dean of School of Clinical & Applied Sciences	Leeds Beckett University
Liam Sutton	Associate Director, Research & Innovation	University of Bradford
Liz Towns-Andrews	Director of Research & Enterprise	University of Huddersfield
John Fisher	Professor of Mechanical Engineering	University of Leeds
David McBeth	Director of Research & Enterprise	University of York

### LAHP Representatives

Sarah Bronsdon	Director	Leeds Academic Health Partnership
Liz Gardner	Strategic Delivery Manager	Leeds Academic Health Partnership