

Memorandum Of Understanding

Chief Sustainability Officer's Clinical Fellow Scheme 2022/23

Parties

The parties to this memorandum of understanding are:

(1) Greener NHS

(2) Health Education England

**The Chief Sustainability Officer's Clinical Fellow Scheme is a partnership between the Faculty of Medical Leadership and Management and NHS England.*

In relation to, and on behalf of Sarah Garland

1. Definitions and abbreviations

- 1.1 'Host team' is the organisation or NHS England directorate/ team where the clinical fellow will be posted.
- 1.2 'Employer' is the NHS organisation from which the clinical fellow is seconded.
- 1.3 'Fellow' is the clinical fellow.
- 1.4 'MoU' is the memorandum of understanding.
- 1.5 'The Scheme' refers to the Chief Sustainability Officer's Clinical Fellow Scheme.
- 1.6 'FMLM' is the Faculty of Medical Leadership and Management.
- 1.7 'Supervisor' is the individual in the Host team responsible for the day to day management of the Fellow.
- 1.8 'Mentor' is the senior clinical lead in the Host team.

2. Principles and aims of the scheme

- 2.1 In the [Delivering a Net Zero National Health Service Strategy](#), published in October 2020, the NHS set out a vision to become the world's first net zero carbon health service and respond to climate change, improving health now and for future generations.
- 2.2 To achieve this ambition, it is vital to engage the NHS's 1.3 million staff and upskill the wider workforce.
- 2.3 The aim of the Scheme is to build capacity and knowledge in current and future leadership across the NHS to embed net zero carbon principles into the way that healthcare is developed, designed, delivered, and evaluated.
- 2.4 Signatories to the MoU recognise that as part of the Scheme they are agreeing to support its aim to create healthcare leaders of the future by providing an environment conducive to developing the skills, knowledge, insight and behaviours required of these roles. Signatories acknowledge the following principles:
 - 2.4.1 Fellows should be assigned roles in their host teams that develop their strategic understanding of the health and care system, with specific regard to increasing knowledge of managerial and leadership skills, rather than roles where they are primarily providing clinical advice.
 - 2.4.2 Fellows should work on projects that support the healthcare system to reduce its carbon footprint, in line with the targets set out in the Delivering a Net Zero NHS strategy.

2.4.3 Fellows should be given opportunities to attend meetings where high-level strategic and operational decisions are made. They should be given the chance to contribute directly or indirectly by performing work required to support the process of decision making.

2.4.4 During the year Fellows should be supervised by a senior leader in the host team who will be personally responsible for ensuring that work assigned to the Fellow supports the principles above.

3. Training and curriculum

3.1 In addition to the responsibilities outlined in section 4, signatories to the MoU accept that Fellows will be part of the Scheme and fulfilling this obligation means:

3.1.1 Full attendance for the duration of the annual education programme.

3.1.2 Attendance at regular educational and training sessions organised by the Greener NHS, FMLM or external organisations is an important element of the Scheme. Time dedicated to these sessions is a maximum of one full training day every 4 weeks. Fellows may also choose to participate in professional development activities.

3.1.3 Full engagement by both the host team and the Fellow with ongoing evaluation and appraisal process.

3.1.4 As part of the ongoing success and development of the scheme, Fellows remain engaged and involved with FMLM activities, and the host team agrees to support Fellows' involvement with reasonable activities.

4. Roles and responsibilities

4.1 The host team will be responsible for:

4.1.1 Informing Greener NHS of the expected work pattern, office location and HR processes (including sickness/ leave) before the Fellow commences their secondment.

4.1.2 Providing corporate estates and IT services, including a laptop, to the Fellow.

4.1.3 Supervising and line managing the Fellow, with weekly 1:1 meetings held between the supervisor and the Fellow. The first 1:1 must be scheduled with the supervisor in the first two weeks, with an agreed schedule for future meetings booked within the first month.

4.1.4 Providing a short induction that at a minimum should include: welcome, structure, and introductions to key team members, and key expectations for the Fellow.

4.1.5 Allocating a host team mentor, who will meet with the Fellow for 45-60 minutes every 6-8 weeks. Mentors will keep track of how the Fellow is progressing, including 360 assessments and ongoing professional development.

4.1.6 Providing day to day supervision on the projects the Fellow is working on.

4.1.7 Providing opportunities for the Fellow to work with senior leaders and present to senior decision makers.

4.1.8 Agreeing objectives for the year with the Fellow together with the Greener NHS team.

4.2 The Greener NHS team will be responsible for:

4.2.1 Providing agreed funding as outlined in Section 7.

4.2.2 Providing access to an allocated Greener NHS mentor and an opportunity to attend the Greener NHS weekly team meeting.

4.2.3 Arranging monthly meetings with the Chief Sustainability Officer Dr Nick Watts.

4.2.4 Providing a full induction at the beginning of the Fellowship.

4.2.5 Offering weekly group meetings with all Fellows to ensure regular pastoral support.

4.2.6 Assessing progress of set objectives and alignment with broader Greener NHS priorities.

4.2.7 Providing an opportunity to observe the NHS National Sustainability Board.

4.2.8 Agreeing objectives for the year with the Fellow together with the host team.

5. Areas of work for the year at Health Education England will include:

- 5.1 Support HEE's commitment to train all NHS staff in sustainability by:
 - 5.1.1 Developing a clear set of sustainability learning outcomes based on the patient journey.
 - 5.1.2 Utilising those learning outcomes to identify current training and potential gaps.
 - 5.1.3 Working closely with the Greener NHS team to fill identified gaps through developing an e-learning package on sustainability/ net zero priorities and principles through conducting literature reviews and making education/ training recommendations.
 - 5.1.4 Other projects may include:
 - 5.1.5 Explore, test, and propose a range of activities and interventions around sustainability education/ training. This could focus on profession specific actions and would require consultation with a range of professions.
 - 5.1.6 Lead mapping and engagement with key stakeholders in HEE.
 - 5.1.7 Establish methods to support staff to see net zero as part of their role, e.g. mandatory training
 - 5.1.8 Identify opportunities to embed net zero into any updates to the NHS workforce plan

6. Secondment arrangements

- 6.1 The Fellow is appointed by way of a secondment arrangement/contract from their current employer to the Greener NHS, to the role outlined in the job description submitted by the Greener NHS.
- 6.2 All secondments are for one year.

7. Salary

- 7.1 Greener NHS will fund 50% of the Fellow's salary and Health Education England will fund 50% of the Fellow's salary (excl. Estates costs).
- 7.2 Health Education England will transfer 50% of the Fellow's salary 8a at 0.8FTE to Greener NHS. This will be two transfers, one 2022 financial year and one 2023 financial year (50% of 6 month costs and then 50% of the remaining six months costs).
- 7.3 HEE will need to raise a PO and Greener NHS will submit two corresponding invoices.
- 7.4 All salary including on-costs (NI and pension) is paid by the employer to the secondee and reimbursed by the Greener NHS to the employer.
- 7.5 Fellows are paid according to the salary stated in the job description submitted by the host organisation.
- 7.6 The process for the reimbursement of expenses needs to be agreed between the Fellow and Host organisation.

8. Terms and termination

- 8.1 This MoU shall commence on the date of signature by both parties and shall expire on 31 August 2023.
- 8.2 Either party may terminate this MoU by giving at least three months' notice in writing to the other party at any time.

9. Charges and liabilities

- 9.1 Parties shall each comply with their obligations in this MoU and in doing so agree to bear their own costs and expenses as stated in the terms above.
- 9.2 Both parties shall remain liable for any losses or liabilities incurred due to their own or their employee's actions and neither party intends that the other party shall be liable for any loss it suffers as a result of this MoU.

10. Status

10.1 This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this MoU. The parties enter into the MoU intending to honour all their obligations.

10.2 No clause contained within this MoU is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party as the agent of the other party, nor authorise either of the parties to make or enter into any commitments for or on behalf of the other party.

11. Contacts

The named individual in the **host** organisation responsible for:

Organising this secondment:	Name: [REDACTED] Director	Job title: National Clinical Advisor & Associate
	Email: [REDACTED]	
Supervisor:	Name: [REDACTED] Director	Job title: National Clinical Advisor & Associate
	[REDACTED]	
Mentor:	Name: [REDACTED] xxxxxxxx England	Job title: Deputy Chief AHP Officer for
	Email:	

The named individual in **Greener NHS** for coordination of appointment:

Name: [REDACTED] Role: Net Zero Policy and Delivery Manager Email: [REDACTED]

Signature

Signed for and on behalf of: Health Education
NHS England

[REDACTED]

Signed for and on behalf of Greener

Signature:

Name:

[REDACTED]

Name:

[REDACTED]

Position: Deputy Director of Corporate
Accountability & Engagement

Position:

[REDACTED]

Date:

18/8/22

Date:

xxxx

