**The Horizon Programme Peer Support Scheme**

**Memorandum of Agreement**

This agreement is between the Practice Manager (PM) and the Peer Supporter (Buddy) named below. The Scheme offer is to provide support for newly appointed or related PMs within Lancashire and South Cumbria. The two parties named will agree to the adhere to the Scheme content as follows:

1. Both parties will offer or receive the service for a period of 6 months or less, according to need.
2. Out of respect for the time and effort offered by the Buddy, the PM will agree to only contact the Buddy at the agreed times.
3. Both parties will agree to a date and time to meet, either face to face or over the telephone. This meeting will take place two weeks following the first meeting and therefore, every 4 weeks. The frequency of contacts may be altered in agreement with Toni Phillips only.
4. The meetings will last no longer than 2 hours at any one time.
5. Out of respect for the PM the Buddy will agree to make themselves available at the agreed time each month.
6. Nothing in this agreement shall undermine the independence and identity of the two parties. They will continue to be governed by their respective partners.
7. The Buddy cannot and will not, be held responsible for any actions or decision made by the PM. All advice is given in good faith and all decisions made are the PM’s responsibility.

I, print name , agree to all content of this Memorandum

**Signature of Peer Supporter (Buddy)** …................................................  **Date**

I, print name , agree to all content of this Memorandum

**Signature of Practice Manager** …................................................  **Date**