**Summary Memorandum of Understanding for HMCPSI Press Support services provided by the AGO Press Office**

This MoU sits alongside the Civil Service Code and Government Communication Service Propriety Guidance in setting out the roles and responsibilities of the HMCPSI Press Office.

**1. Independence**

1.1 The Press Office of HMCPSI is delivered by designated members of the AGO Press Office. HMCPSI is an independent inspectorate and the AGO Press Office must ensure that when providing the services under this MOU that they are representing HMCPSI and not AGO.

1.2 AGO Press Office should not share any material or information passed to them by HMCPSI or obtained through their capacity as a representative of HMCPSI for the provision of Press Service to other parts of AGO or elsewhere without the permission of HMCPSI.

1.3 When HMCPSI need to engage with AGO they will engage via the Superintendence team, and if they need to engage with the AGO Press Office they will make it clear that they are engaging with them as AGO and not HMCPSI’s Press Office.

2. **Service Provision**

* 1. AGO Press Office will provide media services to HMCPSI including:
* With the guidance of the Chief Inspector, AGO Press Office will maintain a proactive media strategy
* planning for publication and any related announcements
* support including dealing with media enquiries and interview bids, facilitating media interviews
* drafting and issuing press statements as appropriate
* providing media handling advice to HMCPSI
* advising HMCPSI on ways to maintain and develop new links with stakeholders
* taking a proactive approach to environmental scanning
* keeping abreast of press coverage of the main issues and alert the Chief Inspector to any significant matters
* providing a summary of media coverage of all reports
* attending appropriate corporate meetings
  1. AGO will nominate a Senior Information Officer (SIO) as an account manager to HMCPSI. The SIO will be the first point of call for HMCPSI when services are being requested. However, the SIO will also be engaged in other AGO Press Office tasks; therefore, the media service may sometimes be provided by another AGO Press Officer although the SIO will oversee this support. Urgent HMCPSI matters will always receive immediate attention.

3. **Financial Arrangement**

* 1. This MOU seeks to agree a financial arrangement which will be fit for purpose for at least the next 4 years. A review will be conducted after 2 years.