

## COMMUNITY CHAMPIONS: LOCAL AUTHORITY FUND

### MEMORANDUM OF UNDERSTANDING

#### **Purpose**

1. This Memorandum of Understanding (MOU) is entered into between Boston Borough Council and the Secretary of State for Housing, Communities and Local Government ('MHCLG'). The MOU provides a framework for Boston Borough Council and MHCLG to collaborate on the Community Champions: Local Authority Fund programme and sets out the expectations of both parties.
2. While **this is not a legally enforceable agreement**, this MOU sets out:
  - funding arrangements from MHCLG to Boston Borough Council to deliver the agreed activity and outcomes; and
  - the agreed principles for monitoring and evaluating the delivery and outcomes of the project, including the respective responsibilities of Boston Borough Council and MHCLG.

#### **Duration**

3. The MOU relates the Community Champions: Local Authority Fund 2020/21. All funding to be committed in the period 01 January 2020 to 31 March 2021. Delivery of activities can extend beyond 31 March 2021, with the expectation of all funded activities to have begun a reasonable level of implementation by 30 June 2021.

#### **MHCLG will be expected to:**

#### **Provide funding**

4. MHCLG will provide **£494,800** funding to Boston Borough Council via powers given under Section 31 of the Local Government Act 2003 ('section 31 grant'), in the expectation that funding is used to deliver the agreed objectives of the Community Champions: Local Authority Fund programme.

#### **Maintain a relationship as grant funder**

5. MHCLG as grant funder will:
  - Provide constructive and practical support and challenge to the grant-holding local authority
  - Monitor progress on the delivery of the agreed outputs and outcomes
  - Provide steer to grant-holding local authorities on data collection and monitoring and evaluation activities.
  - Work with grant-holding local authorities and partner organisations to facilitate the sharing of good practice and collaborative problem solving.

## **Boston Borough Council will be expected to:**

### **Deliver the aims and objectives of the programme**

6. The Community Champions: Local Authority Fund aims to support a range of interventions to build upon, increase or improve existing activities to work with residents who are most at risk of Covid-19 - helping to build trust and empower at-risk groups to protect themselves and their families. The broader aim is to reduce the impact of the virus on all communities, beyond just the target areas that we will work with through this scheme.
7. Funded projects are expected to:
  - Build residents' confidence to integrate and engage more widely in their local communities and mix with people from different backgrounds.
  - Adopt approaches to engagement that supports social connection to the local area and builds confidence to use local amenities and services.
  - Provide practical solutions to overcome barriers, such as supporting those experiencing digital exclusion.
  - Be targeted using the best available national and local sources of evidence of need.
  - Exhibit good governance and the collection of robust evidence to enable measurement of progress in achieving the Funds aims.
  - Deliver genuine value for money with robust programme management.

### **Project outputs**

8. The project outputs are as detailed within sections two and three of the Expression of Interest form submitted by Boston Borough Council.

### **Project outcomes**

9. Activities will aim to address the following outcomes within the duration of the project:
  - **Build strong links between Government and places where Covid -19** has impacted most significantly to develop resiliencies and improve and increase mechanisms for outreach, communication, engagement within the area.
  - **Increased understanding by local authorities of local populations needs** and provision of practical tools to aid accessibility to improve social connection, digital inclusion, civic engagement and integration with wider local area.
  - **Increase capability to interact and communicate information and guidance from Government** and local authorities that is accessible to diverse communities, who may be harder to reach or receiving misinformation, facilitating the following of safer behaviours and making of informed choices.

- **Build stronger relationships and engagement between communities, groups and local authorities** where there may be tensions, mistrust or negative connotations exacerbated by the pandemic.
- **Increased access to guidance and awareness of Government support mechanisms**, for example Universal Credit, to increase access to employment, education and/or volunteering opportunities.
- **Increased access to guidance and awareness of Council and local support services** through outreach and practical tools to improve access to economic support and alleviate hardship to support longer term positive economic impacts.
- **Increased access to guidance, vaccination programmes and public health services**, through outreach and practical tools to improve health and wellbeing of residents, especially those from disproportionately impacted groups, and their families.
- **Increased coordination and dialogue with public health providers by local authorities** to create more cohesive and trusted messaging.
- **Build open, transparent dialogue over any local testing or vaccine deployment programmes** within communities to address any misconceptions about efficacy and safety, counter misinformation, fill real knowledge voids and provide clarity on vaccination roll-out to build support and promote take up.
- **Increased visibility of Community Champions, volunteers and community groups** to encourage more mutual aid and volunteer provision able to support local authority delivery.

### **Coronavirus (Covid -19)**

10. Boston Borough Council will be expected to promote and adhere to Government recommendations, messaging and Public Health England guidance provided to them directly from Government and/or through their Local Resilience Forum on and about Covid-19 when providing any activities funded by the Community Champions programme.

### **Monitoring and evaluation**

11. Boston Borough Council will be expected to provide short monthly progress reports during the funding period starting from using a template provided by MHCLG. Further information and forms will be provided separately. Progress reports should be submitted on the first Friday of each month, commencing 05 March 2021, outlining the previous month's activities.
12. Further information and template regarding the submitting of a short final report will be provided by MHCLG.

## **Process evaluation**

13. Participating local authorities may be asked by MHCLG to participate in an independently commissioned process evaluation to help MHCLG better understand whether the programme was able to achieve its stated aims. This would involve programme managers, stakeholders and project delivery partners participating in qualitative interviews and focus groups with an appointed external evaluator. Any consent documentation required, including data sharing agreements, will be undertaken separate to this MOU.
14. It is expected that any local evaluation conducted by participating authorities, or any linked organisations, regarding Community Champion funded projects and activities will be shared with MHCLG. This will be for the purpose of understanding the impact of the pandemic on communities and the identification of any best practice or learning to inform future policy making.

## **Shared learning**

15. We will work with a smaller number of local authorities to gather additional best practice examples and case studies which we will share more widely across central and local Government. This will involve attending meetings and other feedback sessions – most likely all virtual/online – to discuss and share what we are learning through the scheme, to apply this to future work.
16. Participating local authorities will be encouraged to share knowledge, resources and practical solutions with non-funded local authorities to ensure other areas and their local communities benefit indirectly from the Fund.

## **Data Protection**

17. Boston Borough Council will be responsible for establishing secure data control of any resident information between Community Champions and/or partnership organisations and themselves.
18. Boston Borough Council will be responsible for ensuring requirements under the General Data Protection Regulation and Data Protection Act 2018, including the need for a Data Protection Impact Assessment, are adhered to for any quantitative and qualitative data collected as part of the or Community Champion activities.
19. Boston Borough Council may be asked by MHCLG to share details of programme activities with other local authorities, government departments or relevant organisations. Any consent documentation required for these activities, including data sharing agreements, will be undertaken separate to this MOU.
20. Boston Borough Council may be asked by MHCLG to participate in activities through an appointed evaluator to help MHCLG better understand whether the programme was able to achieve its stated aims. Consent documentation for these activities, including data sharing agreements, will be undertaken separate to this MOU.

### **Use of capital assets**

21. Any Capital purchases e.g. laptops or digital tools must be for direct benefit of the Community Champions programme and after completion of the programme must be used for the longer-term benefit of the community.

### **Safeguarding requirements**

22. Boston Borough Council shall be responsible for ensuring all activities involving groups or individual's under-16 are overseen in full adherence with safeguarding requirements including where appropriate full DBS checks.

### **Community funding/micro-grants**

23. Boston Borough Council will be responsible for procedure, contract management and undertaking due diligence processes (including but not limited to the prevention of financial crime), on all organisations in receipt of financial support, which will be used in the delivery of the Community Champions programme. All activities funded as part of the Community Champions programme by the local authority, delivery partners or community organisations are expected to clearly meet the aims of the Community Champions programme as set out on page two.

### **Procurement**

24. Boston borough Council will be responsible for ensuring that any third-party partnership arrangements or procurement activities related to delivering activities for the Community Champions: Local Authority Fund programme comply with Procurement Law and Boston Borough Council's own procurement procedures.
25. "**Procurement Law**" includes, but is not restricted to the Public Contracts Regulations 2015, Concession Contracts Regulations 2016, Defence Security Public Contracts Regulations 2011 and the Utilities and Contracts Regulations 2016 together with their amendments, updates and replacements from time to time

### **Compliance with State Aid Law**

26. Boston Borough Council will be responsible for ensuring compliance with State Aid Law for the full term of their Community Champions: Local Authority Fund programme.
27. "**State Aid Law**" means the UK's international subsidy control commitments from 1 January 2021 (as amended from time to time) that replace the law embodied in Articles 107 -109 of Section 2, Title VII, of the Common Rules on Competition, Taxation and Approximation of Laws- Consolidated Versions of the Treaty on European Union and the Treaty on the Functioning of the European Union..

### **Due Diligence**

28. Boston Borough Council will be responsible for undertaking due diligence checks on all third-party organisations receiving funding and/or involved in delivery of their Community Champion: Local Authority Fund programme.

## Amendment of this Memorandum of Understanding

29. The arrangements under this MOU will be kept under review by MHCLG and Boston Borough Council and can be amended at any time upon securing written agreement between both parties.

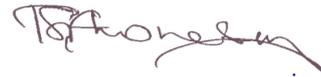
Signed by:



Name: Rob Barlow,  
Chief Executive  
Boston Borough Council

Dated: 18<sup>th</sup> January 2021

Signed by:



Name: Thomas Lovesey  
*Duly authorised to sign for the  
Secretary of State for Housing,  
Communities and Local  
Government*

Dated: 19 January 2021