

Memorandum of Understanding

Community Hubs Programme, Community Renewal Fund

BETWEEN:

Lead Authority

- (1) **North Somerset Council (NSC)**

Delivery Partner

- (2) **Portishead Town Council (PTC)**

1. Background

1.1. Community Renewal Fund (CRF)

To help local areas prepare for the introduction of the UK Shared Prosperity Fund, the UK Government is providing funding in 2021/22 through the UK Community Renewal Fund. This fund represents an opportunity to secure up to £3 million of revenue funding that can be used to address many of the challenges faced by North Somerset, particularly those resulting from the Covid-19 pandemic.

Successful bids for this fund will build on local insight and knowledge, with projects and initiatives that align with long-term strategic plans for local growth, target people most in need, and support community renewal. Approved projects must deliver outcomes that support one or more of the following four investment priorities.

1. Investment in skills
2. Investment for local businesses
3. Investment in communities and place
4. Supporting people into employment

In addition, these outcomes must focus on either one or both of the following local priority themes for investment.

- Inclusion and Equality – Delivery of innovative solutions that address the challenges of inequality affecting the prosperity, health, and wellbeing of residents.
- Thriving towns, villages, and coastal communities – Delivery of a placemaking approach to creating thriving environments for businesses, residents, and visitors.

1.2 North Somerset Community Hubs programme for CRF

The “Community Hubs” programme builds on the opportunities for community-led growth generated by the Covid pandemic. The community response to the pandemic highlighted the potential for creating a network of “community hubs” across North Somerset which can act as the focal point for delivering community services, in turn reanimating towns and villages to support our recovery and growth priorities.

Reflecting NSC's corporate commitments to Empowering Communities and placemaking these services will be led by community and voluntary sector partners in response to locally identified priorities, not designed, and delivered centrally.

Responding to the CRF theme of "Investment in Communities and Places", the project partners will test locally designed approaches which increase the range and availability of community-led support services through pilot "Community Hubs".

We have an emphasis on rural communities, those in our smaller market towns and on those represented by the North Somerset Black & Minority Ethnic Network (NSBMEN), who have been especially under-resourced in terms of previous community building initiatives. We will use our learning to make the case for continued investment beyond the CRF funding period and to influence strategic priorities and investment across health, economy, and community building.

To achieve this, each partner will deliver a programme of:

A. Research & outreach – designed to identify gaps in knowledge about the current ecosystem, needs, aspirations and points of disconnection, and to explore ways of maintaining and building on the upsurge of positive community action during the pandemic. This will include outreach work to identify and engage less visible VCSE organisations and groups, inviting them to provide information about their current activities, barriers to previous involvement, and to participate in the activity programme. The resulting intelligence will be used to enhance existing community networks and resources.

B. Participatory Action Research (PAR) - designed to test the Community Hub concept and support service and organisational development by:

- supporting partners to develop existing and pilot new activities that respond to locally identified priorities using innovative delivery methods, including a digital support programme designed to address the digital exclusion, and cultural and heritage activities to support North Somerset Council's creative capacity building programme and placemaking ambitions.

- linking local partners to "innovation partners" who are sector specialists in a specific field for example in digital or arts delivery

- inviting aspiring community innovators and social entrepreneurs to participate in a project incubation programme

- delivering sessions to bring all participants and other interested parties together to share ideas and learning, and to build opportunities for collaborative action.

The data generated from the PAR programme will be recorded with appropriate mapping tools to facilitate wider use and used inform emerging strategy.

C. Location specific feasibility studies and business plans – these will be developed from the learning generated by the PAR programme and provide the project legacy in the form of plans that inform longer-term development, fundraising and sustainable income streams. The scope of each plan will reflect the needs of each partner and could range from the large-scale development of a new building to accommodate the aspirations of a number of community organisations to more focused rural developments around making better use of a village hall as a community asset.

3. This memorandum sets out:

1. Governance
2. Key delivery principles and responsibilities
3. Financial envelope
4. Communication, Collaboration and Liaison Arrangements
5. GDPR
6. Signatures

3.1 Governance

All the delivery partners will approve the content and sign off this memorandum.

NSC will act as a lead project delivery partner and will be accountable for project delivery and distribution of funds.

3.2 Key Delivery Principles and responsibilities

All the delivery partners have identified a need to take a partnership approach to applying for CRF in order to ensure that goals are met, in relation to supporting communities to deliver a network of pilot “community hubs”.

This approach will allow NSC to provide more focused support to partners in the community and voluntary sectors, and in town and parish councils

All partners will play a key role in signposting and cross referrals within this programme and existing provision to maximise the opportunities available to residents & communities.

The Grant is subject to review and progress reports will be requested from the delivery partner by the Lead Authority. These must outline the project’s progress to-date against the objectives as well as detail the expenditure incurred.

Grant payments will be staged in line with agreed expenditure profiles and expected project deliverables.

Should Government COVID-19 restriction guidance make it untenable to provide a physical Hub space, Portishead Town Council reserves the right to create and deliver a non-personal contact Hub service that may require amendments to plan and budget.

3.3 All parties’ responsibilities under this memorandum:

Portishead Town Council agrees to:

- a. work collaboratively in delivery of the project
- b. keep NSC Authority informed of any significant changes to the Project

- c. maintain and operate effective monitoring and financial management systems for the Project in order to control expenditure and to ensure that the costs of achieving the objectives of the Project can be clearly identified
- d. keep a record of expenditure funded by the grant and the outcomes achieved. These will need to be shared with the Lead Authority at each milestone of the project before the next funding payment can be made
- e. record in its financial reports the amount of Match Funding it receives together with details of what it has used that Match Funding for
- f. shall retain all invoices, receipts, accounting records and any other documentation (including but not limited to, correspondence) relating to the Eligible Expenditure; income generated by the Project Activities during the Funding Period for a period of 7 (seven) years from the date on which the Funding Period ends.
- g. shall ensure that all its sub-contractors retain each record, item of data and document relating to the Project Activities for a period of 7 (seven) years from the date on which the Funding Period ends.
- h. shall ensure that it adopts the following minimum procurement procedures:

Value of contract	Minimum Procedure	Advertising Required
£0 - £24,999	Direct award	None
£25,000 - £181,302 (services) and £4,551,413 (works)	<p>The advert needs to incorporate or direct any interested party to the following information:</p> <ul style="list-style-type: none"> • Details of the opportunity • What is required from all interested parties? • How successful candidate will be chosen • Deadline and details of how to apply <p>Justification will also be required to demonstrate that the contract award is in line with the advert</p>	Advertise the opportunity on your own /or other appropriate website for a minimum of 10 days.
£25,000 - £181,302 (supplies)	<p>3 written quotes or prices sought from relevant suppliers against a clear specification</p> <p>Justification that a reasonable decision has been made on the basis of the quotes/prices.</p>	None
Over £181,302 (services and supplies) and £4,551,413 (works).	<p>The advert needs to incorporate or direct any interested party to the following information:</p> <ul style="list-style-type: none"> • Details of the opportunity • What is required from all interested parties? 	Advertise the opportunity on your own /or other appropriate website for a minimum of 10 days.

	<ul style="list-style-type: none"> • How successful candidate will be chosen • Deadline and details of how to apply <p>Impartially assess each bid against the same criteria and demonstrate this through use of a score/evaluation sheet.</p> <p>and</p> <p>Provide evidence to demonstrate that the winning bidder has been selected on merit – as a minimum this should include a rationale behind the decision to award</p>	
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- i. notifies NSC as soon as reasonably practicable of:
 - a. any actual or potential failure by the Project Deliverer to comply with any of its obligations under the Project Deliverer Funding Agreement, which includes those caused by any administrative, financial, or managerial difficulties; and
 - b. actual or potential variations to the Eligible Expenditure in respect of the Project Deliverer’s Project and/or any event which materially affects the continued accuracy of such information.
- j. permit any person authorised by the Secretary of State reasonable access, with or without notice, to its employees, agents, premises, facilities, and records, for the purpose of discussing, monitoring, and evaluating the Project Deliverer’s fulfilment of its Project’s Project Activities and, if so required, to provide appropriate oral or written explanations to such authorised persons as required during the Funding Period
- k. deliver the following project outcomes:

	Public body (Portishead Town Council)	Voluntary & community sector partners
Organisations involved in knowledge transfer	1	10
Innovations Plans developed as a result of support	1	1
Feasibility studies developed as a result of support	1	

Definitions

Organisations involved in knowledge transfer: those organisations involved in the design, testing & evaluation of the Community Hub(s).

These may be drawn from the local or NS-wide Voluntary, Community, Faith & Social Enterprise (VCFSE) sector and are expected to form the basis of a local “wellbeing partnership”.

Innovation Plans: Refer to plans for:

- development of Portishead Town Council’s Wellbeing strategy for developing community and wellbeing services & support across Portishead
- individual partner plans for service development, related to the activities delivered within the Community Hub / Hubs

Feasibility Studies: Feasibility studies / business cases designed to sustain the Community Hub itself.

3.4 NSC’s responsibilities under this memorandum:

- a. NSC will be the accountable body for the overall CRF programme and funding.
- b. NSC will provide the oversight for the Community Hubs programme, delegating delivery responsibility to lead partners and will be responsible and liable for the delivery partners and ensuring the project is operating as planned.
- c. NSC will deliver the following:
 - i) Project management of the overall delivery of the Communnality Hubs programme by Raise Partnership and NSC’s Programme Manager
 - ii) Maintain and operate effective monitoring and financial management systems for the Project in order to control expenditure and to ensure that the costs of achieving the objectives of the Project can be clearly identified
 - iii) Collate data from partners and maintain project’s database
 - iv) Track programme benefits

3.5 Project Funding envelope

The Lead Authority will award Portishead Town Council (PTC)

Revenue	Up to 10% Capital Investment	Total
£49,961.14	£5,551.24	£55,512.38

Payments will be made in 3 stages

£27,756.19 at the start of the project

£13,878.10 at the start of month 3

£13,878.09 at the end of the project

The maximum level of CRF grant available to this project is £55,512.38, subject to the following conditions:

1. Agreement of appropriate project delivery and cost plans
2. Confirmation of suitable project & cost management arrangements
3. All qualifying expenditure being incurred by 30th June 2022

4. Achievement of project deliverables as above
5. Satisfactory reporting of project progress, deliverables, learning & expenditure
6. No more than 10% of the funding being allocated to capital expenditure

An indicative budget breakdown has been included with this MoU and is based on the information provided for the original CRF application.

3.6 Assets

The Lead Authority must keep a register of all Assets acquired or improved at a cost exceeding £5,000 (five thousand pounds) wholly or partly using the Grant or the Funding.

Assets purchased by Project Deliverers with Funding must only be used for delivery of the Project Activities.

3.7 Communication, Collaboration and Liaison Arrangements

All the delivery partners will discuss matters as openly and as regularly as possible by both formal and informal contact. This will include for example:

- Sharing information about concerns, approaches, and initiatives
- Sharing information about opportunities and area of improvement
- Assisting the other, as appropriate, in providing information for initiatives to promote the objectives of the partner organisations.

3.8 Referral of matters of concern

All the delivery partners have the right to raise matters of concern. This might include:

- Performance management
- Quality Management and Data Sharing
- Any emerging issues that needed to be addressed with NSC and other partner
- Communicate our collaborative work together to Government, partners, and the public

3.9 General Data Protection Regulation – GDPR

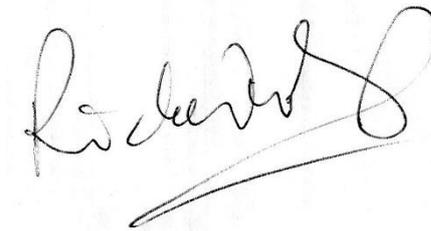
It is agreed that statutory and other constraints on the exchange of information will be fully respected, including The Data Protection Act 2018 and the European General Data Protection Regulation (GDPR) control how we use your personal information. We follow strict rules called data protection principles. We will make sure information is:

- used fairly, lawfully, and in a transparent manner
- only used for the purpose collected
- adequate, relevant, and not excessive
- accurate and up to date
- kept for no longer than is necessary
- kept safe and secure

4. Signatures & Dates

For and on behalf of Portishead Town Council

For and on behalf of North Somerset Council



Signature

Signature

JULIA STUCKEY, TOWN CLERK

RICHARD BLOWS

Date 15th November 2021

Address in full

*Town Hall, Walliscote Grove Road,
Weston-super-Mare, BS23 1UJ*

Signature

COUNCILLOR PATRICIA STERNDALE,
CHAIRMAN

Date 19th January 2022

Portishead Town Council

Folk Hall, 95 High Street, Portishead,
BS20 6PR