

COMMUNITY VACCINE CHAMPIONS

MEMORANDUM OF UNDERSTANDING

Purpose

1. This Memorandum of Understanding (MOU) is entered into between Reading Council and the Department for Levelling Up, Housing and Communities ('DLUHC'). The MOU provides a framework for Reading Council and DLUHC to collaborate on the Community Vaccine Champions 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 DLUHC to Reading 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 Reading Council and DLUHC.
3. This Memorandum of Understanding should be considered in conjunction with the Community Vaccine Champions Prospectus.

Duration

4. The MOU relates to the Community Vaccine Champions programme 2021/2022. All funding is to be committed in the period from 01 Jan 2022 to 31 March 2022. Delivery of activities can extend beyond 31 March 2022, with the expectation that all funded activities will have had a reasonable level of implementation by 30 July 2022.

DLUHC will be expected to:

Provide funding

5. DLUHC will provide **£485,000** funding to Reading 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 Vaccine Champions programme.
6. £485,000 funding will be provided in the week commencing 17 January.

Maintain a relationship as grant funder

7. DLUHC 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.

Reading Council will be expected to:

8. Deliver the aims and objectives of the programme

The 'Community Vaccine Champions' scheme, administered by the Department for Levelling Up, Housing and Communities, provides up to £22.5M funding to promote vaccine uptake amongst hard-to-reach communities in Local Authorities showing the lowest rates of Covid-19 vaccine uptake.

Recognising that local authorities, their partners and local people are best placed to decide the right approach for their communities, it is intended to be designed locally, to respond to the needs of a specific place. Participating areas will be able to increase resources for both existing and new activities. Local authorities can utilise Champions to build connectivity and trust in those groups who need it most, including those from inclusion health groups, young people and ethnic minority communities; empowering individuals to protect both themselves and those around them.

The Government is keen to fund practical solutions, communication and engagement activities, tailored to meet the needs of local communities, to make a real difference to the promotion and uptake of vaccines. Local areas will be able 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.

Project outputs

9. Reading Council will provide a more detailed delivery plan within 30 days of receiving the signed MOU from DLUHC. The detailed delivery plan will need to be agreed with DLUHC and must include:
 - Outcomes and outputs that are measurable
 - Detailed costs for the project
 - Additionality of proposal

10. Once the delivery plan is agreed with DLUHC, the outcomes and outputs will form part of this Memorandum of Understanding.

Project outcomes

11. Activities will aim to address the following outcomes within the duration of the project:

Short-term:

- Increased vaccine uptake rates in target communities.
- Increased visibility / activity of Community Vaccine Champions within local areas and on social media, with target groups.
- Increased awareness of Community Vaccine Champions within the local area.
- Increased interaction with Community Vaccine Champions or local authority by disproportionately impacted groups.

Medium-term:

- Increased reach of, and reported trust in, official public health messaging amongst target communities.
- Increased reported confidence in challenging misinformation around vaccine safety amongst target communities.
- Evidence of behaviour change, within the targeted groups, especially with regards to protective health behaviour such as vaccine uptake and challenging misinformation around vaccine uptake.

Long-term:

- Reduced COVID-19 transmission in the long-term.
- Increased access to guidance and awareness of local services through outreach and practical tools which could lead to improved health and wellbeing of target cohorts and their families.
- Increased coordination and dialogue with public health providers by participating local authorities with the aim to create cohesive and trusted local messaging.
- Reduced inequality and disparity in health outcomes between different groups.

Coronavirus (Covid -19)

12. Reading 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 Vaccine Champions programme.

Monitoring and evaluation

13. Reading Council will be expected to provide short monthly progress reports during the funding period starting from using a template provided by DLUHC. Further information and forms will be provided separately. Progress reports should be submitted on the first Friday of each month, commencing February 2022, outlining the previous month's activities.
14. Further information and a template regarding the submitting of a final report at the end of the programme will be provided by DLUHC.

Process evaluation

15. Participating local authorities may be asked by DLUHC to participate in an in-house evaluation process to help DLUHC 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 DLUHC staff. Any consent documentation required, including data sharing agreements, will be undertaken separate to this MOU.
16. It is expected that any local evaluation conducted by participating authorities, or any linked organisations, regarding Community Vaccine Champion funded projects and activities will be shared with DLUHC. 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

17. 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.
18. 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

19. Reading Council will be responsible for establishing secure data control of any resident information between Community Vaccine Champions and/or partnership organisations and themselves.
20. Reading 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 Vaccine Champion activities.
21. Reading Council may be asked by DLUHC 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.

22. Reading Council may be asked by DLUHC to participate in activities through an in-house evaluator to help DLUHC 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.

Communications

23. DLUHC request the following in relation to communications:

- Areas inform DLUHC ahead of time about significant events or announcements (at least 24-hours) related to the programme that you plan to publicise.
- Local Authorities support occasional national government communication opportunities, for example by hosting ministerial visits and providing information, case studies and images where appropriate about your work for the Community Vaccine Champions Programme.

Use of capital assets

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

Safeguarding requirements

25. Reading 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.
26. Reading Council shall be responsible for ensuring that all recruitment of volunteers is done in full adherence with existing safeguarding requirements, including where appropriate, full DBS checks.

Community funding/micro-grants

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

Procurement

28. Reading Council will be responsible for ensuring that any third-party partnership arrangements or procurement activities related to delivering activities for the Community Vaccine Champions programme comply with Procurement Law and Reading Council's own procurement procedures.

"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 the UK's international obligations on subsidies

29. Reading Council will be responsible for ensuring that it does not put itself and/or DLUHC in breach of the UK's international obligations in respect of subsidies (as amended from time to time) for the full term of the Community Vaccine Champions programme.

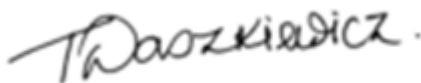
Due Diligence

30. Reading Council will be responsible for undertaking due diligence checks on all third-party organisations (including but not limited to checks to protect from the harm of extremism) receiving funding and/or involved in delivery of their Community Vaccine Champions programme.

Amendment of this Memorandum of Understanding

31. The arrangements under this MOU will be kept under review by DLUHC and Reading Council and can be amended at any time upon securing written agreement between both parties.

Signed by:



Name: Tracy Daszkiewicz
Duly authorised to sign for
Reading Council

Dated: 11/01/2022

Signed by:



Name: Elizabeth
Hawkins

Duly authorised to sign
for the Secretary of
State for Levelling Up,
Housing and
Communities

Dated: 11 January 2022