

Dated

3rd December 2021

Blackburn with Darwen Borough Council

-and-

Blackburn with Darwen Borough Council

Memorandum of Understanding

For the delivery of the Changing Futures Programme

This Memorandum of Understanding (“MoU”) dated

3rd December 2021

is made between

(1) **Blackburn with Darwen Borough Council** of Town Hall, King William St, Blackburn.
BB17DY (“**Changing Futures Lead Authority**”); AND

(2) **Blackburn with Darwen Borough Council** , of Town Hall, King William St, Blackburn,
BB17DY – **the Changing Futures lead Local authority for East Locality**

Purpose of this Memorandum of Understanding (MoU)

1. This Memorandum of Understanding (MOU) provides a framework for local delivery partnerships and Blackburn with Darwen Council as Changing Futures Lead Authority for the Changing Futures programme. It is a non-legally binding document that sets out the expectations of both parties in funding work undertaken in each Locality footprint.
2. The MOU relates only to funding from the Changing Futures Programme for 2021/2022, 2022/2023 and 2023/24. 2021/2023 will be funding from DLUHC, funding for 2023-24 the latter of which is being provided by The National Lottery Community Fund (TNLCF).

Introduction

3. The aim of the programme is to improve the way that local systems and services work for adults experiencing multiple disadvantage and to achieve the system change required to sustain outcomes achieved through the programme. The programme will promote a more joined-up, person-centred approach to local delivery, with Localities committed to making long-term and sustainable changes to local systems that will deliver improved outcomes for individuals experiencing multiple disadvantage.
4. The programme is underpinned by the principles set out in the grant prospectus:
 - a. **Work in partnership** across local services and the voluntary and community sector, building strong cross-sector partnerships at a strategic and operational level that can design and implement an improved approach to tackling multiple disadvantage.
 - b. **Coordinate support**, and better integrate local services that support adults experiencing multiple disadvantage to enable a ‘whole person’ approach.
 - c. **Create flexibility in how local services respond** to adults experiencing multiple disadvantage, taking a system-wide view with shared accountability and ownership leading to better service provision across statutory and voluntary organisations and a ‘no wrong door’ approach to support.
 - d. **Involve people with lived experience** of multiple disadvantage in the design, delivery and evaluation of improved services and in governance and decision making.

- e. **Take a trauma-informed approach** across local system, services and in the governance of the programme.
 - f. **Commit to drive lasting system-change**, with long-term sustainable changes to benefit people experiencing multiple disadvantage and commitment to sustain the benefits of the programme beyond the lifetime of the funding.
5. Changing Futures Localities are expected to maintain strong partnership working structures at both strategic and an operational level. Preston City Council as lead authority will be receiving funding on behalf of the West and Central Locality and is responsible for fostering and maintaining partnership arrangements.
6. As detailed in the Changing Futures prospectus locality partnerships are expected to demonstrate the following representation as a minimum: Local Authority, Strategic NHS partners, Police and/or Police and Crime Commissioner, National Probation Service, Voluntary, social and community sector partners and people with lived experience of multiple disadvantage.

Funding

7. Lancashire was awarded £6.5m from the Changing Futures Programme. Funding for 2021/22 and 2022/23 which will be paid by DLUHC to Blackburn with Darwen Council, through Section 31 of the Local Government Act 2003. The 2023-24 funding is a grant from the National Lottery. Blackburn with Darwen will then fund delivery in East Locality via The Locality Lead Local Authority in Blackburn with Darwen through claims **quarterly in advance** to the maximum value as follows in each year.

7.1 Direct Delivery Funding

Year 1 (01/12/2021 – 31/3/2022) - £233,926

Year 2 – (01/04/2022 – 31/3/2023) - £716,392

Year 3 – (01/04/2023 – 31/12/2023) - £548,473

	No. of Staff	Annual unit cost	Annual unit cost less 11%	4 mths	12 mths (inc 2% infl)	9 mths (inc 2% infl)	Total over 25 mths
Role				Yr 1	Yr 2	Yr 3	
Navigators	7.00	31,000	27,590	64,377	196,993	150,699	412,069
Associate Navigators	6.00	27,000	24,030	48,060	147,064	112,504	307,627
Peer mentors £9.50 per hour - X 15.75HRS = £149.63	4.00	10,000	8,900	11,867	36,312	27,779	75,957
Mental Health IRS Practitioner Band 6	1.00	52,000	46,280	15,427	47,206	36,112	98,745
Physical Health Practitioner Band 6	1.00	50,000	44,500	14,833	45,390	34,723	94,947
Probation PSO	0.75	36,000	32,040	8,010	24,511	18,751	51,271
Recovery Workers	2.00	38,000	33,820	22,547	68,993	52,779	144,319
Information support officer	1.00	34,000	30,260	10,087	30,865	23,612	64,564
CCH/DA Project Manager	1.00	45,000	40,050	13,350	40,851	31,251	85,452
BAME PDP	1.00	44,000	39,160	13,053	39,943	30,557	83,553
Hub Admin	1.00	26,000	23,140	7,713	23,603	18,056	49,372
	25.75						
				229,323	701,729	536,823	1,467,876
ICP Team Co-ordinators	1	48,000	42,720	14,240	43,574	33,334	91,149
			Less risk	- 9,637	- 28,912	- 21,684	- 60,233
				233,926	716,392	548,473	1,498,791

Table 7.1 – Funding allocated by year inc financial risk

The above list of posts was used to calculate the Changing Futures' allocation. It is recognised that as the programme is established, under an ethos of test and learn, the list of posts and use of the Changing Futures fund may vary. Flexibility within budget lines is understood however any major changes to the structure of locality teams must be approved by the Changing Futures Lancashire Board, to share learning across the programme and for assurance that the programme's aims will be delivered (see section 10).

7.2 Personalisation funding for direct support of beneficiaries (based on activity)

	Yr 1	Yr 2	Yr 3	Total
Personalisation Budget Allocation				
East	50	140	94	284
Allocation over 25 months	5,000	14,000	9,400	28,400

7.3 Lived Experience Day Costs to support unwaged Lived Experience representatives to attend meetings based on £15 per hour (vouchers) or £100 per full day (vouchers). Arrangements for payment via [locality Admin](#).

	Yr 1	Yr 2	Yr 3	Total
Lived Experience Day Costs for attending governance meetings @ £100 per day				
Allocation over 25 months £	300	600	400	1300
East meetings	3	6	4	13

7.4 Total Funding Allocation Per Year

	Year 1	Year 2	Year 3	Total
Pers	5000	14000	9400	28400
LET day costs	300	600	400	1300
Service	235333	715327	548305	1498666
Annual Total	240633	729927	558105	1528366

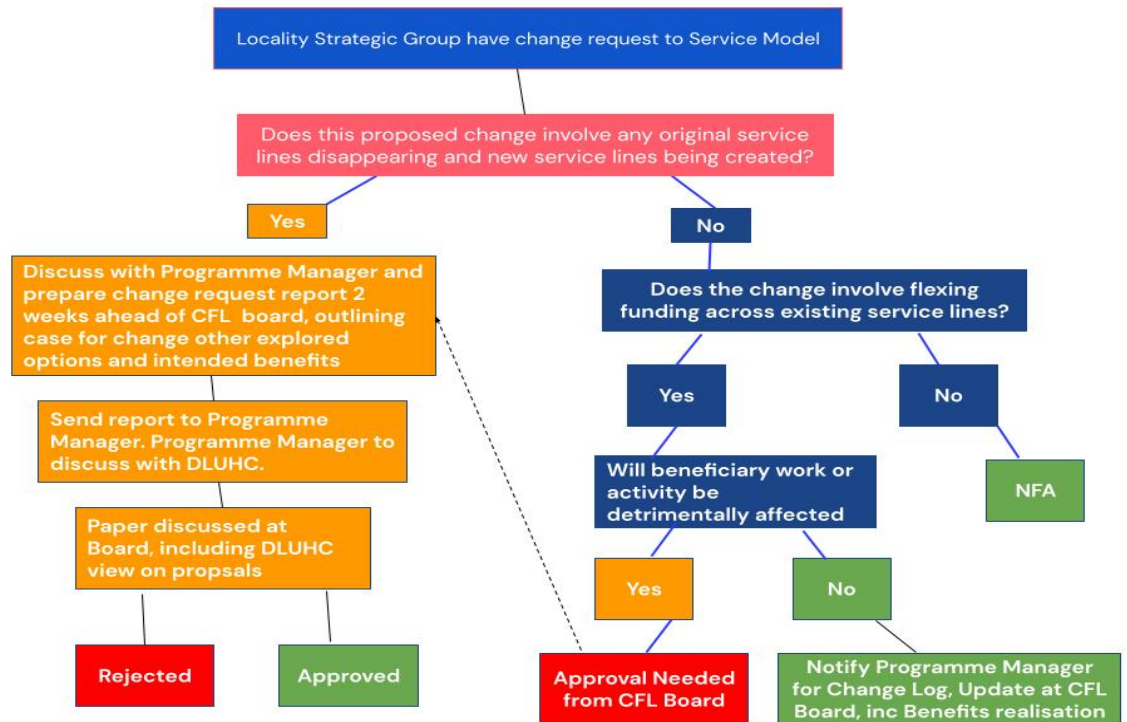
8. Payment Schedules

The following payment schedules are a maximum and are subject to accompanying spending profiles (Appendix A) being completed and returned on the dates shown

Spending Profile Due (each year)	Invoice amount (Last Day of Quarter) 2021/22	Invoice amount (Last Day of Quarter) 2022/23	Invoice amount (Last Day of Quarter) 2023/24
1st April Q1	0	£182,482	£186,035
1st July Q2	0	£182,482	£186,035

1 st Oct Q3	0	£182,482	£186,035
1 st Dec Q4	£240,633	£182,482	0

9. Changing Futures claims will be paid in advance quarterly, at forecast cost based on planned spending to a maximum of the allocation stated in 8 above over the lifetime of the programme. These forecasts need to be signed off by the lead officer and finance officer within the Changing Futures Lead Local Authority prior to submission to the Changing Futures Core Programme Team Programme Manager and Finance Lead.
10. Blackburn with Darwen Council understands that the cost of delivering the service detailed in the original submission is above the funding available and as lead authority it is their responsibility to agree with their locality partnerships, reductions in spend to the limit available and or source additional income to cover the gap.
11. Where any underspend is either forecast or occurs, any unallocated funds must be:
 - a) used to re-profile the Changing Futures budget to mitigate the budget gap to the original spend profile. Once this risk has been eliminated, any locality underspend will be;
 - b) retained by the board to re-profile and reduce the core programme predicted overspend
 - c) once all Changing Futures and core programme overspends are eliminated any programme underspend utilisation will be decided through the Lancashire Changing Futures Board.
12. To facilitate the above, subsequent to quarter 1, while payments will be made in advance, deductions will be taken from the subsequent quarterly claim where spend in line with the previous payment has not been achieved in line with point 11. All spend claims against the quarterly paid amount will be audited by the programme's finance lead.
13. The payments described in (7) above to Blackpool Borough Council will only be made for pre-agreed services within Changing Futures (see Appendix B), and will be reported to the Lancashire Changing Futures Board for audit purposes. Any deviation from these pre-agreed service lines must be made by a formal change request to the Changing Futures Lancashire Board via the Programme Manager, as follows:



14. Funding for 2023/24 will be paid by The National Lottery Community Fund under their terms and conditions. Once the grant agreement is issued this document will be updated as required to reflect any additional requirements of the funder.

15. The Locality Lead Local Authority agrees that in some cases, services will be agreed 'at scale' such as Mental Health Practitioners and Lancashire County Council commissioned substance misuse services, and so these will need to be agreed in partnership with the Locality Lead Local Authority Designated Officer and Programme Manager for payment arrangements from the Changing Futures Lead Authority to that provider. [These costs are included in the funding allocation above.](#)

Programme Delivery and learning

16. East Locality will engage with **a target** of 284 beneficiaries in the programme. 50 in 2021/22, 140 in 2022/23 and 94 in 2023/24 (up to 31/12/23).

17. Local authorities, working in partnership with local public services and voluntary and community sector partners are expected to undertake the following delivery commitments:

- a. To achieve key deliverables as set out in their local partnership delivery plan, including the Changing Futures governance framework.
- b. To nominate a senior responsible officer to lead the programme delivery in the Locality.
- c. To provide sufficient coordination and accountability to achieve these commitments

- d. To keep the changing futures programme board informed of progress against delivery plans and ensure any major changes to your delivery, partnership, or expenditure plans are agreed with the programme board before being implemented.
 - e. To prepare a sustainability plan by the end of June 2022 to provide assurance that steps are being taken to futureproof the programme's benefits in your Locality area.
 - f. To engage with the programme board and cross Government partners to identify and resolve barriers and policy issues.
18. The Locality partners will be expected to support the evaluation approach, adhering to the national programme data capture and evaluation requirements, local data capture and requirements, and using formative feedback to capture key learnings and facilitate adaptive changes to be made throughout the programme, including participation in system change events.

Communication

19. Localities are required to share all programme communications across their partnerships.
20. All communication about Changing Futures Lancashire must go through the Programme Manager and Lancashire Changing Futures Board.
21. DLUHC have provided a communications protocol which we are required to follow. The main elements are that:
- a. Areas acknowledge the dual sources of funding in any public communications about the programme.
 - b. Areas inform DLUHC about any significant events or announcements related to your Changing Futures work that you are publicising.
 - c. Areas support occasional national communication opportunities, for example by hosting ministerial visits and providing information, case studies and images where appropriate about your work.

Monitoring and Evaluation

22. The programme board is required to monitor progress on mobilisation and delivery in relation to areas delivery plans and to help resolve issues, access support, and agree changes to plans where appropriate, reporting this through to DLUHC. Local areas will be expected to provide data for this purpose in line with outcomes and timelines set by DLUHC, to provide written updates on delivery progress (normally on a quarterly basis), and to join quarterly review conversations at the programme board and with DLUHC as required. The Data Requirements are stated at Appendix C.

23. In order to meet monitoring requests and support the evaluation objectives (particularly b above) local authorities will be asked to ensure the collection on the National Delta DLUHC database of qualitative and quantitative data:
- d. Baseline questionnaire data from everyone engaged on the Programme in year 1 (and possibly into the first quarter of year 2). Every participant engaged during this time should be invited to take part in the evaluation. The ability of the evaluation to measure the impact of the Programme for individuals relies on this data and the follow up outcomes data collected over the course of the following year (see below). DHULC will consult areas before finalising the framework in November 2021.
24. Locally a CRM system will be established to help collect individual, service, and system outcomes data in line with a programme-wide outcomes framework. This is still in development, but the local data is stated in Appendix C.
25. To facilitate this areas are expected to engage in the development of and sign up to appropriate data sharing agreements.
26. The evaluation will require sharing of personal data, including special category data. Local authorities and their partners will be expected to work with DLUHC to put in place the correct data sharing agreements and develop the appropriate privacy information for this.

Amendment of this Memorandum of Understanding

27. The arrangements under this MoU will be kept under review by DLUHC, Blackburn with Darwen Borough Council, and Blackburn with Darwen Borough Council and can be amended at any time upon securing written agreement between both parties.

Signed by

Name:

Job Title:

*Duly authorised to
sign for Blackburn with Darwen
Borough Council*

Signed by

Name:

Job Title:

*Duly authorised to sign for
Blackburn with Darwen
Council*

X

Dated:

Dated:

Consider section 151 officer or Chief Exec

