

Individual Decision



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The attached reports will be taken as Individual Portfolio Member Decisions on:

Thursday 2nd May 2024

Ref:	Title	Portfolio Member	Page No.
ID4511	2024-25 Network Management Works Programme	Councillor Denise Gaines	3 - 20
ID4537	Proposed Allocation of the Household Support Fund April-October 2024	Councillor Denise Gaines	21 - 42



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Highways Network Management Works Programme 2024-25

Committee considering report:	Individual Executive Member Decisions
Date of Decision:	02/05/2024
Portfolio Member:	Councillor Denise Gaines
Date Head of Service agreed report: <i>(for Corporate Board)</i>	N/A
Date Portfolio Member agreed report:	N/A
Report Author:	Neil Stacey
Forward Plan Ref:	ID4511

1 Purpose of the Report

- 1.1 The purpose of this report is to seek approval for the Highways Network Management Works Programme for 2024-25.

2 Recommendation

- 2.1 It is recommended that the Portfolio Holder for Highways, Housing and Sustainable Travel approves the proposed Highways Network Management Works Programme for 2024-25 as presented in Appendix C of this report.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	The Highways Network Management Works Programme will be funded from various Capital and Revenue budgets approved as part of the Council’s overall budget for 2024-25.
Human Resource:	N/A
Legal:	Some projects on the programme will require the assistance of Legal Services, particularly the drafting and sealing of Traffic Regulation Orders.

Risk Management:	Projects within the Programme will be managed in accordance with the relevant processes in respect of financial and health & safety risks.			
Property:	N/A			
Policy:	N/A			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	x			Some of the projects will be implemented in such a way as to improve conditions for vulnerable road users, particularly disabled people.
Environmental Impact:	x			Some of the projects will deliver infrastructure to encourage or enable sustainable travel and will therefore have a beneficial impact on the environment.
Health Impact:	x			Some of the projects will deliver infrastructure to encourage or enable active travel and will therefore have a beneficial impact on the health of those using the infrastructure.

ICT Impact:		x		
Digital Services Impact:		x		
Council Strategy Priorities:	x			Some of the projects to be undertaken as part of the Programme will support the Council Strategy Priorities “Tackling the climate and ecological emergency” and “Thriving communities with a strong local voice”.
Core Business:		x		
Data Impact:		x		
Consultation and Engagement:	All Ward Members have been consulted as to the content of this report. No comments, suggestions or queries were received.			

4 Executive Summary

- 4.1 The purpose of this report is to seek approval for the Highways Network Management Works Programme for 2024-25.
- 4.2 The Council’s Capital Programme and Revenue budget for 2024-25, approved at the Council meeting in March 2024, allocates funding for the delivery of a range of projects and services, many of which are the responsibility of the Highways Network Management team in the Environment Department. The purpose of the Programme is to list the projects and services proposed to be delivered each financial year and to confirm a formal mandate to proceed with them. This report presents the proposed programme to the Executive Member for Highways, Housing and Sustainable Travel for approval.

5 Supporting Information

Introduction

- 5.1 The following explains the need for a Works Programme and the type of projects and services that it contains.

Background

- 5.2 The Highways Network Management Team, within the Environment Department, is comprised of five sub-teams, described as follows:

5.3 The Traffic Management & Road Safety team's responsibilities include:

- (a) The management and regulation of traffic (for example by implementing speed limits, parking restrictions and installing associated traffic signs);
- (b) Investigating road traffic accident records and implementing measures to prevent such accidents;
- (c) Implementing engineering measures to improve safety outside and close to schools;
- (d) Providing cycle training to children;
- (e) Collecting vehicle speed data and undertaking engineering and education measures to encourage compliance with speed limits;
- (f) Road safety education campaigns, particularly aimed at vulnerable road users.

5.4 The Intelligent Transport Systems (ITS) & Sustainable Travel Infrastructure team is responsible for:

- (a) Maintaining, operating and improving the Council's stock of traffic signals and variable message signs;
- (b) Using computer-based systems to optimise the operation of traffic signals to manage traffic flows efficiently;
- (c) The ongoing development of the Local Cycling and Walking Infrastructure Plan (LCWIP) and the identification of future schemes to improve sustainable travel infrastructure;
- (d) The delivery of smaller projects associated with improving sustainable travel infrastructure;
- (e) Installing, maintaining and monitoring Electric Vehicle Charging Points on the Highway.

5.5 The Projects team is mainly responsible for delivering a variety of large projects, some of which are listed in the Capital Programme in their own right. The Projects team also assists the Traffic & Road Safety and ITS teams to deliver small and medium sized projects, including those related to sustainable travel infrastructure. This team also carries out feasibility assessments and compiles cost estimates for potential future projects.

5.6 The Highways Development Control team:

- (a) Assesses the Highways impact of planning applications and determines appropriate mitigation measures to accommodate any adverse impacts;
- (b) Provides a street naming and numbering service;
- (c) Supervises the construction of developer-led projects on the Highway.

5.7 The Streetworks team:

- (a) Manages and co-ordinates applications for permits to undertake works on the Highway;
- (b) Inspects third party sites;
- (c) Where necessary, issues fixed penalty notices to works promoters who do not comply with the conditions of their permits.

5.8 The Traffic Management & Road Safety, ITS & Sustainable Travel Infrastructure and Projects teams all contribute to the delivery of the Works Programme, whereas the Highways Development Control and Streetworks teams do not deliver their own projects on the Highway.

Comment on the 2023-24 programme

5.9 The 2023-24 programme, included:

- (a) Five safety/accident reduction schemes,
- (b) Six signing improvement schemes,
- (c) Three active travel schemes, including the construction of the new footway/cycleway on the B4000 between the A34 junction and Stockcross,
- (d) Three school safety projects, including the implementation of a “car free school streets” scheme in Thatcham,
- (e) Temporary road closures for 27 street parties for the King’s coronation,
- (f) 2,603 Bikeability courses.

5.10 Unfortunately, however, the team has struggled to implement projects which include traffic regulation orders, for example speed limits and parking restrictions. This is due to key posts being vacant for much of the year and difficulties in recruiting new members of staff with the required skills and experience. There is therefore a backlog of projects of this nature and the expectations of stakeholders will need to be managed until suitable and sufficient staff resources are in place.

Additional information regarding changes to Speed Limits

5.11 Requests for new or amended speed limits are considered by the Speed Limit Review Task Group, which consists of Council officers, Members and the Police. When assessing the requests the Task Group considers current guidance (principally the Department for Transport Circular 01/2013 ‘Setting local speed limits’), traffic survey results, the number of recorded injury accidents and the local road environment. Any changes agreed by the Task Group can only be implemented subject to a statutory consultation process.

5.12 The task group recommended that four speed limits be amended as a result of the reviews undertaken in September 2021 and May 2022 and these are included in the

proposed Works Programme. Unfortunately, due to staff resource issues, these limits have not yet been implemented at the time of writing and are therefore carried forward into the 2024-25 programme. The task group recommended a further four limits be implemented following its meeting in February 2024 and are also included in the 2024-25 programme.

- 5.13 The Council is committed to implementing more 20mph speed limits in residential areas. A pilot scheme to introduce a 20mph limit covering the majority of residential roads in Theale is already in progress following a separate resolution of the Executive, ref [EX4435](#). This pilot scheme will determine the Council's future approach to the implementation of 20mph speed limits.

Additional information regarding Active Travel Infrastructure Projects

- 5.14 Active travel infrastructure projects involve the construction of new, or improvements to existing facilities for pedestrians and cyclists. Since the pandemic there has been a step-change in the amount of funding available to local highway authorities for this type of project. A new national body, Active Travel England, has been set up by the Department for Transport to oversee and allocate funds to local councils to deliver improvements to active travel infrastructure. As well as funds awarded by Active Travel England, the Council has allocated its own capital funding to active travel schemes. The Council's Local Cycling and Walking Infrastructure Plan ("[LCWIP](#)") sets out plans to develop a network of walking and cycling routes and helps to prioritise the many requests for this type of project that are received.
- 5.15 Larger scale active travel infrastructure projects are normally implemented by the Projects team and are subject to stakeholder consultation before construction.

Additional information regarding Bus Infrastructure Projects

- 5.16 Similarly to active travel, the Department for Transport has also awarded the Council funding for bus infrastructure improvements, as detailed in the Enhanced Partnership Plan and Scheme. This is a mixture of revenue and capital funding and must be delivered by March 2025. This work will be delivered in conjunction with the Transport and Parking Team.

Proposals

- 5.17 The proposed programme is included as Appendix C. Most projects have been included as a result of requests from stakeholders over the course of previous months or years, but some activities reflect statutory requirements such as the maintenance of traffic signals or the management of the school crossing patrol service.
- 5.18 The Network Management team aims to complete the projects listed in the programme before the end of the 2024-25 financial year, assuming that the team is fully staffed, with the exception of larger projects which extend across two or more years. Further projects may be identified over the course of the year and added to the programme, but unless they relate to an urgent safety issue, these will be highlighted as new projects and will receive a lower priority than those already on the programme.

- 5.19 Where a stakeholder request requires a significant amount of work to assess whether it should be implemented, it is added to the “Assessments, Reports and Feasibility” section of the programme. Only when the assessment has concluded that the request should be implemented will it be added to the relevant section of the programme.
- 5.20 Non-project based activities, particularly services delivered by the Traffic and Road Safety team, are also listed on the programme, for example road safety education and speed management initiatives.
- 5.21 Reactive work, such as responding to customer requests, is included in the programme. However, it should be noted that although estimates have been made regarding the volume of such work, the delivery of project-based work can be delayed by high priority reactive work related to petitions and Council motions due to the need to respond to time-critical issues within reasonable timescales.

6 Other options considered

- 6.1 Not publishing a Works Programme. Without an approved programme of, however, the Network Management team would have no formal mandate to implement any particular improvement schemes or deliver any particular road safety initiatives. There would be no formal, published record of the projects that the team has committed to delivering. This could require several separate decisions to be made over the course of the year, which would not be an efficient use of time for either Officers or Members and is therefore not recommended.

7 Governance

- 7.1 The Programme will be updated on an ongoing basis and progress towards delivery of the various projects and services will be reported quarterly to the relevant governance board.

8 Conclusion

- 8.1 The Highways Network Management Works Programme gives the Network Management team a formal mandate to implement a series of highway enhancement projects and to deliver a range of non-project services within the agreed budgets. This report presents the programme to the Executive Member for approval.

9 Appendices

- 9.1 Appendix A – Equalities Impact Assessment (stage 1)
- 9.2 Appendix B – Data Protection Impact Assessment (stage 1)
- 9.3 Appendix C – Proposed Highways Network Management Works Programme 2023-24

Corporate Board’s recommendation

Not applicable as this is an Individual Executive Member Decision

Background Papers:

None.

Subject to Call-In:

Yes: No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council’s position
- Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

Wards affected: All wards are affected by the work of the Highways Network Management team to some degree.

Officer details:

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Document Control

Document Ref:		Date Created:	
Version:		Date Modified:	
Author:			
Owning Service			

Change History

Version	Date	Description	Change ID
1			
2			

Appendix A

Equality Impact Assessment (EqIA) - Stage One

What is the proposed decision that you are asking the Executive to make:	To approve the proposed Highways Network Management Works programme for 2023-24.
Summary of relevant legislation:	Various provisions of the Highways Act 1980 and the Road Traffic Regulation Act 1984.
Does the proposed decision conflict with any of the Council’s priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please indicate which priority and provide an explanation
Name of Budget Holder:	Neil Stacey
Name of Department:	Environment Department
Name of assessor:	Neil Stacey
Date of assessment:	14/03/2024
Version and release date (if applicable):	N/A

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	New or proposed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Already exists and is being reviewed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Function	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is changing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Service	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?

Aims:	The aim of the programme is to summarise the projects to be delivered and services to be provided by the Highways Network Management team during 2023-24.
Objectives:	To deliver improvements to the highway network.
Outcomes:	<ul style="list-style-type: none"> • Securing the safe and expeditious movement of traffic; • Facilitating and promoting active travel.
Benefits:	Road users will benefit from the improved facilities that the various projects provide.

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation)

Group Affected	What might be the effect?	Information to support this
Age	Positive	Children and older people tend to be disproportionately vulnerable when using the highway and their needs are given particular consideration when assessing, planning, designing and implementing Network Management projects.
Disability	Positive	Disabled people tend to be disproportionately vulnerable when using the highway and their needs are given particular consideration when assessing, planning, designing and implementing Network Management projects.
Gender Reassignment	Neutral	This group does not tend to be either more or less vulnerable when using the highway.
Marriage and Civil Partnership	Neutral	This group does not tend to be either more or less vulnerable when using the highway.
Pregnancy and Maternity	Neutral	This group does not tend to be either more or less vulnerable when using the highway.

Race	Neutral	This group does not tend to be either more or less vulnerable when using the highway.
Religion or Belief	Neutral	This group does not tend to be either more or less vulnerable when using the highway.
Sex	Neutral	This group does not tend to be either more or less vulnerable when using the highway.
Sexual Orientation	Neutral	This group does not tend to be either more or less vulnerable when using the highway.
Further Comments:		

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The needs of all groups of road users will be considered consistently and fairly when implementing the projects on the programme.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
There is often a balance to be struck between the needs of different groups or road user and it is possible that a project could make an improvement for one group whilst having an adverse impact on another group. This balance is considered for each individual project rather than at a programme-wide level.	

(4) Identify next steps as appropriate:	
EqlA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Owner of EqlA Stage Two:	
Timescale for EqlA Stage Two:	

Name: Neil Stacey

Date: 29/06/2023

Appendix B

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Place
Department:	Environment
Team:	Highways Network Management
Lead Officer:	Neil Stacey
Title of Project/System:	Highways Network Management Works Programme
Date of Assessment:	14/03/2024

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><i>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p><i>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Yes	No
Will your project/system involve CCTV or monitoring of an area accessible to the public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using the data you collect to match or cross-reference against another existing set of data?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using any novel, or technologically advanced systems or processes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>		

Appendix C

Proposed Highways Network Management Works Programme 2023-24

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Highways Network Management Works Programme 2024-25			
Ref	Type of Activity / Lead Team	Project/Activity/Location	Comments
	Individual Projects named in the Capital Programme		
1	Projects	Robin Hood Roundabout, Newbury - major junction improvements	Construction programmed for 2025-26 but preparatory and design work ongoing.
2	Projects	Kings Road, Newbury - Modifications to existing roads in conjunction with new Link Road opening	Some work completed in 2023-24. Further works to be completed when the new road opens.
3	ITS & Sustainable Travel	District wide - Installation of on-street EV charge points. Target rate of 40 per year.	Next batch of 26 units planned for May 2024.
4	ITS & Sustainable Travel	Newbury area - Variable Message Signs replacement and upgrade	Incomplete from previous years' programme. To be taken forward in 2024-25.
	Speed Limit Schemes		
1	Traffic & Road Safety	Theale Village Pilot 20mph speed limit	Work in progress. Statutory consultation planned for April/May 2024.
2	Traffic & Road Safety	Argyle Road, Newbury (20mph) (September 2021 review)	Incomplete from 2023-24 programme. Work in progress.
3	Traffic & Road Safety	Kirtons Farm Road, Burghfield, for Green Park Station, (30mph) (September 2021 review)	Incomplete from 2023-24 programme. Work in progress.
4	Traffic & Road Safety	Station Road, Compton (20mph speed limit) (deferred from 2017)	Incomplete from 2023-24 programme. Work in progress.
5	Traffic & Road Safety	Winterbourne - Village Gateway features and enhanced speed limit signage	Incomplete from 2023-24 programme. Work yet to start.
6	Traffic & Road Safety	Upper Basildon - Gateway features and enhanced speed limit signage	Incomplete from 2023-24 programme. Work yet to start.
7	Traffic & Road Safety	Lower Way, Thatcham (30mph) - correct a discrepancy in the legal order	Incomplete from 2023-24 programme. Work yet to start.
8	Traffic & Road Safety	Westfields 20mph Zone signing improvements	
9	Traffic & Road Safety	Eastfields 20mph Zone signing improvements (petition response)	
10	Traffic & Road Safety	A339, Greenham (40mph) (February 2024 review)	
11	Traffic & Road Safety	Sulhamstead swing bridge (30mph extension) (February 2024 review)	
12	Traffic & Road Safety	Oxford Road, Donnington (30mph extension) (February 2024 review)	
13	Traffic & Road Safety	B4009, Shaw (30mph extension) (February 2024 review)	
	Local Safety/Accident Reduction Schemes		
1	Traffic & Road Safety	Church Way/Moores Place, Hungerford - bollards on verge to prevent parking	Incomplete from 2023-24 programme.
2	Traffic & Road Safety	Bradfield Southend - Vehicle Activated Speed Limit reminder sign	
3	Traffic & Road Safety	A417, Streatley - Vehicle Activated Speed Limit reminder sign	
4	Traffic & Road Safety	A4, Hungerford - Vehicle Activated Speed Limit reminder sign	
5	Traffic & Road Safety	B4009, Curridge - Vehicle Activated Speed Limit reminder sign	
6	Traffic & Road Safety	The Street, Mortimer - Vehicle Activated Speed Limit reminder sign	
7	Projects	The Croft, Hungerford - Footway extension	Design options complete. Town Council to be consulted.
8	Traffic & Road Safety	Road narrowing by white lining Grove Road Newbury to improve footway conditions	Incomplete from 2023-24 programme.
	Signing Improvements		
1	Traffic & Road Safety	Parking Restrictions Review(s) - implementation of revised signing for Parking orders	
2	Traffic & Road Safety	Vehicle Activated Signs - maintenance and servicing (district wide)	Repairs ordered for 11 sites, to be carried out in 2024-25
3	Traffic & Road Safety	School Flashing Signs - maintenance and servicing (district wide)	Repairs ordered for 7 sites, to be carried out in 2024-25
4	Traffic & Road Safety	Thatcham Town Centre - Improvements to one way and no entry signs.	
5	Traffic & Road Safety	Nalder Hill junction with A4 nr Stockcross - "Unsuitable for HGV" signs	Incomplete from 2023-24 programme.
6	Traffic & Road Safety	Holybrook Parish - place name signs	
7	Traffic & Road Safety	A4, Thatcham - direction signs for Library	Incomplete from 2023-24 programme.
8	Projects	Hawksworth Road, Burghfield Common - signing improvements at pinch point	
	Traffic Signals and Systems Upgrades		
1	ITS & Sustainable Travel	Shaw Road / Kiln Road, Newbury - Pedestrian Crossing replacement	Incomplete from 2023-24 programme due to contractor availability. Programmed for May 2024.
2	ITS & Sustainable Travel	Lower Way / Derwent Close, Thatcham - Pedestrian Crossing replacement	Incomplete from 2023-24 programme due to contractor availability. Programmed for May 2024.
3	ITS & Sustainable Travel	A4 / Beansheaf roundabout, Calcot - Pedestrian Crossing replacement	Incomplete from 2023-24 programme due to contractor availability. Programmed for May 2024.
4	ITS & Sustainable Travel	Pinchington Lane, Newbury - Energy efficiency improvements/replace obsolete components	
	Active Travel Infrastructure		
1	Projects	A4 Crown Mead, Thatcham (footway & cycleway)	Incomplete from 2023-24 programme.
2	ITS & Sustainable Travel	Victoria Park, Newbury - cycle direction signing improvements	Incomplete from 2023-24 programme. Signs delivered, awaiting installation by contractor
3	ITS & Sustainable Travel	Newbury-Thatcham via A4 - Linkway 2 cycle direction signing improvements	Proposals drafted
4	ITS & Sustainable Travel	A4 Newbury, near Newbury Manor Hotel - Improvement of footway & cycleway	Incomplete from 2023-24 programme. Awaiting solicitors to finalise land transfer
5	Traffic & Road Safety	Lawrences Lane, Thatcham - prohibition of motor vehicles - further measures to ensure compliance	Incomplete from 2023-24 programme.
6	Traffic & Road Safety	Deadmans Lane, Theale - prohibition of motor vehicles - Experimental Traffic Order	Incomplete from 2023-24 programme.
7	Projects	Old Bath Road, Newbury - Development of project details following previous outline work	

Highways Network Management Works Programme 2024-25			
Ref	Type of Activity / Lead Team	Project/Activity/Location	Comments
School Safety Improvements			
1	Traffic & Road Safety	Skillman Drive, Thatcham - Car Free School Streets project for Francis Bailey Primary School	Scheme implemented in 2023-24. Evaluation in progress to decide whether to make permanent.
2	Projects	Royal Ave, Tilehurst - new Zebra Crossing	Calcot School Streets follow up project
3	Traffic & Road Safety	Purchase and commissioning of additional ANPR camera equipment to enable enforcement of School Streets restrictions.	
4	Traffic & Road Safety	Enborne Primary School - extension of Zig Zag markings	Incomplete from 2023-24 programme.
5			
Public Transport Infrastructure			
1	Various	Development of Bus Priority measures identified in BSIP	
2	Projects	Three Firs Roundabout, Burghfield Common - kerb realignment to enable buses to get past	Incomplete from 2023-24 programme. Common Land issues being investigated.
Rechargeable Works			
1	Traffic & Road Safety	Access Protection Markings (estimated 10 per year, in response to applications from residents)	
2	Traffic & Road Safety	Third party funded schemes, eg tourist direction signs (estimated 10 per year in response to applications)	1. Place name signs for Shaw-cum-Donnington Parish Council.
3	ITS & Sustainable Travel	Third party damage to Traffic Signals Equipment (estimated 3 per year)	
Miscellaneous Traffic Regulation Orders			
1	Traffic & Road Safety	New (experimental or permanent) traffic order for Newbury Town Centre pedestrianisation	
2	Traffic & Road Safety	Parking Restrictions Reviews and Traffic Order consultations (district wide)	
3	Traffic & Road Safety	Residents' disabled parking bays (estimated 10 per year)	
4	Traffic & Road Safety	Donnington Heights Bus Gate, off Love Lane.	Related to adjacent residential development.
5	Traffic & Road Safety	Newbury and Hungerford - Parking bays for Electric Vehicle charging (experimental order)	Incomplete from 2023-24 programme. In progress.
6	Traffic & Road Safety	Englefield Road, Theale - no right turn into primary school	Incomplete from 2023-24 programme.
7	Traffic & Road Safety	A339, Greenham - temporary no right turn to be made permanent	Incomplete from 2023-24 programme. Low Priority.
8	Traffic & Road Safety	Ash Lane, Burghfield - restrictions associated with reconstruction of the ford	Incomplete from 2023-24 programme. Low Priority.
9	Traffic & Road Safety	Nalder Hill, Stockcross - revoke obsolete 3t weight limit	Incomplete from 2023-24 programme. Low Priority.
10	Traffic & Road Safety	Oxford St, Eddington, Hungerford - correct a historical discrepancy with the TRO and signing	Incomplete from 2023-24 programme. Low Priority.
11	Traffic & Road Safety	Winkworth Lane, Aldermaston - correct a historical discrepancy with the TRO and signing	Incomplete from 2023-24 programme. Low Priority.
12	Traffic & Road Safety	A338 Service Road, Hungerford - remove redundant bus gate	Incomplete from 2023-24 programme. Low Priority.
Traffic Signal Maintenance			
1	ITS & Sustainable Travel	Quarterly Maintenance Charges x 4 and ongoing monitoring of faults and contractor performance	
2	ITS & Sustainable Travel	Chargeable Maintenance/Repair (estimated 12 repair and maintenance orders over the year)	
3	ITS & Sustainable Travel	Use of LoRaWAN for remote monitoring of traffic signal faults	Long term ongoing initiative
Road Safety: Speed Management			
1	Traffic & Road Safety	Speed Data Collection: "Black Cat" surveys - average of up to 15 sites per month	
2	Traffic & Road Safety	Speed Intervention Programme - Community Speed Watch	
3	Traffic & Road Safety	SID machine loans to Parish Councils - approx. 2-4 per month	
4	Traffic & Road Safety	Maintenance and operation of Parish Speed Management online portal	
Road Safety: Events and Campaigns			
1	Traffic & Road Safety	Supporting National Road Safety campaigns, eg Drink Driving, Seatbelts, Mobile Phone	
2	Traffic & Road Safety	Targeted road user campaigns, eg Young Drivers, Older Drivers, Motorcyclists, Horse riders	
3	Traffic & Road Safety	Maintenance, operation and promotion of School Safety online learning resource	
Road Safety: School Crossing Patrols			
1	Traffic & Road Safety	Ongoing management of the School Crossing Patrol Service	
2	Traffic & Road Safety	School Crossing Patrol - Purchase of new equipment for operatives	
3	Traffic & Road Safety	School Crossing Patrol - New Site Assessments (approx. 3 new assessments per year)	
4	Traffic & Road Safety	School Crossing Patrol - Risk Assessments of existing Sites (approx. 6 assessments per year)	

Highways Network Management Works Programme 2024-25

Ref	Type of Activity / Lead Team	Project/Activity/Location	Comments
	<u>Road Safety: Cycle training</u>		
1	Traffic & Road Safety	New instructor training sessions, risk assessment of sites and cycle training admin.	
2	Traffic & Road Safety	Child Cycle Training - arrange Bikeability courses for approx. 260 children per month via schools	
3	Traffic & Road Safety	Adult and Family Cycle Training - arrange public Bikeability courses, approx 10 per month	
4	Traffic & Road Safety	Maintenance and operation of cycle training online portal	
	<u>Traffic Regulation Orders for Special Events on the Highway</u>		
1	Traffic & Road Safety	Section 16A of the Road Traffic Regulation Act 1984 Temporary Orders for special events on the highway (four orders per year)	
2	Traffic & Road Safety	Section 21 of the Police Town Clauses Act 1847 (i.e. Street Parties) (estimated 3 per year)	
	<u>Licencing</u>		
1	Traffic & Road Safety	Assessment and issuing of pavement licences for tables and chairs on the highway (cafes, pubs etc.)	
2	Traffic & Road Safety	Vehicle Operators Licences - check applications and make representations to the Traffic Commissioner as necessary	
3	ITS & Sustainable Travel	Assessment of sites for cable ducts to enable residents to charge EV using their own electricity supply.	
	<u>Assessments, Reports and Feasibility Work</u>		
1	Traffic & Road Safety	Assessment and development of new School Streets projects	
2	Traffic & Road Safety	Ongoing accident investigation and monitoring following receipt of monthly collision data.	
3	Traffic & Road Safety	Home to School Transport Assessments (approx 5 assessments per year)	
4	Traffic & Road Safety	Roads around Thatcham Park School - safety assessment	Incomplete from 2023-24 programme.
5	ITS & Sustainable Travel	Lower Way, Thatcham - review of cycleway	Incomplete from 2023-24 programme.
6	Traffic & Road Safety	Red Lane, Aldermaston - review of weight limit and sign locations	Incomplete from 2023-24 programme.
7	ITS & Sustainable Travel	Hambridge Road, Newbury - assessment of traffic signal crossing at canal bridge	Incomplete from 2023-24 programme.
8	Traffic & Road Safety	Thatcham Town Centre - Signing review requested by Thatcham Town Council	
9	ITS & Sustainable Travel	Ongoing development of Local Cycling and Walking Improvement Plan (LCWIP)	
10	ITS & Sustainable Travel	Purley to Pangbourne Active Travel Route	Further development of design options (subject to resources and possible funding bid)
11	ITS & Sustainable Travel	Hermitage area - Extensions to the Eling Way	Long term project continuing from previous years
12	ITS & Sustainable Travel	A4 Western Avenue, Newbury - Stage 2 concept design (footway & cycleway)	Long term project continuing from previous years
13	ITS & Sustainable Travel	Upgrade the Traffic CCTV System	Investigating feasibility of replacing damaged cameras and upgrading data communications
14	Projects	Hatt Close, Peasemore - Design and construct revised footway	Awaiting agreement from Royal Mail for post box relocation.
15	Projects	Crabtree Lane/Priors Court Road, Hermitage - Review crossing options	Low priority. Carry over to 24/25.
16	Projects	Farnborough - kerbing and drainage works	Design and costing completed. DW to review.
17	Projects	Reading Road, Burghfield Common - improved crossing point near Guide Dogs HQ	
	<u>High Priority Reactive Work</u>		
1	Various	Produce reports in response to petitions.	
2	Various	Produce reports in response to Council motions	
	<u>Day to Day Reactive Work</u>		
1	All teams	Stakeholder correspondence, complaints and Freedom of Information Requests	
2	All teams	Responses to stakeholders using the "Report a Problem" web-page	

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Proposed Allocation of the Household Support Fund April – October 2024.

Committee considering report:	Individual Executive Member Decisions
Date of Committee:	2 May 2024
Portfolio Member:	Councillor Denise Gaines
Report Author:	Sean Murphy
Forward Plan Ref:	ID4537

1 Purpose of the Report

- 1.1 On the 14th December 2023 the Council agreed a range of allocations from the 2023/24 Household Support Fund aimed at facilitating the voluntary sector to deliver against the fundamental aims of the scheme as well as providing support for specific groups of residents.
- 1.2 In March 2024 the government announced that there would be a further allocation of the Household Support Fund to local authorities. On the 2nd April the guidance was issued on the use of the funding allocated. In the case of West Berkshire the allocation was £694,849 to cover the period 1st April 2024 to 1st October 2024.
- 1.3 The purpose of this report is to propose a continuation of the successful programme delivered with the voluntary sector and our partners at Greenham Trust and agree the allocations for the funding period.

2 Recommendation

- 2.1 **APPROVE** the allocations set out at 6.1
- 2.2 **DELEGATE** authority to make adjustments between allocations to the Service Lead – Public Protection and in consultation with the portfolio holder for Highways, Housing and Sustainable Travel and the Section 151 Officer.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	The Council has been awarded Household Support Funds amounting to £694,849 for the first six months of the 2024/25 financial year. The funding is a ring-fenced grant to provide support and assistance as set out in this report.

	<p>The scheme is 100% grant funded and reasonable administration costs of up to 10% may be claimed to deliver this scheme.</p> <p>Reporting on spend is required to be made and payment is made to the authority in arrears.</p>			
Human Resource:	<p>It is proposed that there will be one member of staff engaged through the grant funding period to assess and distribute grants. This member of staff will sit within the Housing Service. There will also be some re-chargeable management and other overheads.</p>			
Legal:	<p>The Council has discretion on the use of the HSF providing that the proposals are in accordance with the grant determination and the Guidance provided by the Department for Work and Pensions ('DWP').</p> <p>The guidance is appended to this report.</p> <p>The Guidance requires that local authorities in receipt of an HSF allocation are required to notify DWP how the funds are to be utilised.</p>			
Risk Management:	<p>It is a risk that the fund will not all be committed in the funding period and remain unclaimed. However, based on the previous year's scheme the risk is considered low. All expenditure proposals set out in this report will be subject to monitoring to ensure that monies are being spent in accordance with this decision and the terms of the scheme.</p>			
Property:	None			
Policy:	This report sets out the Council's proposals for use of the HSF in West Berkshire.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				

Proposed Allocation of the Household Support Fund April – October 2024.

A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X			See Appendix A
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	X			See Appendix A
Environmental Impact:	X			Funding to purchase white goods and other energy saving initiatives will assist with reducing energy use longer term for applicants.
Health Impact:	X			Providing free school meals as a means of supporting challenging child poverty is recognised as having a significant impact on children’s health during their formative years.
ICT Impact:		X		The HSF has been facilitated by ICT in the past and will continue to be a largely online application process.
Digital Services Impact:		X		HSF has been a primarily online process to date. Enabling the delivery of the fund through charitable agencies will help direct funding to those experiencing digital exclusion.

Council Strategy Priorities:	X			<p>The distribution of the HSF positively enhances the following Council Priorities:</p> <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes. • Support everyone to reach their full potential. <p>This will be achieved through the targeted delivery of additional financial support to vulnerable households who are struggling during the Cost of Living crisis.</p>
Core Business:		X		<p>Contributes to:</p> <ul style="list-style-type: none"> • Ensuring our vulnerable children and adults achieve better outcomes • Supporting everyone to reach their full potential
Data Impact:		X		<p>Bank statements, utility bills and bank account details will be collected.</p> <p>All data will be collected for the purpose of administering this grant only.</p> <p>It will have no impact on the rights of the data subjects.</p> <p>Appendix B attached</p>
Consultation and Engagement:	Corporate Board, Operations Board, Housing Colleagues and Health and Wellbeing Board have been consulted.			

4 Executive Summary

4.1 Wet Berkshire Council has successfully managed the Household Support Fund (HSF) scheme since its inception. There have been four allocations up until the 31st March 2024. For the financial year 2023/24 the Council was awarded a total of £1.39M. Following previous decisions by the Council the 2023/24 scheme was delivered in partnership with the voluntary sector and Greenham Trust with the following final allocations from the scheme:

- £346K in direct payments to residents who met the scheme criteria. This was administered by the Council's Housing Service.

Proposed Allocation of the Household Support Fund April – October 2024.

- £404K for provision for those on ‘free school meals’ during the school holiday period. This amounted to 6 weeks funding over the various holiday periods for over 4,000 children.
 - £120K support for those on housing benefit who were not eligible for other cost of living support payments.
 - Additional £20K match funding allocated to the shared Cost of Living Grant Fund administered by Greenham Trust making a total of £70K.
 - Over £350K of support delivered through the voluntary sector, including support for pensioners; support for those in temporary and emergency accommodation; essential household goods including white goods and carpets, curtains and mattresses and support with food and energy costs.
 - 10% of the fund was used for administration in line with the scheme allocation and guidance.
- 4.2 On the 5th April there was a partnership meeting between the Council and its delivery partners in the voluntary sector and Greenham Trust. The feedback from partners was that the new approach had been a success and the joint working had allowed for a range of innovations to support the local community in a timely and focussed manner. It was also reported that despite the falls in some financial costs to households that there were still a number of residents facing severe financial hardship and demand for many areas of support was continuing to rise.
- 4.3 On the 26th March 2024 the Council was notified that it had been awarded **£694,849** to meet the stated aims of the Household Support Fund of supporting the vulnerable or those that cannot pay for essentials. The funding period for this round of support runs from April until 1st October 2024. It is not known if there will be another round of funding at this stage.
- 4.4 By way of background, the grant allocation letter states that the *“The purpose of the grant is to provide support to certain local authorities in England for expenditure lawfully incurred or to be incurred by them in accordance with the Grant Conditions to provide support to households, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs or housing costs (in exceptional cases of genuine emergency) to help them with living costs”*.
- 4.5 The Council must ensure that the grant is *‘primarily allocated to support with the costs of energy (for heating, lighting and cooking), food, water (for household purposes, including sewerage) and other essential living needs in accordance with the Scheme guidance’*.
- 4.6 In terms of communications the government must follow the requirements of the ‘funded by government communications manual’.
- 4.7 The purpose of this report is to set out allocations of funding from the 2024/25 grant allocation. A copy of the ‘Grant Conditions’ is set out at **Appendix C** to this report.

- 4.8 The Health and Wellbeing Board receives regular report on the Council and its partners response to the cost-of-living challenges and local support for those in poverty. This includes updates on the Household Support Fund.

5 Supporting Information

Introduction

- 5.1 The Household Support Fund aims to provide crisis support to vulnerable households most in need of support to receive financial support to help with significantly rising living costs.
- 5.2 It was announced that West Berkshire would receive an allocation of £694K for the period April to 1st October 2024.

Working with the Voluntary Sector

- 5.3 West Berkshire Council has a close and effective working relationship with the Voluntary Sector. A feature has included an allocation of funds to a match funded appeal with Greenham Trust. The existing fund will continue.
- 5.4 Regular meetings have taken place with the voluntary sector and in particular those organisations most associated with assisting those who are facing financial pressures. Whilst some of these factors such as inflation and energy costs have fallen many residents face distinct financial challenges. It is also worth noting that food inflation is still running at 4%. Whilst energy costs have fallen significantly from their peak they are still substantially above 2021 levels with a current price cap £1690 as opposed to £1042 in 2021.
- 5.5 A number of concerns have been reported to us by the voluntary sector including:
- Significant increases in demand across all sectors including a significant demand for replacement appliances, mattresses etc.
 - Increase in very specific demand caused by the number of people in emergency accommodation.
 - Increasing numbers of complex mental health issues being identified requiring significant support.
 - Significant increase in 'real-time' debt issues with many individual and families struggling with day-today living costs.
 - Ongoing high running costs for all the organisations including energy, transport wages etc. This is set to increase due to the recent living wage increase announcements.
 - Specific costs are being incurred for expensive items such as baby formula and follow on formula.

- Overall, the feeling was that what the sector was seeing was a worsening and not improving situation.

5.6 The Community Resource Project and the Foodbank have previously reported that the biggest single source of referrals was West Berkshire Council.

5.7 Beyond these groups discussions have previously taken place about the programme to target assistance for pensioners.

5.8 It is a known problem that those moving into permanent accommodation often move into properties without curtains and carpets. This makes keeping properties warm and draught proof difficult and also impacts on energy spend or increases issues around damp and mould etc.

6 Proposals

6.1 Based on the successful scheme operated in 2023/24 it is proposed that the following allocations be made from the 2024 grant allocation:

Scheme	Detail	Indicative Allocation
Assistance for Food and Energy	That urgent enquires to the Council for food and energy support (in and out of hours) are handled by local charities. These requests are generally for £30 or under. This service will also be used by West Berkshire Council services for urgent need referrals. The advantage is it will be available a lot quicker than a payment arranged by WBC. It will also be available out of hours.	£15,000
Essential Household Goods Scheme	Additional funding to support the provision of white goods, cookers, beds, furniture, utensils and more. The scheme is provided by Newbury Community Resource Centre.	£20,000
Support for those in Emergency Accommodation	Targeted funding for working with a number of providers to support those in emergency and temporary accommodation including the provision of hot food and / or food suitable for heating in an emergency accommodation setting.	£10,000
Discretionary Assistance Fund	WBC work with social housing providers, Community Resource Project and other	£30,000

Proposed Allocation of the Household Support Fund April – October 2024.

	providers to create a fund that allows residents to apply for assistance with respect to provision of carpets and curtains where those eligible move in and none are provided. This will also assist with reducing energy consumption.	
School Holiday Meal Provision	It is proposed to allocate £3 per child per day for 4 weeks of the school summer holiday period. Based on 4200 young people eligible this amounts to £252K	£252,000
Targeted support for Pensioners	Working with a number of charities This money will be used to provide targeted support including subsidised hot meals, support with energy costs, boiler and other repairs, provision of microwave cookers etc.	£20,000
Support for Young Carers and those leaving care	200 children are identified as carers by the Council (with more unidentified). No national funding is available for young carers. In addition, those leaving care also face a number of challenges. This expenditure will be used to provide support in partnership with statutory and voluntary sector partners for e.g. cooking courses, clothing fund - energy vouchers.	£30,000
Main Fund	This is the fund for allocation following application to the Council based on the following criteria: <ul style="list-style-type: none"> • Only one grant per household per funding period • Maximum claim per family - £300 • Maximum claim per individual - £150 	£202,849
Administration of the fund	This will cover the assessment of grant applications to the Council along with any signposting and management oversight.	£65,000
Shared Cost of Living Grant Fund	This is an allocation to the shared cost-of-living grant fund with a view to match funding by Greenham Trust (subject to confirmation by the Trust)	£50,000

Total	£694,849
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- 6.2 In addition, it is proposed that the current grant application criteria for the joint ‘cost of living’ fund administered by Greenham Trust is open to applications for West Berkshire provision from charities for increased demand for core services as well as new projects where the fund criteria are met.
- 6.3 Each allocation will be accompanied by conditions regarding spend, record keeping etc. to ensure that all spend is in accordance with scheme conditions. Monies cannot be spent on core costs but on direct distribution through new projects or increased demand. This will be regularly monitored.

7 Options for consideration

- 7.1 Options to meet the aims and objectives of the fund are constantly kept under review. The new scheme only has six months to run and further adjustments may need to be made at short notice. At the time of writing these are considered to be the most deliverable options to meet the requirements of the scheme.

8 Conclusion

- 8.1 The outlook for many residents remains challenging. At the time of writing headline inflation had fallen but food inflation is over 5%. Regardless of falls in inflation the significant increases in food and grocery prices are now factored in going forward.
- 8.2 Energy prices have fallen from their peak last winter but are still higher than in early 2022. Fuel prices stand around 150p per litre for petrol and 160p per litre for diesel.
- 8.3 To meet these challenges the ability to get support to where it is needed in a timely manner is critical for those needed that support. The Council is not always best placed to do this and nor is it cost effective.
- 8.4 The scheme last year delivered a significant level of innovation and partnership working to build on the aims and objectives of the scheme. The proposals set out in this report build upon this approach.

9 Appendices

APPENDIX A – Equalities Impact Assessment

APPENDIX B – Data Protection Assessment

APPENDIX C – Scheme Criteria

Background Papers:

None

Subject to Call-In: Yes: No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council's position
- Considered or reviewed by Scrutiny Commission or associated Committees or Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

Wards affected: All

Officer details:

Name: Sean Murphy
Job Title: Service Lead – Public Protection
Tel No: 01635 519930
E-mail: sean.murphy@westberks.gov.uk

Appendix A

Equality Impact Assessment (EqIA) - Stage One

What is the proposed decision that you are asking the Executive to make:	To approve an updated Household Support Fund to replace the policy which was used to administer funds for 2022/23.
Summary of relevant legislation:	The Department for Work and Pensions (DWP) is providing funding to County Councils and Unitary Authorities (including Metropolitan Councils and London Boroughs), under section 31 of the Local Government Act 2003, to administer the scheme and provide assistance to households most in need. It is important to stress this covers a wide range of vulnerable households including those with children of all ages and those without children.
Does the proposed decision conflict with any of the Council’s priorities for improvement? <ul style="list-style-type: none"> Ensure our vulnerable children and adults achieve better outcomes Support everyone to reach their full potential Support businesses to start develop and thrive in West Berkshire Develop local infrastructure including housing to support and grow the local economy Maintain a green district Ensure sustainable services through innovation and partnerships 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please indicate which priority and provide an explanation
Name of Budget Holder:	Nick Caprara
Name of Service/Directorate:	Place/ Development & Regulation
Name of assessor:	Nick Caprara
Date of assessment:	18/4/23
Version and release date (if applicable):	1.0

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	New or proposed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Proposed Allocation of the Household Support Fund April – October 2024.

Strategy	Yes <input type="checkbox"/> No <input type="checkbox"/>	Already exists and is being reviewed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is changing	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Service	Yes <input type="checkbox"/> No <input type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?

Aims:	To deliver Household Support Funding to vulnerable clients in the district in line with Government guidance from April 2023 to March 2024.
Objectives:	To provide financial support through delivery of Household Support Fund grant to vulnerable households.
Outcomes:	Delivery of Household Support Fund
Benefits:	Assistance for the most vulnerable households in the community.

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation)

Group Affected	What might be the effect?	Information to support this
Age	Targeted delivery to pensioners	Specific fund set aside to target delivery to support pensioners and to tackle digital exclusion. Regular reports will monitor performance
Disability	Targeted delivery reported on support being provided to disabled claimants or carers	Regular reporting will monitor performance
Gender Reassignment		
Marriage and Civil Partnership		
Pregnancy and Maternity		

Race		
Religion or Belief		
Sex		
Sexual Orientation		
Further Comments:		

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a EqlA 2.

If an EqlA 2 is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the EqlA guidance and template – <http://intranet/index.aspx?articleid=32255>.

(4) Identify next steps as appropriate:	
EqlA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Owner of EqlA Stage Two:	
Timescale for EqlA Stage Two:	

Name: Nick Caprara

Date: 18/4/23

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website.

Appendix B

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Place
Service:	Development & Regulation
Team:	Housing
Lead Officer:	Nick Caprara
Title of Project/System:	Household Support Fund
Date of Assessment:	3/4/2024

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><i>Note – sensitive personal data is described as “ data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p><i>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Yes	No
Will your project/system involve CCTV or monitoring of an area accessible to the public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using the data you collect to match or cross-reference against another existing set of data?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you be using any novel, or technologically advanced systems or processes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>		

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

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Grant Conditions

1. In this Annex:

“the Scheme” means the use by the Authority of as much of the grant money identified in Annex A as it deems necessary to provide support to households who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs or housing costs (in exceptional circumstances of genuine emergency);

“the Department” means the Department for Work and Pensions;

“the Authority” means any local authority listed in **Annex A**;

“the Secretary of State” means the Secretary of State for Work and Pensions;

“the Grant Period” means the period of time set out in paragraph 4 of this Grant Determination;

“the Branding Manual” means the HM Government of the United Kingdom of Great Britain and Northern Ireland Branding Manual Funded by UK Government first published by the Cabinet Office in November 2022, and available at <https://gcs.civilservice.gov.uk/guidance/marketing/branding-guidelines/>, including any subsequent updates from time to time.

2. The grant is paid to the Authority to support eligible expenditure only (see paragraphs 4 to 7 below); and on the basis overall that the provision of grant funding remains subject to the Secretary of State’s ongoing satisfaction that all grant usage by the Authority complies fully with the relevant conditions.

3. The Authority must have regard to any guidance issued by the Department or sources of information and data available to it that may assist in the decision-making regarding the Scheme.

Eligible expenditure

4. Eligible expenditure means payments made, or committed to, by the Authority or any person acting lawfully on behalf of the Authority, during the Grant Period, under the Scheme.

5. Unless the Secretary of State decides otherwise (for all Authorities or any one Authority), the Authority must determine individual eligibility in its area for assistance under the Scheme and the means by which assistance will be provided (whether directly by the Authority or through a third party) and use the grant monies as follows:

- a) the Authority is to ensure that the grant is primarily allocated to support with the costs of energy (for heating, lighting and cooking), food, water (for household purposes, including sewerage) and other essential living needs in accordance with the Scheme guidance;
- b) by exception and where existing housing support has been exhausted, the Authority may allocate grant funds to support with housing costs as set out in the Scheme guidance;
- c) the Authority, during the Grant Period, is to facilitate applications for assistance under the Scheme from individuals who are eligible for assistance in its area;
- d) the Authority may, in accordance with the Scheme guidance, allocate a limited portion of the grant to fund the provision of advice to individuals that is likely to assist those individuals in meeting their essential living needs in the longer term and complements other assistance provided to those individuals under the Scheme.

6. If the Authority or any third party incurs any of the following costs, they must be excluded from eligible expenditure:

- a) contributions in kind,
- b) payments for activities of a political or exclusively religious nature,
- c) depreciation, amortisation or impairment of fixed assets,
- d) input VAT reclaimable from HM Revenue & Customs,
- e) interest payments or service charge payments for finance leases,
- f) gifts, other than promotional items with a value of no more than £10 in a year to any one person,
- g) entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations), or
- h) statutory fines, criminal fines or penalties,

and, for the avoidance of doubt, the exclusions at a) and f) above do not apply to the provision of direct assistance, including food, to the intended eligible beneficiaries of the Scheme.

7. The Authority must not deliberately incur liabilities for eligible expenditure before there is an operational need for it to do so.

Payment arrangements

8. The grant will be paid in arrears following receipt by the Department of the Statement of Grant Usage described in paragraph 10.

9. If at any time the Authority becomes aware that the payment in arrears will affect the delivery of the Scheme, the Authority must inform the Department as soon as possible. The Secretary of State reserves the right to alter the timing or amount of grant payments accordingly.

Statement of Grant Usage

10. The Authority must prepare a Statement of Grant Usage to be submitted to the Department at a time and in a form directed by the Secretary of State. The Statement of Grant Usage must provide details of eligible expenditure in the Grant Period. The Statement of Grant Usage must be certified by the Authority's Section 151 officer that, to the best of the officer's knowledge, the amounts shown on the Statement are all eligible expenditure and that the grant has been used for the purposes intended.

11. If the Statement of Grant Usage identifies any overpayment of grant, the Authority must, unless offset by the Department in accordance with paragraph 20, repay this amount within 30 days of being asked by the Secretary of State.

12. The Secretary of State may at any time require a validation or audit to be carried out by officers of the Department or an appropriately qualified independent accountant or auditor, on the use of the grant.

Progress Report and Management Information Return

13. The Authority must provide a Progress Report and Management Information Return with the Statement of Grant Usage in a form directed, and subject to any guidance issued by, the Secretary of State.

Financial management

14. The Authority must maintain a sound system of internal governance and financial controls in relation to the grant.

15. If the Authority has any grounds for suspecting financial irregularity in the use of any grant paid under this Determination, it must notify the Department immediately, explain what steps are being taken to investigate the suspicion and keep the Department informed about the progress of the investigation. For these purposes "financial irregularity" includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.

Records to be kept

16. The Authority must maintain reliable, accessible and up to date accounting records with an adequate audit trail for all expenditure funded by grant monies under this Determination.

17. The Authority and any person acting on behalf of the Authority must allow:

- a) the Comptroller and Auditor General or appointed representatives, or
- b) the Secretary of State or appointed representatives,

free access at all reasonable times to all documents (including computerised documents and data) and other information as are connected to the grant, or to the purposes for which grant was used, subject to the provisions in paragraph 18.

18. The documents, data and information referred to in paragraph 17 include such which the Secretary of State or the Comptroller and Auditor General may reasonably require for the purposes of 'spot checking' administrative costs or significant amounts paid under the Scheme or a financial audit of any department or other public body or for carrying out examinations into the economy, efficiency and effectiveness with which any department or other public body has used its resources. The Authority must provide such further explanations as are reasonably required for these purposes.

19. Paragraphs 17 and 18 do not constitute a requirement for the examination, certification or inspection of the accounts of the Authority by the Comptroller and Auditor General under section 6(3) of the National Audit Act 1983. The Secretary of State and Comptroller and Auditor General will seek access in a measured manner to minimise any burden on the Authority and will avoid duplication of effort by seeking and sharing information with local auditors.

Breach of Conditions and Recovery of Grant

20. If the Authority fails to comply with any of these conditions, or if any overpayment or underpayment is made in relation to this grant or any amount is paid in error, or if any of the events set out in paragraph 21 occurs, the Secretary of State may reduce, suspend or withhold grant payments or require the repayment of the whole or any part of the grant monies paid, as may be determined by the Secretary of State and notified in writing to the Authority. Such sum as has been notified will immediately become repayable to the Secretary of State who may set off the sum against any future amount due to the Authority from central government.

21. The events referred to in paragraph 20 are:

- a) the Authority purports to transfer or assign any rights, interests or obligations arising under this Determination without the prior agreement of the Secretary of State,

b) any information provided in any application for grant monies payable under this Determination, or in any subsequent supporting correspondence is found to be significantly incorrect or incomplete in the opinion of the Secretary of State,

c) it appears to the Secretary of State that other circumstances have arisen or events have occurred that are likely to significantly affect the Authority's ability to deliver the Scheme,

d) the Authority's Section 151 officer is unable to provide reasonable assurance that the Statement of Grant Usage, in all material respects, fairly presents the eligible expenditure in the Grant Period in accordance with the definitions and conditions in this Determination, or

e) the Authority fails to provide the Statement of Grant Usage and a Progress Report and Management Information Return in accordance with the Grant Conditions.

Communications

22. The Authority shall at all times during and following the end of the Grant Period:

a) comply with requirements of the [Funded by UK Government Branding Manual](#) in relation to activity under the Scheme; and

b) cease use of the Funded by UK Government logo on demand if directed to do so by the Department.

23. The Authority must publish on their website, and by any other appropriate means, such information as it considers sufficient to enable the general public to understand the Scheme (including the Authority's eligibility criteria and how the Scheme can be accessed) in accordance with the Scheme guidance.

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